

NORTHWOOD

MIDDLE SCHOOL



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Student Handbook

2024-2025

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TABLE OF CONTENTS

1.	Attendance.....	3
2.	Behavior Code.....	4-7
3.	GCS Dress Code.....	7
4.	Transportation.....	8-9
5.	Safe Schools/Anti-Bullying.....	10
6.	Title IX.....	11
7.	Homework Policy.....	12
8.	Uniform Grading Policy.....	12
9.	Family Educational Rights and Privacy Act.....	13
10.	Directory Information.....	14
11.	Student Speakers.....	14
12.	School Insurance.....	15
13.	Parent's Right to Know.....	15
14.	Student Use of Technology.....	15
15.	Board Administrative Policies and Rules.....	15
16.	Northwood Bell Schedule.....	16
17.	A Message from the Principal.....	17
18.	Arrival Times and Tardiness.....	17
19.	Make Up Work, Perfect Attendance, Bicycles.....	18
20.	Northwood Dress Code and Dress Down Days.....	18-19
21.	ID Badges.....	19
22.	Early Dismissals	20
23.	Expectations for Students, Report Cards, Late Work Policy, Retake Policy.....	20
24.	Counseling Services, Illness, Injuries, Medication, Lockers, Lost and Found, Media Center.....	21
25.	Promotion and Retention, PTA, School Field Trips, School Dismissal.....	22
26.	Student Council, Textbooks, Health and Wellness Education, Breakfast and Lunch.....	23
27.	Transfers or Withdrawals, Valuables.....	23
28.	Visitors and Volunteer Information, Non-Students on Grounds.....	24

29.	Communicating with Your Student, Food and Drink.....	24
30.	Chromebooks and Personal Electronic Devices.....	24
31.	Athletic Code of Eligibility and Conduct.....	24
32.	Student Behavior Expectations and Management.....	26-35

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, parents and 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 three (3) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. School 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 three (3) 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 three (3) 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

Absences

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. Absences in excess of ten (10) days will not be considered excused with a parent/guardian note unless accompanied by official medical documentation or otherwise approved by the principal as a lawful 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 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 unlawful absence limit applies to each 180-day course and should be considered 5 days for each 90-day course and 3 days for each 45 day course.) A student may have up to 10 absences excused by a parent note in each 180-day course and 5 days excused by a parent note in each 90-day course. Parent notes in excess of 10 in a 180-day course, and 5 in a 90-day course, will be considered unexcused unless accompanied by official medical documentation or is otherwise approved by the principal as a lawful. 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 year is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

Student Arrival and Dismissal

Each school is responsible for overseeing the development of protocols and supervision that are tailored to the age and needs of students at each school facility. The protocols will include:

- Staff assigned to specific locations and related responsibilities;
- The area in which students will be retained awaiting designated transportation;
- Plan for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time.

Student Behavior Code

The District expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners.

Students have a responsibility to know and respect the policies, rules and regulations of the school and District. Violations of such policies, rules and regulations will result in disciplinary actions. The school directs students to the District's Behavior Code set forth in [Policy JCDA](#) and this handbook. Schools are authorized to incorporate the use of electronic devices, including cell phones, tablets and other similar devices, into the school environment when appropriate to enhance learning and student achievement. Students are prohibited from using electronic devices to capture images, record or otherwise use electronic devices in a manner that harasses, humiliates, threatens, embarrasses, intimidates another person or otherwise violates law. Students may not use electronic devices to access and/or view websites, internet, or other content or images that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored event. Students are personally and solely responsible for the care and security of electronic devices.

Personal electronic devices cannot be used by students during the instructional day absent authorized permission by the principal or principal's designee for unique events. All personal devices must remain out of sight of others and be silenced during this time. The instructional day for elementary schools shall be from 7:45 a.m. to 2:15 p.m. The instructional day for middle schools shall be from 8:30 a.m. to 3:15 p.m. The instructional day for schools that have combined levels of instruction, such as K-8 schools, shall be determined by the principal or principal's designee in accordance with the instructional activities of the facility.

