

# Student Agenda 2020 - 2021

## NORTHWOOD MIDDLE SCHOOL



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Taylors, South Carolina 29687  
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[www.greenville.k12.sc.us/northwd](http://www.greenville.k12.sc.us/northwd)

Mr. Treva Lee  
Principal

Mrs. Kendra Walker  
Assistant Principal

Mrs. Julie Carlson  
Assistant Principal

Mr. Kevin Duncan  
Administrative Assistant

NAME \_\_\_\_\_

HOMEROOM \_\_\_\_\_

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

## **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 here 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 child to be successful. Northwood Middle School 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

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## **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.

All students are to report to the cafeteria (8<sup>th</sup>) and gym (6<sup>th</sup>/7<sup>th</sup>) where they will be supervised by teachers on duty. Students are to be in their seats in FLEX when the 8:25 a.m. bell rings.

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

## **ARRIVING LATE/TARDINESS**

### **TO SCHOOL:**

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

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

### **ACCEPTABLE written reasons for excused tardies:**

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

### **TO CLASS:**

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

### **CONSEQUENCES for unexcused tardies per quarter:**

- First Offense – Verbal warning
- Second Offense – Parent Contact
- Third Offense – Lunch Detention
- Fourth (+) Offenses – Referral/ISS assigned

## **ATTENDANCE**

- 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 written excuse for a student's absence must be turned in within two (2) days of the student's return to school. An excuse should include the reason for and the date of the absence. If a student fails to bring a valid written excuse to school, the absence(s) will be coded as either unverified or unexcused.
- A parent may provide up to 10 parent notes excusing a student illness or an absence related to an immediate family member's illness.

However, in order for any subsequent absence related to an illness to be lawful it must be supported by a physician statement/medical note. Beginning with the 11<sup>th</sup> parent note, such excuses will be considered unlawful and will be coded as unexcused, unless approved by the principal as a lawful absence.

- In order to receive high school credit after accumulating a combination of 10 parent notes and/or unlawful absences, “seat time recovery” will be required for any subsequent unlawful absence or parent note that was not approved by the principal. (Note: the 10 day absence limit applies to each 180-day course and should be considered 5 days for each 90-day course.) A student must attend the majority of a class session during a school day to receive credit for that class.
- A student must be in attendance for the majority of a class period for Carnegie credit purposes.

**Truancy** - A child, ages 6 to 17 years, is considered truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences. The term “unlawful absence” shall refer to any absence without a written excuse, or any parent note after ten (10) that was not excused by the principal.

When a student accumulates 5 unexcused absences, his or her name will be displayed in the Incident Management System (IMS). Schools must make reasonable efforts to meet with the parent(s) or guardian(s) to identify the reason(s) for the student’s unlawful absences. These efforts should include telephone calls, home visits, letters and e-mails. During the meeting, a written “intervention plan” must be developed with the parent(s) or guardian(s) to improve the student’s attendance. A student, age 12 – 16, should also participate in the meeting. The intervention plan must include:

- Reasons for the unlawful absences;
- Actions to be taken by the parent(s) or guardian(s) and student to resolve the causes of the unlawful absences;
- Actions to be taken by intervention team members;
- Actions to be taken in the event unlawful absences continue;
- Signature of the parent(s) or guardian(s) or evidence that attempts were made to involve the parent(s) or guardian(s);
- Signature(s) of school officials participating in the meeting.

- Documentation that the parent(s) or guardian(s) were apprised of the South Carolina Compulsory Attendance Law.

If possible, the intervention plan should be completed in the IMS system. If completed outside of the system, the individual completing the plan must document in IMS that a plan was completed on paper and a copy is on file.

If a student accumulates two additional unlawful absences after an intervention plan has been established, the student will be referred to the appropriate attendance supervisor. The Attendance Supervisor Referral Form, a summary of the student’s attendance and the intervention plan will be sent to the attendance supervisor from the school. The attendance supervisor shall intervene in an attempt to improve the student’s attendance.

Absences, the student is considered to be a “chronic” truant and should be referred to the attendance supervisor again. The Attendance Supervisor will decide regarding a possible referral back to Family Court based on the circumstances.

**Transfer of Plans** - If a student transfers to another public school in South Carolina, intervention plans shall be forwarded to the receiving school. School officials will contact the parent(s)/guardian(s) and local team members to review the plan and revise as appropriate. Court ordered plans may be amended through application to the court.

