

# The Supercells

For Staff, Students, Parents,  
Educators and Community

supercell

[ˈsoʊpərˌsel]

NOUN

*supercells* (plural noun)

1. a **system producing conditions** for severe thunderstorms and **featuring** rotating winds sustained by a prolonged updraft that may result in hail or **a tornado**.

Paducah Middle School

342 Lone Oak Rd.

Paducah, KY 42001



## The Supercells

# Paducah Middle EF5 “Excellence” Expectations

An EF5 is the highest intensity rating on the new Enhanced Fujita Scale. These five tenants of excellence we believe position our students to make lasting marks on the world.

Paducah Middle has high expectations for all its leaders. All students are leaders of the school and will always have excellent behavior. Our discipline policy follows the Paducah Public Schools statement of rights and responsibilities and code of acceptable behavior. Every leader will be provided a copy of this document. Our motto is “Pride and Excellence in Everything We Do!” Pursuant to our philosophy of high expectation, leaders shall adhere to the following tenants in addition to the Essential 55, ABC’s of Etiquette, 7 habits of Highly Effective Teens, and our P.R.I.D.E. Guidelines

**EF5** “Excellence” Expectations:



**Excellence in Etiquette** - follow all school expectations & district code of conduct, use manners when interacting with staff, student, families & guests



**Excellently Dressed** - be in appropriate dress code attire each day



**Excellently Spoken** - speak fluently with confidence and composure



**Excellent Readers** - read nightly to increase vocabulary, enhance writing skills, and cultivate personal growth



**Excellent Exposure** - participate in cultural events, field trips & service-learning opportunities

**Which leads to being... *Excellently Prepared for High School, College, Career and Life!***



# The Supercells



## STUDENTS

*YOU MAY CHOOSE TO SPEND YOUR TIME*

*AT OUR SCHOOL HOWEVER YOU LIKE,*

*BUT YOU CAN ONLY SPEND IT ONCE.*

- 1 Believe in the magic at PMS.
- 2 Accept correction and advice and learn from it.
- 3 Commit to **GROWTH**.
- 4 Embrace our vision: Pride and Excellence in Everything we do!
- 5 Follow the Essential 55.
- 6 Demonstrate the 7 Habits.
- 7 Seek to be a global citizen.
- 8 Pick up trash and show pride in keeping the school clean.
- 9 Cheer for your classmates and celebrate their success.
- 10 Avoid jealousy.
- 11 Be **CURIOUS**.
- 12 Develop a **WORK ETHIC** & Develop **GRIT**.
- 13 Show good character and make good choices when no one is looking.
- 14 Take advantage of the clubs, trips, lessons and opportunities at PMS.
- 15 Avoid cliques and befriend all.
- 16 Realize that the **ENERGY** you place in your environment is the energy that is returned to you.
- 17 Apologize with sincerity and mean it.

- 18 Thank every staff member regularly.
- 19 Approach guests and welcome them with a firm handshake, eye contact and passion.
- 20 Understand that every PMS student has a different experience. Just because an experience was made for the students before you doesn't mean it will be granted to you as well. Nothing is promised.
- 21 Find solutions; don't make excuses.
- 22 Use proper etiquette at lunch: napkins on the lap, mouth closed while chewing, etc.
- 23 Love your house and represent it with pride.
- 24 Do not feel entitled.
- 25 Always be professional and neat in appearance at every PMS event.
- 26 Take pride in looking your best! Always keep well-groomed; keep nails clean and trimmed, use deodorant, brush and floss teeth, shower daily.
- 27 Ask for help.
- 28 Speak the truth. At PMS lies are abhorred. The truth is rewarded and with it comes reduced punishment as well as respect.
- 29 Walk with purpose. "People who walk slow have nowhere to go."
- 30 Represent the PMS ideals of respect and discipline everywhere, on the court, in the mall, on the bus, and throughout your life.
- 31 Honor your character outside of school when using social media. Realize that nothing is ever really gone once it has been posted.
- 32 Avoid having a girlfriend or boyfriend in middle school. We expect you to be focused on your education, not romance.

