



# Northwest Middle School



## Student Handbook

2023-2024 School Year

**Mr. Daniel Greene, Principal**  
**Dr. Sharon Newton, 6th Grade Administrator**  
**Mr. Corey Ramey, 7th Grade Administrator**  
**Mrs. Carrie Guiliani, 8th Grade Administrator**  
**Mrs. Angela Bruce, Instructional Coach**

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

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

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

Please understand that should this information, policies, or procedures change during the school year, the information will be communicated and/or distributed to all applicable stakeholders. The school reserves the right to monitor, interpret, and adjust policies as needed.

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**TABLE OF CONTENTS**

**District Content**

<b>TOPIC</b>	<b>PAGE(S)</b>
Attendance	<a href="#">3-4</a>
Behavior Code	<a href="#">4-7</a>
Dress Code	<a href="#">7-8</a>
Transportation	<a href="#">8-10</a>
Safe Schools/Anti-Bullying	<a href="#">10-11</a>
Title IX	<a href="#">11-12</a>
Homework Policy	<a href="#">12</a>

<b>TOPIC</b>	<b>PAGE(S)</b>
Uniform Grading Policy	<a href="#">12-13</a>
Family Educational Rights and Privacy Act	<a href="#">13-14</a>
Student Speakers	<a href="#">14</a>
School Insurance	<a href="#">14</a>
Parent's Right to Know	<a href="#">14</a>
Student Use of Technology	<a href="#">14-15</a>
Board Policies and Administrative Rules	<a href="#">15</a>

**Northwest Specific Policies and Procedures**

<b>TOPIC</b>	<b>PAGE(S)</b>
After-School Activities/Events	<a href="#">15</a>
After-School Detention	<a href="#">15</a>
Athletics	<a href="#">15-16</a>
Attendance & Absences	<a href="#">16</a>
Backpack & Student Progress	<a href="#">16-17</a>
Bicycles	<a href="#">17</a>
Cafeteria Prices & Procedures	<a href="#">17</a>
Car Rider Procedures	<a href="#">17-18</a>
Care of School Property	<a href="#">18</a>
Change of Address/Telephone/Email	<a href="#">18</a>
Conferences/Parent Meetings	<a href="#">18</a>
Daily Schedule/Bell Schedule	<a href="#">18</a>
Disaster Drills	<a href="#">19</a>
Discrimination	<a href="#">19</a>
Fundraising	<a href="#">19</a>

<b>TOPIC</b>	<b>PAGE(S)</b>
Field Trips	<a href="#">19</a>
Gifts for Students	<a href="#">19</a>
Hall passes	<a href="#">19</a>
Identification Cards	<a href="#">19</a>
Inclement Weather	<a href="#">19</a>
Late Arrival & Late Departure	<a href="#">19-20</a>
Late Work Policy	<a href="#">21</a>
Locker use	<a href="#">20</a>
Make-up Work Policy	<a href="#">20</a>
Media Center	<a href="#">20</a>
Medicine & Health Information	<a href="#">21</a>
School Demeanor & Behavior	<a href="#">21</a>
Panther Success	<a href="#">21</a>
Parent Teacher Organization (PTA)	<a href="#">21</a>
Parental Custody	<a href="#">22</a>

Personal Electronic Devices	<a href="#">22</a>
Personal Property	<a href="#">22</a>
Plagiarism/Cheating Policy	<a href="#">22</a>
Public Displays of Affection (PDA)	<a href="#">22</a>
Publicity and Photographs	<a href="#">22</a>
Re-do Work Policy	<a href="#">22</a>
Schedule Changes	<a href="#">22</a>
School Counseling Services	<a href="#">23</a>
School Improvement Council	<a href="#">23</a>
School Telephone Use	<a href="#">23</a>

Social Equity Policy	<a href="#">23</a>
Summer School	<a href="#">23</a>
Suspensions: In-school, Out-of-school	<a href="#">23-24</a>
Tardy Policy (between classes)	<a href="#">24</a>
Textbooks	<a href="#">24</a>
Tutoring Time	<a href="#">24</a>
Video/Audio Recording	<a href="#">24</a>
Volunteers & Visitors	<a href="#">24</a>
Withdrawing a student from NWMS	<a href="#">25</a>

## **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 17<sup>th</sup> 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 healthcare professional, for all absences within two (2) days of the student's return to school. The written excuse should include the reason for and the date of absence. If a student fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. Schools will use the criteria below when deciding whether an absence is lawful or unlawful.