It is the philosophy of the District to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Disciplinary action will be taken in accordance with appropriate procedural rights being afforded to students and their parents/guardians as provided by State law, State Board of Education regulation, and/or the policies of this District.

The Board and the administration offer the following listing of offenses and the required or recommended dispositions for the information of students, parents/legal guardians and school personnel.

Levels of offenses

Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion. The following is a general listing of offenses and the required or recommended disciplinary actions which should be taken as a result of such offenses being committed.

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.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- blackmail of other students or school personnel
- acting in a manner so as to interfere with the instructional process
- abusive language between or among students, to include profane language
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- violation of school bus regulations
- cutting class
- school tardiness
- truancy
- use of obscene or profane language or gestures
- other disorderly acts as determined at the school level, which are not inconsistent with Board policy

The administration may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following

- verbal reprimand
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school's food service program)
- Detention
- In school/out of school suspension
- Other sanctions approved by the Board or administration

Disruptive conduct - Level II

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.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

Acts of disruptive conduct may include, but are not limited to, the following:

- fighting
- vandalism (minor)
- stealing
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials
- threats against others

- trespass
- abusive language to staff, to include profane language
- other disruptive acts which interfere with the educational process
- refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances, including tobacco and tobacco products, alternative nicotine products, non-prescription drugs, "look-a-like" drugs, and drug paraphernalia, including rolling papers
- illegally occupying or blocking in any way school property with the intent to deprive others of its use
- inappropriate verbal or physical conduct of a sexual nature
- misuse of District technology resources
- gambling on school property
- unlawful assembly
- disrupting lawful assembly
- harassment, intimidation or bullying
- intimidating, threatening, or physically abusing another student
- any other acts as determined at the school level that are not inconsistent with Board policy

The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following:

- in-school suspension
- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- temporary removal from class
- out-of-school suspension
- referral to outside agency
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

Criminal conduct - Level III

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 or to the security of District resources. 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.

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity which a principal or his/her designee has reason to believe may result, or has resulted, in injury or serious threat of injury to a person or to his/her property, the principal or his/her designee is required to notify law enforcement officials.

Acts for which principals must recommend students for expulsion include, but are not limited to, the following:

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)

- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated.
- A "gang" shall consist of two or more persons acting together for and with 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.)
- Unauthorized access, use, or attempted access or use of District computer systems

Additional acts for which principals may recommend students for expulsion include, but are not limited to, the following:

- vandalism (major)
- theft, possession or sale of stolen property
- disturbing the schools
- possession, use, or transfer of "look-a-like" weapons
- assault and battery
- extortion
- any other acts as determined by the Board

NOTE: In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.

The principals must recommend students for expulsion if they have committed offenses which are underlined above. If a student commits an offense that is not underlined, the principals may recommend the student for expulsion when the circumstances warrant it. The administration may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

- withdrawal of privileges (a privilege, as defined by the Greenville County School Board, is a student's opportunity to participate in any function of the school beyond attending class, riding buses and participating in the school District's food service program)
- out-of-school suspension
- assignment to alternative school
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities
- other sanctions as approved by the Board or administration

Dress Code

Students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with the parameters below.

- 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.
- Hoods, hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times. No bedroom shoes or slippers are permitted
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- The length of shorts and skirts when standing upright must come to the bottom of the student's fingertips
- Holes in garments or exposed skin are prohibited above the required short/skirt length

- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- The width of top straps must be at least the width of a student ID card (2.125 inches)
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag. Pajamas are prohibited.
- 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.
- For middle school student ID cards must be worn and visible

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, schools will either have clothes available to provide to students who are in violation or will permit the students to have clothes brought to the school to correct the dress code violation. Students will wait in a designated location until that violation of the dress code is remedied. Students who would like to make a request for accommodations to the dress code related to a disability or religious belief should notify the school's administration of that request in advance.