Excellent instruction is less about what a teacher does and more about what students can do and know as a result of the lesson.

— Tony Wagner —



# The Supercells

33 Be a **FRIEND** to get a friend.

34 Maintain the school's environment by never leaving crumbs or clothes on the floor.

35 Do not whine or complain.

36 Show **GRATITUDE** for the things you have been given by not leaving them on the floor, in classrooms, etc. Take care of your belongings.

37 Stand together against bullies. Never tolerate it at our school, and let it be known, loud and clear, when you are unhappy with treatment that you witness.

38 Don't make noise when you take the stairs. Studies show that intelligent people make less noise when they step. Glide like a gazelle; don't stomp like a wildebeest.

39 Don't ask for or expect a reward for hard work. The reward is that you are being educated.

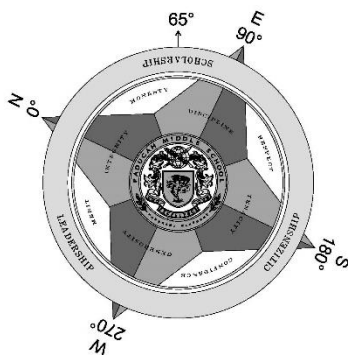
40 Show appreciation and thank your teachers for great lessons at the end of the class period.

41 Seek to know your teachers and staff members better. You are responsible for developing the student-teacher bond as well.

42 Uplift others and seek to make the world a better place. EMBRACE SERVICE.

43 Mentor your underclassmen and realize your responsibility to keep the magic alive.

44 Realize it's not all about you.

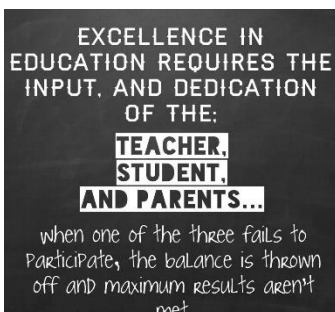


## Paducah Middle School 65° Rule

Paducah Tilghman High School is located 65° NE of Paducah Middle School, the next stop on our journey to success. We are committed to the success of all students and hold our students to a level of accountability that refuses to accept failure. Students, parents, teachers, and invested stakeholders will work together to intervene and obtain a passing score of 65% on all assignments without exception.

**\*65° Rule:** At PM we strive to be Tilghman-Ready and failure is not an option. As a result, students will be encouraged to strive for greater than a 64% (F) achievement score on any formative or summative assignment recorded in Infinite Campus grade book.

Note: Assignments not submitted for grading will be considered as missing resulting in a zero. These zeros are placeholders and will be replaced with a score commensurate to their achievement on the assignment. This policy is an effort to remedy the effects of a zero by disallowing zeros as permanent fixtures in the gradebook.





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## PARENTS

- 1 Let kid business be kid business.
- 2 Trust the process.
- 3 Realize that not every child deserves a cookie, and your child may not get one.
- 4 Be on time for school in the morning and when picking up your child.
- 5 Be more focused on your child getting a good education rather than your child getting good grades.
- 6 Realize that we are committed to providing your child an education. Nothing else is promised or guaranteed, and anything extra should be seen as a wonderful bonus.
- 7 Allow PMS to push your child.
- 8 Keep social media posts positive.
- 9 Take ideas to Mr. Ross before acting on them.
- 10 Show appreciation to the teachers and staff often.
- 11 Speak positively about staff members and the school in front of your child at all times.
- 12 Don't email when you're angry.
- 13 Realize grades aren't given; they are earned.
- 14 Encourage your child not to complain; tell them to "get over it" and move on.
- 15 Don't make excuses for your child.
- 16 Read your emails/KINVO from the school thoroughly.
- 17 Avoid nagging sessions in carpool start and end the day positively.
- 18 Don't become a negative voice—there is usually one. Run when you see that person coming.
- 19 Contribute no more than 15% of the ideas and work to any of your child's projects or papers.
- 20 Partner with us in the growth and development of your child.
- 21 Avoid giving too much to your child.
- 22 Refrain from showing a face of appreciation and love at school and then going into the community and showing a different side.
- 23 Don't be a helicopter parent. Don't save your child every time. It is when they have to handle issues themselves that they learn to fight their own battles.
- 24 Recognize that we treat every child fairly, but they may not all be treated equally. At PMS, the best players are put in the game, the ones who deserve it receive the recognition, and the ones who impress us receive the praise.
- 25 Realize that all children have the capacity to lie, even yours.
- 26 Attend PMS games and events and cheer with wild abandon, but also support our competitors as well. No yelling at referees, other schools, free throw shooters or presenting yourself in any negative way at any time.
- 27 Never pick up your child early from school unless it's a doctor's appointment or other major event.
- 28 Don't try to surprise Mr. Ross. He doesn't like surprises.
- 29 Breathe.
- 30 Realize that we are about your kids. We have dedicated our lives to nurturing them, supporting them, loving them, and guiding them. It is our purpose, and it is our vow to you.