### **Lawful Absences**

- Lawful absences are those that are excused with proper documentation.
- Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within two (2) days of the student's return to school.
- Absences due to an illness or death in the student's immediate family verified by a statement from the parent within two (2) days of the student's return to school.
- Absences due to a recognized religious holiday of the student's faith when approved in advance. Such requests must be made to the principal in writing.
- Absences for students whose parents/guardians are experiencing a military deployment. Specifically absences when the parent or legal guardian of a student is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be excused as long as such absences are reasonable in duration as deemed by the principal so that the student can visit with his or her parent or legal guardian relative to such leave or deployment of the parent or legal guardian.
- Absences due to activities that are approved in advance by the principal, such as documented court appearances, Out-of-School suspensions, and field trips. This would also 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. A student does not exceed the 10 day absence limit until the student has reached his or her 11<sup>th</sup> unlawful absence. Furthermore, a student does not exceed the 5 day absence limit for a 90 day course until the student has reached his or her 6<sup>th</sup> unlawful absence.

## **Carnegie Credit**

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

In order to receive high school credit after the 10<sup>th</sup> 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 and will count towards the unlawful absences a student has in the respective course. A student must attend the majority of a class session during a school day to receive credit for that class.)

## **Truancy**

Although the state requires students to only attend 170 of the 180-day school year, parents and students should be aware that SC Code of Regulations-Chapter 43-274 stipulates that a child ages 6 to 17 year is considered truant when the child has three consecutive unlawful absences or a total of five unlawful absences. For purposes of this section (truancy and compulsory attendance), a parent may provide up to 10 parent notes excusing a student’s absence, 5 parent notes in a 90-day course, and 3 parent notes in a 45-day course. However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note.

## **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. Schools will establish rules and expectations for student use of electronic devices, and students will be disciplined in accordance with this policy for any inappropriate or unauthorized use of a device. School authorities are authorized to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

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 District's food service program)
- Demerits
- 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. Per District policy, the student dress code is as follows:

### **STUDENT IDs & LANYARDS:**

- All students are provided one free ID card. Students must wear a school-issued student ID card on a lanyard around the neck as part of the required dress code. **ID cards must not be altered in any way.** Altered ID cards will result in a charge for replacement.
- Students who are NOT wearing their ID card at any point during the school day will receive a temporary ID card for \$1. Students who need a NEW ID card may purchase one for \$5.
- Once a student has accumulated 5 temporary IDs for the quarter, a NEW ID card will be reprinted, the parent will be contacted, and the student will be charged \$5. After the third reprint, the student will receive an administrative consequence (detention, ISS, or OSS).
- Students may substitute a lanyard of their preference as long as the content of any graphics adhere to established school and district guidelines.

### **GENERAL:**

- Clothing, facial jewelry and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, all clothing deemed distracting, revealing, overly suggestive, or otherwise disruptive is not allowed.
- Undergarments should never be visible.
- Transparent or mesh clothing should not be worn without an appropriate shirt underneath.
- Clothing, jewelry, lanyards, accessories or tattoos that display profanity, suggestive phrases, messages or pictures that depict or suggest alcohol, tobacco, drugs, gangs, or sex are not allowed.



- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.

#### **TOPS:**

- Hoodies are permissible; however, they **MUST** be worn **with the hood down** when inside the building **at all times**.
- All tops with straps must have a strap width of at least a student ID card.
- All tops must cover the waist and back with no skin showing between the top garment and bottom garment. No exposed midriff areas are allowed.
- All tops must not expose students' undergarments or inappropriately expose any body parts.

