

Northwood Middle School

Frequently Asked Questions

1. What time does school start?

The school day for Northwood Middle School students is from 8:15 AM to 3:15 PM.

If a student arrives at school prior to 8:15 AM, the student reports to the cafeteria where they are supervised by teachers on duty.

If a student arrives at school after 8:15 AM, the student reports immediately to their first period class.

Students are to be in their first period class when the 8:25 AM bell rings.

2. What is the earliest time that a student can arrive and where do they report?

Students can be dropped off at 7:30 AM. Students report to the cafeteria where they are supervised by teachers on duty. Students should be picked up by 4:00 PM after school.

3. What is the Bell Schedule?

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| 8:15 | First Bell Rings |
| 8:25 | Tardy Bell for Class |
| 8:25 – 9:17 | First Period |
| 9:21 – 10:11 | Second Period |
| 10:15 – 11:05 | Third Period |
| 11:08 – 11:41 | 8 th Grade Lunch |
| 11:44 – 12:34 | Fourth Period for 8 th Grade |
| 11:08 – 11:58 | Fourth Period for 6 th and 7 th Grade |
| 12:01 – 12:34 | 7 th Grade Lunch |
| 12:01 – 12:51 | Fifth Period for 8 th Grade |
| 12:51 – 1:24 | 6 th Grade Lunch |
| 12:37 – 1:27 | Fifth Period for 6 th and 7 th Grade |
| 1:31 – 2:21 | Sixth Period |
| 2:25 – 3:15 | Seventh Period |
| 3:15 | Car Riders and Walkers Dismissal |
| 4:00 | School Office Closes |

4. How do early dismissals work?

Early dismissals will occur only during the last 10 minutes of each class.

The student who wishes an early dismissal will bring a note written and signed by their parent or guardian to the Attendance Window in the main hall before 8:20 AM. The note must include the following information: date, name of student, time of dismissal, reason for dismissal, name of person picking up the student, telephone number where the parent can be reached for verification, and signature of the parent.

The parent or guardian will be required to come to the front office and sign the dismissal form. If anyone other than the parent or guardian is to pick up the student, identification will be necessary before the student is permitted to leave.

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5. What do I do if my child is absent from school?

The student should report to front office with a note from their parent, guardian, or doctor regarding the absence. The attendance clerk will issue an attendance (or admission) slip indicating the status of the absence (excused/unexcused).

The admission slip is to be signed by all teachers and turned into the last teacher signing. The student should not attempt to enter class after being absent without a permission slip.

6. What do I do during the day if I need to contact my student?

Only EMERGENCY messages from a parent or guardian will be given to students. Permission must be given by an administrator. Classes cannot be interrupted unless it is an emergency and approved by an administrator. Students are called to the office at the END of the day during announcements to retrieve any other messages.

7. How can I contact my student's teachers?

Teacher's e-Mail addresses and websites can be found at www.greenville.k12.sc.us/northwd/asppages/Fac_index.asp. You can also call the school and leave a message on their individual voice mail at 355-7000. Each teacher has an extension.

8. Do we have a police officer assigned to our school?

Northwood Middle has a school resource officer, Officer Robert Burkins. You may contact Officer Burkins at 355-7015 or via e-Mail at rburkins@greenville.k12.sc.us.

9. Where can I find the school web site?

The Northwood website is www.greenville.k12.sc.us/northwd.

10. What is the Dress Code?

The Dress Code can be found on <http://www.greenville.k12.sc.us/northwd/data/DRESS%20CODE%200910.pdf>.

11. How do you pay for lunches? How do you get money on your "account"?

All students have an account with the lunchroom. Students are encouraged to put money into their accounts every Monday morning from 7:45 AM – 8:15 AM. Waiting to pay money on account during lunch slows the line down and prevents other students from having enough time to eat their lunch.

If a student loses or forgets their lunch money, they may, with permission of their teachers, come to the office to call home. There is no provision for the school to provide lunch money. Keeping up with lunch money is the sole responsibility of the student.

12. Does Northwood have a newsletter?

The Northwood newsletter is called Knight Life. It is published monthly with the exception of January, June, and July.

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13. Does Northwood have a yearbook? If so how, can my student order a yearbook?