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## STAFF DAILY PROCEDURES

- 1 Greet everyone as if they are old friends.
- 2 Make someone's day.
- 3 Make eye contact with each interaction.
- 4 Get on your feet to greet guests.
- 5 Answer the phone with a smile on your face and act like every caller is Oprah Winfrey.
- 6 Send flowers, cards and unexpected surprises.
- 7 Take guests where they need to go; don't just tell them where to go.
- 8 Speak to everyone you pass in the halls.
- 9 Memorize the name of every PMS student and parent.
- 10 Defend each other's honor; don't let students dog anyone out.

- 11 Pick up trash and encourage students to do so as well.
- 12 Apologize profusely if you cause a class to be late or disrupt the schedule in any way.
- 13 Find time to do more than is expected.
- 14 Work with students constantly to improve their handshakes, eye contact and communication skills.
- 15 Double check emails for grammar and spelling errors before sending.
- 16 Answer calls, texts and emails as soon as possible, even on the weekends.
- 17 Offer to help one another with tasks, especially when you see that a coworker is overwhelmed.
- 18 Smile.
- 19 Laugh.



### Certified School Personnel in the Commonwealth:

1. Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach.
2. Shall believe in the worth and dignity of each human being and in educational opportunities for all.
3. Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession.

### To Students

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator.
2. Shall respect the constitutional rights of all students.
3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students.
4. Shall not use professional relationships or authority with students for personal advantage.
5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
6. Shall not knowingly make false or malicious statements about students or colleagues.
7. Shall refrain from subjecting students to embarrassment or disparagement.
8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

### To Parents

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student.
2. Shall endeavor to understand community cultures and diverse home environments of students.
3. Shall not knowingly distort or misrepresent facts concerning educational issues.
4. Shall distinguish between personal views and the views of the employing educational agency.
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

### To the Education Profession

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession.
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
4. Shall not use coercive means or give special treatment in order to influence professional decisions.
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.



