

Student Agenda 2021-2022

NORTHWOOD MIDDLE SCHOOL



710 Ikes Road
Taylors, South Carolina 29687
(864) 355-7000
www.greenville.k12.sc.us/northwd

Mr. Treva Lee
Principal

Mrs. Kendra Walker
Assistant Principal

Mr. Kevin Duncan
Assistant Principal

Mrs. Brook Patterson
Administrative Assistant

NAME _____

HOMEROOM _____

The School District of Greenville County does not discriminate in admission or access to, or treatment and employment in, any of the programs or activities on the basis of sex, handicap, or any other unlawful criteria such as age, religion, or national origin.

**Northwood Middle School
Bell Schedule
2021-2022**

6th Grade
1st Period - FLEX 8:25-8:55
2nd Period 9:00-9:56
3rd Period 10:00-10:56
4th Period 11:00-11:56
<u>LUNCH</u> 12:00-12:30
5th Period 12:35-1:33
6th Period - Related Arts 1:37-2:24
7th Period - Related Arts 2:28-3:15

7th Grade
1st Period - FLEX 8:25-8:55
2nd Period 9:00-9:56
3rd Period 10:00-10:56
<u>LUNCH</u> 11:00-11:31
4th Period - Related Arts 11:36-12:23
5th Period - Related Arts 12:27-1:14
6th Period 1:18-2:14
7th Period 2:18-3:15

8th Grade
1st Period - FLEX 8:25-8:55
2nd Period - Related Arts 9:00-9:47
3rd Period - Related Arts 9:51-10:38
4th Period 10:43-11:40
5th Period 11:44-12:40
<u>LUNCH</u> 12:44-1:14
6th Period 1:18-2:14
7th Period 2:18-3:15

Related Arts	
Planning	8:25-8:55
2nd Period (8th)	9:00-9:47
3rd Period (8th)	9:51-10:38
Planning/Lunch	10:41-11:33
4th Period (7th)	11:36-12:23
5th Period (7th)	12:27-1:14
Planning	1:17-1:34
6th Period (6th)	1:37-2:24
7th Period (6th)	2:28-3:15

Greenville County Schools Student Calendar 2021-22

December 2020

August 2021							September 2021							October 2021							November 2021							December 2021							January 2022																																		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

5K-12 Important Dates

5K-12 School Start/End Dates

First Day	August 17
Last Day	June 3

Student Holidays

Labor Day	September 6
Teacher Professional Dev.	October 18-19
Thanksgiving Break	November 24-26
Winter Break	December 20-31
Teacher Professional Dev.	January 14
MLK Day	January 17
Student/Teacher Holiday	February 18
Presidents' Day	February 21
Teacher Professional Dev.	March 18
Spring Break	March 21-25
Student/Teacher Holidays	April 15 & 18
Memorial Day	May 30

Student Half-Days

Half-Day	December 17
Half-Days	June 2-3

Grading Periods

End 1st Quarter	October 15
End 2nd Quarter	January 13
End 3rd Quarter	March 17
End 4th Quarter	June 3

Report Cards

1st Report Card	October 21
2nd Report Card	January 20
3rd Report Card	March 30
4th Report Card	Mailed

Other Important Dates

5K & First Grade Registration	2022-23 Dec. 6-10
4K Application	2022-23 Jan. 10 - March 11
High School Graduations	May 31, June 1-3

eLearning Days

As an eLearning District if it is necessary to close school on a day of student attendance due to inclement weather up to the first 3 and any subsequent days will be made up through eLearning. The make-up will occur on the day of closure. (This statement required per State Department of Education Interpretation of SC Statute 59-1-425)

Religious Observances

School officials cooperate with students and employees when they need to be absent to participate in religious observances. Students missing school are given an opportunity to make up work without penalty. Employees may use personal days (or vacation if applicable) to observe religious holidays.

4K Calendar

Link to 4K Calendar
or Visit <https://inddd.adobe.com/view/942cb218-7b79-4f33-b73f-89d367d82b5c>

