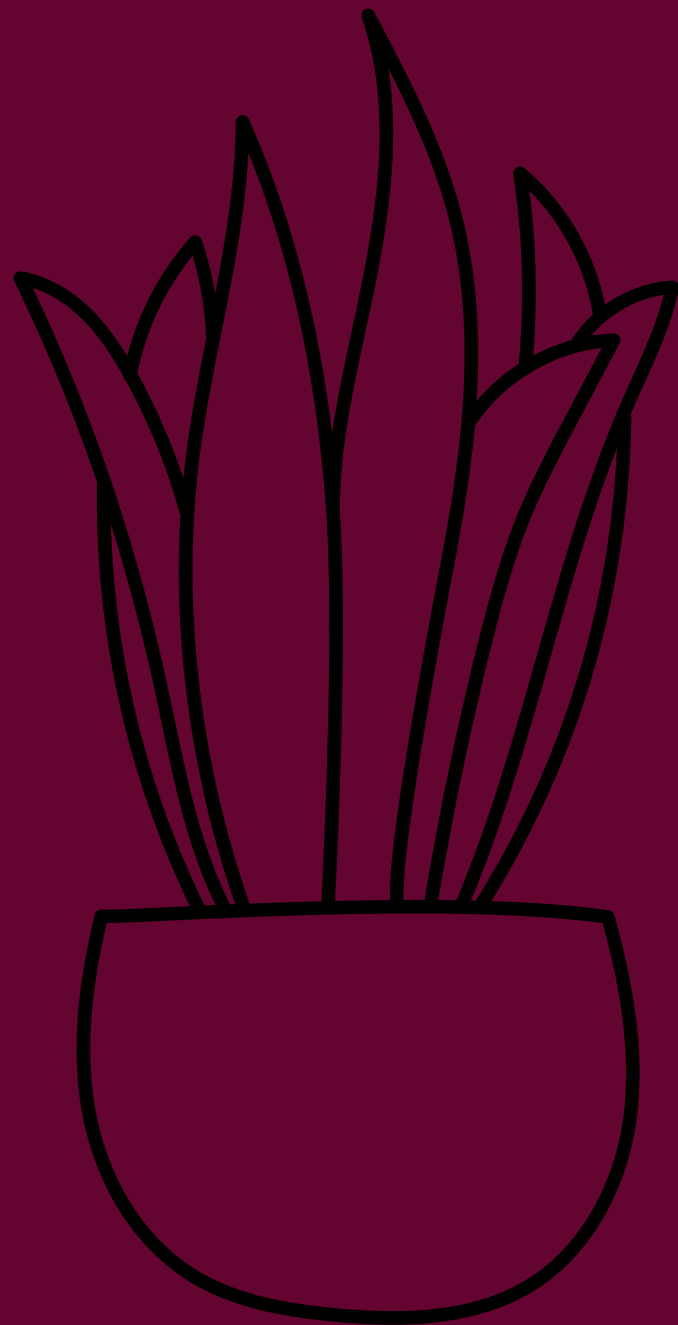


STUDENT GUIDE TO POLICY & PROCEDURES



ATTENDANCE

- Parent must call the office to report absence before 7 a.m.
- Parent must write an excuse (name, date, days of absence, reason)
- Excuses must be turned into the office within **3** school days or the absence will be considered unlawful.
- ***Unexcused (no excuse after 3 days of in-person attendance) = Unlawful**
- 3 Unlawful Absences = TRUANT
- 4+ Unlawful Absences = referral to COURT
- 6+ Unlawful Absences = Habitually Truant → COURT & referral to children and youth agency

ATTENDANCE CONTINUED

- If you have an doctors excuse, it must be turned in the first day back after illness.
- Make arrangements to see your teachers to complete make-up work.
- Submit early dismissal notes to the office.
- If you have a doctors appointment, please bring a note from your doctor when you return.

