



# Northwest Middle School

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**Patrick Jarrett, Principal**  
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**The Mission of Northwest Middle School:** Northwest Middle School is a place where everyone is valued and growing.

**Our Vision:** Our vision is to be a school that provides educational experiences in cooperation with the home and community that prepare students for lifelong learning and for ethical, productive participation in a democratic society.

**Northwest Middle School Honor Code:** Students at Northwest Middle School are expected to uphold high standards with regard to academics. Students will not use other persons' work as their own, and will refrain from plagiarizing, misquoting, or borrowing information from another author without his/her permission. Students will act in a manner that will enhance learning opportunities and achievement. All stakeholders of Northwest Middle School will work to support the mission of the school.

**Important note regarding information contained within :** Should information, policies, or procedures change during the school year, information will be distributed to parents and students. The school reserves the right to monitor, interpret, and adjust policies as needed. Thank you.

## 2019-2020 School Year

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a school counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed.

## **Northwest Middle School Student Dress Code Regulations**

The primary objective of Greenville County Schools 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 when representing the school. Personal appearance shall be such that it does not disrupt student work or school order, become distracting to other students, or violate health and safety guidelines.

- All clothing must be worn as manufacturer intended. Clothing should be clean and in good condition.
- All students must wear a school-issued student ID card on a lanyard around the neck as part of the required dress code. **ID cards must not be altered in any way.** Altered ID cards will result in a charge for replacement.
- Students may substitute a lanyard of their preference as long as the content of any graphics adhere to established school and district guidelines and are free from alcohol, tobacco, profanity, or other suggestive messages.
- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive, or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats, bandanas, head coverings of any kind, and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any sense of the term.
- **Proper shoes must be worn at all times. Shoes must have a back or back strap. Example: flip-flops, house/bedroom shoes, or shower-type shoes are not considered proper shoes. Thong sandals with a back strap are permitted.**
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive. Lower garments should be of adequate length to assure modesty when the student is seated or engaged in school activities. Pants should **not have holes above mid-thigh** which reveal skin or undergarments. Shorts and other bottoms must come to the **middle of the student's thigh** as measured from hip bone to center of knee, except for skirts and dresses, which should reach the knee.
- Pants must be worn at the natural waistline and undergarments should not be visible. If they do not fit properly, a belt must be worn to keep them in place.
- Sleeveless attire cannot reveal undergarments. Shirts cannot be tight, low-cut or show cleavage. Shirts should be loose-fitting and fully cover the upper body. Shirt attire may not be longer than wrist length. Tank tops, halter tops, shirts with spaghetti straps and see-through shirts will not be allowed. Neither males nor females may wear cut off t-shirts/shirts with missing arms or other parts. If it has been cut, it cannot be worn.
- Clothing must cover waist, shoulders and back with no skin showing between the top garment and bottom garment.
- Leggings are **ONLY** to be worn under an approved dress code item, such as a top that comes down to one's mid-thigh or shorts. They are to **NEVER** be worn as pants.
- Pajama pants are not to be worn to school.
- **Leggings, tights, spandex or yoga pants, are acceptable if worn underneath appropriate school attire.** Appropriate school attire including dress and/or shorts meeting the appropriate length of mid-thigh.
- Pants and slacks must not touch the floor (no bagging, sagging, or dragging clothing). Pants must be worn at the natural waist-line.
- Extraneous articles hanging from clothing, such as chains, will not be permitted.
- Undergarments should never be visible.
- No transparent or mesh clothing should be worn without an appropriate shirt underneath.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting, alcohol, tobacco, drugs, or sex.
- Facial jewelry is permitted but may not be overly disruptive to the school environment.
- Rolling book bags are not permitted.
- Heavy, oversized coats must be stored in lockers. Students may wear a light jacket, hooded sweatshirt, or sweater.
- No blankets or other bed linens are allowed at school.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which may lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the district's behavior code.

### **Academic Standards:**

For academic areas, state standards guide both curriculum and classroom instruction. Each teacher outlines his/her projected plans both academically and procedurally in a course syllabus available online and by request in print form. South Carolina standards are located at [www.ed.sc.gov](http://www.ed.sc.gov).

### **Assessment**

A variety of assessments are used to inform and improve instruction. Assessments come in a variety of forms including written tests, homework, projects, exams, and unit tests, as well as state and district required tests and benchmarks. Specific questions about assessments in classes should be directed to the teacher.

**Activities and Organizations:** If a student remains after school for an activity, the parent must arrange transportation. All students who remain after school must be with an activity sponsor or teacher. Students must leave school and return if attending an evening event. Students may not be at school after hours.

**Activity Participation:** Every student should realize that participation in activities is a privilege that carries definite responsibilities. **All regular school rules apply when students are involved in school-sponsored activities, whether at the school or elsewhere.** Misconduct during activities or athletic events may result in suspension, or in the case of serious offenses, expulsion from the club, activity, team or school. Regular rules apply to spectators as well as the participants. If a student is serving Out-of-School Suspension, that student may not participate in, or watch, any extra-curricular event for the dates of the suspension.