#### **BOTTOMS:**

- Skirts, dresses, shorts, and all other bottoms should be of adequate length. Length of bottom garments is measured using the fingertips when standing upright. Shorts and bottoms must come to the bottom of the fingertips.
- Holes or exposed skin in pants above the required bottom length will not be permitted unless worn with leggings or another garment that covers the holes.
- Appropriate undergarments should be worn and should be covered by outer clothing. Undergarments should not be visible at any time.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- Students are not permitted to wear pajama pants.

#### **SHOES:**

- Proper shoes must be worn at all times.
- No bedroom shoes or slippers are allowed.
- Students will be required to wear sneakers during PE. Please see PE syllabus for more details.

#### **MISCELLANEOUS:**

- Wearing accessories that could pose a safety threat to oneself or others is not allowed.
- Hats, bandanas, head coverings of any kind (bonnets, durags, head scarves), and sunglasses may not be worn inside the building unless approved by administration.
- Extraneous articles hanging from clothing, such as chains, capes or flags of any kind are not allowed.
- No blankets or other bed linens are allowed at school.

In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or remain in a holding location until alternate clothes are delivered to school. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code. Administration reserves the right to create further guidelines to the student dress code policy as needed throughout the school year.

#### **Dress Code Consequences:**

Each time the school dress code is violated, a teacher or staff member will document the violation including the date and nature of the offense. Administration will issue a dress code consequence and provide students the opportunity to contact parents/guardians to bring a change of clothes. While waiting for alternative clothes, students will be placed in a holding location and remain there until clothes are provided.

Per District policy, dress code consequences are as follows:

- 1st Offense: Dress Code Warning and Parent Contact
- 2nd Offense: Lunch Detention
- 3rd Offense: Referral to Administration

Consequences will restart at the beginning of each new semester. The administration reserves the right to modify this plan as necessary and on an individual basis.

## **Transportation**

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.

### **Bus Rules**

Students must:

- Obey all instructions of the driver
- Board and exit the bus only at the assigned stop
- Sit in seat, keeping hands, feet and head inside the bus
- Keep feet out of the aisles
- Use only a conversational tone
- Not throw objects inside the bus or out the bus windows/door
- Not have/consume any candy, beverages, or food on the bus without approval from the bus driver
- Understand that fighting, profanity, smoking, and yelling are prohibited
- Understand that vandalism will result in severe consequences including restitution
- Understand that any conduct that causes disruption is prohibited

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. Serious or repeated misconduct may result in suspension from the bus. If this occurs, transportation to/from school becomes the responsibility of the student and the parent. Questions concerning bus transportation should be directed to the Bus Supervisor or a member of the school administration.

### **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 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.

### **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.

## **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.

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

### **Reporting**

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 JCDAG. 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.

### **Investigation**

A school's Assistant Principal or other appointed school administrator (investigator) will initiate an investigation of any formal complaint of alleged sex discrimination, sexual harassment, sexual violence, or inappropriate conduct of a sexual nature reported to them in consultation with the District's Title IX Coordinator following the detailed process outlined in Administrative Rule JCDAG. The school's Principal will then separately review the findings of that investigation and render a determination as the decision-maker. If an allegation is made against a non-student, including an employee, the District Employee Relations Representative will serve as the investigator and a director in the District's Human Resources Department will serve as the decision-maker. A parent or legal guardian or Title IX Coordinator may also file a complaint on behalf of the student. If, for any reason, the student prefers not to share the complaint with the Assistant Principal, he or she may submit a complaint with the Principal.

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 at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=titleix>

## **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

Link to: [SC Uniform Grading Scale](#)

### **2<sup>nd</sup>-12<sup>th</sup> 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 to 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:

\*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, address, telephone number, 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, 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 No Child Left Behind Act 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 at <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=faqinsurance>

This is voluntary student accident insurance is different from athletic insurance, which is required.