* **Tardiness Guidelines (after 7:42)**

- -Must obtain a tardy admission slip from the office.
- -Excessive unexcused tardiness will result as follows:

4th tardy = warning

5, 6, and 7= after school detention

8 and 9= 2 after school detentions

10 and every tardy day thereafter= ISS

10+ will result in no after school events for the semester permitted

- **Tardies reset semesterly.**
- Excused Absences: personal illness, death of a family member, religious holidays, educational trips, natural disaster

PBIS

(POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)

- School-Wide System to promote a positive school environment
- Focus on Classroom, Hallway, Cafeteria
- Students can earn Positive Behavior Points for following our NEMS PBIS Matrix
- Points can be redeemed for a variety of things in the NEMS School Store, *Merch Perch*, or time in the new Picker Arcade.
- PBIS VIP's-Perfect attendance, Honor Roll, no behavior events-special monthly



CAFETERIA BEHAVIOR RULES

Class

Character

Integrity

Cafeteria

- Keep language and voice level appropriate
- Be patient when waiting in line
- Use manners
- Be considerate of others

- Clean up after yourself
- Get all things for lunch before you sit down
- Keep food in the cafeteria

- Demonstrate self-control
- Stay in your seat
- Be a person of trust
- Keep your hands and feet to yourself

HALLWAY BEHAVIOR RULES

Class

- Keep your language and volume level appropriate
- Accept adult redirection
- Keep your hands to yourself
- Stay in your assigned area

Character

- Go directly to your destination using the shortest route
- Follow Smart Pass procedures
- Walk on the right-hand side of the hallway

Integrity

- Return to class in a timely manner and resume learning
- Keep hallway and lockers neat and clean
- If you see something, say something

CLASSROOM BEHAVIOR RULES

Class

- Listen when your teacher is speaking to the class
- Respect others' space
- Keep your hands to yourself

Character

- Follow rules and expectations
- Use materials appropriately
- Engage in your own learning

Integrity

- Be seated upon entry
- Be honest and trustworthy
- Complete all assignments



BEFORE 7:30 A.M PROCEDURES & BEHAVIOR

- Bike Riders need to ride on the sidewalks-not the roads on campus
- May not arrive before 7 a.m.
- Breakfast at 7:15-7:30
- Walk down the hall in an orderly manner.
- No dilly dallying!
- Homeroom no later than 7:42
- Marked late after 7:42
- Once in the classroom, follow your teacher's classroom procedures .

YOU ARE RESPONSIBLE FOR YOUR BEHAVIOR!!!!!!



Bus Behavior

AT THE BUS STOP

- Wait at your designated stop 5 minutes before the bus arrives.
- If you miss the bus, **do not** run after it.
- Wait in line at least 10 feet from the edge of the road.
- Wait until the bus stops.



ON THE BUS

- Remain seated facing front
- Keep aisles clear of arms, legs, and carry-on items
- Get permission to open/close windows
- Avoid distracting the driver
- Keep your hands and feet to yourself
- Transportation is a Privilege NOT a Right
- Audio and Video cameras on each bus



BUS DISCIPLINE

- **1st offense:** Verbal warning and parent notified
-
- **2nd offense:** After school detention and parent notified
-
- **3rd offense:** One-day suspension from riding the bus
-
- **4th offense:** Three-day suspension from riding the bus
-
- **5th offense:** Loss of bus privileges for the remainder of the school year

CELL PHONE/EARBUDS/ WATCHES

Cell phones and ear buds may be brought to school but must be placed in lockers before homeroom. All devices must be turned off before walking into the building. Devices are to remain in lockers for the duration of the school day.

1st Offense: Confiscation of device and parent contacted. After School Detention. Device will be returned at the end of the school day.

2nd Offense: Confiscation of the device and parent contacted. Two After School Detentions. Parent must pick up the device.

Further Offenses: Confiscation of the device and parent contacted-parent must appear to collect the device. In school suspension will be issued and the student will NOT be permitted to possess any electronic device in school for the remainder of the year. This will be treated on a case by case basis.

WEAPONS

- Shall include but not limited to any replica or look-alike of the following:
- guns
- firearms
- BB guns
- ammunition (bullets)
- knives (including pocket knives)
- metal knuckles
- straight razors and razor blades
- noxious, irritating or poisonous gases (mace, pepper spray, poisons)
- explosive materials
- bombs
- missiles
- chains
- metal objects
- ANY object intended by the student to do bodily injury or threat of bodily injury to another.



DRUGS / PARAPHERNALIA

- Alcohol
- Any tobacco products,
- E-cigarettes, or vapes
- Illegal drugs
- Controlled substance
- Prescription drugs
- Non-prescription drugs
- Steroids
- Look-alike drugs
- Any substance that
alters mood



NOT ACCEPTABLE AND WILL NOT BE TOLERATED

- Alcohol/drug use (alcohol, illegal drugs, controlled substance, prescription drugs, non-prescription drugs, steroids, look-alike drugs, any substance that alters mood).
- Weapons
- Aggressive behavior with intent to cause harm.
- Fighting
- Harassment
- Possession of any tobacco product, E-cigarettes, vapes
- Stealing
- Vandalism
- Inappropriate language
- Insubordination (outright refusal to obey a directive from any staff member)
- Disruptive/disrespectful behavior (behavior which is distracting, detrimental, or not conducive to the learning environment.)
- Terroristic threats/ Terroristic acts/Bomb threats

CODE OF CONDUCT

- We have high expectations!
- Teachers will complete a Office Discipline Referral (ODR) in Sapphire.
- The ODR will be sent to Mr. Garland and Mrs. Allen.
- Appropriate disciplinary action will be taken based on the Code of Conduct.