Students shall be subject to the following consequences for violating the dress code.

- 1st Offense: Warning/Parent Contact
- 2nd Offense: Detention
- 3rd Offense: Referral for Additional Discipline

Transportation

Discipline

In order to ensure the safety of all students riding buses in Greenville County Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below.

The School District Behavior Code (Board Policy JCDA) is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their conduct as contained below, the student may also be disciplined in accordance with the District's Behavior Code up to and including being recommended for expulsion.

Level I Offenses - Disorderly Conduct

- Refusing to follow driver directions
- Getting on or off the bus at an unauthorized stop without permission
- Standing or sitting improperly while the bus is moving
- Intentionally riding the wrong bus without permission from the principal
- General horseplay
- Making loud noises
- Profanity/Obscene Gestures
- Littering
- Possession of tobacco products, e-cigarettes or vaping devices
- Delaying bus services by tardiness, loitering, etc.
- The school administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.

Level I Consequences

- 1st Referral -- Warning and parent contact
- 2nd Referral -- In school punishment, parent contact and/or one (1) day bus suspension
- 3rd Referral -- Suspended from bus up to three (3) days and parent conference
- 4th Referral -- Suspended from bus up to five (5) days and parent conference
- Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II consequence.

Level II Offenses

- Use of tobacco products, e- cigarettes, or vaping devices
- Throwing objects out of bus
- Profanity directed at staff
- Rude, discourteous behavior directed at staff
- Vandalism [restitution may be required]
- Harassing, threatening or intimidating another student
- Fighting
- Stealing
- Inappropriate verbal or physical conduct of a sexual nature
- Other safety violations that may interfere with the safe operation of the school bus
- The school administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.

Level II Consequences

- 1st Referral -- Suspension from bus up to ten (10) days and parent conference
- 2nd Referral -- Suspension from bus up to ten (10) days and parent conference
- 3rd Referral -- Suspension from bus up to thirty (30) days, possible removal and parent conference

Level III Offenses

- Possession, use or transfer of weapons
- Sexual offenses (which include sexual acts that do not result in criminal offense)
- Arson
- Impeding the operation of a school bus
- Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance
- Threatening to take the life of or inflict bodily harm to a school employee
- Ganging
- Bomb threat

Level III Consequences

- Any referral - Minimum thirty (30) days suspension from bus and possible removal from bus for remainder of school year and parent conference.

Discipline of Students with Disabilities

Students with disabilities will be disciplined in accordance with federal and state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

Procedures for Transporting 4k, 5k and 1st Grade Students

For safety reasons, all K4, K5 and 1st grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal.

Each 4K, 5K and 1st grade student must wear a bus tag while being transported from school for the entire school year. The student tag shall include the following information:

Front:

Student Name

Student designee name (4th grade or above)

Route number

Back:

Student address unique number

Parent Responsibilities:

The parent/guardian is responsible for properly registering their student(s) at the designated school and ensuring that all information provided on required forms is accurate and current. The parent/guardian is responsible for updating this information at the school whenever changes occur.

The parent/guardian must be present at the regular bus stop both during the morning pickup and afternoon drop-off of their 4K, 5K or 1st grade child. The parent/guardian will be given four (4) numbered cards to distribute to any designee to be at the bus stop in their place. The designee may be another adult or student designee (4th grade or higher). A Bus Tag Application is to be furnished by the school, completed and returned by the parent/guardian to the school before the student rides the bus. One person may serve as designee for multiple children. The parent/guardian is ultimately responsible for the safety and conduct of his/her child at the regular school bus stop.

If a 4K, 5K or first grade student is preparing to depart the bus at their assigned stop, whether alone or in a group, and the parent/guardian/designee with the numbered card is not present at the bus stop, the student will be returned to his/her elementary school. When a student is returned to the elementary school, school staff will contact the parent/guardian. If the parent/guardian cannot be located, the matter could be referred to Greenville County Schools Law Enforcement Division, appropriate local Law Enforcement Agency, and/or the Greenville County Department of Social Services (DSS).