**After-School Detention:** After-School Detention is held from 3:20-4:20 p.m. Tuesdays and Fridays. Students should be picked up in the car rider line. Administration or teachers will assign after-school detention (ASD). In the event that a student receives an ASD, he/she will serve the detention on **Tuesday or Friday** as assigned. Students who fail to serve ASD will be given automatic In-School Suspension. It is the **student's responsibility** to inform parents/guardians of the assigned date for ASD and to arrange transportation. **ASD will be rescheduled only if the student is absent or if a medical condition causes a student to leave school early.**

**After-School Event Attendance/Pick Up:** All students are expected to have a ride present at the conclusion of an event or activity. Failure to have a ride waiting at the conclusion of the event can lead to a student not being allowed to attend future events such as, but not limited to, dances, sporting events, etc.

**Assemblies:** Assemblies are provided for education and/or student recognition. Students are required to sit with their supervised and assigned class during assemblies. The classroom code of conduct will apply. We ask that students not be dismissed early from school while attending an assembly.

**Athletics:** Students are eligible to try-out for various sports **beginning in seventh grade.** Students will be held to the same guidelines for try-outs and conditioning as high school students and must also be eligible based on the NWMS athletic eligibility requirements found in the *Athletic Handbook*. Announcements and information will be sent out at various times during the year regarding different activities. Football, cheerleading, basketball, volleyball, softball, baseball, track, golf, soccer and cross-country are but a few of the offerings provided to students. If a sport is not offered at NWMS, students in 7<sup>th</sup> and 8<sup>th</sup> grade may try-out for a team through TRHS. Some restrictions apply. For athletic related information, please contact the Athletic Coordinator at the school.



**Attendance:** South Carolina laws requires the regular attendance of all pupils. The School District of Greenville County has adopted uniform rules to assure that students attend school regularly. 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.

- Students are expected to attend school every school day.
- Attendance is recorded in each class period. Therefore, absences are accrued per class, not on an entire day basis. If a student is absent for a portion of the school day, they will be marked absent from the classes they miss.
- Lawful absences are those that are excused with proper documentation. These include illnesses that required medical attention, death in the student's immediate family verified by a statement from the parent, religious holidays with prior approval from the principal in writing, approved activities with prior written approval of the principal, documented court appearances, or Out-of-School Suspensions. This also includes school sponsored events such as band performances, field trips, etc.

- Unlawful absences include but are not limited to, 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, absences of a student for which an excuse was not provided to the school within 2 days of the student's return to school, or any absence not specifically defined under lawful absences.
- **Truancy: Although the state requires students to only attend 180 days of the school year, parents and students should be aware that S.C. 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. Attendance Intervention Conferences must be held any time a student misses 3 consecutive unverified days or when a student has 5 days of unverified absences.**
- Returning after an absence: Upon returning to school, a student must present a note explaining the absence. The note should contain the following: student's full name, date(s) of absence, reason for absence, and parent or guardian's signature
- The student must bring this note to the attendance office upon arrival to school, before the 8:20am bell. The attendance clerk will write an admission slip that must be shown to each teacher throughout the day.
- Early Dismissals: Early dismissals will be classified as excused or unexcused. The following will be considered excused: medical appointments, illness of student or immediate family members, death in the immediate family, or dismissals approved by an administrator, in advance.
- Early dismissals count against class attendance records and can impact student achievement. Only pre-arranged early dismissals can be granted after 2:45p.m.
- Please make every effort not to get an early dismissal on Club days.
- Pre-arranged Early Dismissal: Parents who must take a student out of school during the day should follow these procedures:
  - Send a note with the student's name, time for dismissal, name of the person picking up the student, reason for the dismissal, and a number where the parent can be reached.
  - The student will be called to the front office when the parent(s) arrive(s).
  - In the event the early dismissal was not pre-arranged, parents should call ahead to request the early dismissal.
  - Parents are required to sign their student out when they leave school.
- Arriving Late to School: Punctuality is a critical work-related skill that a person can learn. Parents should have students at school on time each day. Furthermore, secondary students are expected to be in their individual classes on time. Late arrival (tardiness) results in interruptions to the learning process – not only for the tardy student but for other students in the class as well. Additionally, the tardy student misses important instruction.
- Students who arrive after 8:20am must obtain a Late Permit from the attendance office. The tardy will be entered into the student's attendance record. Teachers will record students' tardies to class.
- Tardiness will be excused by documentation from medical practitioners or for a late bus. Parents are expected to provide a note in the event of a late arrival to school. Late arrivals may be excused or unexcused depending on the reason for the tardy.
- Perfect Attendance Criteria: 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.

**Behavioral Expectations:** *All students will be bound by the Greenville County School District Disciplinary Guidelines as outlined in the district's rules and expectations for student behavior. It is the responsibility of the student and parent/guardian to know, respect, and follow the policies, rules, and regulations of the school and district.*

The entire code of conduct can be accessed from the Greenville County School District Website at: [www.greenville.k12.sc.us/gcsd/depts/admin/policy](http://www.greenville.k12.sc.us/gcsd/depts/admin/policy).

**Behavioral Expectations Outside of School:** All students, staff members, coaches, and families are expected to maintain acceptable behavior in and out of school, while using social media sites, at school sponsored games and activities, etc. Many people have no other means of judging NWMS than by the behavior of our students;

therefore, students are expected to exhibit mannerly behavior in the contacts with other people. *Respect for parents, teachers, and fellow students is expected.* A primary goal of education is to prepare students for a healthy, functional life in society. At NWMS we value the support of our families and community and expect that all Panthers demonstrate positive character and behavior.