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## STAFF

- 1 Uplift your fellow staff members.
- 2 Be a runner.
- 3 Use common sense and a level head when dealing with students and their parents.
- 4 Realize you are part of a revolution. Be down for it and contribute to its impact.
- 5 See the potential in every child.
- 6 Create magic.
- 7 Be innovative and bold in your plans and actions.
- 8 Teach to the brightest and hold all to that expectation. If a child learns differently, do not lower expectations; teach them differently.
- 9 Foster teacher – student – parent relationships.
- 10 Listen to and seek advice for ways to grow.
- 11 Choose to be HAPPY.
- 12 Embody our vision of “Excellence”.
- 13 Emphasize strength of character.
- 14 Create global citizens.
- 15 Put effort into making moments.
- 16 Keep all spaces clean, spotless and tidy.
- 17 Choose not to complain or gossip.
- 18 Be consistent with consequences and detentions.
- 19 Be productive, not just active.
- 20 Go right to the source of a problem when there’s an issue. Don’t spread drama or negativity around the school.
- 21 Seek a bond with every child.
- 22 Dress professionally in the standards of the corporate world.
- 23 Ask people how they are doing. Show sincere interest and mean it.
- 24 Honor the educational moments at our school by never interrupting class from 7 AM – 3 PM with unnecessary disruptions.
- 25 Have fun with each other. **PLAY.** Place laughter in our building, and enjoy the company of one another.
- 26 Accept criticism, learn from it, and move on. Don’t have a “defensive” attitude.
- 27 Be strict, stern and fair with discipline. Be a mentor to students, not a friend.
- 28 Show Grace! (... for we so desperately need it ourselves.)
- 29 Never threaten students that you will tell Mr. Ross if they don’t behave. It takes away your authority.
- 30 Keep your promises to students; if you tell them you are going to do something, it must happen.
- 31 Learn the names of donors, board members, and supporters of PMS and greet them accordingly.
- 32 Inspire a WORK ETHIC within our students & develop GRIT.
- 33 Be ready for unhappy parents. When they come, be calm, let them vent, don’t take it personally, and love them for caring for their child, regardless of the inappropriate way they may be showing it.
- 34 Arrive at the staff meetings/ PLC’s ON TIME. If circumstances cause you to be late, enter quickly and apologize for keeping others waiting.
- 35 Show respect in meetings by not opening wrappers, eating loudly, or using your phone for any purpose. We should track the speaker in the same way we ask our students to do.
- 36 Don’t wear your mistakes. Learn from them, remove them from your shoulders, and move on.
- 37 Keep in mind that you will never please everyone. Let it go.
- 38 Realize the significant power you have to make a difference in others’ lives each and every day.
- 38 **MAKE IT HAPPEN!**



# The Supercells



## HD INSTRUCTION FOR EDUCATORS

- 1 Keep your arms above your waist at least 60% of the time.
- 2 Maintain eye contact with students at least 80% of the time.
- 3 Face your feet forward at all times.
- 4 Smile and be happy.
- 5 Insert the names of students in your communications; attempt to say at least 10 names in each class period.
- 6 Move around the room and stir up the dust.
- 7 Show a sense of urgency and stay on task.
- 8 Be excited to be there and embody the passion you hope to see in your students.
- 9 Ask “how” and “why” often.
- 10 Expect your students to track the speaker at all times.
- 11 Encourage your students to cheer for each other.
- 12 Use minimal time to discipline; tell students to see you after class and move on.
- 13 Incorporate movement (3-20 seconds) at least every 5 minutes.
- 14 Expect students to remain completely still and to track you whenever you speak or give instructions.
- 15 Expect students to track you even if there are distractions in class, at the door or in the hall.
- 16 Use the entire class time for HD instruction and activities; never allow time for silent study or homework.
- 17 **Over plan** your lessons so that you never run out of content or activities – Plan 2 hours for each hour, and then push to complete it all.
- 18 No Opt out! When a student doesn’t know an answer, don’t call on another student, foster collaboration.
- 19 Always keep kids in view; never have students in different locations working on projects.
- 20 Make sure students sit with good posture and lean forward.
- 21 Follow school safety guidelines.
- 22 Make an attempt to use music in every lesson in some way.
- 23 Teach our students how to think, not what to think. Don’t insert your personal religious or political beliefs into lessons.
- 24 Incorporate technology constantly.
- 25 Stop students from speaking if they use incorrect grammar, such as “Me and Brad went...” **OBJECTION!**
- 26 Challenge yourself to be up to date on the current trends and topics in education. Be aware.
- 27 When assigning projects, provide a rubric that is clear. Show examples to students of what excellence is; the more familiar they are with the expectation, the closer they will come to success.
- 28 If a child learns differently, don’t lower expectations. Teach them differently
- 29 Champion the EF5 Excellence Expectations.
- 30 Facilitate house points during instruction.