Incidents of the parent/guardian/designee with the numbered card not being at the bus stop for afternoon drop-off will result in all transportation services being discontinued according to the following schedule:

- First Incident: Warning to parent by school with review of future consequences
- Second Incident: 3 days off the bus
- Third Incident: 5 days off the bus
- Fourth Incident: 10 days off the bus
- Fifth Incident: Removal from bus for the remainder of school year

The school administration will implement the above schedule without a bus driver referral and notify the appropriate bus center of the effective dates of loss of bus transportation services. Only the Superintendent or his or her designee may make exceptions to the provisions contained in this administrative rule.

Anti-Bullying and Safe Schools

The District is committed to fostering an environment that both promotes learning and prevents disruptions to the educational process. In order to create and maintain an atmosphere that promotes learning and prevents disruption, the District has implemented the following procedures to address student concerns, complaints, and grievances in regards to bullying, discrimination, harassment, intimidation or misconduct as provided in Board Policy and Administrative Rule JCDAg. All formal complaints of any allegation of bullying, discrimination or harassment will follow the below process, except for complaints filed on the basis of sex (Title IX), which will follow the procedures contained in that Section II below.

Reporting Bullying, Harassment & Discrimination

Any student who believes that he/she has been subject to harassment, intimidation, bullying or misconduct by other students, employees of the District or third parties in the school setting should immediately inform the school's administration and may also file a formal complaint under Board Policy and Administrative Rule JCDAg.

All complaints should be filed with the principal or his or her designee within sixty days of the date of the alleged incident using the Complaint Form attached to Rule JCDAg. Complaints 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 Ombudsman. 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 pertaining to staff and adult interactions with students. 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.

Investigation

Complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. A meeting will be scheduled within ten working days of the complaint with the complainant to discuss the complaint. The student and his/her parent(s) shall be informed in writing of the outcome of the investigation but all discipline of students and staff will remain confidential. The written notice will also outline the complainant's right to appeal.

Appeals

An appeal related to disability discrimination or harassment should be made to the District's Section 504 coordinator. An appeal regarding color, race, or national origin discrimination or harassment should be made to the District's Title VI coordinator. The email contact information for the Section 504 Coordinator and Title VI Coordinator is Section504@greenville.k12.sc.us and TitleVI@greenville.k12.sc.us. Both may also be contacted by mail at Post Office Box 2848, Greenville SC 29602 or by phone at 864-355-3100.

The appeal shall state the reasons for which the complainant is appealing the initial decision. The coordinator will examine the evidence presented by all the parties, and may conduct a meeting with both the complainant and the school principal or designee if needed. The coordinator must provide a written decision to the complainant within 10 working days of receiving the complainant's written appeal. The coordinator shall inform the complainant of the right to appeal to the Superintendent or his/her designee. If a coordinator or the Superintendent or his/her designee is alleged to be involved in the complaint, the District will appoint an objective and impartial administrator to address the complainant's appeal at that level.

If a student or parent/guardian is dissatisfied with the action or decision of the Coordinator, they may appeal the decision to the Superintendent or his/her designee within 10 working days of the decision of the Coordinator. The appeal shall be in writing and shall state the reasons for the appeal. The superintendent or designee, in his or her discretion, may choose to have a meeting with the complainant and the coordinator. The Superintendent or designee shall provide a written determination to the complainant and take appropriate action within 10 working days after the receipt of a written appeal.

Title IX Complaints (Sex-Based Discrimination/Harassment)

The District, as required by Title IX of the Education Amendments Act of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education program or activities. Title IX prohibits sex-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The District prohibits discrimination and harassment on the basis of sex in all of its programs and activities by its employees, students or third parties.