In an effort to establish consistency, students who do not follow school behavioral expectations may receive the following consequences:

Warning; Teacher Intervention; Silent Lunch – Parent Contact; After School Detention – Parent Contact (ASD); Office Referral – Administrative Parent Contact.

The school will reserve the right in some situations not to follow these steps.

In extreme cases this plan may not be followed.

This list is not meant to be all inclusive and final, it is merely providing information to the parent and student for information.

**Bicycles:** All bicycles should be parked in the bike rack with a secure chain. Students must park their bike and then report directly to the building or leave immediately following school. Northwest will assume no responsibility for lost, stolen, or damaged bikes.

### **Building and Ground Rules**

- **Chewing gum is not permitted** in the building, school bus or on school grounds. If a student is caught with chewing gum before, during, or after school on school grounds he/she will serve ASD.
- Students should never run through or break off shrubbery or climb trees.
- Students are not permitted in the teacher workrooms for any reason.
- Exterior doors should never be opened for anyone.



**Bullying, Discrimination, Harassment and Intimidation:** As provided in the South Carolina Safe School Climate Act, the school district prohibits acts of harassment, intimidation or bullying of a student by another student or students, staff, or third parties that interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event, (whether or not it is held on school premises,) or at another program or function where the school is responsible for the student.

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and District.

**A. Definitions:** "Harassment, intimidation, or bullying" is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

- a) harming a student, physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property; or
- b) insulting or demeaning a student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

**B. Reporting:** Any student who believes he/she has been subject to harassment, intimidation, or bullying should file a complaint with the principal or his or her designee. Such a complaint may also be filed by a student's parent. If an allegation of harassment, intimidation, or bullying is against the school's administration, the student or parent should file a complaint with the District's Parent Resource Representative. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's principal or other designated contact person as soon as practicable. Although reports by students or employees may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report. The District will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in harassment, intimidation, or bullying allegations, except to the extent necessary to carry out an investigation and comply with statutory obligations.

**C. Investigations:** All complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. The student and his/her parent(s) shall be informed that appropriate actions were taken and shall be advised how to report any subsequent problems. A student or his or her parent may request that the District's Parent Resource Representative review the investigation and actions

implemented by the principal or his or her designee. The District's Parent Resource Representative will then review the complaint, investigation, and actions taken by the school. The parent will then be notified in writing of the results of the review.

**D. Consequences for Engaging in Harassment, Intimidation, or Bullying:** If the investigation determines that harassment, intimidation, or bullying 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; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring.

Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. The District will take all other appropriate steps to correct or rectify the situation.

### Bus Rules



The School District of Greenville County provides students with bus service for their convenience and safety. Certain laws and regulations govern the operation of the buses. School authorities make every effort to provide safe, punctual, comfortable, and orderly transportation for students. The driver can file misconduct reports and the student can receive disciplinary action. Serious or repeated misconduct may result in suspension from the bus. If this occurs, transportation to/from school becomes the responsibility of the student and the parent. Questions concerning bus transportation should be directed to the Bus Supervisor or a member of the school administration. .

Students must:

- Obey all instructions of the driver
- Sit in seat, keeping hands, feet and head inside the bus
- Keep feet out of the aisles
- Use only conversational tone

Understand that:

- Fighting, profanity, smoking, and yelling are prohibited
- Vandalism will result in severe consequences including restitution
- Board and exit the bus only at the assigned stop
- Throwing objects is strictly prohibited
- Any conduct that causes disruption is prohibited
- No candy, beverages, or food are allowed on the bus without approval from the bus driver

Note: In some situations, the school reserves the right to use school discipline guidelines in regard to bus behavior. The bus is considered school property.

### Cafeteria Procedures

- Students must use their Student ID card in the lunch line to purchase their lunch.
- Students should enter/exit the cafeteria and lunch lines in an orderly manner.
- Food must not be thrown.
- **Food and beverage items purchased by students are not to be taken from the cafeteria.**
- **No carbonated drinks are allowed in the cafeteria.**
- **Energy drinks are not permitted at school.**
- Students should not put their feet on the chairs or any part of the tables.
- Students are expected to talk and behave in an orderly manner.
- All items must be purchased and picked up as the student goes through the line with his/her class.
- Students should not leave their table without teacher permission.
- Students must leave their area clean and should clean up lunch area before leaving the cafeteria.
- Students with ID cards will be served first, others must wait until the end of the line.



The following are tentative lunch prices:

<b>Students:</b>	
Regular lunch	\$2.40/day
Reduced lunch	.50/day
Regular breakfast	1.00/day
Reduced breakfast	.30/day

Students are asked to bring lunch money each Monday and should deposit their money for the day, week, month, year etc. before school starts.

Breakfast will be available from 7:30am– 8:10am. Car riders who arrive to the cafeteria after 8:10am will not be allowed to eat breakfast. Passes will be issued for late busses. Students will not be served without a pass after 8:10am.