CONSEQUENCES

- Warning
- After School Detention
- ISS (In School Suspension)
- OSS (Out of School Suspension)
- Alternative Education
- Expulsion



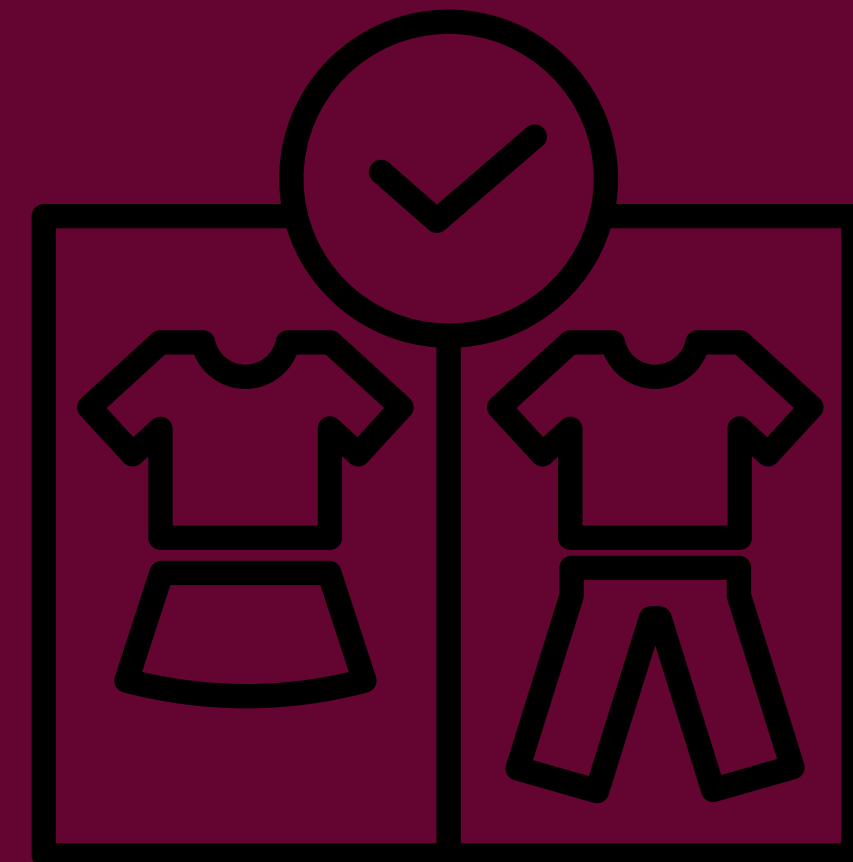
DRESS CODE

DRESS CODE ADMINISTRATIVE PROCEDURE – REV 7-28-2022

The North East School District respects students' rights to express themselves in the way they dress. All students who attend North East public schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults who supervise them. This administrative procedure is intended to provide guidance for students, staff, and parents/guardians.

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3-4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the aforementioned minimum 3-4 inch pant length.
2. Shoes must be worn at all times and should be safe for the school environment (sleepwear, pajamas, bedroom shoes or slippers shall not be worn, except for school spirit activities approved by school administration).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, caps, or hoods are not allowed unless permitted for religious, medical, or other reasons that have been approved by school administration.
5. Specialized courses may require specialized attire, such as athletic attire or safety gear.



DRESS CODE

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or any other controlled substances.
2. Clothing may not depict or imply anything obscene, or be sexually explicit in nature.
3. Clothing may not display or imply vulgar, race, sex, gender or religious discrimination, or obscene language or images.
4. Sunglasses may not be worn inside the building unless medically prescribed.
5. Clothing and accessories that endanger one's self, other students, and/or staff members may not be worn.
6. Apparel, jewelry, accessories, tattoos, or manner or grooming that- by virtue of its color, arrangement, trademark, or any other attribute- denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress (NESD Policy 221). Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses school-provided (dress-code appropriate) clothing. ***Continued refusal will result in being sent home.**

DRESS CODE

Shirts/Tops

All shirts or tops must have straps or shoulder coverings.

