

Northeast Middle School
Student Handbook
2017-2018



*Our mission is to empower students today
for academic success in preparation for high school,
as measured by state requirements.*

You may find us on the cmcss.net website under schools

Dear Parents, Guardians, and Stakeholders of Northeast Middle School:

Welcome to Northeast Middle School. We are excited about beginning a new school year, and we hope you share the same excitement.

A new year presents opportunities for various beginnings--new courses, new faces, new academic challenges, and new social situations. One of our goals at Northeast Middle School is to ensure all students, as well as parents/guardians, feel they are in a safe environment.

As the year progresses and you have questions, we encourage you to call the school and talk with those available to help. If your question concerns class events, contact the teacher; if your question concerns the overall program, curriculum, or activities, contact one of the administrators or counselors.

We are attempting to properly place each student as efficiently as possible. There may be schedule conflicts, which need to be corrected. We plan to have the process completed during the first three weeks of school. Please let us know if your child has a schedule conflict within the first three weeks.

The Northeast Middle School web site may be accessed through the **cmcss.net** website. From this website, students and parents will be able to access individual teachers' e-mail addresses. Current school information and upcoming events will be available through this site as well. An additional means of communication will be the School Messenger System. This system allows electronic phone calls, as well as email, to your home or business to provide information regarding NEMS; therefore, it is very important the school receives accurate e-mail addresses and phone numbers for each student. If your address, phone number, or e-mail should change, please inform the school as soon as possible.

PowerSchool permits parents access to their student's grades, attendance, homework, discipline record, and messages from the teachers via the Internet. Grades are posted each week to keep parents up to date. To access PowerSchool, parents must come to the school to register and receive a password.

We are pleased to have you as partners during the year and encourage you to join our Parent Advisory group. We expect your time with us will be educationally profitable for your child. Please become involved with the school. Together we will give the students at Northeast Middle School the best opportunities possible to reach their educational goals.

Sincerely,
NEMS Administration

Important Dates

Aug 11 – Half Day of School (Dismissal at 10:45 A.M.)

Aug 12 – Staff Development – Students Do Not Report

Aug 13 – 1st Full Day of School

Aug 20 – Middle School Open House 5:00 – 7:00 P.M.

Sept 7 – Labor Day – No School

Sept 22 – Middle School Conferences 4:30 – 7:30 P.M.

Oct 2 -- Early Dismissal (Dismissal at 12:00 P.M.)

Oct. 12-16 – Fall Break

Oct 27 - Middle School Conferences 4:30-7:30 P.M.

Nov 2 – Students Do Not Report

Nov 11 – Observe Veterans Day – No School

Nov 20 – Early Dismissal (Dismissal at 12:00 P.M.)

Nov 25-27 – Thanksgiving Holidays – No School

Dec 18 – Half Day of School (Dismissal at 10:45 A.M.)

Dec 21 - Jan 1 – Winter Break

Jan 4 – Staff Development Day - Students Do Not Report

Jan 18 – Martin Luther King Jr. Day - No School

Feb 15 – Presidents Day - No School

Feb 26 – Early Dismissal (Dismissal at 12:00 P.M.)

March 1 – Election Day - Students Do Not Report

March 25 – Holiday - Students Do Not Report

March 28 – April 1 – Spring Break

May 26 – Last Day of School - 1/2 day (Dismissal at 10:45 A.M.)

Report Card Dates

Oct 26, 2015

Jan 11, 2016

March 21, 2016

May 26, 2016

Northeast Middle School Student Handbook

The administration and faculty of Northeast Middle School extend to you a warm welcome to eagle country. Your new year will be a rewarding experience if you strive to make it one. Our school has much to offer the concerned student who wishes to take advantage of the educational opportunities available, but responsibility must be assumed in order to succeed. Your complete cooperation is urged.

The following information is intended to be helpful to both students and parents/guardians. Please read this and refer your questions to a teacher or administrator.

