

Northwestern Middle School



School Year 2023-2024 Student and Parent Handbook



Northwestern Middle School

12805 BIRMINGHAM HIGHWAY, MILTON, GEORGIA 30004
470-254-2870 Fax 470-254-2878

Joel M. Peterson
Principal

Dear Northwestern Family,

I want to officially welcome you to the 2023-24 school year! I am humbled and honored to begin my fifth year as the Principal of Northwestern Middle School. I am honored because Northwestern is one of the top middle schools in our district and located in one of the best communities in Georgia. Northwestern Middle School has been serving students in the Crabapple community since 1996. Our school staff will work hard every day to continue Northwestern's legacy of excellence and to ensure a first-class experience for our students and families.

I am a native Texan and a proud alum of Texas A&M University. My wife Corey and I have two beautiful daughters, Claire and Millie. When my girls are not participating in their tennis, softball, or school events, you will see them around Northwestern and in the community. I cannot think of anything I would rather do than work with students. Middle school students are exciting, energetic, inquisitive, and inspiring. Student well-being is my top priority. Each student's academic success and their social and emotional health are very important to me as your principal.

Our staff has a vision for our work at Northwestern that we term *Teach Hard, Love Harder!* Our primary goal will always be to help every student achieve academic success. The culture of our school under my leadership will always be how we treat each other as we work toward those successes. Teachers and staff members will love and support your children, and love and support each other. The teaching and learning that happens every day in our school is challenging work. Our teachers and staff are ready to partner with you to provide the best possible experience for our entire school community. We cannot wait to get started!

Thank you for your continued support of Northwestern Middle School!

Sincerely,

Joel

Joel M. Peterson, Principal



Northwestern Middle School

Home of the Wildcats

12805 Birmingham Highway, Milton GA 30004

Phone: (470) 254-2870

Email: nmsfrontdesk@fultonschools.org

Northwestern Website: <https://www.fultonschools.org/northwesternms>

Fulton County Schools Website: <https://www.fultonschools.org>



Northwestern Middle School Profile

Located in the historic Crabapple community in the northwestern corner of Fulton County, Northwestern Middle School (NMS) was established in 1996. It was named for Northwestern Elementary School, which served area students from 1933 until its closing in 1992. The newest Northwestern opened with a sense of tradition as well as a vision toward the future.

The school serves sixth, seventh, and eighth graders who live in the communities of Roswell, Alpharetta, and Milton. The school was designed for a capacity of 1325 and it opened with 1282 students. Northwestern now has a student body of approximately 1100.

Northwestern Middle School Mission Statement

Northwestern Middle School is committed to challenging our students to strive for academic excellence and personal growth.

Northwestern Middle School Vision Statement

We are committed to becoming a model middle school by:

- *Achieving academic excellence through engaged learning*
- *Displaying respect and confidence*
- *Embracing diversity*
- *Fostering productive citizens in a global, digital society*
- *Facilitating and inspiring lifelong learners*

School Governance Council Overview

The purpose of the School Governance Council is to provide parents, school staff, and community members with a leadership role in the management of the school. The School Governance Council is a governing body that is representative of the community and the school but operates under the control and management of the Board of Education. The Council is responsible for making decisions regarding the strategic direction of the school including:

- Approve the school strategic plan and updates
- Approve the annual budget and annual resource allocations
- Manage the Request for Flexibility process
- Participate in hiring the principal (in the case of a vacancy)
- Provide annual feedback on principal performance.

School Governance Council Members for School Year 2022-23

Joel Peterson	Principal	petersonj1@fultonschools.org
Jim Manganelli	Elected Parent	manganellija@fultonschools.org
Beth Biviano	Elected Parent	biviano@fultonschools.org
Candice Selby	Elected Parent	selbyca@fultonschools.org
Charlie Moore	Elected Teacher	mooreb@fultonschools.org
Kimberley Reed	Elected Teacher	reedk@fultonschools.org
Ashley Carson	Appointed Staff	carsona@fultonschools.org
Catie Simpson	Appointed Staff	simpson1@fultonschools.org
Caitlin Zygmunt	Community Member	zygmunt@fultonschools.org
Victoria Tucker	Community Member	tuckervi@fultonschools.org

Northwestern Middle School Administration



Joel M. Peterson
Principal
Phone: (470) 254-8523
petersonj1@fultonschools.org



Amber Manganelli
6th Assistant Principal
(470) 254-8532
manganellia@fultonschools.org



Deana Skimel
7th Assistant Principal
(470) 254-8530
skimel@fultonschools.org

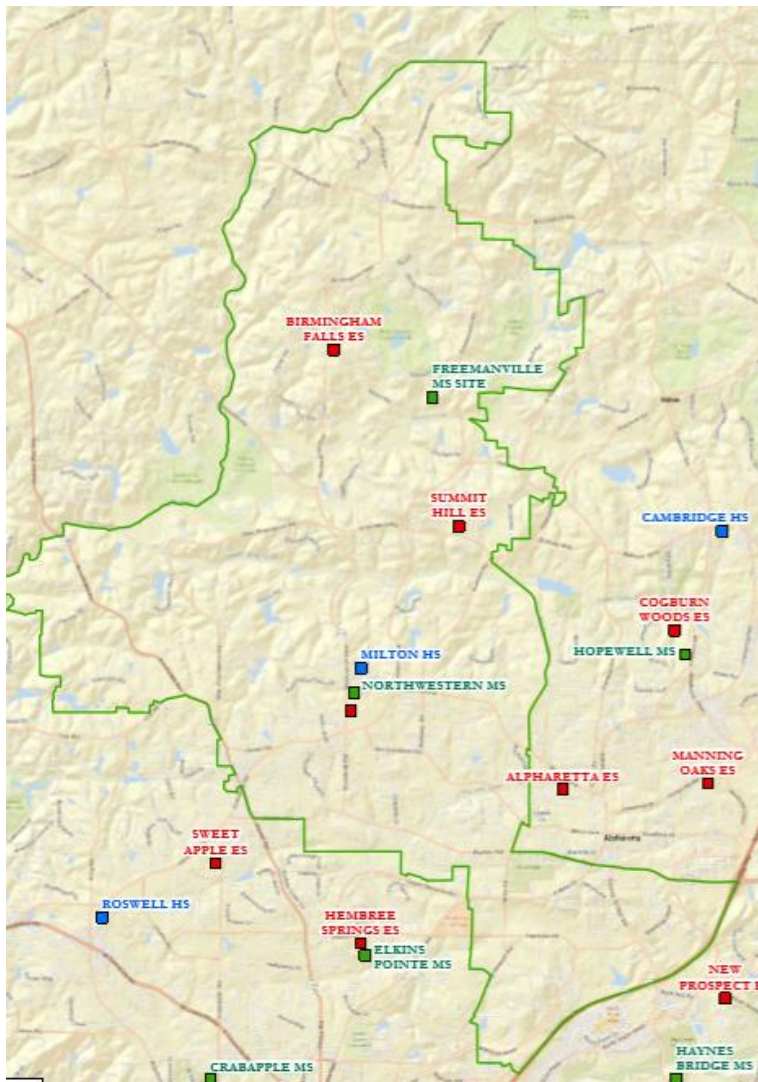


Catherine Simpson
8th Assistant Principal
(470) 254-8536
simpson1@fultonschools.org

Northwestern Middle School Feeder Pattern

Elementary Schools	Split Percentage
Crabapple Crossing Elementary School	100%
Birmingham Falls Elementary School	76%
Alpharetta Elementary School	72%
Summit Hill Elementary School	24%
Manning Oaks Elementary School	20%
Hembree Springs Elementary School	14%

