

Newport Intermediate School

Student Handbook



This book belongs to: _____

The year I graduate college: _____



Dear Students,

Welcome to Newport Intermediate School. This year you will learn like never before as we prepare your path to college. Each and every one of you has very special academic and social gifts. These gifts are seen on a daily basis in the way that you work hard in the classroom in reading, writing, and math. They are also seen in the way that you display character by focusing on being respectful, being responsible, and taking pride in making the family proud as described in this handbook. As you read through this handbook, you will learn about the expectations we have for all students of the Newport Intermediate School. We promise that you will be successful if you remember these two words, **No Excuses**. “No excuses” is not just our motto, it is our commitment as students, parents, and teachers to do whatever it takes to be successful in school. We know that you are capable of being a great student. We are proud of you and we look forward to celebrating your success throughout the 2011-2012 school year!

Sincerely,

Josh Jackson

Principal

Scott Shepard

Assistant Principal

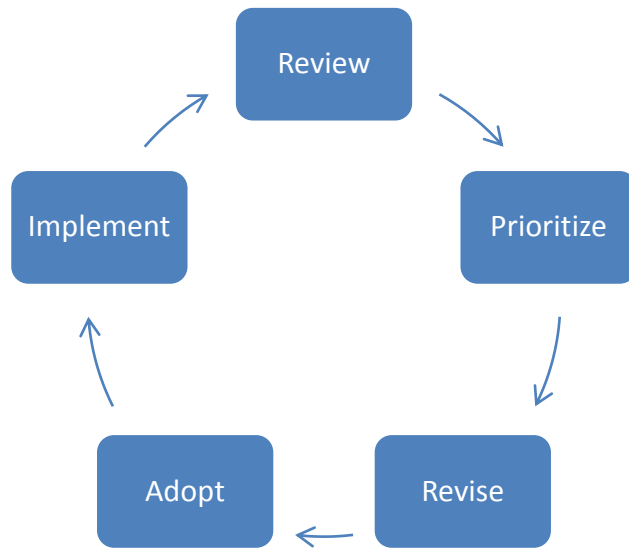


Newport Intermediate Code of Conduct

At Newport Intermediate School, we take student safety and good student behavior very seriously. We only have a few rules, but these rules apply anytime students are on campus, to and from school, or on a school-sponsored field trip or activity. School staff members, students, and parents all share the responsibility for good student behavior. The school has the responsibility to clearly communicate and enforce student behavior in a fair, consistent, and supportive manner. Parents have the responsibility to reinforce the expectations of the school and to help their children become responsible citizens. Students have the responsibility to follow the code of conduct and to make good choices.

The upcoming pages thoroughly outline Newport Intermediate School's school wide behavior plan and the decision making system that all stakeholders work under. The decision making system ensures that we continue to create a school that knows no limits to the academic success of each student. If you are interested in being a part of this decision making process, we encourage you to sign up for one of our standing committees and become an active member of a committee.

NIS School Wide Behavior Universal Prevention Process



The School Culture Standing Committee is our school’s site based team that will make recommendations to the SBDM Council based on the below process.

- ❖ Involvement of ALL faculty/staff (and students, families, and community as appropriate).
- ❖ Data-driven decision making to drive an ongoing Improvement Cycle as shown below reviewing data such as:
 - Surveys of faculty/staff, students, and parents
 - Observations of common areas
 - Patterns of disciplinary referrals: type of offense, location, month or week, day of the week, time of the day, and referring staff
 - Injury report



The NIS Wildcat Way

Be Respectful by treating other people the way you want to be treated.

Be Responsible by being safe and continuing to learn daily.

Show Pride by Making the NIS Family Proud.

NIS School Wide Behavior System

Procedures for Rule Violations

Level 1 Behaviors: *Minor misbehaviors that can be adequately corrected at the time they occur and that do not require documentation.*

<i>Definition</i>	<i>Examples</i>	<i>Procedure</i>
<p>Behaviors that:</p> <ol style="list-style-type: none"> 1. <u>Do not</u> require administrator involvement. <p style="text-align: center;"><i>and</i></p> <ol style="list-style-type: none"> 2. <u>Do not</u> significantly violate the rights of others. <p style="text-align: center;"><i>and</i></p> <ol style="list-style-type: none"> 3. <u>Do not</u> appear chronic. 	<ul style="list-style-type: none"> ➤ Refusing to following directions ➤ Crying ➤ Yelling ➤ Talking in class during an individual assignment ➤ Refusing to do class work ➤ Not paying attention in class ➤ Using inappropriate language (an isolated incident) ➤ Making inappropriate noises 	<p><u>Adult Response:</u></p> <p><i>A staff member observing a Level 1 infraction corrects the student at the time, in the setting.</i></p> <ol style="list-style-type: none"> 1. Inform student of expectation/rule violated. 2. Clearly describe the expected behavior. 3. Debrief and reteach school-wide behavioral expectation. 4. Inform parent/guardian daily of positive and disruptive behavior.