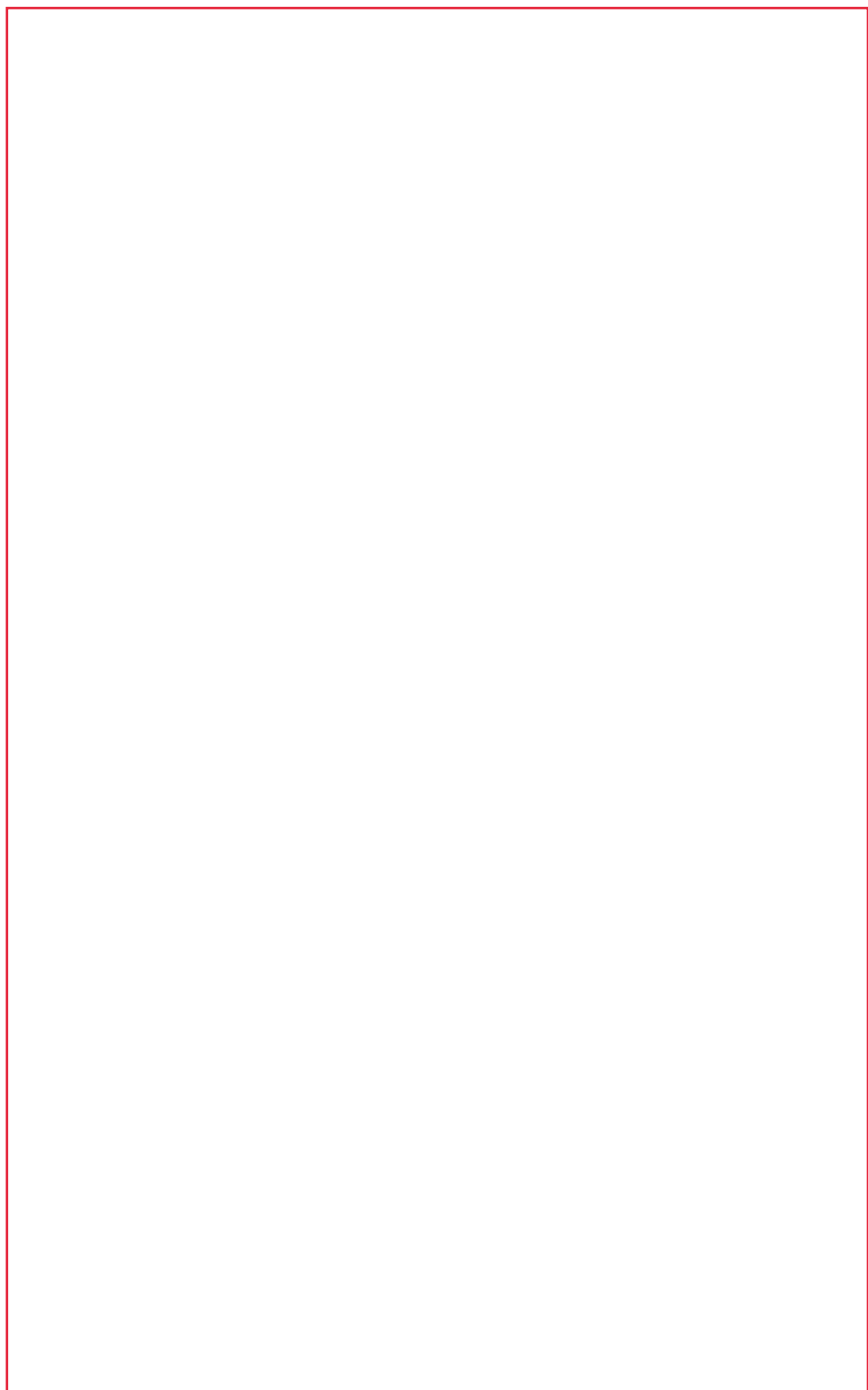
Testing Calendar

Link to Important Testing Dates
or Visit <http://tiny.cc/TestCal2021>
Dates subject to change, check back regularly.



February 2022							March 2022							April 2022							May 2022							June 2022							July 2022																															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S																									
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				





A MESSAGE FROM THE PRINCIPAL

Dear Students and Parents:

Welcome to Northwood Middle School to all of our new and returning students. We want your year at Northwood to be successful, exciting, challenging, and rewarding. Your success in school will depend on your developing effective study habits, regular attendance, and self-discipline.

Several rules, policies, and regulations have been established and must be followed in order for Northwood to continue to be an excellent school and for your experience here to be successful and enjoyable. This handbook agenda is designed to acquaint you with the operation of Northwood. Please read it carefully in order to become familiar with these procedures. Please also share it with your parents so they, too, will be aware of our procedures.

We want every student to be successful. Northwood is committed to excellence through a cooperative effort on the part of everyone involved in our school.

Good luck for a very successful and productive year at Northwood Middle School.

Treva Lee
Principal

NORTHWOOD MISSION STATEMENT

The mission of Northwood Middle School is to develop responsible educated citizens by providing a variety of meaningful learning experiences.

SCHOOL POLICIES AND PROCEDURES

ARRIVAL TIME

The school day for Northwood Middle School students will be from 8:25 a.m. to 3:15 p.m.

Parents may drop off their children beginning with, but not before, 7:30 a.m.

Students are to be in their seats in FLEX when the 8:25 a.m. bell rings.

Teachers who would like students to report to their classrooms or to the library prior to 8:15 a.m. should give the student(s) a written pass the previous day.

ARRIVING LATE / TARDINESS

TO SCHOOL:

Any student not in class by 8:25 a.m. should report to the front office to get a tardy pass before reporting to FLEX. Students will not be permitted into class after 8:25 without a pass from the front office. The attendance clerk will determine if the tardy is excused or unexcused.

Bus riders will receive a "LATE BUS" pass and will have five (5) minutes from the time on pass to get to FLEX.

ACCEPTABLE written reasons for excused tardies:

1. Illness may only be used four times a quarter without a doctor's note.
2. Car trouble may only be used two times a quarter.
3. Doctor/Dentist notes are unlimited for each visit.

TO CLASS:

Students are allowed at least 4 minutes between class changes, and they should be prompt in reporting. Teachers will handle class tardies or other irregularities on a case-by-case basis for the student concerned.

CONSEQUENCES for unexcused tardies per quarter:

First Offense – Verbal warning

Second Offense – Parent Contact

Third Offense – Lunch Detention

Fourth (+) Offenses – Referral/ISS assigned

ATTENDANCE

In South Carolina, all children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday. If a child is not six years of age on or before the first day of September in a particular school year, parent/ guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

In accordance with the South Carolina Compulsory School Attendance Law, the School District of Greenville County has adopted uniform rules to ensure that students attend school regularly. Each day that students are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. Students are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A student is considered in attendance when present for at least three (3) hours of a school day.