High School	Split Percentage
Milton High School	83%
Cambridge High School	17%



School Year 2023-24 Calendar

2023-24 School Year

JULY 2023

S	M	T	W	T	F	S	
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9	10	11	12	13	14	15	
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^{23/30} 23	²⁴ 24	³¹ 31	25	26	27	28	29

AUGUST 2023

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SEPTEMBER 2023

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OCTOBER 2023

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NOVEMBER 2023

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DECEMBER 2023

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JANUARY 2024

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FEBRUARY 2024

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MARCH 2024

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APRIL 2024

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MAY 2024

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JUNE 2024

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BOARD OF EDUCATION

Kimberly Dove, President
 Katha Stuart, Vice President
 Katie Gregory • Kristin McCabe
 Michelle Morancie, Ph.D. • Lillie Pozatek
 Franchesca Warren
 Mike Looney, Ed.D., Superintendent

Where Students Come First

- First/Last Day of Semester
- Teacher Workday (students off)
- Professional Development Day (students off)
- Holiday (schools closed)
- ◆ Remote Day (remote day for students)

First Semester

July 4	Independence Day (schools closed)
July 31	Pre-Planning for Teachers
August 1, 2	Professional Development Day
August 3, 4	Pre-Planning for Teachers
August 7	First Day of School
September 4	Labor Day (schools closed)
September 5	Teacher Workday (students off)
September 6	Professional Development Day (students off)
October 9	Columbus Day Holiday (schools closed)
October 10	Teacher Workday (students off)
October 11	Professional Development Day (students off)
November 7	Election Day / Remote Day
November 20-24	Thanksgiving Holidays (schools closed)
December 15	Last Day of First Semester
December 18-29	Winter Break (schools closed)

Second Semester

January 1	Winter Break (schools closed)
January 2	Teacher Workday (students off)
January 3	First Day of Second Semester
January 15	Martin Luther King Jr. Holiday (schools closed)
January 16	Professional Development Day (students off)
February 19	Presidents' Day Holiday (schools closed)
February 20	Professional Development Day (students off)
March 11	Teacher Workday (students off)
March 12	Professional Development Day (students off)
April 1-5	Spring Break (schools closed)
May 23	Last Day of School
May 24	Teacher Workday (students off)
May 27	Memorial Day
June 19	Juneteenth Holiday (schools closed)

Who To Call

Bus Transportation	
North Fulton	470-254-2970
South Fulton	470-254-6060
Central Administration	470-254-3600
Curriculum Information	470-254-4943
Gifted/Advanced Studies Information	470-254-6812
Human Resources	470-254-4585
Pre-Kindergarten Programs	470-254-4574
School Attendance Zones	470-254-5540
School Nutrition Program	470-254-8960
Special Education Information	470-254-0400
Student Records	470-254-0030
Systemwide Testing	470-254-1751

Weather-Related School Closings

Local radio and TV stations, along with the system's website and social media sites, will report school closings or delays due to weather or other unforeseen events.

2023-24 Breakfast & Lunch Prices

	Breakfast	Lunch
Elementary School	\$1.10	\$2.45
Middle and High School	\$1.25	\$2.70
Reduced Price	\$.00*	\$.00*
Adults	\$2.75	\$4.75

* During SY23-24, households that qualify for reduced meals will not be required to pay the reduced price of \$0.30 for breakfast and the \$0.40 for lunch due to GaDOE funding that will be used to cover these costs.

6201 Powers Ferry Road, Atlanta, Georgia 30339
 470-254-3600 • www.fultonschools.org

[Twitter.com/FultonCoSchools](https://twitter.com/FultonCoSchools) • [Facebook.com/FultonCountySchools](https://facebook.com/FultonCountySchools) • [Instagram.com/fultoncoschools](https://instagram.com/fultoncoschools)
 Equal Opportunity Agency. Compliance Coordinator: 470-254-4585 • TTY 1-800-255-0135

Northwestern Middle School Operations

Front Office Hours: 8:05 am – 4:30 pm

Clinic Hours: 8:05 am – 4:05 pm

Breakfast Hours: 8:25 am – 8:50 am

Media Center Hours: 8:25 am – 4:05 pm

School Year 2023-24 Bell Schedule: [About Us / Bell Schedule \(fultonschools.org\)](https://www.fultonschools.org/about-us/bell-schedule)

School Year 2023-2024

Northwestern Middle School

Bell Schedule

6th grade

7th grade

8th grade

Period	In	Out	Time	Period	In	Out	Time	Period	In	Out	Time
2 nd / Homeroom	8:55	9:43	48	1st	8:55	9:43	48	1st	8:55	9:43	48
2 nd / Homeroom	9:44	10:07	23	2 nd / Homeroom	9:44	10:07	23	2 nd / Homeroom	9:44	10:07	23
3rd	10:11	10:59	48	3 rd / Connections	10:11	10:59	48	3rd	10:11	10:59	48
Lunch/ Recess	11:00	11:45	45	4 th / Connections	11:03	11:51	48	4th	11:03	11:51	48
4th	11:49	12:37	48	5th	11:55	12:43	48	Lunch/ Recess	11:52	12:37	45
5th	12:41	1:29	48	Lunch/ Recess	12:44	1:29	45	5 th / Connections	12:41	1:29	48
6th	1:33	2:21	48	6th	1:33	2:21	48	6 th / Connections	1:33	2:21	48
7 th / Connections	2:25	3:13	48	7th	2:25	3:13	48	7th	2:25	3:13	48
8 th / Connections	3:17	4:05	48	8th	3:17	4:05	48	8th	3:17	4:05	48

2nd Period/Homeroom Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Response to Intervention Academic Support Sessions Study Skills Sessions Independent Student Study Achieve 3000/i-Ready	Student Success Skills	Response to Intervention Academic Support Sessions Study Skills Sessions Independent Student Study Achieve3000/i-Ready	Student Success Skills Be The Voice	PBIS/Rrroar Lessons Response to Intervention Academic Support Sessions Achieve 3000/i-Ready

Clinic

Phone: (470) 254-8514

Cluster Nurse Phone: (678) 472-7534

Website: [Northwestern Clinic](https://www.northwesternmiddle.com/clinic)

Email: nmsclinic@fultonschools.org

Cluster Nurse: Marian Buckle – bucklem@fultonschools.org

Clinic Assistant: Shayne Sanders – sanderss5@fultonschools.org

[FCS Student Health Services Website](#) [Operating Guideline](#) [JGCD Medications Admin and Storage](#)

Nutrition

Cafeteria Manager: Ms. Brittany Gray – grayb5@fultonschools.org

Menu Calendar - <https://nutrition.fultonschools.org/MenuCalendar>

[Fulton County Schools Online Free and Reduced Application](#)

School meals offer all five food groups at an incredibly wallet-friendly price. Prices cover food and operational expenses to prepare the food.

Middle School student breakfast price is \$1.25

Middle School student lunch price is \$2.70

At Middle Schools, the meal price includes up to 1 entrée, 1 fruit side, up to 2 vegetable sides, and 1 milk choice.

Transportation

Northwestern MS Transportation Administrator: Catie Simpson – simpson1@fultonschools.org

Transportation Supervisor: Ethan Martin – martinej@fultonschools.org

Transportation North Phone: (470) 254-2970

Here Comes The Bus – Download the App

1. Download the Here Comes The Bus app on [Google Play](#) or the [Apple App Store](#) or visit www.herecomesthebus.com.
2. Click the "Sign Up" button
3. Enter school code: **87428**
4. Click "Next" followed by "Confirm"
5. Complete the "User Profile" box
6. Under "My Students," click "Add." Enter your child's last name and student ID number
7. Once you confirm your information, you're ready to go!