## **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 students move, they should report changes of address and phone number to the front office, the appropriate grade counselor, and the nurse. 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 not disrupt student work or school order, become distracting to students, or violate health and safety guidelines.

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

1. Student dress and grooming will be neat and clean.
2. Shoes, sneakers, or sandals with a back strap will be worn. Flip-flops or shower-type shoes are not permitted.
3. Shirts/Blouses are to have collars, buttons, and sleeves. They are to be solid in color of the following colors: **Navy, White, or Black**. Shirts may not have a hood.
  - Shirts may have a small, appropriate logo over the pocket area only.
  - Shirts on boys must be tucked in at all times. Girls may wear their shirt outside the pants provided the shirt/blouse is no longer than their hips, and girls may wear an undergarment that is an approved dress code color.
4. Pants, Skirts, or Shorts: They must be solid in color and consist of only the following colors: **Navy, Brown/Khaki, and Black**.

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.

- Shorts and skirts must measure no shorter than three inches above the top of the kneecap. This is easily measured by using a student I.D.
  - All pants, shirts, or shorts must be worn with the waistline no lower than the top of the hips.
  - Clothes are expected to fit appropriately, neither oversized nor tight. This decision will be at the administrator's discretion.
5. Belts are required if the garments have belt loops. No belts with large buckles may be worn. Cutting belt loops off pants/shorts will not be accepted as appropriate clothing. Belts may not communicate any message.
  6. No overalls, sweat pants, yoga pants, or athletic pants/shorts may be worn.
  7. Outerwear:
    - Bulky, "winter" coats/jackets may not be worn in the classrooms. They are to be put in lockers during morning locker time.
    - Hooded sweatshirts, coats/jackets, and vests must be placed in lockers during morning locker time.
    - Solid, non-hooded sweatshirts, sweaters, lightweight jackets may be worn in the classroom provided they are navy, black, or white and have a regulation shirt underneath them. Spirit wear may be worn over a dress code shirt.
  8. Socks and shoes must match and not be distracting.
  9. Scarves are not permitted.
  10. Facial jewelry is permitted to be worn only on the ears. All nose jewelry must be removed and temporarily replaced with a non-distracting clear "spacer" while students are in school.
  11. Articles hanging from clothing, such chains or other articles are considered inappropriate and may not be worn.
  12. Hats, bandanas, sunglasses and head/hair scarves are not allowed. Any head wear must be non-distracting.
  13. Book bags and book bag style purses will not be worn or carried throughout the school day. Book bags will remain in lockers during the school day.
  14. No article of clothing, including I.D. and lanyard, may display suggestive phrases in any way. This includes references to alcohol, drug use, etc.
  15. No items, other than a single house key, may be hung from lanyard or attached to I.D.

## DRESS DOWN DAYS

Special Days will be designated throughout the year where the dress code will be amended to the regular Greenville County School Dress Code. Appropriate clothing is required on designated dress-down days. Shorts must be appropriate in length, clothes should not be revealing, and students should not report to school wearing leggings, holes in jeans above the knee, slides or flip flops. Parents may be asked to bring a change of clothes to school if it is not appropriate to wear for the school day.

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

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

## ID BADGES

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

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

- Sixth and seventh graders are required to wear a school-issued lanyard with their ID at all times. Eighth graders are permitted to wear a lanyard of their choice, as long as it does not convey an inappropriate message in any way.

## EARLY DISMISSALS

Early dismissals should be arranged to pick up the student in between classes so that instruction will not be interrupted (See schedule on page 15). The student who wishes to have an early dismissal will bring a note written and signed by the parent or guardian to the Main Office before 8:15 a.m. The note must include the following information: date, name of student, time of dismissal, reason for dismissal, name of person picking up the student, telephone number where the parent can be reached for verification, and signature of the parent.

The parent or guardian will be required to come to the Main Office and sign the student out. A license will be required for all dismissals. If anyone other than the parent or guardian is to pick up the student, identification will also be necessary and the person picking up the student must be on the student's emergency information.

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

## EXPECTATIONS FOR STUDENTS

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

- Be at school each day.
- Be on time for each class.
- Bring the proper books, papers, and writing utensils to each class.
- Work to the best of one's ability.
- Participate in class discussions.
- Treat others with kindness and respect.
- Do all homework each day and return it on time.
- Prepare adequately for test situations.