All absences beginning with the first shall be approved or disapproved by the board's designee, the building principal. In making this decision, the principal shall be guided by the procedures as presented herein. Decisions regarding approval of absences and eligibility for credit may be appealed in accordance with district policy.

Any student who misses school must present a written excuse, signed by his or her parent or legal guardian or a health care professional, for all absences within two (2) days of the student's return to school. The written excuse should include the reason for

and the date of the absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

Lawful Absences

- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within two (2) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal. This would include absences for extreme hardships. Such approval should be prearranged when possible.

Unlawful Absences

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parents.
- Suspension is not to be counted as an unlawful absence for truancy purposes.

For students in grades K-12, principals shall promptly approve or disapprove any student's absence in excess of ten (10) days, whether those absences are lawful, unlawful, or a combination of the two. A student does not exceed the 10-day absence limit until the student has reached his or her 11th unlawful absence.

Carnegie Credit

The school year consists of 180 school days. To receive credit, high school students or students in middle school taking courses for graduation credit must attend at least 85 days of each 90-day semester course and at least 170 days of each 180-day year course, as well as meet all minimum requirements for each course.

In order to receive high school credit after the 10th unlawful absence, "seat time recovery" is required for every subsequent absence that is unlawful. (Note: the 10-day absence limit applies to each 180-day course and should be considered 5 days for each 90-day course.). A student must attend the majority of a class session during a school day to receive credit for that class.

Truancy

Although the state requires students to only attend 170 of the 180-day school year, parents and students should be aware that SC Code of Regulations - Chapter 43-274 stipulates that a child ages 6 to 17 years is **considered truant** when the child has **three consecutive unlawful absences or a total of five unlawful absences.** For purposes of this section (truancy and compulsory

attendance), a parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness or death. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note.

What Do I Do If My Child Refuses to Go to School?

First, call the attendance clerk at your child's school and report the problem. If your child continues to miss school unlawfully, an administrator from your child's school will schedule an intervention conference with you and your child. At that time a plan will be devised to improve your child's attendance. If your child continues to miss school unlawfully, his/her case will be referred to an attendance supervisor or social worker. The attendance supervisor or social worker will convene a conference with you and your child regarding his/her attendance problem. If your child continues to miss school unlawfully, the case may be referred to Family Court for further intervention.

MAKE-UP WORK

Provision for make-up of schoolwork missed during excused absences shall be worked out with the teacher(s) concerned at the earliest time possible but should not exceed five (5) school days after the student returns to school.

On the day of returning to school after an absence, the student should report to the Main Office with a note from parent or guardian regarding the absence.

PERFECT ATTENDANCE

The definition of an absence at a Greenville County Middle School is missing more than one-half of any singular class period for which a student is enrolled, or multiple class periods for which a student is enrolled, during a school day. Absence in any part of the school day for a minimum of more than one-

half class period, even if the student was present for all other portions of that same school day, by definition excludes a student from being determined to have Perfect Attendance.

BICYCLES

All bicycles should be parked in the bike rack on the back side of the lunchroom next to the teachers' parking lot. Bicycles should be locked with chains and locks. Students will not be permitted to loiter around the bicycles. Students should immediately walk to the entrance at the front of the school after securing their bicycle.

CHANGE OF ADDRESS

If you move during the school year, please notify the school in writing or email. Verification of your new address may be required. This also applies to contact information. Accurate addresses and phone numbers are needed in case of emergencies. The school should have an up-to-date address and phone number for each student's parent(s) or guardian at all times.

DRESS CODE

The primary objective of Northwood Middle School is to provide a world-class instructional program and learning opportunity for every student. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to dress in an appropriate manner while on school district property or representing the school. Personal appearance shall be such that it does not disrupt student work or school order, become distracting to students, or violate health and safety guidelines.

The following standards apply and will be vigorously enforced. Principals may make additions to these standards as they deem necessary.

1. Student dress and grooming will be neat and clean.
2. Shoes, sneakers, or sandals with a back strap will be worn. Flip-flops or shower-type shoes are not permitted.
3. Shirts/Blouses are to have collars, buttons, and sleeves. They are to be solid in color of the following colors: **Navy, White, or Black**. Shirts may not have a hood.
 - Shirts may have a small, appropriate logo over the pocket area only.
 - Shirts on boys must be tucked in at all times. Girls may wear their shirt outside the pants provided the shirt/blouse is no longer than their hips, and girls may wear an undergarment that is an approved dress code color.
4. Pants, Skirts, or Shorts: They must be solid in color and consist of only the following colors: **Navy, Brown/Khaki, and Black**. **NO HOLES OR TEARS in clothing**. Denim/Jean of any color may not be worn. Denim/Jean are typically indicated by the presence of rivets around the pockets/seams and are not permitted at Northwood.
 - Shorts and skirts must measure no shorter than three inches above the top of the kneecap. This is easily measured by using a student I.D.
 - All pants, shirts, or shorts must be worn with the waistline no lower than the top of the hips.
 - Clothes are expected to fit appropriately, neither oversized nor tight. This decision will be at the administrator's discretion.
5. Belts are required if the garments have belt loops. No belts with large buckles may be worn. Cutting belt loops off pants/shorts will not be accepted as appropriate clothing. Belts may not communicate any message.
6. No overalls, sweat pants, yoga pants, or athletic pants/shorts may be worn.