How does "Here Comes the Bus" work?

"Here Comes the Bus" uses global positioning system (GPS) technology to locate and track your child's school bus. It is powered by software from Synovia Solutions, who are experts at tracking data, which they've been providing to fleet managers across North America for over 15 years.

How much does it cost?

"Here Comes the Bus" is available at no cost to all families. It's free!



Media Center

Phone: (470) 254-8524

Website: [Northwestern Media Center](#)

METI: Alison Tripp – tripp@fultonschools.org

SY2023-24 Student Device Agreement: [Device User Acceptance Form](#)

School Counseling Department

Website: [Northwestern Guidance and Counseling](#)

Grade	Counselor	Phone	Email
6 th	Jeanette Pena	(470) 254-8529	penaj@fultonschools.org
7 th	Joshua Williams	(470) 254-8522	Williamsjj1@fultonschools.org
8 th	Euodia Harris	(470) 254-8520	harrise1@fultonschools.org

Student Support Staff

Student Support Role	Name	Phone	Email
Assistant Administrator	Julie Godfrey	(470) 254-2875	godfreyj@fultonschools.org
Graduation Coach	Michelle Robbins	(470) 254-8531	robbinsm2@fultonschools.org
Instructional Support Teacher	Mary Beth Tokarz	(470) 254-8515	tokarzm@fultonschools.org
Social Worker	Rachel LaGrone	(470) 254-3600	lagroner@fultonschools.org
Section 504 Coordinator (7/8)	Kim Weldy	(470) 254-2879	weldyk@fultonschools.org
Section 504 Coordinator (6)	Trinita Marshall	(470) 254-8534	marshallt5@fultonschools.org

Student Arrival

Expected arrival time for students is between 8:25 am and 8:45 am. Our 1st period class begins at 8:55 am. All students, except for bus riders, will enter the school through the Wildcat Den in the morning. The Wildcat Den doors will open at 8:05 am for students. Early arriving students will be supervised between 8:05 and 8:25 in the cafeteria. At 8:25, all students will be dismissed to their grade level hallways. Northwestern Middle School cannot assume responsibility for students prior to 8:05 am.

Only students who have teacher permission will be allowed to attend a help session prior to 8:25 am. Teachers will provide permission to students in advance for help sessions starting prior to 8:25 am.

Student Dismissal

Car riders, bike riders, and walkers will be dismissed at 4:05 pm and exit the school using the main entrance and Wildcat Den doors. Bus riders will be dismissed at 4:05 pm to the gymnasium (6th/7th) and cafeteria (8th) until dismissed by staff to load their bus.

Please ensure your student(s) knows how they are getting home every day. We cannot notify students of transportation changes. Please text your student to let them know of a transportation change.

Attendance

FCBOE Policy JBD Absences and Excuses

The Board supports vigorous enforcement of Georgia's Compulsory School Attendance Law which makes school attendance the responsibility of the parent and the student. When possible, parents should avoid scheduling or arranging activities that require absences during the school day due to the detrimental impact on the student's access to, and progress in, their educational program. Any child in the state of Georgia subject to compulsory attendance who during the school calendar year has more than five (5) days of unexcused absences is considered truant.

Late Arrival – Any time a student arrives after the beginning of the instructional day.

- Late arrivals follow the same rules for excused and unexcused as listed below
- Late arrivals follow the same rules for documentation, but have different thresholds (see below)

Early Checkout – Any time a student leaves school before the end of the instructional day.

- Early Checkouts follow the same rules for excused and unexcused as listed below
- Early Checkouts follow the same rules for documentation, but have different thresholds (see below)

Tardy – Any time a student arrives after the beginning of a specific class period.

- Tardies will be handled at the school level with guidance from the principal

Excused Absences – A hold harmless absence that has been documented, and relates to one of the following circumstances in accordance with State Board of Education Rule 160-5-1.10 and Georgia State Code, O.C.G.A. 20-2-690.1:

- Personal illness or when attendance in school would be detrimental to the health of the student or others
- A serious illness in the student's immediate family necessitating absence from school
- A death in the student's family necessitating absence from school
- Observance of religious holidays necessitating absence from school
- Compliance with a court order or an order issued by a governmental agency mandating an absence from school
- Visitation with an immediate family member who is on leave from or is being deployed to military service
- Important family events/celebrations for an immediate family member (graduation, wedding, religious ceremony, etc.)
- Compliance with an order for a pre-induction physical examination for service in the armed forces

- An absence for registering to vote or participating as an active voter in a local, state, or federal election
- A verified interview for college admission or a documented college visit
- A specialized, supplemental, or extracurricular program/event
- Other absences pre-approved by the principal

Unexcused Absence – Any absence not accompanied with a note or documentation or any absence that does not relate to the circumstances listed above is considered unexcused. The following non-exhaustive list includes examples of unexcused absences:

- Bad weather
- Missing the school bus
- Car trouble
- Shopping
- Babysitting
- Oversleeping

Northwestern Late Arrival Procedure: Parents/guardians should send a note with their student when he/she is arriving late to school. Students who are late arrivals must report to the front office before reporting to class. Parents do not need to accompany their students into school for a late arrival.

Northwestern Early Checkout Procedure: If a student needs an early checkout before normal dismissal time, a note from the parent or guardian requesting early check out must be sent to school with the student. The student will show their teacher the note to be dismissed from class to come to the office at the time indicated on the note. Parents must sign out their student in the front office. In an emergency, a parent/guardian or approved individual may come directly to the office to request an early check out for their student. Approved individuals must be listed in Infinite Campus - no exceptions.

Parents/guardians or approved individuals must have a government issued driver's license or picture ID to check out their student(s) Only approved individuals listed in Infinite Campus can check out a student.

No early checkouts after 3:30 pm unless there is an emergency.

Absences Recorded as Present:

- Per State Board of Education Rule 160-5-1-.10 and O.C.G.A. 20-2-692 & 20-2-292-2, students must be counted present under the following instances:
 - A student who is a Student Teen Election Participant (Maximum Two Days Per Year)
 - A student who is serving as a page in the Georgia General Assembly
 - A foster care student who attends court proceedings relating to the student's foster care
- Per Fulton County Schools, students must be counted as present under the following instances:
 - Students attending a school field trip or other school-sponsored event
 - Students participating in dual enrollment or virtual school classes

- Students can substitute up to 5 absences per semester (a max of 10 per year) with a remote learning day by meeting the remote learning participation benchmarks (listed below). This would result in the student being counted as present for the day(s) they participate remotely.

Remote Learning Attendance:

Students must meet the following participation benchmarks to receive credit for attending in a remote learning setting:

- Middle & High School (Period Attendance)
 - Must participate in at least over half of the school day to be given credit for attendance
 - participates asynchronously as defined by the teacher

To be considered absent but present, work that is assigned must be submitted within 2 days of absence. Students may not use a remote learning day on a summative assessment day.

Northwestern Procedure: students/families can request up to 5 remote learning days per semester (a max of 10 per year). Please email your grade level Assistant Principal to use a Remote Learning Day.