Inseam Length

There must be at least 3-4 inches of length



Coverage

The entire area from armpit to armpit all the way to the bottom of the designated 3-4 inch length must be covered (no holes or missing material).

FRONT OFFICE BEHAVIOR

- Use the front entrance
- Do not cut through the office
- Be respectful and polite to the office staff.



HARASSMENT/BULLYING

Students will not bully each other. Bullying may rise to the level of "harassment," for which students may receive discipline consequences as set forth in the board policies.



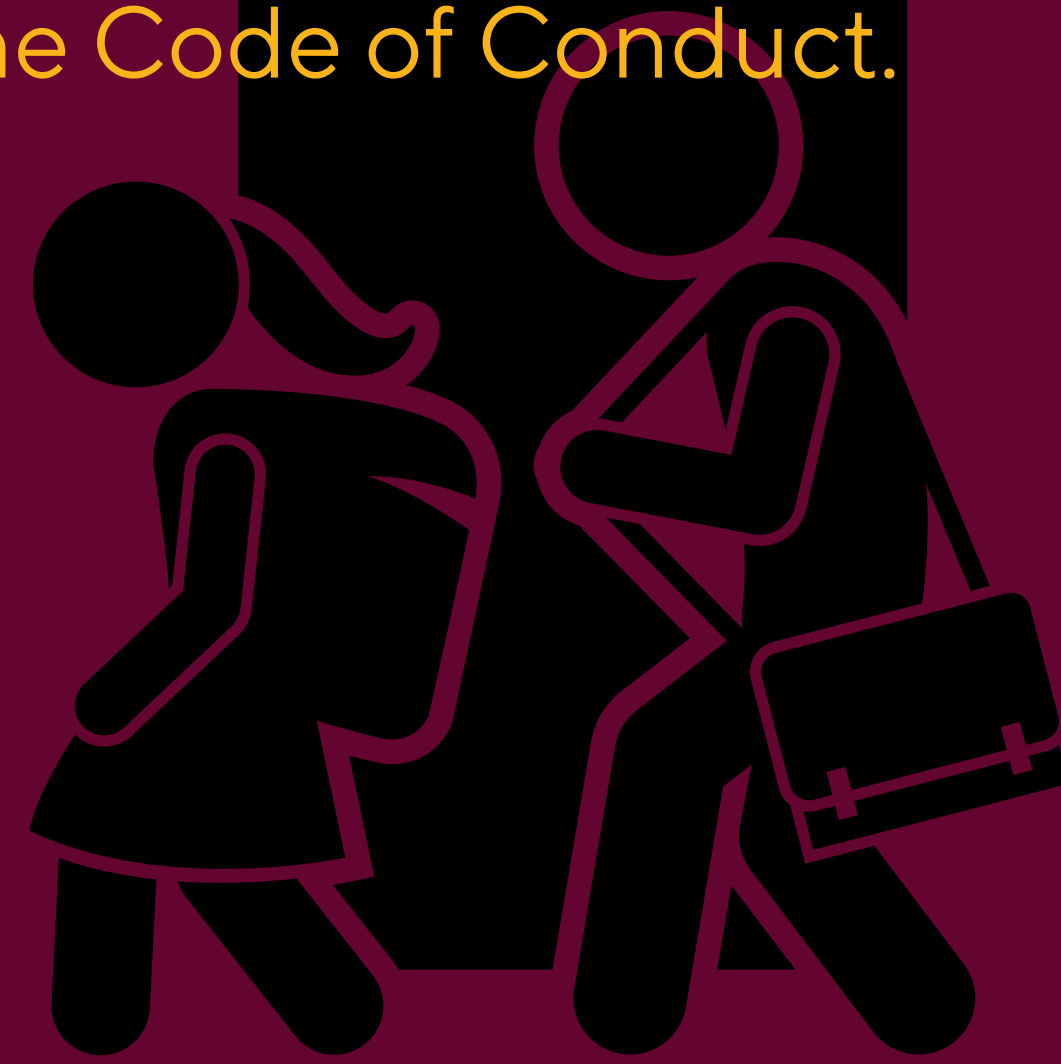
INTERNET POLICY

- May only use internet to research specific school subjects/content.
- Chromebook agreement must be signed.
- Failure to follow rules will result in loss of your computer privileges.
- Students are responsible for any damages.