## REPORT CARDS

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

## GRADING SYSTEM

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

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

## **GRADING FLOOR**

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

## **COUNSELING SERVICES**

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

## **ILLNESS, INJURIES, MEDICATION**

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

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

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

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

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

## **LOCKERS**

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

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

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

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

## **LOST AND FOUND**

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

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

## **MEDIA CENTER**

The media center is open from 7:45 a.m. to 3:40 p.m. daily except Wednesday afternoons. Each student must have a separate pass when using the library. They are to check in at the time clock.

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 11<sup>th</sup> day with a fine of \$ .55 and \$ .05 per day after.

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

## **PROMOTION AND RETENTION**

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

## **PARENT-TEACHER ASSOCIATION**

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

## **MAJOR ASSESSMENT RETAKE POLICY**

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

## **PTA FUNDRAISING PROJECTS**

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

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

## **SCHOOL FIELD TRIPS**

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

## **SCHOOL DISMISSAL**

### **Bus Riders**

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

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

### **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.
- Students are to remain on the concrete in front of the school.
- Parents are required to pick up students in the main pick-up lane, not in the parking lot.

### **Walkers**

- Walkers are asked to cross traffic patterns only at those designated crosswalks.
- Students who walk to and from school are to leave the school grounds immediately upon dismissal.

## **SCHOOL INSURANCE**

Various coverage plans are offered for purchase. All enrollment is done online at [www.sruins.com](http://www.sruins.com).

## **SCHOOL STUDENT COUNCIL**

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

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

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

## **TEXTBOOKS**

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

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

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

## **BREAKFAST AND LUNCH REGULATIONS**

All students have an account with the lunchroom. Students are encouraged to put money into their accounts every Monday morning from 7:45 - 8:10

a.m. This makes our lunch lines go much faster than waiting to put money into accounts while in line.

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

## **TRANSFERS OR WITHDRAWALS**

If for some reason a student is unable to continue his/her education at Northwood Middle School, the parent/student is to notify the appropriate counselor. The student's parent or legal guardian should send a note with the student, notifying NMS, so that the proper paperwork for clearance can be processed.

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

Records will not be released and forwarded until all money owed is paid. No student will be allowed to attend Northwood Middle School without proper notification of transfer.

## **VALUABLES**

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

The school does not assume any responsibility for lost or stolen items, except to hold them for reclamation when they are brought to the Main Office.

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

## **VISITORS ON CAMPUS**

- Visitors must present a government-issued I.D.
- Parents or legal guardians will be allowed to observe their student's class, with a 24-hour pre-approval from an administrator. Only parents or legal guardians will be allowed to eat lunch with a student. Parents coming to eat lunch with their child will eat at a separate, designated table/area.
- Parents and all other visitors must report to the main office for a visitor's pass.

- No deliveries of flowers, balloons, food or other items for birthdays or celebrations will be accepted. No parties or celebrations may be held without prior approval from the principal.