**Car Rider Procedures:**

- Parents/Guardians must pull into the car rider line for morning drop-off and afternoon pick-up.
- Cars **must not** be parked in the parking lots. Students cannot cross the car line to the parking lot. Parents may **not** walk their child through the parking lot. **All students must be dropped off/picked up from the car rider line.** Parents should not pick-up or drop-off from the teacher parking lot.
- Staff members will be on duty to help with exiting the parking lot.
- If you are first in line, please drive to the end of the sidewalk.
- **Students should not be dropped off before 7:30am. Supervision is not provided. Students who arrive prior to 7:30am may face disciplinary action.**
- **Cars arriving prior to 7:30am must form a single line not blocking the entrance to the school.**
- Late arrival: After 8:20am students must sign-in at the Welcome Center. **Students must be seated in home room class at the 8:20am bell; otherwise the student is late to school.**
- Car riders numbers should be displayed in a visible location on the front windshield.
- Cars are to line up in a double line following all directions of the staff members on duty.
- Students must use the crosswalk.
- **Students picked up or dropped off in an unauthorized area may face disciplinary action.**
- Students who fail to follow the direction of the staff member on duty will face disciplinary action.
- Students who are picked up after 4:00pm may face disciplinary action. Repeated violators of pick-up policies will need to be provided alternate transportation such as a school bus.

**Care of School Property:** The appearance of the building and its content is crucial to a good instructional environment. We are proud of our school and the way it looks. It is the responsibility of every student to show proper care and concern for hallways, cafeteria, classrooms, lockers, furniture, restrooms and books. Students who intentionally damage or destroy school property will be required to make financial restitution and may receive additional disciplinary consequences.

**Cell Phones/Electronic Devices:** Students are allowed to possess cellular phones and electronic devices on school property except the device cannot be visible or activated from 8:05am until 3:15pm. Active use of the phone between 8:05 and 3:15 will result in disciplinary action. **Use is only acceptable for educational purposes when expressly allowed by a school official.** These rules include off-campus trips during the academic day. Students who violate this regulation are subject to disciplinary action as prescribed by the school and district disciplinary code.

**Change of Address/Telephone/E-Mail Address:** Please inform the main office at 864-355-6900 as soon as possible when you move or have a change of address, phone number (home or work), and/or e-mail address. These numbers are very important in the case of an emergency. Change of address will require proof of residency.

**Clubs and Organizations:** Students are encouraged to join clubs and organizations. Throughout the year, sponsors for various activities will announce meetings and projects. Being involved in our school will help create a more positive experience and will help our school be more successful. Clubs can be started with an approved advisor and approval from the Principal.

**Consequences for Retaliation or False Accusations:** The District prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report under this policy. The District also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The consequences and appropriate remedial action for such conduct will be determined by the principal or his/her designee, and may range from positive behavioral interventions to disciplinary actions, up to and including suspension or expulsion for students and termination for employees.

**Conferences/Parent:** **Any time a parent wishes to conference with their child’s teachers the parent should contact the teachers directly. The main office is available to assist you in reaching the teachers if necessary. Except in emergent situations, please arrange conferences at least 24 hours in advance.**

## Daily Schedule

- **The daily schedule for grades 6-8 will be 8:20am until 3:15pm.**
- The late bell will ring at 8:20am. **Student entrance doors lock at 8:15am after this time, enter via the Welcome Center.**
- **Students are not permitted on campus before 7:30am unless prior arrangements have been made through a teacher, club sponsor, or administrator.**
- Students arriving between 7:30 – 8:10am should report directly to the cafeteria or gym (depending on assigned area) and remain in their designated area unless they have a pass to report to another location in the building. Students eating breakfast should report directly to the cafeteria upon their arrival to school. Students should be seated in homeroom by 8:20am or a tardy pass will be required.
- Students not obligated to a club, organization, sport or other activity must leave campus immediately following the dismissal of school. Failure to do so may result in disciplinary action.
- Students may not remain on campus to wait for evening sporting events/activities.

**Disaster Drills:** Regular fire and emergency drills will be held throughout the school year. In each classroom, a sign will be posted giving exit instructions. At the sound of a drill, everyone should listen carefully for instructions from the teacher or administrator and follow these completely. There should be no excess talking.

**Discrimination:** Our district does not discriminate on the basis of race, color, national origin, age, gender, religion, immigrant status, limited English speaking status, and/or disability in admission to, access to, treatment in or employment in its programs and activities. Concerns regarding these matters should be brought to the attention of the school principal immediately.

**Dispensing Medicine:** **ALL medicine is to be left in the nurse's office. Medicine, including aspirin, Tylenol, or ointment will not be provided by the school.** The school nurse has "permission to dispense" forms that parents/guardians should complete when dropping off medication. ALL medication should be labeled with the student's name and grade. If medication is a prescription, it must be in the original container. **Students are not allowed to have medications (over-the-counter or prescription) in their possession at any time. NO medication of any kind is provided by the school; all medicine must be provided by the student.** **If you would like to have medication such as Tylenol, aspirin, Tums, ointment, or other items for your child, you must provide the medication in the original packaging with proper dosage instructions.** If your child has specific medical needs that require regular medication while at school, please contact our school nurse for information regarding an Individual Healthcare Plan.



**Dress Code:** Each time the school dress code is violated, a teacher or staff member will complete a violation slip including the date and nature of the offense. Discipline will be handled on an accumulating system. If the student's attire is too egregious to allow the student to attend class, then the student will need to change clothes or be taken home.

1<sup>st</sup> Offense: Tardy Warning

2<sup>nd</sup> Offense: Warning and Parent Contact

3<sup>rd</sup> Offense: Lunch Detention

4<sup>th</sup> Offense: After-School Detention and Parent Conference

5<sup>th</sup>+ Offense: Referral

Consequences for dress code violations will begin at zero at the start of each semester. The administration reserves the right to modify this plan as necessary and on an individual basis.