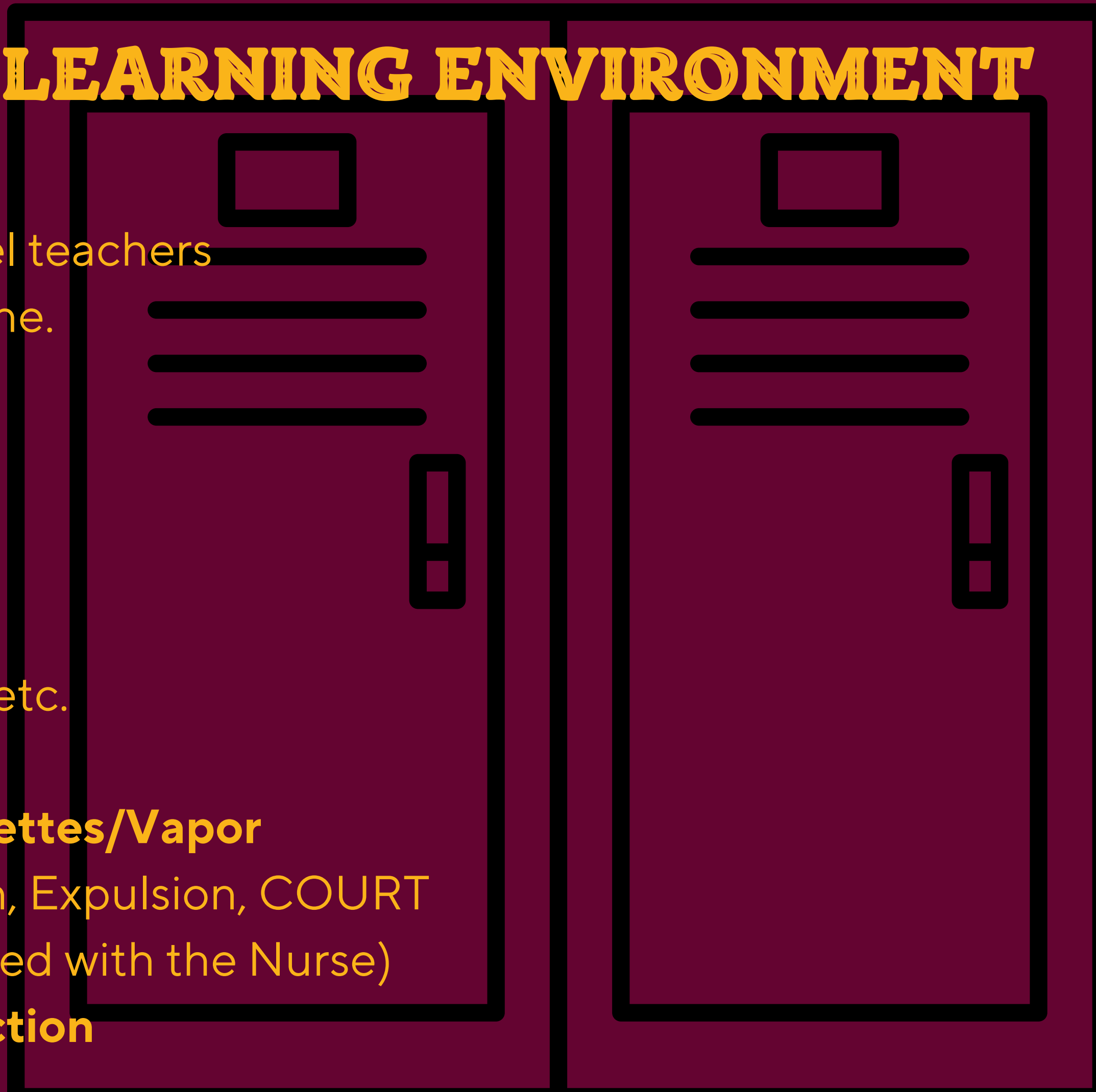
LEAVING SCHOOL PROPERTY/ SKIPPING

- Need a guardian's excuse.
- Skipping class/school without excuse can result in no credit and further consequences according to the Code of Conduct.