7. Outerwear:

- Bulky, “winter” coats/jackets may not be worn in the classrooms. They are to be put in lockers during morning locker time.
- Hooded sweatshirts, coats/jackets, and vests must be placed in lockers during morning locker time.
- Solid, non-hooded sweatshirts, sweaters, lightweight jackets may be worn in the classroom provided they are navy, black, or white and have a regulation shirt underneath them. Spirit wear may be worn over a dress code shirt.

8. Socks and shoes must match and not be distracting.

9. Scarves are not permitted.

10. Facial jewelry is permitted to be worn only on the ears. All nose jewelry must be removed and temporarily replaced with a non-distracting clear “spacer” while students are in school.

11. Articles hanging from clothing, such as chains or other articles are considered inappropriate and may not be worn.

12. Hats, bandanas, sunglasses and head/hair scarves are not allowed. Any head wear must be non-distracting.

13. Book bags and book bag style purses will not be worn or carried throughout the school day. Book bags will remain in lockers during the school day.

14. No article of clothing, including I.D. and lanyard, may display suggestive phrases in any way. This includes references to alcohol, drug use, etc.

15. No items, other than a single house key, may be hung from lanyard or attached to I.D.

DRESS DOWN DAYS

Special days will be designated throughout the year where students are able to dress down and are not required to wear Northwood's daily dress code. Appropriate clothing is required on designated dress-down days. Shorts must be appropriate in length (no shorter than 3 inches above the knee cap), clothes should not be revealing,

and students should not report to school wearing leggings, holes in clothing, slides or flip flops. Parents may be asked to bring a change of clothes to school if attire is not appropriate to wear for the school day.

*Students who come to school inappropriately dressed will be asked to call home to have an appropriate garment(s) brought and will wait in the ISS room. We will remind students to comply with simple dress code procedures such as tucking in a shirt by giving reminders. However, persistent disregard of the dress code will be viewed as “Refusal to Obey” and handled according to the discipline policy.

Note: The administration reserves the right to judge the appropriateness of any apparel worn to school and will make the final decision regarding the attire.

ID BADGES

All students are required to wear their ID badge at all times while on campus. Each student is issued one ID at the beginning of school free of charge. A replacement ID and lanyard is \$5.00 and must be purchased in the media center, first thing in the morning.

- Students who do not have an ID badge at school will be required to go to the Media Center for a yellow ID sticker. To get the sticker, they will be logged into the computer as having a temporary ID. The sticker should be worn just below the shoulder and be visible at all times.
- Replacement lanyards will be sold in the Media Center for \$2.
- All students who do not have an ID badge at school will have lunch detention that day.
- After the third I.D. lunch detention for the nine weeks, the student will serve one day of ISS for all subsequent violations.
- Any student not wearing their ID badge at any point during the day will receive a consequence.
- If a student removes the temporary sticker badge during the day, they will be assigned to one day of ISS.

- IDs should not be defaced or altered and should be visible at all times.
- Overly worn damaged ID must be replaced, as determined by administration at a cost to the student.
- Sixth and seventh graders are required to wear a school-issued lanyard with their ID at all times. Eighth graders are permitted to wear a lanyard of their choice, as long as it does not convey an inappropriate message in any way.

EARLY DISMISSALS

Early dismissals should be arranged to pick up the student in between classes so that instruction will not be interrupted (See schedule on page 15). The student who wishes to have an early dismissal will bring a note written and signed by the parent or guardian to the Main Office before 8:15 a.m. 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 Main Office and sign the student out. A license will be required for all dismissals. If anyone other than the parent or guardian is to pick up the student, identification will also be necessary and the person picking up the student must be on the student's emergency information.

NO EARLY DISMISSALS WILL BE ALLOWED AFTER 2:30 p.m.

EXPECTATIONS FOR STUDENTS

Academic instruction is the primary function of Northwood Middle School. In order for students to live up to their academic potential, all students are expected to:

- Be at school each day.
- Be on time for each class.
- Bring the proper books, papers, and writing utensils to each class.

- Work to the best of one's ability.
- Participate in class discussions.
- Treat others with kindness and respect.
- Do all homework each day and return it on time.
- Prepare adequately for test situations.

REPORT CARDS

Report cards are sent to parents at the end of each nine-week period. Parents are invited to visit the school or otherwise communicate with the principal, counselors, and teachers for a discussion of any problem having to do with the student's progress.

GRADING SYSTEM

To convert numerical grades to letter grades, use the following scale:

90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 50-59 = F.

GRADING FLOOR

The minimum grade a student will receive for any major or minor assignment is fifty (50). Students will have an opportunity for a review session and then re-take failed major assessments to receive a passing score.

LATE WORK POLICY

Late assignments will result in the loss of points from the grade earned. Assignments turned in 1 to 5 days late will be reduced by 10 points. Assignments turned in more than 5 days late will be reduced by 20 points. Any assignments turned in past the grading period cutoff date will not be counted.

COUNSELING SERVICES

School counselors are available at Northwood for conferences with students and parents to provide information and assistance with regard to the school's program. Parents may call the guidance counselors to arrange for a conference. Parent conferences with teachers concerning a student's academics must be made through the appropriate counselor.

ILLNESS, INJURIES, MEDICATION

Students should notify their teachers if they are ill or injured. The teacher will then issue a pass to go to the health room. Students who abuse health room privileges will not be allowed to go except for emergencies.

If it is necessary for a student to take medication while at school, the parent must bring the medication to the health room. Students are not allowed to carry any prescription or over-the-counter medications with them during school. Violation of this district policy will be handled administratively and will include serious consequences.

A parent permission slip must be completed for over-the-counter medications. Prescribed medications must also have a doctor's permission slip completed.