Documenting illness or the illness of family members:

- After 3 consecutive absences, late arrivals, or early checkouts a doctor’s note will be required
- After 7 cumulative absences and/or 10 cumulative late arrivals or early checkouts, a doctor’s note will be required for any subsequent illness-related absences, late arrivals or early checkouts
- If there is an on-going medical circumstance that requires a student to be absent, late, or checkout early from school frequently or intermittently, a doctor’s note will be required to address medical concerns and need for absences
- In the event of a serious illness in the student’s immediate family, schools may require students to present medical documentation regarding the family member upon return to school for validating the excused absence, tardy, or early checkout

Documentation Requirements

Documentation for any absence type must be provided within five days of returning to school for an absence to be excused. Parents and/or guardians may send an email or handwritten note to the school to document a student absence. If needed, the principal or designee will verify the email address and the credibility of the email. The following must be included in all documentation:

- Student Name
- Student FCS ID Number (lunch number)
- Parent/Guardian Name
- Parent/Guardian Email & Phone Number

Excuses will be kept on file at the school for the duration of the student’s enrollment.

Northwestern Procedure: when a student is absent for any reason, a note from the parent/guardian can be brought to the front office or you can send an email with an attached note to nmsfrontdesk@fultonschools.org.

Any student who accumulates seven or more days in a given school year for any reason, will be required to provide additional documentation (doctor's note, court order, etc.) for any subsequent absence, whether that absence be excused or unexcused. This excludes days accumulated during an Assigned Remote designation.

Student attendance records shall be corrected from unexcused to excused after proper documentation is provided.

Family Events and Pre-Approved Absences

Students/families must formally request for students to be absent for family events or other pre-approved absences. These requests should be made five school days in advance of the absence. Schools should create their own procedures to collect and approve requests for absences related to family events and/or other pre-approved absences. Only the principal or assistant principal(s) can approve these absence requests.

Northwestern Procedure: students/families requesting a pre-approved absence should email their grade level Assistant Principal in advance of the absence.

Before approving these requests, school administration should consider the student's complete attendance record including excused, unexcused, disciplinary, or other absence types. The school administration should also consider the student's academic standing before approving these absences.

Middle & High School Attendance Messages

- Middle/High School attendance calls begin going out around 4:30 p.m. on the day of the absence.
- If your student is absent or misses one or more periods of the school day, they will be marked with an "A" (for absent) in our attendance system and you will receive an automated phone call and email message to the designated contact info you provided in Infinite Campus. **This includes excused absences that are approved in advance.**
- Errors can occur and if you feel you received a phone call by mistake, contact your school front office to verify that your student's attendance record is accurate.
- If your student's absence was unexpected, please remember to send a note when they return to school so the absence can be marked "excused" in the system.

Make-Up Work

Schools and teachers will make a good faith effort to have structures in place to clear late/missing assignments before grades are impacted.

When a student has missed instruction, the teacher should work with the student to ensure the delivery of content before the student is assessed.

Should there be an extenuating circumstance for a prolonged absence and/or missing assignments/assessments and/or tasks, the teacher and student will create an appropriate plan to deliver content and assess student learning. (Cross Reference: Policy IHA Grading and Reporting.)

Student Misses Work Due to Absence (Excused/Unexcused)

- Upon return to school, students will have an equal number of days as they were absent to complete any late/missing assignment, assessment, and/or task(s) for full credit.
- After the deadline of an equal number of days a student was absent, teachers may begin deducting points from a late/missing assignment, assessment, and/or task(s) (maximum 25% deduction).
- If a student fails to turn in a late/missing assignment, assessment, and/or task(s), then a zero may be entered in the grade book.

Student Present but Fails to Turn in Assignment, Assessment, and/or Task(s)

- Teachers may begin deducting points from a late/missing assignment, assessment, and/or task(s) (maximum 25% deduction).
- If a student fails to turn in a late/missing assignment, assessment, and/or task(s), then a zero may be entered in the grade book.

Each school is required to notify the parent, guardian or other person who has control or charge of the student when a student accrues the following:

- Three consecutive unexcused absences without notification from parents
- Five cumulative unexcused absences
- Seven cumulative absences
- Ten late arrivals or early checkouts

The communication should include, at a minimum, the importance of attending school and the total number of attendance records to date.

After two (2) reasonable attempts to notify the parent, guardian or other person who has charge of the student the school shall send a written notice via first class mail.

Visitors to Northwestern

FCBOE District Policy KM Visitors to Schools

A. Limitations on Who May Visit

To ensure the safety and confidentiality of students, the System limits visitors to:

1. The parents/guardians of current students;
2. Other family members of current students who are approved by the student's parent/guardian;
3. Those persons invited by the System for official business; which may include delegations of students participating in out-of-system visits, and outside service providers who currently provide private educational or therapy services to a student.

B. Provisions for All Visitors

To minimize disruption to the instructional program, visits to classrooms or programs or requests to meet with specific personnel must comply with the following guidelines:

1. All visitors must sign-in at the school main office and obtain permission to visit any part of the school;
2. Visits generally require notice at least 24 hours in advance;

Upon a visitor's first entry to a school, each visitor presents a government-issued ID which is handed to a Fulton County Schools main office employee for visual verification and then scanned by the Driver's

License Scanner. The government-issued ID will be returned to the visitor immediately. Visitor Management System does not store a copy of the driver's license. First name, last name, DOB, photo, and first four digits of the license number is stored in our database for visitor and volunteer purposes only.

School Volunteers

FCBOE District Policy IFCD School Volunteers

Local school principals are charged by the Board of Education with responsibility to develop programs which utilize the services of volunteers to support the school. All volunteers who will be working directly with students of the school must complete the on-line Volunteer Registration Process each year.

On school property during the regular school day, volunteers and other non-System personnel should be observed at all times by appropriate System employees or be in an open area of the school building. When this is not possible, no less than two volunteers or non-System personnel must be present when a volunteer is engaged with an individual student.

A school volunteer is a non-paid person who serves in an auxiliary capacity under the direction and supervision of school personnel. A volunteer is one who performs duties that an employee could perform such as making copies, filing, sorting, escorting students, assisting with lunch duty media center or front office tasks. Any person who leads or assists students (other than their own student) in programs or tutors a student(s) is considered a volunteer.

Please visit the FCS Volunteer website for more information: <https://www.fultonschools.org/volunteer>

Deliveries for Students at School

NMS will not accept deliveries of flowers, balloons and other items for students, even if they have already been pre-paid. These items create a disruption during the school day.

NMS will not accept deliveries from Doordash, UberEats, any other food delivery service, or directly from restaurants for students, even if they have already been pre-paid. The school has no way to verify these meals were purchased by a student's parent/guardian. This is a student safety issue, and your cooperation is greatly appreciated.

Any item (such as lunches, instruments, PE clothes, projects, homework, etc.) delivered to school by parents/guardians will be held in the office until the student comes to claim it. Students will NOT be called to the office for deliveries. Parents/guardians may text their student that an item was delivered to the front office. Students may check their cell phone during locker breaks. Lunches delivered during the day will be thrown out if not picked up by 4:25 pm daily. Lunch containers will be placed in lost and found once the food has been thrown out.

Student Backpack Policy

It is Northwestern policy that students must keep their backpacks, lunch box, and cell phone in their locker during the school day. Students will use their locker periodically during the school day, with regular opportunities to access their school materials and supplies.

Student lockers are 29" tall, 12" wide, and 11" deep. Please be mindful of these dimensions when purchasing a back-pack and lunch box for your student(s).

We recommend backpacks that are no bigger than 18"x15"x9" so it fits easily in the locker.