Reporting & Investigation

Any student (or parent/guardian of student) who believes they have been the subject of sex-based harassment or discrimination should contact the school's administration immediately. A formal complaint may be filed in accordance with Administrative Rule JCDA. Even if a formal complaint is not filed related to a Title IX concern, the District must still conduct a thorough review into the concern and implement appropriate supportive measures and disciplinary consequences and provide a written summary to the student/parents related to its efforts and actions.

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.

Additional information pertaining to Title IX, including contact information for the District's Title IX Coordinator, training received by District employees, and the process for appeals can be found under [Title IX](#) on the District's website.

Homework

When homework is given, assignments shall reflect the following guidelines:

Homework shall include one or more of the three generally recognized types of homework:

Practice: reinforces newly acquired skills taught in class

Preparation: helps students prepare for upcoming lessons, activities, or tests

Extension: provides challenging, often long-term opportunities for enrichment that parallel class work

Homework shall be carefully planned and explained to the students. Content and duration of homework shall be personalized to accommodate the age, grade, ability, and readiness of the students. Homework shall be assigned with awareness of the home resources available to the student and the family and alternative options offered, where necessary. Since involvement in extracurricular activities is encouraged and valued, homework assignments that are lengthy shall be scheduled as far in advance as possible.

Because homework at the high school level varies according to a student's course load and schedule, high school students should spend sufficient time on homework to master the content of the subject matter. Completed homework assignments are to be reviewed by the teacher or designee; appropriate instructional follow-up shall occur.

If homework is graded, the homework shall count no more than 10% of the overall quarterly grade at the middle school and high school levels.

Because they require a greater amount of time and effort than daily assignments, grades for long-range assignments shall not count as part of the homework percentage, but should be considered in the time allocated for homework.

Parents and students shall be informed at the beginning of the school year and at the beginning of second semester, if appropriate, of the district homework policies and classroom homework expectations.

Students are encouraged to spend some time each day reading a variety of materials independently.

Uniform Grading Scale

The Uniform Grading Policy approved by the State Board of Education is effective for all students enrolled in unit-bearing classes, including those offered at the middle school level.

The SC Grading Scale is as follows:

A= 90-100; B= 80-89, C= 70-79, D= 60-69, F= 0-59

WF= 50, FA=50, P= no value, WP= no value, AU= no value, NP=no value

[SC Uniform Grading Scale](#)

Prekindergarten

• Personal and social growth • Approaches to learning • Physical development and health • Language arts and literacy • Mathematics	+ Exceeds standard = Meets standard # Making Sufficient Progress - Not Yet making Progress - Blank-Not taught or assessed
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Kindergarten and First Grade

Student progress in kindergarten and first grade is reported for South Carolina Academic Standard as follows:

Academic Skills Indicators:

Reading Writing and Language Communication Science Mathematics Social Studies	M=The student consistently meets or exceeds end-of-year expectations for this standard P=The student shows expected growth/progress in meeting this end-of- year standard B=The student is beginning to progress toward meeting this end-of-year standard N=The student needs intensive support at school and home to develop this end-of-year standard <i>If left blank, this standard was not addressed or assessed during this reporting period</i>
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Successful Learner Characteristics:

Interacts positively with adults and peers Shows initiative and eagerness to learn Participates and works well in a variety of settings (whole class, small groups, independently) Demonstrates organizational skills Sustains attention in a variety of settings Demonstrates perseverance in various tasks/situations Follows multiple-step directions	4=The student consistently demonstrates the characteristics 3=The student demonstrates the characteristics most of the time 2=The student demonstrates the characteristics some of the time 1=The characteristic is not yet evident
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Related Arts Indicators:

Art Music Physical Education	M=Meets related arts standards P=making progress towards related arts standards standards
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2nd-12th Grade

The following grade scale will be applied to students in grades 2-12.

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

For Carnegie Unit courses please refer to the state Uniform Grading Policy (UGP) for quality points and state regulations guiding credit-bearing courses.