Contents

After School Activities	5
Arrival/Dismissal Procedures	5
Attendance	6
Counseling Center	7
Dress Code	8
Emergency Procedures	8
Field Trips	9
Grades/Report Cards	9
Lockers	10
Meals	10
Medication	11
Parent Concerns	11
Parent Advisory	12
Phone Use	12
Special Occasions	12
Testing & Assessments	13
Textbooks	15
Valuables, Other Items	15
Walker's Pass Application	17

After School Activities

Students are to be picked up from after school activities and functions in a timely manner. **Any student who is not picked up within 15 minutes after an activity ends may be prohibited from attending future after school events.**

Arrival/Dismissal Procedures

Arrival to School

Students should arrive to school between 7:00 A.M. and 7:20 A.M. each school day. **No students should arrive prior to 7:00 AM.** All car riders are dropped off and picked up in the front of the school by the flagpole. They should enter the building through the front doors. If students eat breakfast at school, they will report to the cafeteria. All other students must report to their homerooms and receive permission before they go anywhere.

Tardiness

Students arriving after the 7:20 A.M. bell are considered tardy and are subject to the tardy section of the Student Code of Conduct. Students will not be excused from being tardy because a parent brought them in late. (The only exceptions to this are students arriving with a note from a doctor or dentist or other occasional situations as approved by the Principal or Assistant Principal.) All latecomers **MUST** check in with the office upon their arrival to school and sign in before going to class.

School Dismissal during the Day

Students occasionally need to leave the building during the school day. The parent or guardian will need to come to the office to sign out his or her student. **Anyone signing a student out will need to show a picture ID before the student is dismissed.** The office will contact the student when the parent or guardian arrives in the office. No student may leave without going through the office. Students may only be dismissed to their parents or guardians. In the event of illness, students may be dismissed to anyone listed on the emergency card. **For your student's safety, we will not change transportation arrangements for your student**

over the phone. If transportation arrangements change during the course of the school day, please come into the office and make those changes in person.

School Dismissal at the End of the Day

All car riders will be dismissed at 2:10 P.M. (with the exception of those who ride with a high school student) to the front parking lot at NEMS. Any car riders not picked up by 2:25 P.M. will proceed to the school's front doors area to wait for their ride. NEMS students that ride with a high school student will be dismissed at 2:15 P.M. to the front door area. They **may not walk to the high school or a car in the high school parking lot.** They will wait at the flagpole for their rides. They must be picked up in a timely fashion. Bus riders are dismissed at 2:15.

Walker Dismissal

Any student who walks home from NEMS must obtain a walker's pass. The application is located in the back of this handbook. A student applying for a temporary walker's pass (i.e. for a week) will receive a paper pass indicating approval. **To ensure student safety, all walkers are transported by a designated bus to the crosswalk in front of NEHS.**

Attendance

Your student's attendance at school is vital to his or her academic success. For this reason, we have several policies in place regarding your student's attendance.

- Student absences may be excused for illness not requiring a doctor visit for up to 5 days per school year. A note or email documenting the illness must be provided by a parent or legal guardian for the absence to be excused. For illnesses requiring a doctor's visit or hospital stay, documentation from a doctor must be provided to the school for the absence to be excused. For more details, please see the current CMCSS Student Code of Conduct.
- Absences are followed up by an automated phone call to the parent or guardian. Since these phone calls are automated, you will receive one even if you have called the office to report your child's absence yourself.
- Out of school suspensions are considered absences and will be counted as such.

Make-up Work

It is the responsibility of the student to see the teacher about make-up work upon returning to school from an absence. The student will have the same number of days to complete the make-up work equal to the number of days absent (i.e. 3 days absent = 3 days to make up the work). If a student misses school only one day, he/she should contact friends or see the teacher the next day for the assignments. If the absence will be for 3 or more days, the parents should contact the school as early in the morning as possible to request homework. Please allow a day's notice for the secretary to collect the homework without interrupting classes. The child is expected to complete the assignments within his allotted time upon his return to school.

Counseling Center

School counselors are assigned to students alphabetically; they are available to assist students with various issues including:

- Transition from elementary to middle school
- Concerns with classes or schedules
- Study skills
- High school planning
- Career information
- Conflict resolution
- Social skills (getting along with others, peer pressure, etc.)
- Anger management
- Problem-solving
- Personal concerns
- Referrals to needed community services

Counseling services are provided individually, in small groups, in classrooms, and in large group settings. Students may pick up a referral form from their teacher or from the Counseling Center to schedule a conference with their counselor.