Backpacks are not allowed in the classroom because of space, but students may carry a smaller bag during the school day that is allowed in the classroom. The type of bag students carry to their classroom is optional, but the size must be considerably smaller than a backpack. See examples below.

Examples of bags allowed in classrooms:

Drawstring bags of most sizes are allowable because they are generally thinner than backpacks. These other examples are much smaller than typical backpacks, and therefore allowed in classrooms. Please be mindful that student devices are 8"x11.5" if your student intends to keep their device in a bag that is allowed in the classroom.

Bags bigger than 15"x12", unless it is a drawstring bag, are not allowed in the classroom.

Drawstring Backpack (15'x19') - [Amazon.com | WANDF Drawstring Backpack Sports Gym Sackpack with Mesh Pockets Water Resistant String Bag for Women Men\(Black\) | Drawstring Bags](#)

Mini-backpack (11'x10'x4')- [Amazon.com: JanSport Half Pint Mini Backpack, Black, 10.2 L - Durable Mini Bag Purse with Adjustable Shoulder Straps, Single Main Compartment, Zippered Stash Pocket : Clothing, Shoes & Jewelry](#)

Adaptive Bag (10"x9"x3") - [Amazon.com: JanSport Central Adaptive Accessory Bag, Red/Multi Hippie Days, 6L : Clothing, Shoes & Jewelry](#)

Satchel Bag (15"x11"x4") - [Amazon.com | J World New York unisex adult Terry Small messenger Bag for Women. Girls Satchel Messenger Bag, Secret Garden, 15 US | Messenger Bags](#)

Messenger bag (8"x11"x4") - [Amazon.com: Messenger Bag for Men, Small Messenger Bag Black Canvas Crossbody Bag for Women Satchel Travel Shoulder Purse : Electronics](#)

Student Conduct and Support

Student Discipline and Code of Conduct JD Operating Guideline

A well-disciplined school promotes the ideal of each student working toward self-management and controlling his or her own actions. At the same time, the school recognizes that adult intervention is both desirable and necessary.

Schools have the goal of helping each student to learn appropriate behavior as he or she develops into a mature member of society. Social, emotional and life skills help students develop into mature members of society by providing the following benefits:

- Promotes character development through the exploration of ethical issues
- Develops a positive and moral climate by engaging the participation of students, teachers, and staff, parents and communities.
- Teaches students how to solve conflicts fairly, creating safer schools that are freer of intimidation, fear and violence and are more conducive to learning.

The following character traits are essential for students to be competitive locally, nationally and internationally. These traits should be modeled and maintained by adults and students. This student code of conduct is developed to meet these purposes.

Respect

Showing high regard for self, others and property.

Responsibility

Being accountable for individual behavior that is positive and contributes to a conducive learning environment.

Honesty

Being truthful in word and action.

Caring

Showing concern for the well-being of others.

Fairness

Demonstrating impartial, unbiased and equitable treatment for all.

Citizenship

Being an informed, responsible and caring participant in the community.

Courage

Intentionally/deliberately doing the right thing in the face of difficulty regardless of who is around.

Positive Behavioral Support

A variety of resources are available at every school to help address behavioral problems. The school discipline process should include appropriate consideration of support processes to help students resolve such problems.

Schools should make reasonable efforts to correct student misbehavior through school-based resources at the lowest possible level, and to support students in learning the skills necessary to enhance a positive school environment and avoid negative behavior. Positive behavior supports and interventions should be implemented to improve the learning environment by improving student behavior and discipline. Behavior supports and interventions may include, but are not limited to, Student Support Team, counseling with school counselor, school social worker, school police officer and other staff, behavior, attendance and academic contracts or plans, peer mediation, FCS' Drug Prevention program, and Stopping Acts of Violence Through Education (SAVTE) program.

Parents, guardians, teachers, administrators and other staff are expected to work together to improve and enhance student behavior and academic performance and should freely communicate their concerns about, and actions in response to student behavior that detracts from the learning environment.

Investigation

When an administrator receives information of an alleged disciplinary rule violation, he/she should investigate to determine whether the charge or complaint has a basis in fact. Such investigation may include, but not necessarily be limited to, an interview with the charged student or students, interviews with witnesses, if any, and an examination of any relevant documents, including written statements from teachers, staff and student witnesses. Based on the evidence available, the administrator will determine whether a disciplinary rule(s) was violated. If the local school administration is uncertain as to the interpretation of the Code of Conduct, they are to contact the system office of student discipline.

Searches

School officials are authorized to conduct reasonable searches of students, staff and visitors pursuant to applicable law. When reasonable suspicion exists, school officials may search students whom they believe have either violated a law or rules of the school. The scope of the search will be reasonably related to the purpose of the search and not excessively intrusive considering the age and gender of the student and the nature of the suspected infraction.

School computers and school technology resources, as defined below, are not private and are open to school review at any time. Student lockers, desks and all school and classroom storage areas are school property and remain at all times under the control of the school. These areas are not private. Periodic general inspections of these areas may be conducted by school authorities for any reason at any time without notice, and without student consent.

Disciplinary Consequences

Once it has been determined that a rule(s) was violated, the Principal or designee will afford the student oral or written notice of the charges. If the student denies the charges, he/she shall be given an explanation of the evidence the school authorities have and an opportunity to present his/her side of the story.

The administrator will follow a progressive discipline process. The degree of discipline to be imposed by each school administrator will be in proportion to the severity of the behavior of the student and will take into account the student's discipline history, the age of the student and other relevant factors. Disciplinary consequences may include local interventions, in-school suspension (ISS), short-term suspension, long-term suspension, expulsion and/or referral for a disciplinary hearing. Disciplinary hearings may result in assignment to an alternative education program, long-term suspension, expulsion, or permanent expulsion from all Fulton County schools.

Cell Phones/Smart Phones/Personal Communication Devices (PCD)

18f.II Prohibited Use of Personal Communication Devices (PCD) During School Day

Possession of Personal Communication Devices (PCD) (e.g., cell phones, tablets, recording devices) by a student at school during school hours is a privilege that will be forfeited if a student fails to abide by the Student Code of Conduct.

- In grades 6-12, the use of PCDs is not allowed during instructional time and will only be allowed when explicitly instructed to do so by a teacher or other school staff member

If an offense occurs, the electronic device(s) may be confiscated by the school administrator or designee.

18g.III Inappropriately Recording & Distribution Using Personal Communication Devices (PCD)

The use of cell phones and other PCDs for noneducational purposes, including but not limited to, recording staff and/or students without permission or other inappropriate content is strictly prohibited. In addition, using a cell phone or other personal communication device to record a fight, battery, or any other inappropriate content and either sharing with others (e.g. airdrop, nearby share, ShareIT, etc.) and/or uploading the video to any other type of social media/web-based media is also strictly prohibited.

Consequences for doing so may result in up to 10 Day suspension and a referral for discipline hearing with a recommendation for long term suspension.

Northwestern Procedure: Student use of cell phones is prohibited during the school day (8:55am-4:05pm). Student use of cell phones (calling, texting, playing games, recording video) will result in disciplinary consequences in accordance with the RRRoar cellphone discipline cycle. Student cell phones should be off or silent and placed in their locker during the school day.

Cell phone/Personal Communication Device (PCD) Rrroar Progressive Discipline

- *1st Offense – Warning – student places cell phone in their locker.*
- *2nd Offence – PCD confiscated and held in front office. Student picks up PCD at 4:05 pm.*
- *3rd Offense – PCD confiscated and held in front office. Parent/guardian picks up PCD.*
- *4th Offense – PCD agreement student/parent/school. Possible loss of PCD privilege at school.*

The school is not responsible for personal electronic devices on school property or at school-sponsored events.

