

Dear Students and Parents,

Welcome to Narcoossee Middle School! The entire staff of Narcoossee Middle School is dedicated to providing all students with a quality education. As such, Narcoossee Middle School is a Positive Behavior Interventions and Supports (PBIS) school. PBIS is a model for the continuous improvement of a school-wide student behavior plan. This plan includes school-wide expectations, student interventions, and the monitoring of school data. As a PBS school all students are expected to know, understand and live the following expectations:

- B - Be Responsible
- E - Encourage Others
- A - Act Safely
- R - Respect All
- S - Strive for Success

### BEHAVIORAL EXPECTATIONS

At NCMS students are expected to follow the school expectations in all areas of the school. Posters will be displayed throughout the school that lists the behaviors that are expected in various areas, including classrooms, restrooms, the cafeteria, the hallways, and on the bus. Expectations will be modeled and taught to all Narcoossee Middle School students by teachers and staff.

Positive Behavior Expectations	Be Responsible	Encourage Others	Act Safely	Respect All	Strive for Success
<b>Classroom</b>	<p>I follow directions</p> <p>I choose to behave in an appropriate manner.</p> <p>I am responsible for my own behavior, words and actions.</p> <p>I am gum-free on campus.</p>	<p>I use kind, encouraging words.</p> <p>I am patient with others.</p> <p>I choose not to yell.</p> <p>I choose not to create a disruption which would cause others to be off task.</p> <p>I encourage and respect others by working quietly.</p>	<p>I enter the classroom in a courteous manner.</p> <p>I keep all 4 legs (of chair and desk) on floor. I keep my feet on floor.</p> <p>I keep hands, feet, objects to myself.</p> <p>I keep my area neat and clean.</p>	<p>I use my quiet, respectful voice.</p> <p>I show respect to teachers, fellow students, myself, and property.</p> <p>I wait for my turn to speak.</p> <p>I remain silent during teacher calls and announcements.</p>	<p>I remain on task.</p> <p>I come prepared.</p> <p>I use time wisely.</p> <p>I keep my agenda, binder, and backpack neat and current via the binder check rubric.</p> <p>I keep up with my grades on focus.</p>
<b>Hallway</b>	<p>I enter class and sit at my seat, write in my agenda, and be ready to start class.</p> <p>I keep the school free of litter.</p>	<p>I encourage others to go directly to their class.</p> <p>I am patient with others.</p> <p>I choose not to create a disruption.</p>	<p>I choose not to push, shove or touch others.</p> <p>I stay to the right of the hallway and remain on the sidewalk.</p>	<p>I use polite, appropriate language and tone of voice.</p> <p>I speak in a calm tone.</p>	<p>I arrive on time and prepared.</p> <p>I take the appropriate route to class and I have my AVID binder in hand.</p>
<b>Cafeteria</b>	<p>I have my lunch money ready.</p> <p>I know my student ID number.</p>	<p>I encourage others to keep their area clean.</p>	<p>I keep my hands, feet and objects to myself.</p> <p>I eat my food and not play with it or the garbage.</p>	<p>I remain seated and raise my hand when I need something.</p> <p>I use good manners and inside voices.</p>	<p>I choose one line and stay there.</p> <p>Only six students in the line at a time.</p>
<b>Restrooms</b>	<p>I will keep the bathroom tidy by flushing the toilet and throwing the paper in the wastebasket.</p>	<p>I encourage others to keep the restroom clean.</p>	<p>I always wash my hands with soap.</p> <p>I report any issues to the teacher.</p>	<p>I ask permission to use the bathroom in emergency situations only.</p>	<p>I use my restroom time wisely.</p>
<b>Bus Area</b>	<p>I check the board for bus location.</p>	<p>I encourage others to go directly to their bus and I choose not to cause them to be late.</p>	<p>I keep my hands, feet and objects to myself.</p> <p>I load/unload the bus safely.</p>	<p>I use polite, appropriate language and tone of voice.</p>	<p>I am on time and listen for special instructions.</p>

## **REINFORCEMENT SYSTEM: BEAR BUCKS**

When NCMS students display appropriate behavior they are eligible to receive Bear Bucks, which may be redeemed in a variety of ways including the school store, raffles, participation in special events, or other rewards determined by individual teachers. Information will be posted in the cafeteria, as well as on the school website, with all the upcoming events in which students can use their bear bucks.