The medication should be labeled with student's name and the directions for use. No medication will be given unless it is brought from home. Medications must be in original containers.

If a student has to leave school due to illness, the student must be signed out in the Main Office by a parent or designee who is also on the emergency list.

LOCKERS

At the beginning of the school year each student in the school will be assigned a locker and given the combination. Students are urged to memorize their combinations

and keep the lockers assigned. Students are responsible for all articles left in their locker and for maintaining their school-issued lock in their possession secured on their locker at all times. Students who misplace/damage their school-issued lock will be assessed a replacement fee of \$5.00.

Because lockers are school property, the school retains the right to inspect lockers from time to time to prevent abuse.

Students are responsible for their gym locks--whether they are lost or stolen. A replacement fee of \$5.00 must be paid for the missing gym lock. Personal locks cannot be used on lockers.

LOST AND FOUND

Any article found on the school grounds should be turned in to the Main Office. Students claiming items found can have the items returned by checking with the office and making proper identification. Gym clothes will be turned in to the gym.

All unclaimed lost and found items will be discarded or given to a charitable organization.

MEDIA CENTER

The media center is open from 7:45 a.m. to 3:30 p.m. daily. Each student must have a separate pass when using the library. They are to check in at the circulation desk.

Students are to demonstrate appropriate behavior and courtesy when using the library. No student may check out materials and/or books for another student. The books are the responsibility of the student who checked them out.

Books may be checked out for two weeks and may be renewed. Books and materials on reserve may be checked out for overnight use only and must be returned by 8:10 a.m. the following day.

Overnight books have a \$.25 per day fine. Regular check-out materials have a ten-day grace period to be returned with no fine. After that the \$.05 per day goes into effect on the 11th day with a fine of \$.55 and \$.05 per day after.

All fees should be paid promptly. Final report cards will be held if fees are owed to the library.

PROMOTION AND RETENTION

All middle school students must pass all required academic subjects during either the regular term or during summer school in order to be promoted to the next grade. The required academic subjects are language arts, math, science, and social studies.

PARENT-TEACHER ASSOCIATION

The Northwood Middle School Parent-Teacher Association is composed of parents and teachers who are actively interested in promoting a better understanding between the home, school, and community. With the cooperation of all parents, all teachers, and all students, the goals of Northwood Middle School will be attained.

MAJOR ASSESSMENT RETAKE POLICY

In order to support student mastery of skills and standards, all students will be permitted to retake one (1) major assessment per nine weeks in each class. Students will be required to participate in a reteach lesson to support mastery prior to completing their retake assessment. Any student that fails a major assessment will be required to complete a reteach lesson for each major assessment failed. Retake assessments will typically occur between the 7th and 8th week of the grading period. Retake dates will be announced one week prior by the teacher and will occur during class. The highest grade will be awarded to the student and entered into the gradebook. Unique situations will be handled on a case-by-case basis.

PTA FUNDRAISING PROJECTS

The PTA sponsors several fundraising events or activities during the school year.

- No door-to-door sales or solicitation at homes or business establishments will be permitted in the name of Northwood Middle School.
- No sales or solicitations will be permitted in public streets or shopping centers.

SCHOOL FIELD TRIPS

Off-campus school-sponsored activities must be substantiated with a written permission form that is given to students by the teacher or the school and signed by a parent/guardian. Students are under the district's Code of Discipline and possibly the school's Dress Code Policy when on school-sponsored trips. Students are responsible for work missed during field trips.

SCHOOL DISMISSAL

Bus Riders

Students who ride the bus in the afternoon are expected to adhere to the following rules:

- Students will stay in their sixth period class and wait there for their bus to be called.
- Bus loading will be orderly and safe.

Walkers

- Walkers are asked to exit the building immediately when dismissed by their teacher and cross traffic patterns only at designated crosswalks.

Car Riders

Students who ride in cars in the afternoon are expected to adhere to the following rules:

- Car riders are to exit by way of the front entrance when dismissed by their teacher.
- Students are to remain on the concrete in front of the school or walk promptly to their car on Ikes Road, etc.
- Parents are required to pick up students in the main pick-up lane, not in the parking lot.

SCHOOL INSURANCE

Various coverage plans are offered for purchase. Please visit the Greenville County Schools' main website and type "insurance" in the search bar to learn about your options.

SCHOOL STUDENT COUNCIL

A Student Council exists at Northwood Middle School in order to provide the student body with proper representation in school-governing matters.

Campaigning opportunities will be given to all students to enable the selection of the officers and room representatives as early in the school year as possible.

A candidate for Student Council office cannot have a record of discipline problems. Student council members must keep a "C" average each nine-week grading period in order to stay on the council. Council members will be removed from office if they fail to keep the "C" average or have an "F".

TEXTBOOKS

The state provides free use of textbooks to all students. Under the system's guidelines, students must handle and use the textbooks with care. A student who is responsible for damage to a textbook may elect to pay the cost of the textbook and gain ownership of the textbook.

Students are responsible for paying for a textbook if the book is lost.

Report cards will be held if a student owes fees for lost or damaged textbooks.

BREAKFAST AND LUNCH REGULATIONS

All students have an account with the lunchroom. Students are encouraged to put money into their accounts every Monday morning from 7:45 - 8:10 a.m. This makes our lunch lines go much faster than waiting to put money into accounts while in line.

If students lose or forget their lunch money, they may, with permission of their teachers, come to the office to call home. There will be no provision by the school to provide lunch money. Keeping up with lunch money is the sole responsibility of the student.