NIS School Wide Behavior System

Procedures for Rule Violations

Level 2 Behaviors: *Misbehaviors that, while not requiring immediate administrative involvement, do require documentation. See steps 3 and 4 in the procedures column regarding documentation.*

<i>Definition</i>	<i>Examples</i>	<i>Procedure</i>
<p>Behaviors that:</p> <ol style="list-style-type: none"> 1. Significantly violate the rights of others. <p style="text-align: center;"><i>or</i></p> <ol style="list-style-type: none"> 2. Put others at risk or at harm. <p style="text-align: center;"><i>or</i></p> <ol style="list-style-type: none"> 3. Are chronic level 1 behaviors. 	<ul style="list-style-type: none"> ➤ Arguing and/or talking back to faculty/staff members ➤ Throwing materials on the floor ➤ Talking on a regular basis ➤ Refusing to follow directions on a regular basis ➤ Continued use of inappropriate language 	<ol style="list-style-type: none"> 1. Inform student of expectation/rule violated. 2. Clearly describe the expected behavior. 3. The reporting staff member assigns a school wide correction that involves other staff members (e.g. Detention) <p style="text-align: center;"><i>or</i></p> <ol style="list-style-type: none"> 4. The reporting staff member wants/needs administrative input on the incident (e.g. a teasing incident that may be harassment) 5. Contact parent/guardian.

NIS School Wide Behavior System

Procedures for Rule Violations

Level 3 Behaviors: *Serious behaviors that require immediate administrative involvement (office referral) and written documentation.*

<i>Definition</i>	<i>Examples</i>	<i>Procedure</i>
<p>Behaviors that are so severe that the misbehaving student’s continued presence poses a threat to physical safety or to adult authority (i.e. the adult could lose control of the situation if the student were to stay in the setting.)</p>	<ul style="list-style-type: none"> ➤ Possessing a weapon or look alike weapon ➤ Writing about and/or drawing, taking pictures, or video that illustrate or show violent behavior towards others. ➤ Making threats ➤ Fighting or aggressive behavior towards others ➤ Throwing objects at others ➤ Leaving assigned area and/or running from class ➤ Making racial, ethnic, religious, and/or sexual slurs ➤ Vandalism 	<ol style="list-style-type: none"> 1. Inform student of expectation/rule violated. 2. Reteach expected behavior. 3. Complete discipline referral form. 4. Send student to the office with the discipline referral form and any relevant documentation.

NIS School Wide Behavior Expectation Matrix

	Definition	Hallways/ Stairs	Cafe	Restroom	Morning Arrival – Gym	Playground	School Office	Classroom
Respect	Treat other people the way you want to be treated	1)Quiet voice 2)Hands to self 3)Use appropriate spacing	1)Use good manners 2)Wait quietly in line 3)Use inside voice level 3 4) Eat your own food	1)Flush & wash 2) Respect other's privacy	1)Hands to self 2)Be an active listener 3)Follow directions	1)Hands to self 2) Show good sportsmanship	1)Use good manners 2)Speak in a quiet voice 3)Patiently wait your turn	1)Raise hand to speak and wait to be called upon 2)Be polite 3) Ask permission to use things 4) Use active listening skills
Responsibility	Keep yourself safe & always learning	1)Stay to the right 2) Walk up or down the stairs one at a time 3) Wear hall pass	1)Sit in assigned area 2)Ask permission to leave seat	1)Be timely	1)Stay seated in assigned area until dismissed to class 2)Take materials with you to class	1)Play by the rules 2) Play cooperatively	1)Follow directions 2)Have a hall pass 3) Accept consequences	1)Be on time and prepared 2)Follow directions 3)Treat materials properly
Pride	Make the family proud	1)Trash in can	1)Clean up after yourself 2)Finish eating food & drink in cafe	1)Leave it better than you found it	1)Keep food & drink in cafeteria	1)Take care of equipment 2)Leave it better than you found it	1)Use good language 2)Keep pathway clear	1)Clean up after yourself 2)Always do your best

Cell Phone, Other Electronic Devices, and Toys Policy

- All students are expected to turn their cell phones off (not silent and/or vibrate modes) upon walking on all school grounds.
- All students are expected to store their cell phones, and cell phones must remain turned off during school hours.
- Failure to comply with this policy will result in the following consequences:
 - 1st Offense – Warning given by teacher
 - 2nd Offense – The cell phone is taken by the teacher and returned to the student at the end of the day with the teacher notifying the parent through a phone call. The teacher will also submit a report to administration notifying administration of the 2nd offense.
 - 3rd Offense – The teacher will write up a discipline referral with the phone given to an administrator. Detention will be assigned with administration following up with a phone call.
 - 4th Offense – Same as 3rd offense, but student will either have to daily check in and check out their phone in the office for the remainder of the school year or keep their phone at home with their parent and/or legal guardian.
- Electronic devices and toys of any sort are not permitted on school grounds.
- ***As stated in the Newport Independent Schools District Code of Conduct, we are not responsible for lost or stolen cell phones or other electronic devices. All cell phones and personal electronic devices are brought to school with an assumed risk and are the sole responsibility of the students.***

NIS STUDENT DRESS CODE

PURPOSE: To specify student dress/grooming requirements.