## **Parent's Right to Know**

As the parent or family 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. 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 at: <https://go.boarddocs.com/sc/greenville/Board.nsf/Public>

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## **After-School Activities, Events, and Clubs & Organizations**

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

If a student remains after school for an activity, the parent must arrange transportation. All students who remain after school must be with an activity sponsor or teacher. Students must leave school and return if attending an evening event. Students may not be at school after hours waiting for a "late night" activity to begin.

All students are expected to have a ride present at the conclusion of an event or activity. Failure to have a ride waiting at the conclusion of the event can lead to a student not being allowed to attend future events such as, but not limited to, dances, sporting events, etc.

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

## **After-School Detention**

After-School Detention is held from 3:20-4:20 p.m. Tuesdays and Thursdays. Students should be picked up in the car rider line. Administration or teachers will assign After-School Detention (ASD). In the event that a student receives an ASD, he/she will serve the detention as assigned. It is the student's responsibility to inform parents/guardians of the assigned date for ASD and to arrange transportation. In the event of an emergency, the parent/guardian should call to reschedule the ASD immediately. Students who fail to serve ASD without prior notification by the parent/guardian (no-call, no-show) can be given automatic In-School Suspension.

## **Athletics**

Students are eligible to try-out for various sports beginning in seventh grade and must have an overall passing average in each of their academic classes. They must maintain a passing average while participating. Each athlete is expected to conduct himself/herself in an honorable way at all times-in school and in the community. In addition, students who have



been suspended from school or serve an in school suspension the day of a game may be ineligible for participation. Students must also provide the required forms to participate.

Students will be held to the same guidelines for try-outs and conditioning as high school students. Announcements and information will be sent out at various times during the year regarding different activities. Football, cheerleading, basketball, volleyball, softball, baseball, track, golf, soccer and cross-country are but a few of the offerings provided to students. If a sport is not offered at NWMS, students in 7th and 8th grade may try-out for a team through TRHS. Some restrictions apply. For athletic related information, please contact the Athletic Director at the school.

All student athletes are expected to uphold the following standards:

- All participants are students first and athletes second
- Athletes must meet the school's academic requirements.
- Attendance at all practices and games is mandatory.
- Athletes and their parents must demonstrate sportsmanship during all competitions/games.
- Athletes must conduct themselves in a respectful manner at all times during away games.

## **Attendance & Absences**

- Students are expected to attend school every school day.
- Attendance is recorded in each class period. Therefore, absences are accrued per class, not on an entire day basis. If a student is absent for a portion of the school day, they will be marked absent from the classes they miss.

### **Returning after an absence**

Upon returning to school, a student must present a note explaining the absence. The note should contain the following: student's full name, date(s) of absence, reason for absence, and parent or guardian's signature. The student must bring this note to the attendance office upon arrival to school, before the 8:20am bell. The attendance clerk will write an admission slip that must be shown to each teacher throughout the day.

### **Early Dismissals**

- Early dismissals will be classified as excused or unexcused. The following will be considered excused: medical appointments, illness of student or immediate family members, death in the immediate family, or dismissals approved by an administrator, in advance. Early dismissals count against class attendance records and can impact student achievement. Only pre-arranged early dismissals can be granted after 2:45p.m.
- Pre-arranged Early Dismissal: Parents who must take a student out of school during the day should follow these procedures:
  - Send a note with the student's name, time for dismissal, name of the person picking up the student, reason for the dismissal, and a number where the parent can be reached.
  - The student will be called to the front office when the parent(s) arrive(s).
  - In the event the early dismissal was not pre-arranged, parents should call ahead to request the early dismissal.
- In accordance with our cell phone policy, please do not call/text your child in preparation for an early dismissal. Students are not permitted to use cell phones between 8:05 am-3:15pm. We ask that you call the front office.
- Parents are required to sign their student out when they leave school.