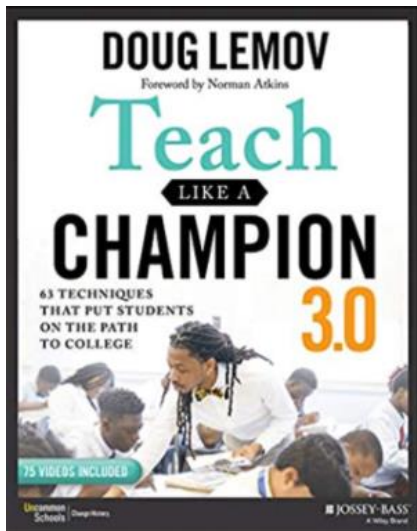




# The Supercells

## TEACHER PROCEDURES

- 1 Communicate with parents early and often.
- 2 Return graded tests within 24 hours.
- 3 Provide specific timely feedback and enter grades promptly.
- 4 Schedule parent conferences when issues start to arise, not after they've become a problem.
- 5 Prepare lessons that will inspire our students to be curious and to love the curriculum.
- 6 Try to teach in ways that are different. Embrace uncharted territory.
- 7 Don't use too much class time having students present projects. It's often too boring and takes too much time.
- 8 Encourage students to use teams and email to communicate with staff.
- 9 Allow students to call you on TEAMS with questions about classwork.
- 10 Collaborate with colleagues to teach across the curriculum.
- 11 Don't tape anything to your walls. Make sure posters, sheets, etc. are framed and polished.
- 12 Be on time for assigned duties, like breakfast duty and carpool.
- 13 Complete POs and other financial paperwork in a timely manner.
- 14 When parents and students get upset with you and hurt your feelings, don't take it personally. Remain logical and handle the situation with a level head. Never argue with crazy. They will beat you with experience every time.
- 15 Smile.



**EXCELLENT  
INSTRUCTION**



# The Supercells

## TORNADO WATCH: Our Community & Volunteers

School volunteers may be parents/ guardians, community members, senior citizens or upper grade students who wish to share their TIME, TALENT, OR TREASURE for the sake of student achievement. How much time and commitment is involved depends on a volunteer's availability and can range from one time only assignments to monthly, weekly or daily volunteer activities to meet the goals, needs and priorities of a school program to help ensure student success. Volunteers shall meet any standards that may be established by federal, state or local government, or by the board and/or administration. The volunteer must agree to be bound by all applicable privacy laws and regulations. The volunteer shall adhere to all rules and regulations and administrative guidelines governing the conduct of the school district's professional employees and support staff.

Building principals and administration will prepare a program to be provided to volunteers that includes all references to school district policies that parallels the information given to new employees.

### **VOLUNTEER COACHES AND ADVISORS**

When, in the opinion of the school principal and the athletic director, the addition of a volunteer coach or advisor will enhance the support and training which the regular coaching or advisory staff is providing to students participating in the activity, a volunteer coach or advisor may be utilized. The board hereby sets forth the terms and conditions by which a volunteer coach/advisor may be utilized during a competitive extracurricular activity and any training and practices thereof:

1. All volunteer coaches and advisors, prior to their assumption of the position and/or duties as a volunteer coach, unless they are a current school employee with clearances already on file, must submit to the district a FBI Federal Criminal-History Record.
2. A person may not assume the position of volunteer coach or advisor, render any services, or assume any responsibility of a coach or advisor until and unless the terms of this policy have been accomplished.

3. Permission to utilize a volunteer coach or advisor may be revoked at any time by the school principal and/or athletic director.

4. The head coach, director or advisor will assume responsibility for the actions and training of a volunteer coach or advisor.

5. A volunteer coach or advisor, with the exception of a volunteer who is a school district employee, may not solely direct or supervise a team, group of students, or an individual student belonging to a team. A head coach, director or advisor and/or assistant coach or advisor and/or volunteer who are a school district employee shall be present during all training sessions, practices and/or competitions.

6. The head coach, director or advisor must forward to the school principal and the athletic director a request for permission to use a volunteer coach or advisor. This request must include the name of the volunteer, name of the extracurricular activity, a rationale statement, and a statement of need.

7. The school principal, athletic director, and administration will jointly make a decision to recommend or deny the request. The approved recommendation will then be sent to HR for approval.