A student's style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. Newport Intermediate School expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

Newport Intermediate School has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although Newport Intermediate School recognizes that individual students have a right to free expression, that right must be balanced with the school's responsibility to provide a safe, secure and orderly educational environment for all students.

Although Newport Intermediate School wishes for each student to accept responsibility for following the rules within Newport Intermediate School Student Dress Code, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. As such, Newport Intermediate School solicits the support of parents/guardians in the enforcement of its dress code.

General Rules:

The following decorations and/or designs (including tattoos and/or brands either temporary or permanent*) imprinted upon or attached to the body or clothing are prohibited:

- Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
- Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.
- Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.

*Visible and permanent tattoos/brands incompatible with the standards set forth herein shall be covered to prohibit their display.

General Rules Continued:

Excessively large or baggy clothes are prohibited. Approved garments must be of a length and fit that are suitable to the build and stature of the student.

Pajama pants, tops, and/or slippers are not permitted.

Upper garments with spaghetti straps, low cut shirts or shirts that show the mid-riff are not permitted.

Muscle shirts are not permitted

Permitted garments shall be clean, in good repair, and shall have no holes worn through, slashes or rips.

School team apparel and/or school organizational uniforms are allowed on a game day and/or on other days as approved by Newport Intermediate School administration.

All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by Newport Intermediate School and/or sponsor will not be permitted to participate in the activity or to represent the school in any way.

Outerwear

Students must store outerwear (coats, hats, gloves, scarves, etc.) in their lockers if assigned or in their assigned classroom space upon arrival at school. Outerwear will not be permitted in classrooms, cafeterias, libraries, corridors or other areas of the school building after arrival unless authorized by Newport Intermediate School administration.

Head Coverings/Sunglasses

Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within the school building.

Caps, hats or other similar head coverings shall not be worn to class or within the school building unless prescribed by a physician, previously approved by the school's administration for religious reasons, or approved by Newport Intermediate School administration for a special school activity.

Sunglasses (unless prescribed by a physician) shall not be worn to class or within the school building.

Lower Garments

Undergarments shall not be visible. Pants shall be worn at the waist, and shall not extend below the heel of the shoe in length.

Shorts and skirts shall be worn at the finger length of the student.

Footwear

Students shall wear appropriate footwear for protection and hygienic reasons while on school grounds, participating in school activities, or on school transportation.

Accessories

Jewelry and other accessories shall not convey prohibited messages as defined above. Dog collars, tongue rings and studs, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

Religious and Health Accommodation

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the Newport Intermediate School principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

Penalties/Sanctions

Students who elect not to conform to the dress and grooming rules set forth by the Newport Intermediate School Dress Code will be subjected to a call home requesting that parents bring clothes that meet the standards of the Newport Intermediate Dress Code. If a parent cannot be reached, students will be sent to the Family Resource Center. Repeated dress code offenses will result in disciplinary action by administration.

Unusual Circumstances

If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the Newport Intermediate School's principal shall have the authority to rule on the appropriateness of the attire.

Menu of Corrections

Menu of Classroom Corrections	Menu of Common Area Corrections
<ul style="list-style-type: none"> ➤ Use a proximity correction ➤ Give a gentle verbal reprimand—Some types include: <ul style="list-style-type: none"> Quick: Use a “one-liner” Instructional Humorous Appeal to a relationship ➤ Keep a record of the behavior ➤ Use planned ignoring ➤ Reduce points (if using a points system) ➤ Assign time owed during OPE by walking on white line ➤ Assign time owed after school ➤ Assign time out at a cool down area or at the student’s desk ➤ Assign an inter-class timeout ➤ Color change system (3 card turns equal an after school detention) ➤ Have a student fill out a Behavior Improvement Form ➤ Require restitution by the student ➤ Referral 	<ul style="list-style-type: none"> ➤ Use a proximity correction ➤ Give a gentle verbal reprimand—Some types include: <ul style="list-style-type: none"> Quick: Use a “one-liner” Instructional Humorous Appeal to a relationship ➤ Keep a record of the behavior ➤ Written notifications to teacher ➤ Assign a timeout—“Stay right there for 30 seconds.” ➤ Assign timeout in a specified location ➤ Time out with supervisor—“Stay with me for one minute.” ➤ Have a student reflect on their behavior by filling out a Behavior Improvement Form ➤ Require restitution by the student (e.g., apology, go back and walk) ➤ Issue a “demerit” in cafeteria or playground (3 demerits equals one to three days of: <ul style="list-style-type: none"> Recess 101 with the School Counselor Restricted area or assigned table ➤ Referral