## **VIOLATIONS and CONSEQUENCES**

NCMS faculty and staff expect all students to follow the BEAR expectations at all times in order to succeed in school. When students choose to behave inappropriately, students may receive a minor infraction or discipline referral. If a student receives a referral, consequences will be applied according to the Osceola County Student Code of Conduct behavior matrix. Minor behavioral offences, such as excessive talking, running, etc., are handled on the spot by the adult in charge. Major behavioral offenses; such as verbal abuse or profanity, defiance, fighting, stealing, or vandalism are immediately referred to a school administrator. We do not tolerate fighting, disrespect toward others, obscene language or destruction of school property. Students who break the rules continuously will be handled accordingly. Students who continue to break rules following initial discipline may be suspended from school and/or referred for alternative placement.

## **MINOR INFRACTIONS/REFERRALS**

If a student does not follow NCMS expectations a student may receive a minor infraction or referral. If a student receives three minor infractions for the same behavior during a semester, the teacher will enter an office discipline referral in FOCUS. The minor infraction procedure is outlined below:

1<sup>st</sup> Infraction - Student Warning

2<sup>nd</sup> Infraction - Teacher makes contact with the parent

3<sup>rd</sup> Infraction - Office Referral

## **SATURDAY SCHOOL & ADMINISTRATIVE DETENTION**

A student may be assigned Saturday School as a consequence for inappropriate behavior by the principal or his/her designee. It will take place from 7:30am -10:30am on the Saturday that the student is assigned. Drop off and pick up will be at the media center. The parent is required to provide transportation. Failure to attend Saturday School may result in a suspension. Tardies are not permitted at Saturday School. Administrative Detention is held after school for one hour on a specified day. Parent is required to provide pickup from the front office after the hour long detention. Failure to attend may result in a Saturday School.

## **DRESS CODE**

Middle School administration and staff strictly adheres to the policies and procedures outlined in the District adopted Uniform Dress Code Policy for the 2016-17 student year. Student's collared shirt colors are navy blue, black, white, hunter green, or light pink. Students must wear dark blue, black or khaki colored denim, corduroy, or twill pants/shorts/skirt of appropriate size and length. Hair color must be natural colors. All outerwear must be full zipper or full button jackets/sweaters. Student ID's should be worn and visible during the school day. Temporary/Replacement ID's will be sold if ID's are forgotten or lost. Each Friday is a School Spirit Day and a NCMS T-shirt may be worn. NCMS adheres to the county policy of athletic shoes only. **Students out of dress code will be asked to call home and have appropriate items brought to school. Administration has the final say in all dress code decisions. Please refer to the District Student Code of Conduct for additional information.**

## **PHYSICAL EDUCATION UNIFORMS**

All students enrolled in physical education will be required to wear a PE uniform. Uniforms will be on sale during Open House and during the first days of school.

## **AVID BINDER**

Advancement Via Individual Determination is a college readiness system that focuses on school wide learning and performance. The teachers at Narcoossee Middle School utilize the AVID strategies to ensure that all students are preparing for college. The binder is one of the many organizational strategies used at Narcoossee to assist in the academic success of each student school wide. All students will be expected to have and carry a three inch, three ring binder in their hands during transition from class to class. Each binder must contain: seven dividers with tabs, a school provided agenda, filler paper, and a zippered pencil pouch. At all times, the zippered pencil pouch must contain: 2 pencils, 2 pens, and 2 highlighters. In case of binder emergency, there will be a binder hospital located on campus. This hospital will be open to all students on Thursdays throughout the school year or a new binder may be purchased in the front office. Binders will be checked every week to ensure that students are utilizing the binders correctly.

### **ARRIVAL/DISMISSAL**

NCMS Office Hours: 8:00am-4:00pm

Student Hours: 8:20am-3:50pm

Arrival: Students will not be allowed on Campus prior to 8:20am. Car riders are to enter at the elementary school entrance and proceed to the car rider loop in the back of the school. The middle school entrance is only for Buses. The car rider loop gate will close promptly at 8:45am. Any student arriving after that time must report to the front office for a tardy slip. First Period begins promptly at 8:45am.

Dismissal: The car rider loop gate will open at 3:30pm (Wed-2:30pm). Students are not permitted to get picked up in the front office during dismissal.