**Electronic Devices/Equipment Policy:** Electronic devices that can store books, periodicals, magazines, access the web and other electronic media are allowed at school. In order to use such devices, students must have a permission form on file with the school. Northwest Middle is working to maintain technological relevance in education by affording students the opportunity to use these devices in accordance with our Acceptable Use Policy.

- Prior to a device being on campus, the device must be permanently labeled with the student's name.
- Devices are to be used only for school approved activities and not for other purposes such as communication, entertainment, music, gaming, etc. unless approved by a school staff member.
- Students are responsible for knowing how to properly and effectively use his/her device.



- Devices must be used at appropriate times in accordance with teacher instructions and must not be a distraction for the student or surrounding students.
- **Pictures/videos and audio recordings may not be taken during the school day without approval from the teacher and/or school principal**
- In order to access the GCSD network, a permission form must be on file.
- **Northwest Middle will in no way assume responsibility for lost, stolen, damaged items that contract viruses or other features that damage or destroy the item.**

If a student violates the device policy, disciplinary action will be used. This may include confiscation of the device following the same policy as mobile telephones, ISS, OSS or other such consequences as determined necessary by school administration.

**Field Trips:** Due to the cost incurred by the school before field trips are taken, **there will be no refunds for field trips.** If a student becomes ineligible to attend a field trip or is absent the day of a field trip, the school reserves the right to not refund the money.

**Food/Drink at School:** Students are not permitted to have food, drink or candy in the building except CLEAR, PLAIN water – except in the cafeteria during scheduled breakfast/lunch periods – unless approved by an administrator or teacher. **Energy drinks are strictly prohibited.** Such items will be confiscated and returned to the student at the end of the school day. Repeat incidents could result in disciplinary action for the student. Chewing gum will result in an automatic After-School Detention.

**Fund Raising:** Fund raising activities will be kept to a minimum and occur with the approval of the principal. Students may not sell, trade or exchange items during the day. This includes items sent by high school students or organizations, as well as all outside clubs or activities.

**Gifts for Students:** The school does not accept flowers, gifts, etc. for students. Gifts delivered to the school will be refused at delivery. The school will assume no responsibility for any gift.

**Grade Advancement:** Students who successfully complete the approved educational program shall advance to the next grade level. When a student is unsuccessful, that student may be considered for retention. The principal will make these decisions on an individual basis with input from teachers, parents, counselors, and the student. Students may be required to receive special tutoring or summer school course work prior to being promoted to the next grade level.

**Grading Policies:** The State Board of Education requires all schools to follow a statewide uniform grading scale. The school policy requires that the lowest grade given to a student at the end of a course is 50. This grade is called a “floor.” Middle school courses will have a floor of 50 for each grading period.

Interim progress reports will show all grades, including those below 50. Teachers are encouraged to contact parents when a student receives failing grades on their progress reports. Parents can access the Parent Portal at any time to review student grades.

Academic progress is reported to parents every 4½ weeks. If parents prefer more frequent notification they can sign up on the Parent Portal to receive scheduled emails. If a family does not have internet access, please make arrangements with individual teachers concerning student progress.

Grading scales will be included in information provided by the district. NWMS will follow the same grading scale used in all Greenville County Middle Schools.

**Hall Passes:** Students who are out of class for any reason must have a hall pass, found in the student agenda, with the location/destination clearly written on it and signed by a teacher. Students without a hall pass will be sent back to the scheduled class or location

**Hats:** Hats or other head coverings are not permitted and should not be worn in the building. If a hat is worn it may be confiscated and not returned until the end of the school year.

**Homework Policy:** Homework is considered a vital part of the educational process because it extends learning beyond the regular school day. Homework can help students develop good study habits and organizational skills, practice and reinforce concepts learned in the classroom, and develop self-discipline and independence.

For these reasons, middle school students should expect to have homework each day. Students should use their agenda book (a free one is provided to each student) to write down homework and upcoming tests for each class and check the agenda book at home daily. Students are expected to schedule time each day to complete homework assignments. This work may be graded for accuracy or completion. A student's class average may suffer if he/she consistently fails to complete homework. Parents should notify the teacher should questions regarding homework arise.

**Identification Cards:** All Northwest Middle School students will be issued an identification card. ID cards will be attached to a lanyard (*Students may purchase their own if they choose but it must be a break away lanyard*) and **must be worn around the neck during the entire school day.** ID cards are also required by the cafeteria and media center. Replacement ID cards may be purchased in the media center for \$5.00. **ID cards should not be torn, altered, marked on or destroyed. If damaged, students may have to purchase a new card.**

If a student does not have an ID then they should tell their teacher they need to go to the media center to get a new ID. Even if they do not have \$5 with them, we will still give them a new ID and add a \$5 fee to their account. If a student has to be told to go to the media center to get an ID (i.e., they were "caught" without an ID) then they will be charged \$5 and receive a lunch detention. If a student accumulates \$25 in ID fines then they will no longer be given a new ID and, instead, must wait in ISS until a parent can bring them one of their IDs.