Menu of School Wide Consequences

- Detention (before school, after school, lunchtime)
- Recess 101: Alternative recess with School Counselor
- Restitution (If using custodial duty as restitution, this must be approved by the parent and reported to administration)
- Restricted movement schedule
- Student Court: If interested please Google this topic for more information
- As if treatment: “I am surprised that you are acting as if
- Parental supervision at school
- In School Detention (ISD): Assigned by administration only
- Out-of-school suspension: Assigned by administration only



Newport Intermediate School

At Newport Intermediate School we have high expectations for all students and believe if students work hard they can be successful. In addition, we would like to provide all students at Newport Intermediate with the academic and social skills necessary to be successful in middle school, high school, and have the choice to go to college.

Academic Honesty

In support of the District's Academic Policy, students are expected to demonstrate acts of honesty at all times. Teachers and staff members will support and enforce all district rules of academic honesty and provide a learning environment that does not allow or tolerate dishonesty. **Any student who violates the rules of the School Wide Behavior Plan will be subject to disciplinary action.**

Attendance

It is important to be on time and attend school every day. If you are not able to attend school you should remind your parents to call the office. In addition, you should also speak to your teacher to find out the work you missed when you were gone. **When you miss school, you miss out!**

Take 5

Expect your family to take 5 minutes every day to discuss your day at school!

1. What is your student goal?
2. What did you do today to help achieve your student goal?
3. How did you make character count today?
4. What can you do tomorrow to conduct yourself as a Newport Intermediate School student?
5. Encourage your child in a very specific and genuine way.



MAP

MAPs is a three part test covering reading, math, and language usage. Using a computer all students in grades 3-5 will take the MAPs test in the fall, winter, and spring. Your teacher will use MAP scores throughout the year to measure your growth in Reading, Language Usage, and Math.

Reading Target:

Math Target:

Language Target:

260				260				260			
250				250				250			
240				240				240			
230				230				230			
220				220				220			
210				210				210			
200				200				200			
190				190				190			
180				180				180			
170				170				170			
160				160				160			
	Fall	Winter	Spring		Fall	Winter	Spring		Fall	Winter	Spring



Sudent Goal Organizer

Note: This form is to be sent home with each report card. Please keep a file for your student records.

Name _____
Date _____
Term _____

Math

My **Math RIT** score goal for the term is: _____. The things I can do to work on my goal this term are:

1. _____
2. _____
3. _____

Reading

My **Reading RIT** score goal for the term is: _____. The things I can do to work on my goal this term are:

1. _____
2. _____
3. _____

Student Signature

Parent Signature

Teacher Signature



Student College Readiness Survey

What do I want to learn this year at Newport Intermediate School to prepare for college?

What did I learn this year at Newport Intermediate School to prepare for college?

What year will I graduate from college?



Newport Intermediate School Three-Way Pledge

Teacher + Student + Parent = Success

Student Pledge

I understand that my education is very important to my future. It will help develop the tools I need to become a successful and productive person. I know that my education now will prepare me for college in the future. Because of this, I am committed to following the requirements found in my Newport Intermediate School Student Handbook. In addition, I commit to:

- Arriving at school every day on time unless I am ill.
- Following all school and classroom expectations.
- Work on achieving my goals each day.
- Completing and turning in classroom assignments and homework every day.
- Return letters, corrected work, and other school materials to my parents.

Student Signature

Date



Newport Intermediate School Three-Way Pledge

Teacher + Student + Parent = Success

Parent Pledge

I understand that my child's education today is essential for success in life. This experience will support him/her to become a successful and productive person. It will also prepare him/her for college if they choose to attend. Because of this, I am committed to following the requirements listed below:

- Commitment to ensuring my child attends school on time every day unless ill.
- Know my child's academic goals.
- Consistently check student planner, student folder, and periodically check with my child's teacher about their progress.
- Work as a team with the school to do what is best for my child.

Each of these responsibilities speaks to my commitment to support Newport Intermediate School in order to ensure a bright future for my child.

Parent Signature

Date



Signature Page

By signing below, you verify that you and your child have read and fully understand the expectations and guidelines documented in the 2011-2012 Newport Intermediate School Student Handbook.

Student Signature and Date

Parent/Legal Guardian Signature and Date