Grading Floors

Elementary School Students (Grades 2-5)

A floor of 50 will be applied to quarter report cards for elementary students (2-5). The floor will not be applied to Interim Progress Reports.

Middle School Students (Grades 6-8)

A floor of 50 will be applied to all grades for middle school students (6-8)

High School Students (Grades 9-12)

A floor of 50 will be applied to quarter report cards for High School Students (9-12). The floor will not be applied to Interim Progress reports.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents (including legal guardians) and students over 18 years of age (eligible students) certain rights with respect to students' education records. "Student education records" include any records maintained by a school or the district that are directly related to the student. These rights are:

- The right to inspect and review a student's education records within 45 days of the day the school receives a

request for access. Parents or eligible students should write a letter to the school principal and identify the record(s) they wish to inspect. The principal will make arrangements for access to those records and will notify the parent or eligible student of the time and place where they may inspect them.

- The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students may ask the school to amend an education record that they believe is inaccurate or misleading by writing the school principal. In that letter, they should not only clearly identify the part of the record they want changed, but also specify why they believe it is inaccurate or misleading. They should also provide any evidence to support their claim. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a district-level hearing regarding the request for amendment. The school will provide additional information regarding the district's hearing procedures when they notify the parent or eligible student of the decision. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows the district to disclose education records to school officials with a legitimate educational interest in the information contained in the record without consent from the parent or eligible student. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health and law enforcement staff); a person serving on the School Board; and a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor or therapist). A school official has a legitimate educational interest if that official needs to review an education record in order to fulfill his or her professional responsibility. Upon request and without consent, the district forwards and discloses education records to officials of another school district in which a student seeks/intends to enroll, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid, organizations conducting certain studies for the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, to appropriate offices in cases of health and safety emergencies, and to state and local authorities within a juvenile system.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the federal agency that administers FERPA is as follows:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5920

*An eligible student is defined as a student who reaches 18 years of age or attends a post-secondary school.

Directory Information

Information that the District has designated as "directory information" regarding a student may be released to outside organizations without prior written consent from the parent/eligible student. The District defines directory information as a student's name, photograph, grade level, school to which he/she is assigned, years of attendance at that school, awards received, participation in officially recognized activities and sports, student email address, and weight and height of athletic team members. Outside organizations requesting directory information include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, the law requires that local high schools must provide military recruiters, upon request, access to secondary school students' names, addresses, and telephone listings. If you do not wish for the District to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing no later than 30 calendar days after the first day of school.

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.

School Insurance

Student accident insurance is offered as a service to parents. The available insurance coverage includes school-only or 24-hour coverage. Coverage, cost, and enrollment information is provided on the District's website.

Insurance

Voluntary student accident insurance is different from athletic insurance, which is required.

Parent's Right to Know

As the parent or guardian of a student enrolled in Greenville County Schools, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child.

Federal law allows you to ask for the following information about your child's classroom teachers and requires the District to give you this information in a timely manner:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

If you would like to receive this information, please call the Human Resources Department.

Student Use of Technology

Students must use school technology in an appropriate manner and in accordance with Board Policy and Administrative Rule EFE. This school technology includes District email, network, equipment, and assigned devices to students, and the District in accordance with applicable law may monitor all school technology.

Students will be disciplined in accordance with the District's Behavior Code (JCDA) for any misuse of school technology. While the District implements filters and safeguards for school technology, the District cannot guarantee that these measures will detect or prevent inappropriate use of technology by students. Parents and students should immediately contact the student's school with any concerns pertaining to the use of technology.

Board Policies and Administrative Rules

All current policies of the Greenville County School District Board of Trustees and administrative rules can be found on [Board Docs](#) on the District's website.