**In School Suspension (ISS):** The primary objective of this program is to keep students in school while trying to modify unwanted behaviors and give students the opportunity to maintain their academic work while serving In School Suspension. Students will be kept in a self-contained classroom where their class work will be completed, lunch will be provided, privileges will be earned and "respect duties" (written essays, instructional videos, counseling sessions, campus beautification projects, etc.) will be performed. **Students who violate ISS rules will be subject to an immediate Out-Of-School Suspension.**

**Inclement Weather:** We will make every effort to use our automated calling system to alert you of weather-related delays, cancellations and/or early dismissals. Please make sure your contact numbers are updated periodically. We encourage you to also use local weather, radio, and television stations for weather related announcements. Follow announcements from Greenville County School District.

**Individual Health Care Plans or Individual Health Plans (IHPs):** Individual health care plans are also called Individual Health Plans or IHPs. School nurses, who are registered nurses, write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, contact the school nurse.

**Internet Usage:** In order to have access to the internet while on campus, students must have an internet acceptable use form on file at the school. Students must follow acceptable use policy at all times.

**Locker Use:** Lockers are provided only if a student request. Students are only allowed to use the locker they are assigned. **Students are to shut and lock their lockers after each use. Students may not share lockers. Students must use school-owned and issued locks.** The replacement fee for locks is \$5.00. Locker visits will be scheduled by teachers and administrators and should be used only during scheduled times. The school reserves the right to check lockers as needed and at any time. Private locks are not permitted on lockers. The school assumes no responsibility for items lost or damaged in a locker. Lock combinations should never be shared.

**Make-Up Work Policy:** Students are responsible for missed work in the event of an absence. Failure to complete work will result in a failing grade. Missed assignments will be noted in the gradebook as missing until complete.

<b>Days Missed</b>	<b>Days to Make Up Work</b>
1-2	2
3	3
4	4
5 or more	5

## Media Center

- Students are welcome to come to the media center during this time as long as they have a pass from their teachers.
- Hours are Monday-Friday: 7:45 a.m. – 3:45 p.m.
- Upon entrance of Media Center, please sign-in and have your ID card displayed around your neck. You do not need to sign-out. Your school ID card will be needed to check-out materials and/or computer use. If you misplace your ID or need help with technology, please visit the Media Center between 8:20-8:40 to purchase a new ID. The new ID will be printed and ready for pick up later in the day or the following day.
- **Replacement fees: \$5.00 per new ID and \$2.00 per lanyard.**
- Our books, even multiple copies of the same book, are assigned a unique identification code. If the Destiny Online Catalog shows that you checked out a certain book, there is no room for error. You may check out a book for three weeks. You will be charged five cents per day for overdue books (excluding weekends or holidays).
- When you print in the Media Center, fees will be according to the type of printing.
- Please talk with the Media Specialist if you need the assistance with projects, activities, and materials.



**Notification and Distribution of District Expectations:** This policy will be disseminated to all staff members, students, and parents/guardians annually. Information on these topics should be shared in an age-appropriate manner and may occur during student assemblies, in the classroom setting, or in group or individual sessions with a school counselor or school resource officer.

The superintendent will ensure that information regarding this policy is incorporated into the School District's training program and that volunteers who have frequent contact with students are likewise informed of the policy.

The superintendent may promulgate rules and procedures in furtherance of this policy. Legal references:

A. S. C. Code, 1976, as amended: 1. Section 16-3-510 - Organizations and entities revised., 2. Section 59-19-90 - General powers and duties of school trustees. 3. Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities. 4. Section 59-63-275 - Student hazing prohibited. 5. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct. 6. Section 59-63-110, et. seq. - Safe School Climate Act. B. State Board of Education Regulations: 1. R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school Districts.

**Other Violations of Student Legal Rights or District Policy:** Students and parents are encouraged to resolve complaints and grievances at the school level. Accordingly, a teacher will provide any student or his or her parent/legal guardian the opportunity to discuss a decision or situation which the student considers unjust or unfair. If the incident remains unresolved, the student, his or her parent/legal guardian or the teacher may bring the matter to the principal's attention for consideration and action. If the matter is still unresolved after the procedure outlined above, the complaining party may bring the matter to the superintendent or his or her designee for consideration.

**Out-Of-School Suspension (OSS):** Students who make poor decisions and choose to break the rules at Northwest Middle may be subject to Out-Of-School Suspension. **While suspended, students are prohibited from attending ANY school or district activity. Students are not permitted to be on any Greenville County School District campus while serving OSS.** Class work/assignments may be requested from his/her teachers during the suspension. Requesting work is the responsibility of the parent/guardian.

**Parent Conferences:** Parents are strongly encouraged to stay in contact with their child's teacher. Parent conferences can be scheduled during the teacher's planning time, before school, or after school. In order to provide the best supervision and instruction to all students, parents are asked not to interrupt classes. The office staff will be glad to have the teacher contact you to schedule a conference. When questions or concerns arise, parents may **first** contact the teacher by e-mail, a note with your student or in the student agenda or by leaving a message with the front office. Administrators will be happy to meet with parents as needed after a conference has occurred with the teacher.

**Parent Portal:** The Greenville County School District offers a Parent Portal, an on-line grading system. Please refer to [www.greenville.k12.sc.us](http://www.greenville.k12.sc.us) to access your child's grades. Contact the school office to obtain password information.

**Parental Custody:** In the case of separated or divorced parents, the law stipulates that we cannot determine which parent may pick up the child. We must release children to either parent, regardless of which parent has registered the child, unless the custodial, enrolling parent has a court order concerning visitations or pick-up. In that case, we must retain a copy of the court order for our files.