Northwestern Procedure: Student use of headphones, earbuds, headsets, and speakers is prohibited during the school day. Student use of headphones, earbuds, headsets, or speakers will result in disciplinary consequences in accordance with the RRRoar progressive discipline cycle. Teachers and

staff may give permission for students to use headphones, earbuds, or headsets for school approved usage. Student headphones, earbuds, and headsets, and speakers should be placed in their locker during the school day, unless permission is given by a teacher to bring to their classroom for learning purposes.

The school is not responsible for personal electronic devices on school property or at school sponsored events.

Dress and Grooming (Responsibility/Respect)

Students in the school system are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and safety. All students shall dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school. Examples of inappropriate dress and grooming include lack of cleanliness in person or dress; shoe lessness; "short-short" clothing; bare midriffs; "tank tops"; "see-through" clothing or apparel which designates gangs or similar organizations or any dress that is disruptive to the educational process. Designated dress involving school activities approved by the principal shall be acceptable. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation of the spirit and/or the intent of this rule.

Northwestern Procedure:

In addition to examples of inappropriate dress and grooming provided in the FCS Code of Conduct:

- 1. Hats, caps, "beanies", and sunglasses are not to be worn during school hours.*
- 2. Clothing must be free of suggestive wording or illustrations. (i.e. tobacco, alcohol etc.)*
- 3. Clothing with excessive rips, tears, holes or frayed edges is considered inappropriate for school.*
- 4. Strapless clothing is prohibited. Straps of any width are acceptable.*
- 5. Clothing length should be appropriate for school (shorts, dresses, etc.).*
- 6. Clothing exposing midriff (stomach) or cleavage is prohibited.*

Lost and Found

Personal items that have been left behind in common areas or in classrooms will be collected and stored in our lost and found room. Room 621 will serve as our Lost and Found room during the 2021-22 school year. Students may check lost and found daily before school from 8:25 am – 8:50 am. Students should contact their grade level Assistant Principal to check lost and found other than before school.

RRRoar: Be Ready, Be Respectful, and Be Responsible

RRRoar is Northwestern Middle School’s PBIS (Positive Behavior Interventions and Supports) program. The goal of the RRRoar system is to increase student responsibility and achievement. By meeting the expectations outlined in the RRRoar Behavior Essentials matrix, students will earn recognition and realize academic success and personal growth. RRRoar is the Wildcat Way!

In order for students to be successful, students should be...

- Ready
- Respectful
- Responsible

RRRoar Behavior Essentials					
What does it look like to Be Ready (to learn), Be Respectful and Be Responsible?					
Qualities/ Locations	ALL INSTRUCTIONAL SETTINGS (Classrooms, Media Center, Computer Labs)	Hallway/Office/ Common Areas	Restroom	Cafeteria	Electronic Devices
Be Ready	<ul style="list-style-type: none"> * Be on time. * Have all class materials and assignments ready. 	<ul style="list-style-type: none"> * Be a problem-solver and avoid conflict. * Go to and from places quickly and appropriately with a pass. * Have all excuse notes and bus pass requests to front office by 9:30 am. 	<ul style="list-style-type: none"> * Manage your time appropriately. * Have q pass with you at all times. 	<ul style="list-style-type: none"> * Make healthy choices and try new foods. * Know your account number and/or have money ready. * Get everything you need for eating when in lunch line. 	<ul style="list-style-type: none"> * Have appropriate electronic device ready to be used for learning. * Place cell phone and other non-approved personal devices in locker by 8:50 AM each day.
Be Respectful	<ul style="list-style-type: none"> * Respect yourself, your peers, your teacher, and your surroundings. 	<ul style="list-style-type: none"> * Speak at appropriate volume level. * Listen and respond appropriately to adults and peers. * Be helpful and kind. 	<ul style="list-style-type: none"> * Respect the privacy and space of others. * Respect property of the school and other’s. 	<ul style="list-style-type: none"> * Walk during transition time in the cafeteria. * Enter the cafeteria and stay seated at your assigned section and table. * Wait patiently. * Listen and respond appropriately to adults and peers. * Keep your hands and feet to yourself. 	<ul style="list-style-type: none"> * Respect Fulton County electronics policy by visiting <u>only</u> approved internet sites. * Use cell phones and other non-approved personal devices <u>before</u> or <u>after</u> school <u>only</u>.
Be Responsible	<ul style="list-style-type: none"> * Be focused, engaged and open to learning every day. 	<ul style="list-style-type: none"> * Walk at all times. * Clean up after yourself. * Turn in found items to the owner or adult. * Stay to the right of the hallway. * If tardy in the AM, pick up a tardy pass in the office. 	<ul style="list-style-type: none"> * Clean up after yourself. * Use facilities appropriately. * Report any misbehavior to an adult. 	<ul style="list-style-type: none"> * Clean up after yourself and use trash bins and recycling bins. * Consume all perishable food and beverages in the cafeteria. * Eat your own food. * Follow appropriate protocol for leaving cafeteria (i.e. obtain permission to leave, dismissal, etc.) 	<ul style="list-style-type: none"> * Bring your fully charged appropriate electronic device <u>and</u> charger to class daily. * <u>Always</u> follow the Northwestern Middle School Electronic Device policy.

Academic Departments

Department	Chair	Email
English Language Arts	Ms. Christie Street	street@fultonschools.org
Connections/CTAE/Music	Ms. Charlie Moore	mooreb@fultonschools.org
Health/Physical Education	Ms. Karla Armstrong	armstrongk@fultonschools.org
Mathematics	Ms. Sherri Wylie	wylie@fultonschools.org
Reading	Ms. Lisa Nickel	nickell@fultonschools.org
Science	Ms. Leah Robinson	robinsonlc@fultonschools.org
Social Studies	Dr. John Crumb	crumb@fultonschools.org
Special Education/IRR	Ms. Kelley Hummel	hummelk@fultonschools.org
Special Education/MIMO	Ms. MaryBeth Redman	redmanm@fultonschools.org
Special Education/Co-MIMO	Ms. Jana Resch	reschj@fultonschools.org
Talented and Gifted (TAG)	Ms. Trinita Marshall	gillespietd@fultonschools.org
World Language	Ms. Katherine Ziolkowski	ziolkowski@fultonschools.org

Parent Expectations and Responsibilities

FCBOE District Policy KD Parent Expectations and Responsibilities

The following statement on the expectations and responsibilities of parents has been adopted by the Board of Education in order to describe the role of the parent and the role of the school in the attainment of a relationship that will support a successful school experience for each student.

Every parent can expect to:

- be treated with courtesy by all members of the school staff;
- be respected as an individual regardless of race, creed, national origin, economic status, sex, or age;
- participate in meaningful parent-teacher communication including conferences to discuss his or her student's school progress and welfare;
- have the opportunity to review school and school district rules, procedures, and policies;
- be informed of the process for providing input into rules, procedures and policies;
- expect that the local school and/or central office will return calls and acknowledge requests for information in a timely manner;
- inspect his or her student's education record and participate in a records amendment process as permitted by the Family Educational Rights and Privacy Act (FERPA);
- have the opportunity to view all data and instruments used to determine a student's placement to the extent that, and in a manner that does not invalidate/compromise an instrument or violate copyright, intellectual property rights and/or contractual obligations;
- have the opportunity to request a waiver for their student to be placed beyond the on-level curriculum in certain subjects;
- be offered an appropriate program for special education [services];
- be accorded due process in resolving issues of the special education placement or program for his or her student;
- the school district will further the progress and improvement of his or her student;

3. If you need further assistance, you should contact one of the following **Administrative Team** members.

6th grade: Amber Manganelli – manganellia@fultonschools.org

7th grade: Deana Skimel – skimel@fultonschools.org

8th grade: Catie Simpson – simpson1@fultonchoools.org

Connections: Julie Godfrey – godfreyj@fultonchoools.org

4. **Principal.** Most problems will have been resolved before this step. If you still need to speak with someone about your situation, you should contact Mr. Peterson. petersonj1@fultonschools.org

Mr. Peterson maintains an open-door policy for all students and parents. Problems are best solved by those who know your student and fully understand the situation. Mr. Peterson is always available to listen but will direct you to the source – the teacher – to solve your problem/concern.