### **Signing a Student Out of School**

Any time a student is signed out of school, the person must present photo identification and must appear on the child's emergency contact information. If the person does not present identification or does not appear on the emergency card, the child will not be released. Failure to supply proper identification can result in the person being asked to leave school grounds. In accordance with our cell phone policy, please do not call/text your child in preparation for an early dismissal. We ask that you call the front office.

### **Perfect Attendance Criteria**

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

Absence in any part of the school day for a minimum of more than one-half class period, even if the student was present for all other portions of that same school day, by definition excludes a student from being determined to have Perfect Attendance.

## **Backpack & Student Progress**

The Greenville County School District offers Backpack, an on-line parent portal and grading system. Please refer to [www.greenville.k12.sc.us](http://www.greenville.k12.sc.us) to access your child's grades. In order to obtain access and password information, a parent/guardian will need to come into the school to complete the appropriate paperwork.

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

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

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

### **Grade Level Advancement**

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

## **Bicycles**

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

## **Cafeteria Prices & Procedures**

### **Procedures**

Students must use their Student ID card in the lunch line to purchase their lunch. Students with ID cards will be served first, others must wait until the end of the line. Students are asked to bring lunch money each Monday and should deposit their money for the day, week, month, year etc. before school starts.

Students should enter/exit the cafeteria and lunch lines in an orderly manner. Food must not be thrown. Energy drinks are not permitted at school. Students should not put their feet on the chairs or any part of the tables. Students are expected to talk and behave in an orderly manner. All items must be purchased and picked up as the student goes through the line with his/her class. Students should not leave their table without teacher permission. Students must leave their area clean and should clean up the lunch area before leaving the cafeteria.

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

### **Prices**

- Student Breakfast: No charge
- Adult Breakfast: \$3.10
- Student Lunch: No charge

- Adult Lunch: \$4.75

## **Car Rider Procedures**

- Students should not be dropped off before 7:30am. Supervision is not provided. Students who arrive prior to 7:30am may face disciplinary action.
- Parents/Guardians must pull into the car rider line for morning drop-off and afternoon pick-up. Cars arriving prior to 7:30am or 3:15pm must form a single line not blocking the entrance to the school. 7
- Cars must not be parked in the parking lots. Students cannot cross the car line to the parking lot. Parents may not walk their child through the parking lot. All students must be dropped off/picked up from the car rider line. Parents should not pick-up or drop-off from the teacher parking lot. Students picked up or dropped off in an unauthorized area may face disciplinary action.
- Car riders' numbers should be displayed in a visible location on the front windshield.
- Cars are to line up in a double line following all directions of the staff members on duty. If you are first in line, please drive to the end of the sidewalk.
- If students/parents are leaving toward Marietta, they are to turn right into the teacher parking lot and then exit to Geer Hwy using the bus exit.
- If students/parents are leaving toward downtown Travelers Rest or Old White Horse Rd, they are to exit the car rider line as normal and proceed to the 4 way intersection.
- Staff members will be on duty to help with the flow of traffic.
- Students must use the crosswalk and follow all directions of the staff members on duty. Students who fail to follow the direction of the staff member on duty will face disciplinary action.

## **Care of School Property**

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

- Students should never run through or break off shrubbery or climb trees.
- Students are not permitted in the teacher workrooms for any reason.
- Exterior doors should never be opened for anyone.

## **Change of Address/Telephone/Email Address**

In order to make a change of address, phone number (home or work), and/or e-mail address, a parent/guardian must request changes at the school. Changes should be made as soon as possible as this information is very important in the case of an emergency. A change of address will require 2 proofs of residency. Any changes may NOT be made over the phone.

## **Conferences/Parent Meetings**

Parents are strongly encouraged to stay in contact with their child's teacher. Parent conferences can be scheduled during the teacher's planning time, before school, or after school. In order to provide the best supervision and instruction to all students, parents are asked not to interrupt classes. The office staff will be glad to have the teacher contact you to schedule a conference. When questions or concerns arise, parents should first contact the teacher by email, a note with your student, or by leaving a message with the front office. Staff will do their best to return calls and/or emails within 24 hours. Administrators will be happy to meet with parents as needed after a conference has occurred with the teacher.