## **Non-Students on Grounds**

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

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

## **FOOD & DRINK**

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

## **CHROMEBOOKS & PERSONAL ELECTRONIC DEVICES**

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

## STUDENT BEHAVIOR EXPECTATIONS & MANAGEMENT

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

### Level I Behaviors (Disorderly Conduct)

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

**First Offense:** Teachers will warn student.

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

**Second Offense:** Teachers will warn student and contact parents.

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

- Grade levels should work together to cover Lunch Detention

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

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

### Level I-Disorderly Conduct

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

Violation	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral
Classroom and/or school tardiness	See "ARRIVING LATE/TARDINESS", p. 4			
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	LD	1 ISS	1 Day OSS	2+ Days OSS
Excessive talking that interferes with the instructional process in the classroom	LD	LD	1 Day ISS	2+ Days ISS/OSS
Refusal to Obey/Comply with directive given by a staff member	1 Day ISS/OSS	2+ Days ISS/OSS	3+ Days OSS	3+ Days OSS
Refusing to attend ISS	1 Day OSS	2 Day OSS	3 Day OSS	5 Day 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	1-5 Days ISS/OSS	1-5 Days ISS/OSS	1-5 Days ISS/OSS
Leaving trash or food in the building	LD	LD	1 Day ISS	1 Day ISS
Misuse of lunch account	LD	LD	1 Day ISS	1 Day OSS
Cheating/Plagiarism	1 ISS	2 ISS	1 OSS	1 OSS
Giving false information to a school staff member	LD/ISS/OSS	LD/ISS/OSS	LD/ISS/OSS	LD/ISS/OSS
Use of forged notes or excuses	1 Day ISS	2 Days ISS	1 Day OSS	2 Days OSS
Refusal to obey related to personal electronic devices	1 Day ISS	1 Day ISS	1 Day ISS	1 Day ISS
Other disorderly acts as determined at the school level, which are not inconsistent with Board policy	ISS/OSS	ISS/OSS	ISS/OSS	ISS/OSS

### Level II Behaviors-Disruptive Conduct

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

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Inciting a fight (including passing notes and conversations)	1-10 Days OSS			
Possession or use of unauthorized substances, including tobacco and tobacco products, non-prescription drugs, "look alike" drugs, and drug paraphernalia, including rolling papers, vapes, juuls, any e-cigarette type paraphernalia	1-5 Days OSS	1-5 Days OSS	1-5 Days OSS	1-5 Days OSS
Public display of affection and/or inappropriate verbal or physical conduct of a sexual nature.	1 Day ISS	2 Days ISS	1 Day OSS	2 Days OSS
Use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays and other similar devices or materials.	Range from ISS to 10 days OSS			
Misuse of District technology resources	Range from ISS to 5 days OSS Technology privileges revoked for school year			
Horseplay (Including running, physical contact, and "shanking")	Range from ISS to 5 days OSS			
Stealing	1-5 Days OSS			
Gambling on school property	1-5 Days OSS			
Unlawful assembly	1-10 Days OSS			
Vandalism (minor)	1-10 Days OSS, possible expulsion, restitution, and/or notification of appropriate law enforcement authorities			
Verbal Confrontation	1-5 Days OSS			
Rude, discourteous, disrespectful, or obstinate behavior directed towards a teacher, school official, or staff member	1-5 Days ISS/OSS			
Abusive language or gestures to staff member, including but not limited to profane language	1-10 Days OSS			
Inappropriate behavior resulting in removal from class by a Principal	Partial Day ISS to 5 Days OSS			
Threats, harassment, intimidation, or bullying	1-10 Days OSS Possible 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

### Level III Behaviors-Criminal Conduct

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

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> 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, a knife, razor, bludgeon, blackjack, metal pipe or 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

<b>Level 1 Offenses</b>	<b>Level II Offenses</b>
<p>Level I offenses are less serious will follow the following discipline procedure.</p> <ol style="list-style-type: none"> <li>1. Verbal Warning</li> <li>2. Parent Contact</li> <li>3. Lunch Detention</li> <li>4. Referral</li> </ol> <p>However, depending on the frequency, a Level I violation may merit a more severe disciplinary action such as the ones set forth below.</p>	<p>Level II offenses are more serious and <b>begin with a required conference, restriction of Chromebook use*, AND an ISS placement.</b> 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.</p>
<p><b>Examples of Level I Offenses:</b></p> <ul style="list-style-type: none"> <li>• Sharing passwords</li> <li>• Defacing computers (e.g., stickers, markers, destruction of ID)</li> <li>• Removing District labels or tags</li> <li>• Failure to charge battery OR bring device to class.</li> <li>• Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music) without permission and/or during class time</li> <li>• Accessing chat enable platforms, bulletin boards, or blogs without teacher/administration permission</li> <li>• Failure to follow teacher directives</li> <li>• Failure to be polite and courteous digital citizens</li> <li>• Horseplay (running, throwing, mishandling, etc.)</li> <li>• Utilizing technology not required by the teacher.</li> </ul>	<p><b>Examples of Level II Offenses:</b></p> <ul style="list-style-type: none"> <li>• Downloading, posting, or distributing material that: <ul style="list-style-type: none"> <li>○ Is harmful or prejudicial to others (e.g., defamatory or libelous)</li> <li>○ Is pornographic, obscene, or sexually explicit, or profane (e.g. photos and music)</li> <li>○ Is Illegal (e.g., copyrighted materials)</li> <li>○ Refers to weapons, alcohol, drugs, guns or gangs</li> <li>○ Constitutes gambling</li> <li>○ Is restricted</li> </ul> </li> <li>• Engaging in online activity that threatens, intimidates, bullies, harasses, discriminates, or defames</li> <li>• Intentionally destroying hardware or software</li> <li>• Engaging in theft</li> <li>• Engaging in any illegal activity</li> <li>• Harming or destroying another user’s data</li> <li>• Creating or sharing a computer virus</li> <li>• Disrupting the network or the educational process</li> </ul>
<p><b>Violations of these policies may result in one of the following but not limited to these disciplinary actions:</b></p>	
<ul style="list-style-type: none"> <li>• Student/Parent Conference or Call (1<sup>st</sup>)</li> <li>• Lunch Detention</li> <li>• Restitution (money paid in compensation for loss or damage)</li> <li>• Removal of unauthorized files and folders</li> <li>• Restriction of Chromebook Use* (Day User)</li> <li>• ISS/OSS</li> </ul>	<ul style="list-style-type: none"> <li>• Student/Parent Conference or Call (1<sup>st</sup>)</li> <li>• Restriction of Chromebook Use* (Day User)</li> <li>• ISS/OSS</li> <li>• Restitution (money paid in compensation for loss or damage)</li> <li>• Removal of unauthorized files and folders</li> <li>• Suspension of the Internet Privileges**</li> <li>• Court Referral/ Criminal Charges</li> <li>• Alternative School Placement</li> <li>• Expulsion</li> </ul>
<p>Three Level I offenses may result in Restriction of Chromebook Use (i.e. Student becomes a Day User)</p>	