**Parent/Teacher Organization (PTA):** Regular meetings will be held during the school year. Our PTA organizes and supports a number of events and programs in our school. Get involved and join the PTA today! We expect all parents to join and support the work of the PTA.

**Personal Property:** We urge students not to bring valuable items or large sums of money to school. We like to think that all students are honest citizens, but also realize that temptations of valuables and money are difficult to resist. Any item that is unrelated to the educational process should be left at home. The school is not responsible for items brought to school. The school will not investigate lost or stolen items not related to the school. Non-educational items can be confiscated without return. Band instruments are only to be stored in the band room between 8:10 and 3:15 (not overnight).

**Plagiarism/Cheating Policy:** Northwest Middle School does not tolerate plagiarism or cheating. If this occurs, the student will receive an **automatic zero** and assigned an After School Detention after the first offense where the student will be required to complete a reflection about the incident. Subsequent offenses will result in other disciplinary action such as ISS or OSS.

#### **Progress Reports/ Report Cards**

Mid-quarter progress reports will be given to all students four times during the school year. It is the student's responsibility to give progress reports to parents. It is recommended that parents use this information from the very beginning of the school year to assist their children with academics. Students and parents should contact teachers, school counselors and/or the administration to discuss changes in student academic performance. Progress report information can also be accessed through the Parent Portal.

Report cards will be given to students at the end of each of the nine-week periods. It is the student's responsibility to give report cards to parents. The information on the report card is intended to give students and parents a means of evaluating the quality of work the student is doing at school. Students and parents are invited to contact teachers, the school counselor, and/or administration for a discussion of any problems related to student academic performance. Report card information can also be accessed through the Parent Portal.

**Public Displays of Affection (PDA):** Students are not allowed to inappropriately touch or kiss other students. Actions construed as PDA will result in disciplinary action. As a general rule, please keep your hands to yourself. Failure to comply will result in disciplinary action.

**Publicity and Photographs:** Occasionally, pictures of students are taken and published in local newspapers and social media sites for communication purposes. This usually occurs when an activity or achievement is deserving of public notice. **If you do not want your child's picture to be taken or published, please inform the principal, in writing, of your wishes.**

#### **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.

**Schedule Changes:** No teacher or team changes will be made under any circumstances. Students should make sure their class schedules are correct by the first day of the school year.

**School Counseling Services:** Students are encouraged to visit our school counseling department. Some of the services provided include: basic counseling, career counseling, student/student conflicts, schedule planning, time-management and study skills. Students should not miss class to visit the counselor unless previously authorized. If an appointment is needed, students should complete an appointment request, located on their grade level counselor's door, and submit to their grade level counselor. No passes will be written for students being late to class. If there is an emergency, please report directly to the school counselor or administrative offices. For assistance and services, contact the Northwest Middle school counselor department at 355-6994. School counselors will meet with students at the request of teachers for disciplinary actions/issues, assistance, and general academic guidance.



**School Improvement Council:** Northwest Middle School has developed a School Improvement Council (SIC) consisting of community members, students, parents, and staff members. This group will work in conjunction with the principal and school to develop a mission for the Northwest Middle School SIC. For more information on becoming a member of the SIC, contact the principal.

**School Telephone Use:** In emergency situations, students will be allowed to use the telephone in the office if he/she has a pass from the teacher. **Messages to students and any after-school arrangements should be**

**communicated to the student prior to school. Student will not be called out of class to return calls to parents regarding transportation changes or other issues.** Students who participate in after school sports should make prior arrangements for practice and cancellations. Transportation changes will be announced daily during afternoon announcements – **please contact the school no later than 2:45 p.m. with necessary changes.**

**Sexual Harassment Title VI, and Title IX complaints:** A student who believes that he or she has been discriminated or harassed against on the basis of his or her gender, race, color, or national origin should file a complaint in accordance with the administrative rule that accompanies this policy. The Board expects all students and District employees to conduct themselves in an appropriate manner and to respect other students, employees, volunteers, and third parties at all times. In this regard, the Board prohibits sexual harassment, all forms of sexual discrimination, and other inappropriate conduct of a sexual nature.

All students and employees must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, Blackberry, or other telecommunication device, and includes text messaging and instant messaging.

Sexual harassment of students consists of unwelcome (as determined based on the age of the student) sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either expressly or impliedly a condition of the student's participation in an educational program or activity; (2) submission to or rejection of such conduct by a student is used as the basis for any educational decisions affecting the student; or (3) such conduct has the purpose or effect of unreasonably interfering with the student's educational performance or creating an intimidating, hostile or offensive educational environment.

Any student who believes he/she has been subjected to sexual harassment by another student or an employee is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent or guardian may also file a complaint on behalf of the student. All allegations will be investigated promptly and confidentially. Any employee or student who is found to have engaged in sexual harassment with a student will be subject to disciplinary action, up to and including a recommendation of termination or expulsion, and all other appropriate steps will be taken to correct or rectify the situation.

All employees must avoid any action toward or conduct with a student, which could be viewed as sexually inappropriate. Inappropriate conduct of a sexual nature will not be tolerated at any time. Inappropriate conduct of a sexual nature with a student occurs when an employee (1) makes a sexually suggestive advance toward a student, (2) makes a request for a sexual favor from a student, or (3) engages in a relationship of a sexual nature with a student.