TRANSFERS OR WITHDRAWALS

Your school counselor or the school registrar should be notified within 3 school days of the withdrawal date that the student will be leaving Northwood Middle School. All GCS property, such as Chromebook, charger, and library books, should be returned at that time.

No student records will be released or forwarded to another school until the proper check-out procedure has been completed.

For more information regarding transfer or withdrawals, please visit the Northwood Middle School website and look for the link entitled, "Parents."

Records will not be released and forwarded until all money owed is paid.

VALUABLES

Do not permit money or other valuables to be out of your sight unless locked in a locker. Bring only enough money for each day.

The school does not assume any responsibility for lost or stolen items, except

to hold them for reclamation when they are brought to the Main Office.

Any item that is stolen should be reported to your teacher or the office immediately. Persons found stealing may be prosecuted.

VISITORS ON CAMPUS

- Visitors must present a government-issued I.D.
- Biological parents or legal guardians will be allowed to observe their student's class, with a 24-hour pre-approval from an administrator. Only biological parents or legal guardians will be allowed to eat lunch with a student. Parents/guardians coming to eat lunch with their child will eat at a separate, designated table/area.
- ALL visitors must report to the main office for a visitor's pass.
- No deliveries of flowers, balloons, food or other items for birthdays or celebrations will be accepted. No parties or celebrations may be held without prior approval from the principal.

NON-STUDENTS ON GROUNDS

The principal is empowered to take appropriate action against non-students who invade the building, grounds, or other school property. Unauthorized persons will be asked to leave the premises. Law Enforcement will be called to assist with all non-compliant persons.

COMMUNICATING WITH YOUR STUDENT DURING THE SCHOOL DAY

The office staff will not take non-emergency messages for students. If you call and need to get information to your student during the school day, the office staff will call the student to the office at the end of the day to call you so that you can give them the message directly.

FOOD & DRINK

Water is the only beverage permitted in any location other than the cafeteria and must be in a transparent container at all times. No eating is permitted in any area other than the cafeteria. Chewing gum is not permitted on campus at any time.

CHROMEBOOKS & PERSONAL ELECTRONIC DEVICES

Northwood is proud to be a *Personalized Learning* school, with each student having access to a Chromebook. The expectation is that all students bring a charged Chromebook to school each day and practice responsible digital citizenship at all times. Device policies and procedures are linked off of the main school website. A consequence matrix addressing infractions is included in this handbook. Students are not permitted to possess personal electronic devices, including cell phones during the school day. They should be turned off and stored in a locker between the 8:25 a.m. bell and the student's last locker break. After the last locker break, they should be turned off and stored in a backpack. Smart watches may be worn during the day, but are only permitted to be used to keep time. To keep all students safe while being supervised, students are not permitted to wear headphones/earbuds unless directed to by a teacher. **Wireless earbuds are not permitted.** This includes arrival, dismissal and transitions between classes.

REPORTING BULLYING, DISCRIMINATION, HARASSMENT, INTIMIDATION, AND MISCONDUCT

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment, intimidation, or

misconduct by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. Any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and

including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

Appeals

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, sexual misconduct, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

STUDENT SPEAKERS AT SCHOOL SPONSORED ACTIVITIES

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as

that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable

to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

STUDENT BEHAVIOR EXPECTATIONS & MANAGEMENT

In order to simplify the consequence pattern, as well as to provide consistency and transparency, Northwood will follow the following matrix for consequences that the administrators will use. Please keep in mind that each situation is different, and there may be times that the matrix is not followed verbatim. The matrix gives reasonable expectations for guidelines regarding student misconduct.

Level I Behaviors - Disorderly Conduct

Level I (Disorderly Conduct) is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturbs the classroom or school. **Consequence depends on the severity of the offense and may begin with ISS/OSS.** Parents will be notified of consequence for each offense beyond the warning. Subsequent offenses beyond four (4) may result in more significant consequences as outlined in the Greenville County Schools Student Code of Conduct.

First Offense: Teachers will warn student.

- It is important to be clear to the student what they did wrong and how that behavior is not accepted in your classroom.

Second Offense: Teachers will warn student and contact parents.

Third Offense: Teachers will assign student Teacher Consequence/ Lunch Detention

- Grade levels should work together to cover Lunch Detention

Four or more offenses: Teachers will send a completed referral to the appropriate administrator.

Note: Teachers have the right to continue to assign Lunch Detentions/Teacher Detentions to students after four Level I offenses. Automatic referral to AP is not requirement. The teacher is the expert in the classroom and the individual who knows the student and situation best. Administrators are here to help and support classroom management.

VIOLATION	1 ST REFERRAL	2 ND REFERRAL	3 RD REFERRAL	4 TH REFERRAL
Classroom and/or school tardiness	See "ARRIVING LATE / TARDINESS" section of handbook			
Cutting class	1 day ISS	2 days ISS	1 day OSS	2 days OSS
Leaving campus without signing out properly	1 day OSS	2 days OSS	3 days OSS	3-5+ days OSS
Illegally walking out of class without permission	1 day ISS	1 day OSS	2 days OSS	3+ days OSS
Acting in a manner so as to interfere with the instructional process in the classroom	Lunch Detention	1 day ISS	1 day OSS	2+ days OSS
Excessive talking that interferes with the instructional process in the classroom	Lunch Detention	Lunch Detention	1 day ISS	2+ days ISS/OSS