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

## **Daily Schedule/Bell Schedule**

The daily schedule for grades 6-8 will be 8:20 am until 3:15pm. The late bell will ring at 8:20am. Student entrance doors lock at 8:15am. After this time, enter via the Welcome Center.

Students are not permitted on campus before 7:30am unless prior arrangements have been made through a teacher, club sponsor, or administrator. Students arriving between 7:30-8:05am should report directly to the cafeteria or gym (depending on assigned area) and remain in their designated area unless they have a pass to report to another location in the building. Students eating breakfast should report directly to the cafeteria upon their arrival to school. Students should be seated in advisory by 8:20am or a tardy pass will be required.

Students not obligated to a club, organization, sport or other activity must leave campus immediately following the dismissal of school. Failure to do so may result in disciplinary action. Students may not remain on campus to wait for evening sporting events/activities.

## **Disaster Drills**

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

## **Discrimination**

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

## **Field Trips**

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

## **Fundraising**

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

## **Gifts for Students**

The school does not accept flowers, gifts, food orders from a food delivery service, etc. for students. Gifts delivered to the school will be refused at delivery. The school will assume no responsibility for any gift and/or food delivery from a food delivery service.

## **Hall Passes**

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

## **Identification Cards**

All students are provided one free ID card for the school year. Students must wear a school-issued student ID card on a lanyard around the neck as part of the required dress code.

- **ID cards must not be altered in any way.** Altered ID cards will result in a charge for replacement.
- Students who are NOT wearing their ID card at any point during the school day will receive a temporary ID card for \$1. Students who need a NEW ID card may purchase one for \$5.
- Once a student has accumulated 5 temporary IDs for the quarter, a NEW ID card will be reprinted, the parent will be contacted, and the student will be charged \$5. After the third reprint, the student will receive an administrative consequence (detention, ISS, or OSS). ID consequences will restart at the beginning of each new quarter.

- Students may substitute a lanyard of their preference as long as the content of any graphics adhere to established school and district guidelines.

## **Inclement Weather**

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

## **Late Arrival & Late Departure**

After 8:20am students must sign-in at the Welcome Center. Students must be seated in advisory at the 8:20am bell; otherwise the student is late to school.

### **Tardies for Late Arrival**

- Students who arrive after 8:20am must obtain a Late Permit from the Welcome Center. The tardy will be entered into the student's attendance record. Teachers will record students' tardies to class.
- Tardiness will be excused by documentation from medical practitioners or for a late bus. Parents are expected to provide a note in the event of a late arrival to school. Late arrivals may be excused or unexcused depending on the reason for the tardy.

Students who are picked up after 4:00pm may be required to come in for a parent/student conference. Repeated violators of pick-up policies will need to be provided alternate transportation such as a school bus.

## **Late Work Policy**

Schools will accept late work with no penalty to the student up to 5 days after the original due date or the end of the grading period, whichever comes first. A teacher may extend the late work acceptance deadline upon administration approval of extenuating circumstances but may not reduce the time. The work, although submitted late, will not receive a point reduction. Assessments must be about mastery of content and if graded, the goal is to assess mastery, not behaviors. Work can be accepted late across grading periods by special exception and approval of administration.

## **Locker Use**

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

## **Make-Up Work Policy**

Students are responsible for missed work in the event of an absence. In accordance with District policy, students have 7 days upon returning to school to complete missed work within the quarter the work was assigned. Missed assignments will be noted in the gradebook as missing until complete. For example, if missing work occurred during the end of Q1 and Q2 has already started and the 7 days allowed overlaps from Q1 to Q2 the work will be accepted during Q2 because the days allowed fall within the 7 days make up time frame. If the 7 days ends on a Saturday or Sunday the assignment will be due the next school day the student is present. Recap: students have 7 days from the absence to submit missing work, no more than 7 days unless admin approval.