Northwood Middle School

Bell Schedule

2024-2025

6 th Grade	7 th Grade	8 th Grade
1st Period - FLEX 8:25-8:55	1st Period - FLEX 8:25-8:55	1st Period - FLEX 8:25-8:55
2nd Period 8:58-9:55	2nd Period 8:58-9:55	2nd Period - Related Arts 8:59-9:46
3rd Period 9:58-10:55	3rd Period 9:58-10:55	3rd Period - Related Arts 9:49-10:35
4th Period 10:58-11:56	<u>LUNCH</u> 10:57-11:32	4th Period 10:39-11:36
<u>LUNCH</u> 11:58-12:33	4th Period - Related Arts 11:36-12:23	5th Period 11:39-12:37
5th Period 12:36-1:34	5th Period - Related Arts 12:26-1:13	<u>LUNCH</u> 12:39-1:14
6th Period - Related Arts 1:38-2:25	6th Period 1:17-2:14	6th Period 1:17-2:14
7th Period - Related Arts 2:28-3:15	7th Period 2:17-3:15	7th Period 2:17-3:15

Related Arts	
Planning	8:25-8:55
2nd Period (8th)	8:59-9:46
3rd Period (8th)	9:49-10:35
Planning/Lunch	10:38-11:32
4th Period (7th)	11:36-12:23
5th Period (7th)	12:26-1:12
Planning	1:15-1:34
6th Period (6th)	1:38-2:25
7th Period (6th)	2:28-3:15

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

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.

Excused Tardies: Only students who arrive late to school with a valid doctor's note, on a late bus, or with a court appearance document will be issued an excused late pass.

Unexcused Tardies: Tardies include lateness to school and lateness to class. Each student is permitted four (4) unexcused tardies per semester without consequence. At the 5th unexcused tardy, a parent phone call will be made. At the 6th unexcused tardy, Lunch Detention will be assigned and a parent phone call will be made. On the 7th and all subsequent tardies within a semester, a referral will be processed with a consequence and a parent phone call will be made.

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. Appropriate shoes, sneakers, or sandals will be worn. Flip-flops, bedroom shoes, or shower-type shoes are not permitted.
3. Socks and shoes must not be distracting.
4. 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.
 - a. Shirts may have a small, appropriate logo over the pocket area only.
 - b. Undergarment shirts must be an approved dress code color. No exposed midriff areas.
5. 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.**
 - a. Denim/Jeans of any color may not be worn. Denim/Jeans are typically indicated by the presence of rivets around the pockets/seams and are not permitted at Northwood.
 - b. Length of bottom (skirts/shorts) must come to the bottom of the fingertips when standing upright.

- c. All pants, shirts, or shorts must be worn with the waistline no lower than the top of the hips.
6. Clothes are expected to fit appropriately, neither oversized nor tight. This decision will be at the administrator's discretion.
7. No belts with large buckles may be worn. Belts may not communicate any message.
8. No overalls, sweat pants, yoga pants, pajama pants, leggings, or athletic pants/shorts may be worn.
9. Outerwear:
 - a. Bulky, "winter" coats/jackets may not be worn in the classrooms. They are to be put in lockers during morning locker time.
 - b. Hooded sweatshirts, coats/jackets, and vests must be placed in lockers during morning locker time.
 - c. 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.
10. Scarves are not permitted.
11. Facial jewelry may be worn on ears and nose. Any nose piercing must be a simple stud. Facial stickers or unnecessary band aids are prohibited. Any jewelry worn may not be distracting.
12. Articles hanging from clothing, such chains or other articles are considered inappropriate and may not be worn.
13. Hats, hoods, sunglasses, bandanas, and head/hair scarves are not allowed to be worn in the building at any time. Any head wear must be non-distracting.
14. 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.
15. No article of clothing, including I.D. and lanyard, may display suggestive phrases in any way. This includes references to alcohol, drug use, etc.
16. No items, other than a single house key, may be hung from the lanyard or attached to I.D.
17. No visible undergarments or items worn as undergarments.