8. Permission, when granted, is for one (1) season only. The process for approval must be completed each year.

9. Volunteers must acquire and/or submit to a criminal background check and register through the district central office to comply with the legally mandated employee requirements and procedures for a criminal history/child abuse report. If, under the pertinent laws or regulations, his/her criminal history/child abuse report would preclude him/her from being hired as an employee, that person may not serve as a volunteer. (\$50 reimbursable fee)

10. No volunteer will be requested or required to transport students in a district and/or personal vehicles as part of his/her duties as a volunteer. Volunteers who transport students in personal vehicles are not covered by insurance provided by the school district. Any volunteer so doing assumes any and all liability and any insurance coverage in this situation shall be provided through the volunteer's own insurance carrier.



# The Supercells



1 Champion student achievement.

2 Be an exemplar of character and decorum for our students by following the Essential 55 and 7 Habits.

3 Realize that every child has a story and we are privileged to be a part of it.

4 Understand the ethical and legal responsibilities involved and maintain strict confidentiality regarding the privacy of student records, students and school personnel.

5 Be on time for your volunteer opportunities.

6 We appreciate every kind gesture made however, assistance made to groups of students or individually should be held in confidence.

7 Work with another district staff member while at a school site.

8 Volunteering is a complimentary service to the district.

9 Works cooperatively as a reliable team member to complete volunteer assignments.

10 Assignments might involve activities such as:

- Tutoring and mentoring students
- Supervising lunchroom, outdoor classroom, sports field, hallways, or grounds.
- Assisting in a class, library or school office
- Sharing a special skill or occupation to enrich classroom learning
- Preparing materials or assisting with a Tornado Watch school program, activity or event

11 Each volunteer will exhibit those behaviors considered appropriate for interaction with school district students, staff, other volunteers and the public while performing school- related functions. These behaviors include, but are not limited to:

- a. Maintaining a warm, caring, child-centered attitude.
- b. Respecting the roles of school employees.
- c. Maintaining confidentiality in all matters pertaining to staff and students arising from the performance of their duties as volunteers and their presence in the school
- d. Following school district policy and school rules, including the directions of the school principal and professional employee to whom they are assigned.

12 Volunteers will refrain from using tobacco, alcohol or controlled substances, or being under the influence of alcohol or controlled substances, and when they interact with students during school activities.

... TORNADO WATCH CONTINUED

13 Volunteers will not be permitted to directly administer student discipline, nor will they be permitted to administer first aid, except in the case of an emergency. The exception shall be a school district employee whose job allows such and who has been assigned to do so by the building administrator.

14 Volunteer service is pre-approved by appropriate school district personnel.

15 Potential student discipline should be referred to staff.

16 Wearing a visible visitor badge or uniform is required.

17 Technology resources are used for educational purposes.

18 Inform Principal/Administrator of any issue that may impact my service as a volunteer.

19 Religious/political beliefs are presented in a neutral manner.

20 Understand adult/student age-appropriate nurturing.

21 Contact appropriate school personnel when you are unable to volunteer.

22 Keep social media posts positive and refrain from posting students on your platforms.

23 Speak positively about staff members and the school in front of the children at all times.

24 Take ideas to Mr. Ross before acting on them.

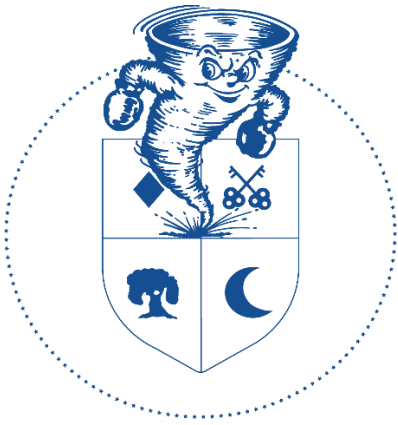
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28 Contribute no more than 15% of the ideas and work to a child's projects or papers.

29 Refrain from showing a face of appreciation and love at school and then going into the community and showing a different side.

30 Commit to nurturing, supporting, loving, and guiding the Student Leaders of Paducah Middle School.



LeaderinMe®



Council of 9