## **Media Center**

The Media Center hours are Monday-Friday: 7:45 a.m. – 3:45 p.m. Students are welcome to come to the media center during this time as long as they have a pass from their teachers. Please talk with the Media Specialist if you need assistance with projects, activities, and materials.

- Upon entrance to the Media Center, please sign-in and have your ID card displayed around your neck. You do not need to sign-out. Your school ID card will be needed to check-out materials and/or computer use. If you misplace your ID or need help with technology, please visit the Media Center between 8:20-8:40 to purchase a new ID. The new ID will be printed and ready for pick up later in the day or the following day.
- Replacement fees: \$5.00 per new ID and \$2.00 per lanyard.
- Our books, even multiple copies of the same book, are assigned a unique identification code. If the Destiny Online Catalog shows that you checked out a certain book, there is no room for error. You may check out a book for three weeks. You will be charged five cents per day for overdue books (excluding weekends or holidays).
- When you print in the Media Center, fees will be according to the type of printing.

## **Medicine & Health Information**

### **Dispensing Medicine**

ALL medicine is to be left in the nurse's office. Medicine, including aspirin, Tylenol, or ointment will not be provided by the school. The school nurse has "permission to dispense" forms that parents/guardians should complete when dropping off medication. ALL medication should be labeled with the student's name and grade. If medication is a prescription, it must be in the original container. Students are not allowed to have medications (over-the-counter or prescription) in their possession at any time. NO medication of any kind is provided by the school; all medicine must be provided by the student. If you would like to have medication such as

Tylenol, aspirin, Tums, ointment, or other items for your child, you must provide the medication in the original packaging with proper dosage instructions. If your child has specific medical needs that require regular medication while at school, please contact our school nurse for information regarding an Individual Healthcare Plan.

### **Individual Healthcare Plans or Individual Health Plans (IHPs)**

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

## **School Demeanor & Behavior**

All students, staff members, coaches, and families are expected to maintain acceptable behavior in and out of school, while using social media sites, at school sponsored games and activities, etc. Many people have no other means of judging NWMS than by the behavior of our students; therefore, students are expected to exhibit mannerly behavior in the contacts with other people. Respect for parents, teachers, and fellow students is expected. A primary goal of education is to prepare students for a healthy, functional life in society. At NWMS we value the support of our families and community and expect that all Panthers demonstrate positive character and behavior.

### **Consequences**

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

- 1st Offense: Warning
- 2nd Offense: Warning and Parent Contact
- 3rd Offense: Lunch Detention
- 4th Offense: After-School Detention
- 5th+ Offense: Referral

The administration reserves the right to modify this plan as necessary and on an individual basis. This list is not meant to be all inclusive and final, it is merely providing information to the parent and student for information.

## **Panther Success**

Panther Success is an after school tutoring program that provides ALL students with the opportunity to receive extra assistance in ELA and math, as well as other areas, from Northwest teachers. For more information, contact your student's teacher and/or administrator.

## **Parent Teacher Organization (PTA)**

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

## **Parental Custody**

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

## **Personal Electronic Devices: (Cell Phones/Headphones/Smart watches)**

Students are allowed to possess cellular phones, headphones, and electronic devices on school property; however the device ***CANNOT*** be visible or activated from 8:05am until 3:15pm. ***Active use of the phone, headphones, and other electronic devices between 8:05 and 3:15 will result in disciplinary action.*** Use is only acceptable for educational purposes when expressly allowed by a school official. These rules include off-campus trips during the academic day.

### **Consequences**

In an effort to establish consistency, students who do not follow school behavioral expectations will be asked to put the device away in their bookbags. Students who comply and put the device away will receive a referral for a phone violation and the following consequences:

- 1st Offense: After-School Detention
- 2nd Offense: 1 Day ISS
- 3rd Offense: 1 Day OSS
- 4th+ Offense: 2 Days OSS

Students who do not comply and refuse to put the device away will receive a referral for refusal to obey and receive consequences in accordance with the school discipline matrix.