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 (bottoms must come to the bottom of the fingertips when standing upright), clothes should not be revealing, and students should not report to school wearing leggings, biker shorts, pajamas, slides, bedroom shoes, slippers or flip flops. The width of straps on tops must be at least the width of a student ID card. No visible undergarments or items worn as undergarments. Holes or exposed skin is prohibited above the required bottom length. No exposed midriff areas. Hoods/hats/sunglasses must not be worn in the building at any time. 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. Disregard of the dress code will be 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 fifth ID lunch detention for the nine weeks, the student will be charged \$5.00 for the replacement ID and the parent will be contacted. Subsequent ID violations will result in disciplinary action.
- Additional reprints will be made and charged to the student account after every 5 ID violations.
- After the third reprint for an ID (\$5.00/ID) an additional administrative referral will be made.
- 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. **Parents may also use Parent Backpack to access grades at any time throughout the school year.**

LATE WORK POLICY

Late assignments may result in the loss of student participation privileges in celebratory events or reward times that occur periodically throughout the year.

Assignments that are not handed in on the assigned due date will be coded as NHI in the gradebook and can be turned in for up to 5 school days. After the 5th school day, assignments will no longer be accepted.

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.

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. Parents should contact the school nurse for the appropriate form that the doctor must sign.

The medication should be labeled with the 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.

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 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 into 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.

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.

Participation in off-campus field trips may be denied if the student's pattern of behavior could potentially disrupt the educational experience.

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.
- A signed Walker Permission Form should be submitted for any walker.

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 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.

HEALTH AND WELLNESS EDUCATION

Parents are permitted to review sex education curriculum prior to the start of instruction.

BREAKFAST AND LUNCH

Breakfast is available from 7:30AM until 8:15AM.

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/VOLUNTEER INFORMATION

- 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.
- Additional information and guidelines regarding school visitors and becoming a volunteers can be found at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=volunteers>

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 plastic 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 remain off and stored in a backpack until after the 3:15 p.m. bell. 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. This includes arrival, dismissal and transitions between classes.

ATHLETIC CODE OF ELIGIBILITY AND CONDUCT

Student-athletes in grade 7 and 8 are initially eligible based on the previous semesters' grades. (Students in grade 6 are not eligible to play middle school sports.)

Student-Athletes will be required to pass all classes in order to play a sport.

Student-athletes will be expected to model good behavior inside and outside of the classroom. There may be consequences for inappropriate behavior leading to discipline issues.

Student-athletes who serve In-School-Suspension (ISS) will not be allowed to participate in the next game/match. The length of suspension may be revised by the athletic director or the principal.

Student-athletes who serve Out-of-School-Suspension (OSS) will not be allowed to participate in the next two games/matches. The length of suspension may be revised by the athletic director or the principal.

In instances of greater disciplinary action, consequences will be determined based upon the severity of the behavior by the athletic director and/or the principal.

SPECIAL NOTICE

Administration reserves the right to make changes to this handbook in order to maintain safety and security for all students, faculty, and staff. Any changes to current policies will be posted on the school website.

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 consequences 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 a 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	1 day ISS	1 day ISS	1 day ISS	1 day ISS
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
Dress code violation	Warning/ Parent Contact	Lunch Detention	ISS / OSS	ISS / 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	Lunch Detention / ISS / OSS	Lunch Detention / ISS / OSS	Lunch Detention / ISS / OSS	Lunch Detention / ISS / OSS

staff member				
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	Lunch Detention	1 day ISS	1 day ISS	1 day ISS
Other disorderly acts, including horseplay, 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	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH 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			
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	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH 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			

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.	10 days OSS, referral to Law Enforcement, possible recommendation for expulsion
Assault and battery	10 days OSS, referral to Law Enforcement, possible recommendation for expulsion

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
- 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.

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

Student usage which results in district flagging (Gaggle), may result in discipline action and will follow the following discipline procedures:

- Warning with Parent Contact
- Lunch Detention with Parent Contact
- Referral

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.

****Additional Chromebook Information can be found on the Northwood website or by clicking [HERE](#).**

***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.