SAFE AND SECURE LEARNING ENVIRONMENT

- **Lockers: Limited Access**
 - Procedures outlined by grade level teachers
 - Rent a lock for \$2 and return in June.
 - Property of NEMS
 - No Expectation of Privacy**
- **Search & Seizure**
 - Reasonable Suspicion
- **Contraband**
 - Drugs, Alcohol, Tobacco, E-Cigs, etc.
 - Confiscated; Law Enforcement
- **Drugs, Alcohol, Tobacco, E-Cigarettes/Vapor**
 - Suspension, Alternative Education, Expulsion, COURT
 - Medications (ALL should be secured with the Nurse)
- **Weapons: Expulsion and Legal Action**



MEDICATION TO THE NURSE

- All physicians' written order, parental permission slip, and proper notarization are required.
- This includes over the counter medication.
- All medication must be in original container and labeled.
- All self administered Asthma inhalers, EpiPens, or insulin in school shall follow the procedures for using self-administered medications and supply the nurse with proper documentation annually.



SAFETY DRILLS

- North East Middle School will conduct a series of fire/emergency evacuation drills over the course of the school year.
- A fire evacuation plan is posted in each room.
- Become familiar with this plan.



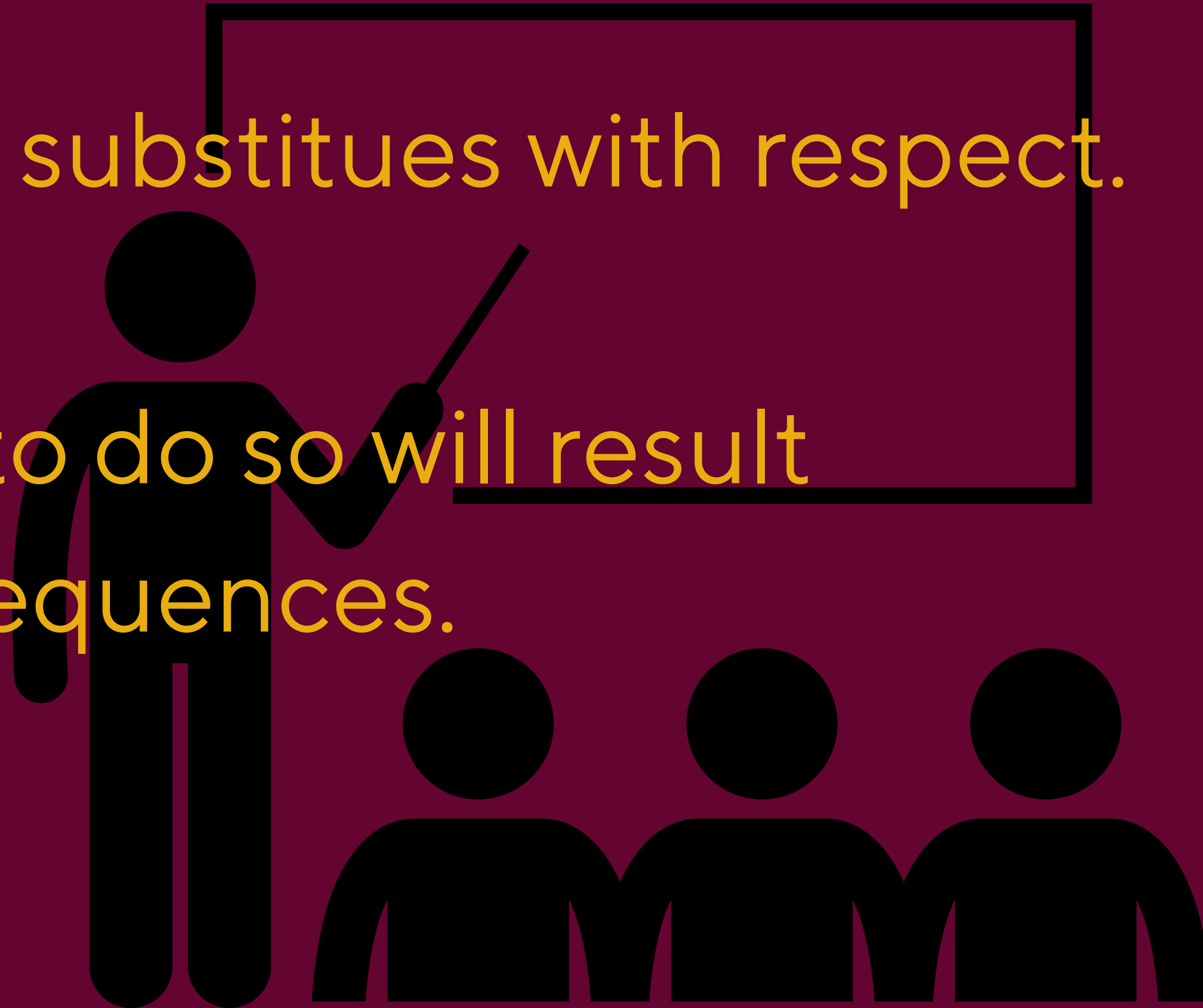
SECURITY CAMERAS

SMILE you are on camera!!!!