## **Personal Property**

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

## **Plagiarism/Academic Dishonesty Policy**

Northwest Middle School does not tolerate academic dishonesty of any kind. If this occurs, the student will be required to redo the assignment. Additional consequences are at the discretion of the teacher and/or administrator.

## **Public Displays of Affection (PDA)**

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

## **Publicity and Photographs**

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

## **Re-do Work Policy**

- Any student can redo a major assessment one time, if the request is within five school days from the date they received their grade/returned assessment.
- A teacher does have the discretion to allow a redo more than five school days if they choose, but a student should be allowed at least five days to request a redo.
- A type of remediation activity, determined by the teacher, must be completed by the student prior to the assessment retake.
- The grades for the 1st and 2nd attempts of the assessment will be averaged together (regardless of whether the 2nd attempt is higher or lower than the 1st attempt). If either assessment score is below a 50, the teacher will use the grade floor of a 50 to average into the final assessment grade.
- Redo attempts should happen outside of class time (i.e., advisory, tutoring time, Panther Success, etc.).
- The teacher should receive a parent/guardian written note, email, or phone call prior to the student being granted a redo attempt. A teacher can waive this requirement at their discretion if the parent/guardian is unreachable via phone or unable to return a note/email granting permission for the test retake.

## **Schedule Changes**

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

## **School Counseling Services**

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

## **School Improvement Council**

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

## **School Telephone Use**

In emergency situations, students will be allowed to use the telephone in the office if he/she has a pass from the teacher. Messages to students and any after-school arrangements should be communicated to the student prior to school. Students will not be called out of class to return calls to parents regarding transportation changes or other issues. Students who participate in after school sports should make prior arrangements for practice and cancellations. Transportation changes will be announced daily during afternoon announcements – please contact the school no later than 2:45 p.m. with necessary changes.



## **Section 504**

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

## **Social Equity Policy**

At Northwest Middle School we respect and celebrate diversity. All students, staff members, and families are expected to embrace our differences and support one another regardless of race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status such as disability, age, family status, sexual orientation and gender identity, health status, place of residence, economic and social situation.

## **Summer School**

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

## **Suspensions**

### **In School Suspension (ISS)**

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

### **Out-Of-School Suspension (OSS)**

Students who make poor decisions and choose to break the rules at Northwest Middle may be subject to Out-Of-School Suspension. While suspended, students are prohibited from attending ANY school or district activity. Students are not permitted to be on any Greenville County School District campus while serving OSS. Class work/assignments will be available on Google Classroom. If paper copies are needed, please notify administration.

### **Social Suspensions**

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

## **Tardy Policy (between classes)**

At NWMS we value being on time and prepared to learn. A tardy is defined as arriving to class late, after the class period has started. Per District policy, tardy consequences for each class are as follows:

- 1st Offense: Tardy Warning
- 2nd Offense: Warning and Parent Contact
- 3rd Offense: Lunch Detention or After-School Detention
- 4th Offense: Referral to Administration

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

## **Textbooks**

Textbooks will be available online using the Chromebook, as class sets in each classroom, and to individual students upon request. It is the student's responsibility to take care of and keep up with textbooks while in their possession. If a textbook is lost or damaged while in their possession, the student will be responsible for making payments as deemed necessary. Students who tamper with or remove the barcode from their book will be assessed a fine.

## **Tutoring Time**

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

## **Video/Audio Recording**

NO video and/or audio recording is permitted on school grounds without the expressed written consent of the principal prior to the recording.

## **Volunteers & Visitors**

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

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

## **Withdrawing a Student from NWMS**

A parent/guardian must meet with our school registrar to complete the necessary paperwork when withdrawing a student. All books and school-issued materials must be returned and all fees must be paid prior to transfer of records. The school will provide a statement when a student is clear to withdraw.