The counselors also serve as a link between parents and teachers and are available to consult with parents regarding their child's educational and emotional needs. Parents may call the school to schedule an appointment with their child's counselor.

Dress Code & Discipline

For information concerning the dress code and discipline policy, please refer to the CMCSS Student Code of Conduct, which can be found online at www.cmcss.net under the Students and Parents tab. **The administrative team at NEMS may use its discretion as to the suitability of any article of clothing not specifically mentioned in the CMCSS Student Code of Conduct.**

Emergency Procedures

Emergency Cards

It is important to have accurate and updated information on the emergency cards. This is the main source of contacting a parent if an emergency occurs during the school day. A student can only be dismissed to the persons listed on the emergency card. **If for some reason your phone numbers or address changes during the school year, please contact the school with the new information.** This information is also important for reaching parents using the school's automated phone system with information (i.e., attendance, emergencies, snow days, school events, etc.).

In Case of a Disaster or Extreme Emergency at NEMS

The following site(s) has been designated as an informational center for parents or the media in the case of a disaster or extreme emergency at NEMS:

Primary – Northeast High School

Alternate 1 – Northeast Elementary School

Alternate 2 – Spring Creek Baptist Church at 2760 Trenton Road

This would only be necessary in the event that the school had to be quarantined or declared a crime scene, in which case, no parents or media would be allowed on the premises for safety reasons. Hopefully, this plan will never be necessary in our school, and we appreciate everyone's help in keeping our school safe.

Field Trips

Field trips are an extension of the classroom and can provide real world learning experiences. Students who go on these trips are expected to exhibit their best behavior. **All school rules apply on field trips including those rules pertaining to cell phones and electronic devices.**

Grades

Grading Scale

93-100	A - Outstanding achievement
85-92	B - Above average achievement
75-84	C - Average achievement
70-74	D - Below average achievement
69>	F - Unacceptable achievement

Power School is an online grading system, which can be accessed at any time to view your child's current grades. Power School is updated weekly. Parents may request a password at Open House or any day following by presenting proper identification.

Report cards will be published in PowerSchool at the end of each nine weeks. If a parent has questions concerning a student's grade, the parent should set up an appointment to meet with the student's teachers. A poor grade on a student's report card should alert parents that the student is having difficulty. The dates for report cards are listed in the front of this handbook and can also be viewed on the school system's calendar at www.cmcss.net.

Progress reports can be accessed online through PowerSchool. Printed progress reports will go home every three weeks. The dates for progress reports can be viewed on the school system's calendar at www.cmcss.net.

Lockers

Each student will be assigned a locker for personal use. Students should not give the combination to anyone or allow anyone else to use their lockers. Lockers are subject to search. Stickers should not be used inside or outside of the lockers. **All coats, purses, and book bags must be secured inside the student's locker upon arrival at school.** These items will remain in the locker until the end of the day.

Meals

- Breakfast - \$1.15
- Student Lunch - \$2.75
- Adult Lunch - \$3.40

Students may deposit money into their lunch accounts from 7:00 - 7:20 Monday through Friday. Students may pay cash for their meal each day if they choose. Parents may also make deposits and monitor balances by registering for the MealPay program. This is available online at www.mealpayplus.com or by calling 866-247-1032.

Students who were previously approved for free lunch in the Clarksville Montgomery County School System may continue to eat free until all applications are processed; however, qualifying for free lunch last year does not mean the student will qualify this year. Applications must be completed on a yearly basis, and if the applications are not completed properly, the student will have to make other lunch arrangements.

Cafeteria Behavior

The student will:

- Observe proper table manners. (Throwing food will result in disciplinary action.)
- Remain at assigned table unless returning trash/tray to the proper area.
- Place all trash in the proper containers.
- Eat only in the cafeteria and refrain from taking any food from the cafeteria.
- Use a low conversational tone when speaking with persons at the table.
- Raise hand when needing cafeteria monitor and remain seated until recognized.
- Remain seated until dismissed by the monitor.
- Students should raise their hands to receive permission to use the restroom.