SUBSTITUTE TEACHERS

- Treat all substitutes with respect.
- Failure to do so will result in consequences.



Smart Pass Expectations

- Teachers can ask you to wait to use the restroom. If you are trying to leave during direct instruction, they can ask you to hold off until a more appropriate time.
- When you do leave, you need to click “end pass” upon your return so we know how long it actually took you. Patterns of long restroom visits will be reviewed and discussed with individual students.
- Each restroom is capped at a certain number of students. Five is the max.
- The number one thing to remember- GO WHERE YOU SAY YOU ARE GOING.
 - We need to know where our students are at all times
 - Emergency situations
 - Accountability concerns

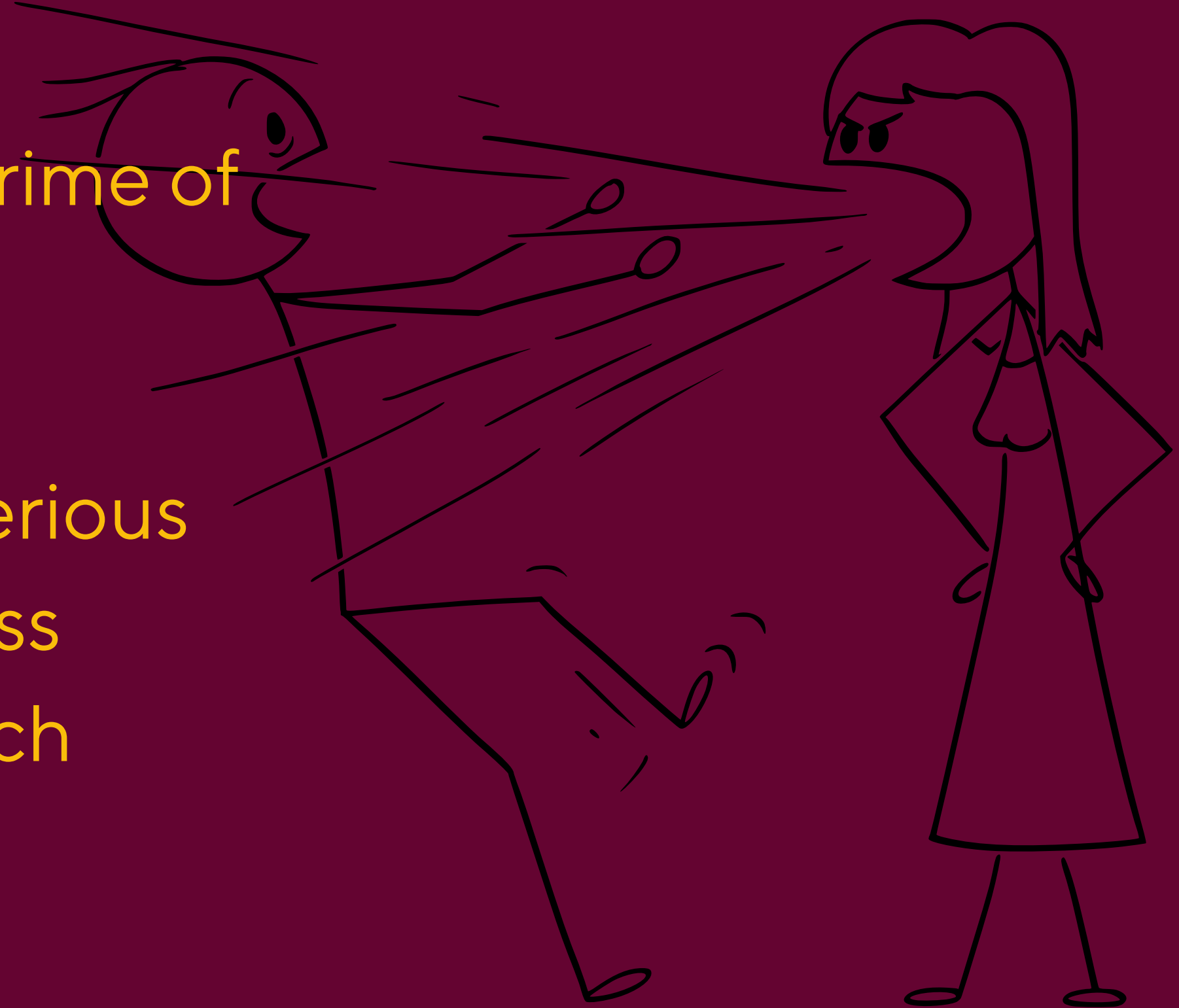


SMART PASS>>

THREATS

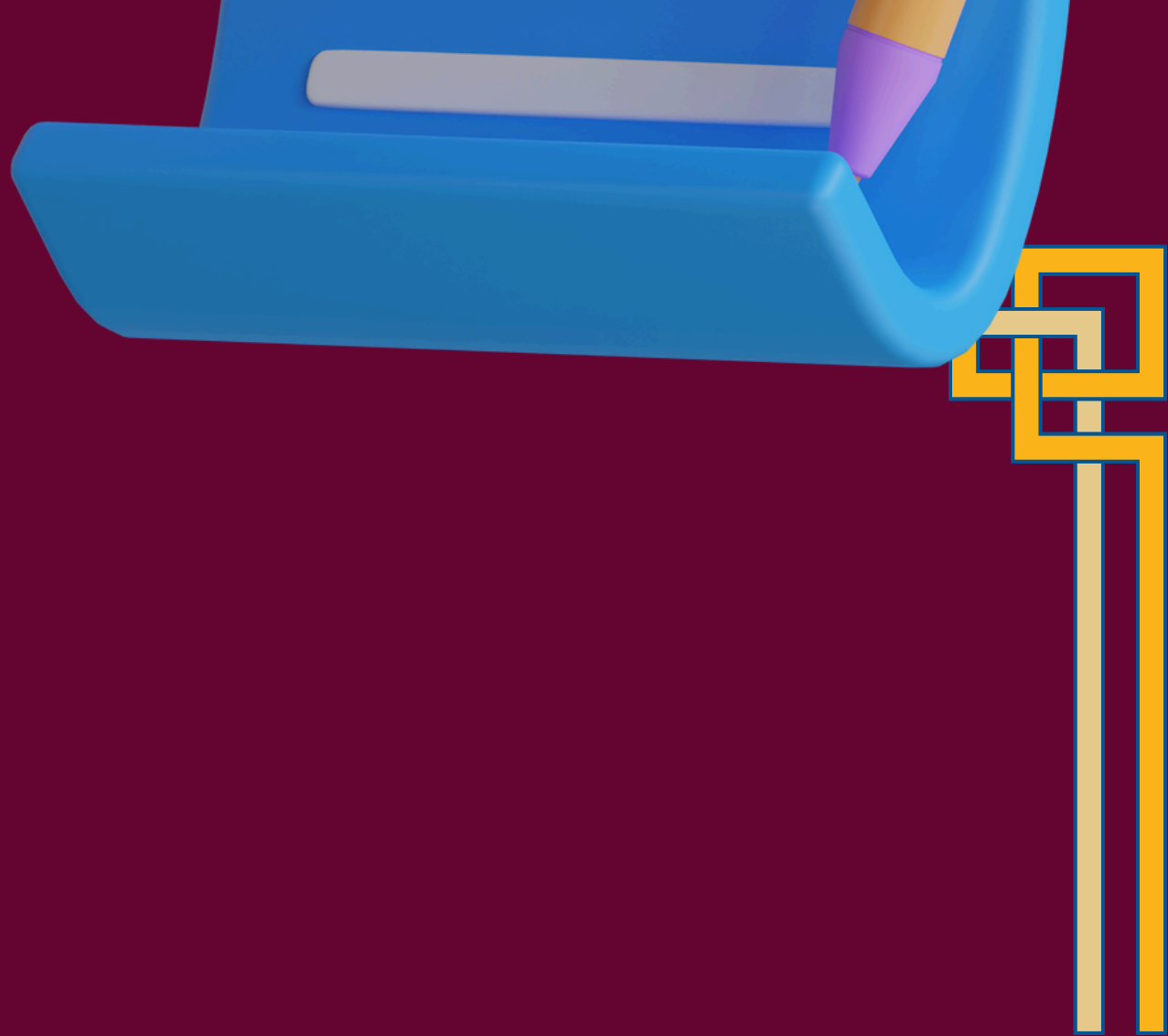
Terroristic Threats/Terroristic Acts/Bomb Threats

including threats to commit any crime of violence to another or to cause evacuation of a building, place of assembly, or facility, or to cause serious public inconvenience, or in reckless disregard of the risk of causing such terror or inconvenience.



Questions?





EXIT