The Northwood Yearbook is called Knightlife. Information is mailed home at the end of September to place your yearbook order. Keep your eye out for an envelope from Jostens...it's not junk mail. It is your order form! The yearbook cost has not been determined at this time. Options such as personalization, icons, plastic cover, etc. are available at an additional cost. You can pay with credit card, debit card, or check (payable to Jostens). You can pay online at www.jostensyearbooks.com or by mail. A limited number of yearbooks will be available at extra cost on the last days of school, but it is recommended that you pre-order to save money and to ensure your child receives one.

If you have an 8th grader, and you would like to buy an 8th grade ad, forms will be mailed to your home. Eighth grade ads are popular and a limited number are sold on a first-come, first-served basis. Be sure to order quickly after receiving the form. The cost of an ad is \$35.00, and the due date is late September/early October.

14. What if I have pictures to submit to the yearbook?

Pictures are greatly appreciated, especially of dances, sporting events, clubs and other activities. Go to www.images.jostens.com and enter user ID number **1174623** and password **knightlife** to upload your pictures. The yearbook staff will be able to retrieve them and place them in the yearbook. You may also bring in a CD of pictures and leave it the office for the yearbook staff.

15. Where can I find the PTA website?

The Northwood PTA website is www.greenville.k12.sc.us/northwd/pta/pta_index.asp.

16. How much does a PTA membership cost?

The cost is \$5.00. The PTA Membership Form is available online on the PTA website at www.greenville.k12.sc.us/northwd/pta/forms_index.asp. Membership forms are in the first day packet and in the front office.

17. How do I find out the volunteer opportunities at Northwood?

Northwood has a volunteer opportunity for everyone. To explore volunteer activities, contact a PTA Board member or access www.greenville.k12.sc.us/northwd/pta/forms_index.asp. The volunteer form lists opportunities. A volunteer form is sent home in the 1st Day Packet. You can turn in the form to the office anytime.

18. Where do I park when I come to volunteer?

The best place to park is on the right side of the building (facing the building). Coming from Brushy Creek Road, take the third entrance (the one at the Northwood sign). There are marked visitor spaces in the front of the school. If these spaces are full, park in any available parking spaces in the lot. Please do NOT park in the circle or block any entrances. Emergency vehicles must be able to enter.

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19. Which door do I enter when I volunteer?

Come to the front office door. At the door, you will be buzzed into the building. All other doors are locked. In the front office, you must *sign-in and sign-out* as a visitor or volunteer. Wear the "stick on" name tag at all times when in the school. This process allows the school administration to know that you are in the building in case of an emergency. It also provides the PTA with a tally of the hours that volunteers have spent at the school.

Don't forget to document the hours that you spend at home doing volunteer work for Northwood. In the front office, there are forms available for recording home hours. Don't be bashful about recording your time – we know that there is a lot of work that occurs behind the scenes and we want to provide accurate information to the District PTA District regarding our volunteer hours.

20. Who can I contact if no one calls me to volunteer?

Contact any PTA Board Member. A list of PTA Board Members is available on the PTA website.

21. What sports are offered at Northwood Middle?

Seventh and eighth grade students can participate in middle school sports.

Athletic Director: Keith Nelson

Fall Sports: Girls Volleyball

Winter Sports: Girls Basketball, Boys Basketball

Spring Sports: Girls Softball, Boys Baseball, Girls Soccer, Boys Soccer

22. What are the PE uniform specifications?

The PE uniform consists of a red t-shirt and navy mesh shorts. Uniforms can be purchased for \$20 from the PE teacher. Teachers will let the students know when it is time to begin "dressing out". Lockers and locks are provided by the school.

23. What is the Northwood Knight Award?

The Northwood Knight Award is considered to be the highest recognition given to a student. This award is given to students who demonstrate the good qualities of a Knight – good citizenship, honesty, integrity, etc. The individual is an all-around good student; it does not necessarily mean that the student has excellent grades. This award is given during each report card period.

To become a Northwood Knight, the student must go through the following process:

The student must be nominated by a teacher.

Once nominated, the student must receive three votes from the faculty and not be marked off due to any problem or attitude. The entire faculty votes on the students by grade level.

Students must re-qualify each quarter.

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24. How does Northwood Honor Roll work?

There are several awards given during each report card period.

Principal's Honor Roll – A student must achieve all A's to receive this honor. Students are treated to a Principal's Honor Roll Breakfast or Lunch following the grading period.

3.0 Honor Roll – A student must achieve a "B" average. For any "C", the student must have an "A" to offset it. A student may not have any "D's" or "F's".

B.U.G. Honor Roll (Bringing Up Grades) – This award begins with the second quarter report card. A student receives this award if they bring up more grades than they let drop.