Infinite Campus: The Infinite Campus portals – Campus Parent and Campus Student – provide access to information for all enrolled students in their household. Information includes grades, attendance, assignments, and school announcements.

More information about Infinite Campus can be found on the FCS website: [Campus Parent Portal](#).

Have questions regarding your Parent/Student Portal account? Help is available by calling 470-254-2700 Monday through Friday, 7:30 a.m. - 6:00 p.m. or by emailing campusparent@fultonschools.org

Email: Students and parents can access the staff directory on our website: [NMS Staff Directory](#).

Staff members will respond to student and parent email within one-to-two school days.

Learning Management System: Each teacher will maintain a Learning Management System (LMS) for their course(s). An LMS is a web-based application used for the administration, documentation, communication, and delivery of course curriculum, assignments and assessments. At Northwestern, each teacher will use Microsoft Teams as their classroom LMS.

Teachers will maintain the following resources, at a minimum, within their class Microsoft Team:

1. Course Syllabus
2. Weekly Lesson Plans
3. Class Calendar with upcoming assignments, assessments, and morning help sessions.

Conferences/Meetings: A teacher and/or parent/guardian may request a conference at any time during the school year. Conferences should be prearranged and confirmed at least 24 hours in advance by both parties through phone or email communication. Conferences are available through Microsoft Teams and in-person. Parents/guardians should follow our school visitor guidelines when coming to the school for a conference.

School Counselors: Each grade level counselor is available for conferences concerning problems at home or at school. They are also available to review test scores and student placement. Contact information for our three School Counselors can be found here [School Counselors](#).

Change of Address/Phone Number: Please inform the school through the Front Office of any changes in names, addresses, phone numbers, or emergency information during the school year. A change of address form and proof of residency will need to be completed for an address change.

Grading

FCBOE Policy IHA Grading and Reporting System (Effective August 2022)

Grading and Reporting System

Fulton County Schools is committed to consistent grading practices where grades are an accurate reflection of student learning. Refer to [District's Grading Commitments](#).

Grading Categories

Student grades will be determined by using the following categories:

- Major: An assignment or assessment that is cumulative in nature that measures learning targets from multiple standards/skills.
- Minor: An assignment or assessment that measures an individual learning target, standard, or subset of learning targets/standards/skills within a unit.
- Practice: Daily assignments, observations, and/or engagement activities given in class or for homework to build pre-requisite skills, measure progress towards mastery of a learning target or standard, enrich, and/or remediate skills.

Grading Weights

Middle (6-8)

- Majors: 50%
- Minors: 40%
- Practice: 10%

In accordance with State Board Rule, students taking an End-of-Course (EOC) assessment, must have the EOC count as a weighted percentage of the student's total grade as specified by [State Board Rule](#). If the state continues to use the 20% weight, the 2nd-semester of the course should reflect the following grade weights subject to State Board Rule. See the Final Exams section for more information.

EOC Courses 2nd Semester

- EOC: 20%
- Majors: 40%
- Minors: 30%
- Practice: 10%

The following models for grading should not be used to determine a student's grade:

- Bell curve
- Bonus points
- Multipliers

Grading Scale

Fulton County Schools will grade students in grades 3rd-12th using a 100-point grading scale as follows:

A	90 and Above
B	80-89
C	70-79
F	Below 70
W/(1-100)	Withdrawn
P/F	Pass or Fail
NG	No grade
I	Incomplete
CR	Credit
NC	Non-Credit

Based on State Board Rule 160-4-2.13., the minimum passing score is a 70.

Grades are to be rounded to the next whole number when equal to 0.5 or greater.

Based on Continuous Achievement, students in a higher-level course will follow the grade weights and grading scale based on the course in which the student is enrolled.

Academic Integrity

Violations of policy [JCD Student Academic Integrity](#) will be handled as violations of the student code of conduct and addressed via the progressive discipline guidelines in the Student Handbook.

Honor Points

Students enrolled in Advanced Placement, Honors, International Baccalaureate, Dual Enrollment, and/or Self Pay Dual Credit courses receive an additional seven points to be added to a passing final grade.

Grading Assignments, Assessments, and Tasks

All assignments, assessments, and/or tasks should be aligned to domains, standards, learning targets, or a set of standards to be used in calculating a student's grade.

Report Cards and Progress Reports

All schools will provide students and parents/guardians with a progress report that measures their academic progress on a 4.5-week basis throughout the school year. This can be done electronically or by sending a paper copy home.

At the end of each semester, students will be issued a formal report card to represent the student's final semester average. A printed copy of the report card should be sent home.

At each 9-week reporting period, students' grades should reflect the following grade minimums:

K-12

- All students in grades K-12 will receive, at a minimum, eight grades per subject within 9 weeks.
 - Assignments, assessments, and/or tasks should be aligned to the prioritized and supporting standards for the course. AP or IB will follow those set of standards for that course.
 - Multiple practice opportunities should be provided to students before and after assessments to ensure student mastery.
 - At a minimum, two grades should be major
 - At a minimum, three grades should be minor
 - At a minimum, three grades should be practice
- For 6-8 courses that are only 9 weeks long, students will receive a minimum of six opportunities to demonstrate mastery on standards within each 9 weeks.
 - At a minimum, two grades should be major
 - At a minimum, two grades should be minor
 - At a minimum, two grades-should be practice

Non-Academic Skills

Non-Academic Skills- Feedback provided to students and/or parents/ guardians in areas beyond academic mastery.

Non-academic skills will be reported in a separate section from academic performance. Feedback will be given to students and parents/guardians every 9 weeks on the progress report/report card for K-12 students.

Fulton County Schools will use the following key to report non-academic skills critical to student success.

- Consistently demonstrates
- Often demonstrates
- Sometimes demonstrates
- Rarely demonstrates

6-12

- Self-Direction: The student follows directions and procedures, sustains attention during class, and/or resists distractions.
- Collaboration: The student works well with others, asks for help when needs it, and/or shares ideas.
- Problem Solving: The student can describe a problem, finds more than one way to solve a problem, and/or is aware that all actions have outcomes.
- Work Habits: The student comes prepared for class, manages time and materials, and/or stays on task.

Final Exams

The district will not require the administration of a final exam or midterm in any course or grade level except when a course includes a state-mandated end-of-course test. Final exams and/or midterms, if administered, can only count as one of the major assessments of the course and cannot have a separate weight. [When a course includes a state-mandated, end-of-course test, the student's grade in the 2nd semester of that course will reflect the required percentage weight for that assessment based on State Board Rule in a separate category.

If a teacher chooses to administer a comprehensive final exam, the following provisions must be met:

- The final exam may only count as one of the major assessments in the course (minimum 8 per year)
- Exams must be designed to be completed within the normal allotted class period as determined by the school bell schedule
- If a final or midterm is given, multipliers may not be applied.