### **BICYCLES**

Bicycles must be parked in the racks provided and each bicycle should be locked. None of the above may be ridden on campus. Students must **“walk”** their bikes while on school property. Bike riders should wear their helmets. Our staff is not responsible for damage or theft while bicycles are parked in the racks. Roller blades/skate boards, motorized or foot powered scooters are not allowed on campus. Students bringing these items to school will need to call home to have these items retrieved by a parent. The bike area is closed to students during school hours.

### **CELL PHONES/ELECTRONIC DEVICES/ACCESSORIES**

Students are permitted to bring cell phones. **Cell phones, headphones and electronic devices should only be used under the direction of school staff.** The school will not be responsible for lost or stolen cell phones. Cell phones may be confiscated if they are used outside the parameters set by the teacher and administration. Headphones/earbuds should not be visible during the school day unless directed by school staff.

Students violating the cell phone policy may not be allowed to bring a cell phone for the remainder of the school year. ***Students may not take videos, photos, play electronic games or text while at school.***

Students may bring their own technology to school to be used in classrooms under the direct supervision of their teacher. Parents who wish to exempt their child from BYOD must provide a written statement to the Principal. Students are fully responsible at all times for the devices they bring to school. The school will not be held liable for lost/damaged/theft of personally owned devices.

### **GUM, BEVERAGES OR ANY UNAUTHORIZED ITEM**

Narcoossee Middle School reserves the right to confiscate any item deemed to be disruptive to the educational process. Gum is not permitted on campus. Drinks such as energy drinks, carbonated drinks and coffee are not permitted. Many students and teachers have severe allergies, therefore personal items such as hairspray, cologne, breath spray, etc. are **not** permitted on campus. Stick deodorant is acceptable for P.E. Additional items such as electronic game systems, cameras, stuffed animals, speakers, balloons, etc. are not allowed in school. Possession or sale of any such item will result in a disciplinary consequence. The item may be confiscated. Items that have been confiscated may be retrieved at school by parents. The school will not be responsible for items not retrieved after five regular school days. **The school is not responsible for any item stolen or lost while at school.**

### **RETURNED CHECKS**

Any returned checks will go directly to Envision Payment Solutions. They will then contact the customer and arrange collection. The school WILL NOT ACCEPT PAYMENT for a returned check. Customers will have to deal directly with the check service provider, and need to contact Envision so that payment arrangements can be made directly to them. Their phone number is (770)-709-3200.

### **SCHOOL ADVISORY COUNCIL/BOOSTERS**

The School Advisory Council is composed of parents, community members, teachers, and administrators working together to develop on-going beneficial suggestions and ideas for the improvement of our school. We welcome any suggestions you may have. All individuals are invited to participate in the council. BOOSTERS and SAC will meet on the first Thursday of each month at 5:15pm and 6:15pm in the media center.

### **HIGH SCHOOL CREDIT CLASSES**

According to Osceola School Board Rules, eligible students in our county may be scheduled to take high school courses at the middle school they are attending. Enrollment is based on teacher recommendation, grades and State/District Assessment scores. In order to receive high school credit, the student must maintain a "C" average, and pass the necessary exams. *Students who do not have a minimum of a C at Mid Term may be removed from the course.*

### **TEXTBOOKS / LIBRARY BOOKS**

The school must be reimbursed for lost, stolen or destroyed textbooks/materials before replacements will be issued. Students may get lost textbook forms from their teacher. Payment is then made to the Bookkeeper. It is the student's responsibility to pay for lost or damaged library, textbooks and CD textbooks.

### **MEDICINE**

If a student is required to take any medication during the school day please contact the school nurse for information. 407-891-6600. Please see the Osceola County School District Handbook for the policies regarding the administration of medicine at school.

### **STUDENT PERFORMANCE/PIV (GRADING)**

For grades 6<sup>th</sup> – 8<sup>th</sup>, the following report card grades apply, with A, B, C, and D considered passing:

- A.....Indicates outstanding performance.
- B.....Indicates above average performance.
- C.....Indicates adequate performance.
- D.....Indicates lowest acceptable performance.
- F.....Indicates failure.
- I.....Indicates incomplete work.
- Z.....Indicates that the student did not turn in the assignment
- X.....Indicates that the student is excused from the assignment

To receive a report card, a student shall have been enrolled in school for 22 days as established by the official school calendar. A grade shall be recorded on the report card for each subject taken. Per Florida state law, students must pass all core classes, plus one elective, with a 60% average for the year in order to be promoted to the next grade.