Refusal to obey/comply with directive given by a staff member	1 day ISS / OSS	2+ days ISS/OSS	3+ days OSS	3+ days OSS
Refusing to attend ISS	1 day OSS	2 days OSS	3 days OSS	5 days OSS
Disruptive behavior and/or refusing to work in ISS	1 day OSS	2 days OSS	3 days OSS	5+ days OSS
Abusive language / gestures / written communication between or among students, to include profane language	Consequences range from Principal Detention to 5 days OSS, depending on severity			
Being in an unauthorized area (parking lots, etc)	1 day ISS	2 days ISS	1 day OSS	2 days OSS
Possession of prohibited food or drink in unauthorized area	1-5 days ISS / OSS			
Leaving trash or food in the building	Lunch Detention	Lunch Detention	1 day ISS	1 day ISS
Misuse of lunch account	Lunch Detention	Lunch Detention	1 day ISS	1 day OSS
Cheating / plagiarism	1 day ISS	2 days ISS	1 day OSS	1 day OSS
Giving false information to a school staff member	Lunch Detention / ISS / OSS	Lunch Detention / ISS / OSS	Lunch Detention / ISS / OSS	Lunch Detention / ISS / OSS
Use of forged notes or excuses	1 day ISS	2 days ISS	1 day OSS	2 days OSS
Refusal to obey related to personal electronic devices	1 day ISS	1 day ISS	1 day ISS	1 day ISS
Other disorderly acts as determined at the school level, which are not consistent with Board policy	ISS / OSS	ISS / OSS	ISS / OSS	ISS / OSS

In-School Suspension (ISS) Max-Out Policy – Any Northwood student that has exceeded 5 ISS days per semester has “maxed out” of ISS and thus will be referred to the next higher consequence. Students who exceed these numbers will no longer be permitted to serve ISS for the respective infraction.

Level II Behaviors - Disruptive Conduct

Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings. Acts of disruptive conduct may include all, but are not limited to, the following violations. Consequence depends on the severity of the offense. Parents will be notified of consequence for each offense. Subsequent offenses beyond (4) may result in more significant consequences as outlined in the Greenville County Schools Student Code of Conduct.

VIOLATION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE
Inciting a fight (including passing notes and conversations)	1-10 days OSS			
Possession or use of unauthorized substances, including tobacco and tobacco products, non-prescription drugs, "look alike" drugs, and drug paraphernalia, including rolling papers, vapes, juuls, any e-cigarette type paraphernalia	1-5 days OSS	1-5 days OSS	1-5 days OSS	1-5 days OSS
Public display of affection and/or inappropriate verbal or physical conduct of a sexual nature	1 day ISS	2 days ISS	1 day OSS	2 days OSS
Use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials	Range from ISS to 10 days OSS			
Misuse of district technology resources	Range from ISS to 5 days OSS; technology privileges revoked for school year			
Horseplay (including running, physical contact, and "shanking")	Range from ISS to 5 days OSS			
Stealing	1-5 days OSS			
Gambling on school property	1-5 days OSS			
Unlawful assembly	1-10 days OSS			
Vandalism (minor)	1-10 days OSS; possible expulsion, restitution, and/or notification of appropriate Law Enforcement authorities			
Verbal confrontation	1-5 days OSS			

Rude, discourteous, disrespectful, or obstinate behavior directed towards a teacher, school official, or staff member	1-5 days ISS / OSS
Abusive language or gestures to staff member, including but not limited to, profane language	1-10 days OSS
Inappropriate behavior resulting in removal from class by a Principal	Partial day ISS to 5 days OSS
Threats, harassment, intimidation, or bullying	1-10 days OSS; <u>possible</u> recommendation for expulsion, Alternative School, or referral to Law Enforcement authorities
On campus while under suspension (trespass)	1-5 days OSS added to previous consequence; notification of Law Enforcement, or recommendation for expulsion
Gang-related activities (flashing signs, writings, verbal slang, paraphernalia, etc)	3-10 days OSS; <u>possible</u> recommendation for expulsion, Alternative School, or referral to Law Enforcement authorities
Fighting (fighting is defined as any physical contact in an aggressive manner)	3-10 days OSS; <u>possible</u> recommendation for expulsion, Alternative School, or referral to Law Enforcement authorities
Distribution, sale, and/or possession of materials disruptive to the educational process or materials not approved by the Principal	1-10 days OSS

In-School Suspension (ISS) Max-Out Policy – Any Northwood student that has exceeded 5 ISS days per semester has “maxed out” of ISS and thus will be referred to the next higher consequence. Students who exceed these numbers will no longer be permitted to serve ISS for the respective infraction.

Level III Behaviors - Criminal Conduct

Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of Law Enforcement authorities, and/or action by the Board. Acts of criminal conduct may include all, but are not limited to, the following violations. Consequence depends on the severity of the offense.