Medication

When it is absolutely necessary for a student to take medication at school, the medication (this includes over the counter medication) must be accompanied by an **“AUTHORIZATION FOR MEDICATIONS TO BE TAKEN DURING SCHOOL HOURS”** form which needs to be filled out and signed by a physician and a parent. (Over the counter medication does not need a physician’s signature.) **ALL medication must be brought to the nurse’s office by a parent -- students cannot bring medication on the bus. ALL medication must be in the original container.** The student will return to the nurse’s office to take the medicine. If a student needs to carry an inhaler, parents must contact the nurse and provide a physician’s authorization form.

Parent Concerns

Parents are always welcome at Northeast Middle School. Your presence and involvement are crucial to the success of our students. Parental support and participation is encouraged in all activities. Please remember, all visitors must sign in and obtain a visitor’s pass from the office as they enter the building.

Parent Classroom Visits

Parents/guardians may request to observe their children’s classrooms. To do so, parents must follow the district’s policy by completing the Student Observation Request Form and submitting it for approval 24 hours in advance. To access both the form and policy, log on to the following web addresses:

process - <http://www.cmcss.net/iso/masterdocs/INS-P023.pdf>

form - <http://www.cmcss.net/iso/masterdocs/INS-F049.pdf>

Parent Lunchroom Visits

Parents are welcome to eat lunch with their children. Parents should check in with the front office, receive a visitor badge, and proceed to the parent section of the cafeteria. Parents are only allowed to sit with their student(s). Please do not invite other students to sit with you during lunch, as this may create hurt feelings and/or conflicts among students. If you are

bringing food to share with your child, please refrain from sharing with students other than your child due to food allergies and other concerns.

Contacting Staff Members

Communication is very important between parents and the school. Teachers may be available to speak with parents during their planning periods. At any other time, a message may be left for the teacher. Email is a great way to contact your student's teachers as well. Parents requesting a team conference should contact the team leader to set a conference time and date.

Contacting Administrators

The principal or the assistant principals will meet with parents when parents have a concern. It is always best to phone ahead for an appointment to secure a meeting time. Administrators will accept phone calls if they are available; if not, a message may be left and the administrator will return the phone call.

Parent Advisory

Northeast Middle School has a Parent Advisory Group. Parents are invited to become a member and participate in the activities. Information about our Parent Advisory group can be obtained at Open House or by contacting the school office.

Phone Use

School phones are for emergency use only. **(P.E. uniforms, lunch money, homework, forgotten items, and permission to stay after school are not emergencies.)** If a parent calls for a student, a note will be sent to the student, unless it is an emergency.

Special Occasions

Due to the disruptions these items can create during the school day, NEMS will not accept deliveries of flowers, balloons, birthday cakes, or other celebratory items for students. Students are not allowed to pass out invitations as they cause disruptions and hurt feelings. In

addition, gum and candy should not be brought to school for any reason including special occasions.

Testing & Assessments

Assessments are administered throughout the school year to measure progress toward achieving content proficiency and to identify areas of strength and challenge at the student, school, and district level. These measurements allow CMCSS to provide instruction tailored to the needs of the individual student while meeting the standards set by the Tennessee Department of Education.

Assessment information is available on the district's website please visit

<http://www.cmcoss.net/students/testing.aspx>.

Assessment information is available on the state's website please visit

<http://tn.gov/education/section/assessment>.

Tennessee academic standards are accessible on the state's web site please visit

<http://tn.gov/education/topic/academic-standards>.

CMCSS curriculum navigator is available on the district's web site please visit

<http://curriculum.cmcoss.net/>.

Middle School Assessments

ACT EXPLORE

Grade 8; scheduled for September 16, 2015; National Assessment

The ACT EXPLORE college readiness assessment is a curriculum- and standards-based educational and career planning tool that assesses students' academic readiness for college. For more information on the ACT, please visit <http://www.act.org/products/k-12-act-explore/>.