Any student who believes an employee has directed inappropriate conduct of a sexual nature toward him/her is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. A parent may also file a complaint on behalf of his/her child. All allegations will be investigated promptly. Any employee who is found to have directed inappropriate conduct of a sexual nature towards a student will be subject to disciplinary action, up to and including a recommendation of dismissal and all other appropriate steps will be taken to correct or rectify the situation.

**Signing a Student Out of School:** Any time a student is signed out of school, the person must present photo identification and must appear on the child's emergency contact information. If the person does not present identification or does not appear on the emergency card, the child will not be released. Failure to supply proper identification can result in the person being asked to leave school grounds.

**Social Equity Policy:** At Northwest Middle School we respect and celebrate diversity. All students, staff members, and families are expected to embrace our differences and support one another regardless of race, religion, heritage or age.

**Social Suspensions:** The administration reserves the right to assign Social Suspensions – suspensions from extracurricular activities such as dances, games, or other school sponsored activities – as a means of disciplinary action.

**Strategies to Help You Handle Potential Academic Problems:** The primary goal of Northwest Middle School is the education of our students. We have established a variety of systems to help students with academic problems.

- Make certain you understand assignments.
- Use the handbook/agenda to write down your assignments.
- Complete all assignments at school or at home.
- Ask for extra help when needed – free tutoring is available!
- Ask the teacher for extra assignments to increase your understanding.

- Seek help from the guidance department to improve your study skills.

### **Proven Study Skills!**

- Make and keep a study schedule that works for you.
- Study in a quiet place – the same place each day.
- Gather materials needed before you begin.
- Maintain a well-kept notebook for each class.
- Take good notes.
- Frequently review your notes, quizzes, tests and related materials.
- Read for meaning and put it into your own words.
- Research shows that studying is good for you!



**Student Accident Insurance:** Parents are encouraged to purchase student accident insurance. As a service to our students and the parents, the district offers student accident insurance through a private firm. Shortly after school begins, students will be given the enrollment forms to bring home. Athletic injuries are the responsibility of the parent.

**Student Records and Information:** Parents wishing to obtain information from school records must come to the school or send an official written request with parent/guardian signature to the attention of the principal.

### **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.

For a comprehensive overview of student’s rights, please review the U.S. Department of Education’s guidelines on religious expression in public schools at: <https://ed.gov/policy/gen/guid/religionandschools/index.html>

**Summer School:** Students who fail any course may be required to attend summer school. Fees are determined by the Greenville County School District Board of Trustees and are the responsibility of the parent. Failure to attend summer school could result in retention.

**Tardy Policy:** At NWMS we value being on time and prepared to learn. **If a student is late to school, a parent/guardian MUST sign in the student in the Main Office.** In order for a tardy to school to be excused, a medical note must be submitted within two (2) days. Tardy consequences for each class:

- 1<sup>st</sup> Offense: Tardy Warning
- 2<sup>nd</sup> Offense: Warning and Parent Contact
- 3<sup>rd</sup> Offense: Lunch Detention
- 4<sup>th</sup> Offense: After-School Detention and Parent Conference
- 5<sup>th</sup>+ Offense: Referral

Consequences for tardy violations will begin at zero at the start of each semester. The administration reserves the right to modify this plan as necessary and on an individual basis.

**Textbooks:** Textbooks will be available online using the Chromebook, as class sets in each classroom, and to individual students upon request. It is the student’s responsibility to take care of and keep up with textbooks while in their possession. If a textbook is lost or damaged while in their possession, the student will be responsible for

making payments as deemed necessary. **Students who tamper with or remove the barcode from their book will be assessed a fine.**

**Tutoring Time:** Every NWMS teacher provides on-going tutoring times and tutoring is open to all students. Tutoring times are not designed to be one-on-one sessions. **Upon arrival to the tutoring time, students must present a topic for which they need assistance.** Specific tutoring times will be made available at the beginning of each school year and posted on the school website.



**Video/Audio Taping:** NO video and/or audio taping is permitted on school grounds without the expressed written consent of the principal prior to the recording.

**Visitors:** All visitors are subject to prior approval of the principal. If a family member needs to speak with a student, the family member should report to the office upon arrival and the student will be called to the office upon administrative approval. This rule is for the safety of all students. All visitors must report to the main office for a visitor tag.



**Volunteers:** All volunteers must complete **annual** paperwork required by the Greenville County School District. If the necessary paperwork is not completed, and those volunteers are not approved, they will not be allowed to work with school activities and projects. This is designed with the safety and security of all students in mind. Volunteers are needed for a variety of reasons. Please contact the PTA or the school for further details.

**Website:** Our website is an important communication tool for our school. It showcases life at NWMS. It also contains announcements, upcoming events, and important dates that are of interest to school stakeholders. In addition the link to the Parent Portal is on the website. While every effort is made to keep information up to date, please consult with the school to determine the latest information if there are questions.

**Withdrawing a Student from NWMS:** A parent/guardian must meet with our school registrar to complete the necessary paperwork when withdrawing a student. All books must be returned and all fees must be paid prior to transfer of records. The school will provide a statement when a student is clear for withdraw.

For more information on any rule, policy, or procedure included in this handbook, please contact the school. This handbook is not a contract and is not intended to be all inclusive. All rules and policies are to be followed at all times. The administration reserves the right to modify, change, and interpret these policies as necessary to create a productive educational environment.