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

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

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

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

## 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.

**Northwood Middle School  
Bell Schedule  
2020-2021**

<b>6<sup>th</sup> Grade</b>
<b>FLEX</b> 8:25-8:55
<b>1<sup>st</sup> Period</b> 8:59-9:55
<b>2<sup>nd</sup> Period</b> 9:59-10:55
<b>3<sup>rd</sup> Period - Related Arts</b> 10:59-11:47
<b>4<sup>th</sup> Period</b> 11:51-12:47
<b>LUNCH</b> 12:51-1:24
<b>5<sup>th</sup> Period</b> 1:28-2:24
<b>6<sup>th</sup> Period - Related Arts</b> 2:28-3:15

<b>7<sup>th</sup> Grade</b>
<b>FLEX</b> 8:25-8:55
<b>1<sup>st</sup> Period - Related Arts</b> 8:59-9:47
<b>2<sup>nd</sup> Period</b> 9:51-10:47
<b>LUNCH</b> 10:51-11:24
<b>3<sup>rd</sup> Period</b> 11:28-12:24
<b>4<sup>th</sup> Period - Related Arts</b> 12:28-1:16
<b>5<sup>th</sup> Period</b> 1:20-2:16
<b>6<sup>th</sup> Period</b> 2:20-3:15

<b>8<sup>th</sup> Grade</b>
<b>FLEX</b> 8:25-8:55
<b>1<sup>st</sup> Period</b> 8:59-9:55
<b>2<sup>nd</sup> Period - Related Arts</b> 9:59-10:47
<b>3<sup>rd</sup> Period</b> 10:51-11:47
<b>LUNCH</b> 11:51-12:24
<b>4<sup>th</sup> Period</b> 12:28-1:24
<b>5<sup>th</sup> Period - Related Arts</b> 1:28-2:16
<b>6<sup>th</sup> Period</b> 2:20-3:15

<b>Related Arts</b>	
PLAN	8:25-8:55
1st Period (7th)	8:59-9:47
2nd Period (8th)	9:59-10:47
3rd Period (6th)	10:59-11:47
PLAN	11:47-12:28
4th Period (7th)	12:28-1:16
5th Period (8th)	1:28-2:16
6th Period (6th)	2:28-3:15

<b>Flex Period Rotation</b>	
Monday	1 <sup>st</sup> Academic Period
Tuesday	2 <sup>nd</sup> Academic Period
Wednesday	3 <sup>rd</sup> Academic Period
Thursday	4 <sup>th</sup> Academic Period
Friday	Homeroom - 1st Academic Period

## **Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct**

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

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

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

### **Investigations and Consequences**

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

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

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

### **Appeals**

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

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

### **Student Speakers at School-Sponsored Activities**

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.