National Assessment of Educational Progress (NAEP)

Grades 4th, 8th, and 12th; scheduled for January 2016 – March 2016; National Assessment

The National Assessment of Educational Progress (NAEP) is the largest national assessment

with results representative of what students across the United States know and can do in various subject areas. The assessments are administered periodically online and in pencil/paper format in math, reading, science, writing, the arts, civics, economics, geography, US History, technology, and engineering literacy. For more information on the National Assessment of Educational Progress (NAEP), please visit <http://tn.gov/education/topic/naep>.

TCAP Achievement Test

Grades 3-8; Science scheduled for April 25-April 29, 2016, Social Studies Part I scheduled for February 8-February 29, 2016 and Part II is scheduled for April 18-May 6, 2016; State Assessment

The TCAP (Tennessee Comprehensive Assessment Program) Achievement test for science standards is a timed, multiple choice assessment. Social studies is a two part assessment administered online assessment with part I in February in the extended response format and part II administered in April and composed of short answer/multiple response items. The results of these examinations will be factored into the student's grade at a percentage determined by the State Board of Education in accordance with T.C.A. §49-1-302 (2). For more information on the TCAP Achievement Test, please visit state assessment website at <http://tn.gov/education/section/assessment>.

TCAP TNReady Test

Grades 3-8; English Language Arts and Math Part I scheduled for February 8-February 29, 2016 and Part II is scheduled for April 18-May 6, 2016; State Assessment

The TCAP (Tennessee Comprehensive Assessment Program) TNReady assessment for English language arts and math is a two part assessment administered online with part I in February in the extended response format and part II administered in April and composed of short answer/multiple response items. The results of these examinations will be factored into the student's grade at a percentage determined by the State Board of Education in accordance with T.C.A. §49-1-302 (2). For more information on the TCAP TNReadyTest, please visit state assessment website at <http://tn.gov/education/section/assessment>.

Universal Screener

Grades K-HS; Beginning of year (BOY) August 13-September 18, 2015, Middle of the Year (MOY) November 23-December 11, 2015, and End of the Year (EOY) March 7-25, 2016; RTP²

Assessment

Universal screenings review the performance and progress of all students through brief assessments in reading and math. Universal screenings help schools identify students who may need more support or other types of instruction. CMCSS utilizes *Path Driver for Math and Reading* as the Universal Screener. For more information on Universal Screener and RTI², please visit the state website at <http://tn.gov/education/topic/tdoe2-rti-family>.

Textbooks

All textbooks are furnished to students without charge by the Board of Education and the State of Tennessee. Students must take proper care of all issued books. Students will sign for receipt of textbooks and record any damages upon receipt by completing the textbook voucher form. The student will be responsible for any damages not recorded on the textbook voucher. Students are responsible for returning the books in the same condition as received. A charge must be paid for all damaged or lost books.

Valuables, Money, Other Items

The school will not be responsible for lost or stolen items. Students should not bring large amounts of money or valuables to school. Students are cautioned to leave money, cell phones, and valuables in their lockers during the school day. In addition, they should not share their locker combinations with anyone. This prevents anyone from having access to his or her personal belongings. Students are not permitted to bring electronic devices/games, iPods, iPads, cameras, skateboards, trading cards, or any type of toy to use at school unless an administrator has given prior written approval. Confiscated items will remain in the office until returned to a parent.

Walker's Pass Application

For the safety of students who walk home, NEMS has instituted the walker's pass. This application must be completed and turned in to the office. Students that live in the Hazelwood or Meriwether areas or have a parent employed at NEHS must complete and submit the Walker's Pass Application. These students will ride the walker's bus to the high school.

Parents that are employed at NEES and wish for their children to walk to the elementary school must also complete and submit the Walker's Pass Application. These students will exit the building at the end of the sixth grade hallway and walk to the elementary school from there.

Application for Walking

Homeroom Teacher: _____

Name: _____

Address: _____

Parent/Guardian: _____

Grade: _____ Daytime Phone # _____

Please check which of the following applies:

- Student lives in Hazelwood/Meriwether areas
- Parent works at NEHS
- Parent works at NEES

Signature of Parent/Guardian: _____

(Turn this application into the homeroom teacher.)