VIOLATION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE
Bomb threat	10 days OSS, recommendation for expulsion and/or referral to Law Enforcement			
Possession, use, or transfer of "look alike" drug or weapons	10 days OSS, referral to Law Enforcement, possible recommendation for expulsion			
Theft and/or possession of stolen property	1-10 days OSS, restitution and possible referral to Law Enforcement authorities			
Possession, use, or transfer of weapons (a weapon is defined as a firearm, knife, razor, bludgeon, blackjack, metal pipe/pole, brass knuckles, incendiary or explosive device, or any other type of device or object which may be used to inflict bodily injury or death)	10 days OSS, recommendation for expulsion and/or referral to Law Enforcement			
Manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance	10 days OSS, recommendation for expulsion and/or referral to Law Enforcement			
Threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family	10 days OSS, recommendation for expulsion and/or referral to Law Enforcement			
Disturbing school	1-10 days OSS, referral to Law Enforcement, possible recommendation for expulsion			
Sexual offenses	10 days OSS, referral to Law Enforcement, possible recommendation for expulsion			
Arson	10 days OSS, referral to Law Enforcement, possible recommendation for expulsion			

<p>Ganging/assault by mob. A “gang” shall consist of two or more persons acting together for the purpose of committing an act of violence against another person. “Participation” also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.</p>	<p>10 days OSS, referral to Law Enforcement, possible recommendation for expulsion</p>
<p>Assault and battery</p>	<p>10 days OSS, referral to Law Enforcement, possible recommendation for expulsion</p>

In-School Suspension (ISS) Max-Out Policy – Any Northwood student that has exceeded 5 ISS days per semester has “maxed out” of ISS and thus will be referred to the next higher consequence. Students who exceed these numbers will no longer be permitted to serve ISS for the respective infraction.

Consequences for Violations to Chromebook Responsible Use Procedures

Level I Offenses

Level I Offenses are less serious and will follow the following discipline procedures:

- Verbal warning
- Parent contact
- Lunch detention
- Referral

However, depending on the frequency, a Level 1 violation may merit a more severe disciplinary action such as the ones set forth below. Violations of these policies may result in one of the following, but not limited to, these disciplinary actions:

- Student/parent conference or call (1st)
- Lunch detention
- Restitution (money paid in compensation for loss or damage)
- Removal of unauthorized files and folders
- Restriction of Chromebook Use* (day user)
- ISS / OSS

Three (3) Level I Offenses may result in Restriction of Chromebook Use* (day user).

Examples of Level I Offenses:

- Sharing passwords
- Defacing computers (e.g., stickers, markers, destruction of ID)
- Removing district labels or tags
- Failure to charge battery OR bring device to class
- Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music) without permission and/or during class time
- Accessing chat enabled platforms, bulletin boards, or blogs without teacher/administration permission
- Failure to follow teacher directives
- Failure to be polite and courteous digital citizens
- Horseplay (running, throwing, mishandling, etc)
- Utilizing technology not required by the teacher

If a violation of the Student Chromebook and Acceptable Use Policy violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed.

If there is a repeated occurrence of a Chromebook not being useable for the school day (i.e., not being charged), then the administration reserves the right to make the student a day user (Restriction of Chromebook Use*) for a length of time to be determined by administration.

***Restriction of Chromebook Use:** For the period of the restriction, the student is a “day user.” The student may only use his/her Chromebook while at school and under teacher supervision. The Chromebook will remain at school.

Consequences for Violations to Chromebook Responsible Use Procedures

Level II Offenses

Level II Offenses are more serious and **begin with a required conference, Restriction of Chromebook Use*, AND an ISS placement.**

However, depending on the seriousness of the violation, a Level II offense may merit a more serious disciplinary action, such as the ones set forth below. Violations of these policies may result in one of the following, but not limited to, these disciplinary actions:

- Student/parent conference or call (1st)
- Restitution (money paid in compensation for loss or damage)
- Removal of unauthorized files and folders
- Restriction of Chromebook Use* (day user)
- ISS / OSS
- Suspension of internet privileges**
- Court referral / criminal charges
- Alternative school placement
- Expulsion

Examples of Level II Offenses:

- Downloading, posting, or distributing material that:
 - Is harmful or prejudicial to others (e.g., defamatory or libelous)
 - Is pornographic, obscene, or sexually explicit, or profane (e.g., photos and music)
 - Is illegal (e.g., copyrighted materials)
 - Refers to weapons, alcohol, drugs, guns, or gangs
 - Constitutes gambling
 - Is restricted
- Engaging in online activity that threatens, intimidates, bullies, harasses, discriminates, or defames
- Intentionally destroying hardware or software
- Engaging in theft
- Engaging in any illegal activity
- Harming or destroying another user's data
- Creating or sharing a computer virus
- Disrupting the network or the educational process

If a violation of the Student Chromebook and Acceptable Use Policy violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed.

***Restriction of Chromebook Use:** For the period of the restriction, the student is a "day user." The student may only use his/her Chromebook while at school and under teacher supervision. The Chromebook will remain at school.

****Suspension of Internet Privileges:** For the period of the suspension, the student's account will be deactivated by the district. The student will not be able to login to any district device or access any accounts using their district credentials.

CONCLUSION

The key to a good school lies in the pride that we have in our school and the degree to which each of us accepts personal responsibility for our own actions, the welfare of each other, and of the school as a whole.

No list of rules, regulations, and consequences can replace school spirit. The procedures listed herein simply address concepts and actions that create a positive learning environment. We believe that the great majority of us do the right thing, without threat of punishment.

However, there are a few types of poor behavior which damage school property, hurt school morale, or even cause physical danger to others. Due to the impact of poor student behavior on the school as a whole, we feel that all students should clearly understand and have continual access to what these offenses are and should be warned of the consequences.

Although the list of topics covered in this handbook is extensive, situations may arise that are not explicitly addressed within this handbook. Some issues may have extenuating, mitigating, or aggravating circumstances. Our administration will consider such circumstances in determining the most appropriate outcome, including consequences for misbehavior.

Reference Board policy JCDA for more information on our District Student Behavior Code.