Recovery

Recovery: Administered throughout a unit to students who have failed to demonstrate mastery of the standards. Recovery should cover the standards that the student has not mastered.

Teachers should provide opportunities for each student K-12 to continue learning material that has not yet been mastered even if the student's grade is not replaced.

- Students in K-12 should be afforded the opportunity to recover all major assessments if they score below a 75% on the assessment.
- Students are limited to one recovery attempt per major assessment that meets the threshold for recovery.
- Recovery of a major assessment should occur before the next major is given.
- Students are eligible to earn a replacement grade on a recovery that is no higher than 75%.
- If a student's recovery is below the original score, the original score should stand in the grade book.
- Before recovery, the teacher should work with the student to complete missing work and/or ensure delivery of the content through reteaching and relearning.
- The original score should be noted in the comment section of the grade book if a student recovers a major assessment.

Missing/Late Work

- Schools and teachers will make a good faith effort to have structures in place to clear late/missing assignments before grades are impacted.
- When a student has missed instruction, the teacher should work with the student to ensure the delivery of content before the student is assessed.
- Should there be an extenuating circumstance for a prolonged absence and/or missing assignments/assessments and/or tasks, the teacher and student will create an appropriate plan to deliver content and assess student learning.

Student Misses Work Due to Absence (Excused/Unexcused)

- Upon return to school, students will have an equal number of days as they were absent to complete any late/missing assignment, assessment, and/or task(s) for full credit.
- After the deadline of an equal number of days a student was absent, teachers may begin deducting points from a late/missing assignment, assessment, and/or task(s) (maximum 25% deduction).
- If a student fails to turn in a late/missing assignment, assessment, and/or task(s), then a zero may be entered in the grade book.

Student Present but Fails to Turn in Assignment, Assessment, and/or Task(s)

- Teachers may begin deducting points from a late/missing assignment, assessment, and/or task(s) (maximum 25% deduction).
- If a student fails to turn in a late/missing assignment, assessment, and/or task(s), then a zero may be entered in the grade book.

Documentation of Student Grades

All student work considered in the calculation of grades that are not returned to a student, including assignments, assessments, and tasks must be retained for one year per the system document retention schedule per [Board Policy JR Student Records](#).

Grade Review

Teachers should make every effort to grade and report student work as fairly and accurately as possible according to the state standards. However, a student and/or parent(s)/guardian(s) who believes that a grade has been issued in error may ask the teacher to review the grade or report. The teacher may modify the grade if the teacher determines a modification is warranted. If the student and/or parent(s)/guardian(s) is not satisfied with the teacher's response, he/she may ask the principal for a review. Per O.C.G.A. 20-2-989.20 a teacher cannot be required to change a grade provided that system and school policies and guidelines were followed. The principal will determine if policy and guidelines were followed.

Courses will not be removed from a student's transcript unless an error is discovered. No course substitutions will be made on student transcripts. A student may retake a course in which he or she was not successful, but grades for both course attempts will appear on the student's transcript.

If a parent/student contends that a grade was recorded inaccurately, he or she should refer to the procedure contained in [Policy JR Student Records](#).

Principal's Honor Roll

The Principal's Honor Roll recognizes students with all A's during a semester grading period. Students need to earn a grade of 90 or higher in ELA, Math, Science, Social Studies, Reading or World Language, and each Connections Course during a semester grading period. Honors points do not count toward Principal's Honor Roll.

Students who earn Principal's Honor Roll each quarter will receive a certificate during homeroom and a treat from our PTO during lunch. These recognitions will take place each semester on a date to be determined. During second semester, students who meet the criteria for Principal's Honor Roll at the 9 week progress report (3rd quarter), will receive the designation for second semester.

Academic Integrity

FCBOE District Policy JCD Student Academic Integrity

The Board of Education regards academic honesty as a cornerstone of its educational mission. Cheating will not be tolerated in this school system. Each school shall have a rule prohibiting cheating which shall be made available to students and parents. At a minimum, the rule should contain the following:

- a. Examples of cheating, which could include areas such as
 - copying or "borrowing" from another source and submitting it as one's own work
 - seeking or accepting unauthorized assistance on tests, projects or other assignments
 - altering or forging grades, gradebooks, progress reports, report cards or other academic records
 - fabricating data, signatures or resources
 - providing or receiving test questions in advance without permission
 - working collaboratively with other students when individual work is expected and any other examples that the school wishes to include
- b. Range of possible disciplinary consequences, consistent with the Student Behavior Code (Operating Guideline JD).
- c. Range of possible academic consequences, which may include, when the principal or designee deems appropriate, repeating the assignment or a similar assignment, receiving a reduced grade or a zero on the test or assignment or other consequences at the discretion of the principal.
- d. Range of possible extracurricular consequences, which may include exclusion from extracurricular activities, interscholastic activities, honor societies and clubs; ineligibility for school offices or school honors; and other consequences at the discretion of the principal.

Promotion and Retention

FCBOE Policy IHE Promotion and Retention

1. Promotion/Retention/Placement Procedures for Grades K-8

Parents shall be notified yearly, through the Elementary and Middle School Curriculum Handbooks that placement or promotion of a student into a grade, class or program will be based on the academic achievement of the student on the state-mandated assessment (administered in grades 3-8) and criteria established by the Fulton County Board of Education (See I. A).

In order to help assure appropriate achievement as students progress through their school experience, the Fulton County Board of Education establishes the following basic promotion and retention procedures for elementary and middle schools:

A. Criteria

A student shall be promoted when, in the professional judgment of the teacher, the principal and other school staff, he/she has successfully met instructional-level standards for the grade level in which he/she is currently placed based on the following criteria:

- Georgia Standards of Excellence (GSE), Georgia Performance Standards (GPS) and /or
- Fulton County School System Curriculum Guides
- State mandated and other standardized test data, as appropriate

Middle school students in grades 6, 7 and 8 must have a passing grade in language arts, mathematics, social studies, science, reading/world language and one of the following: a combination of grades in the connections segment or the physical education/health connections segment. A passing semester grade in the connections or physical education/health segment is accomplished by earning an average of 70 or above when averaging the combination of three nine-week grades during the semester. Any student who receives an average for both semesters of 69 and below shall fail the subject for the year. Students who are not promoted are either placed in the next grade or retained in the same grade.

A failing grade in a subject can be made up by the student earning a passing grade in an appropriate subject during a summer school session or other pre-approved remediation opportunity.

The following should also be considered by the professional school staff in determining promotion or retention of a student:

- Student's cumulative work folder
- Overall classroom performance and participation
- Previous interventions, including retentions
- Age and level of social and emotional maturity
- Regular school attendance.

Student Fines, Fees, and Charges

FCBOE District Procedure JS Student Fines, Fees, and Charges

I. Fees or Fines May Apply in the Following Categories

A. Textbooks, Library Books, Technology Devices (tablets, handhelds, laptops, etc., accessories for these devices, and Media Materials - The following sanctions may be taken against a student who fails or refuses to pay for a lost or damaged textbook, library book district-issued electronic device, accessories for these devices, or media material up to the replacement cost:

1. refusal to issue any additional textbooks, library books, district-issued electronic devices, accessories for these devices, or media materials until restitution is made (schools will provide access to instructional materials necessary to complete course requirements); and/or
2. withholding of all grade cards, diplomas or certificates of progress until restitution is made.

B. No school shall require any pupil or parent to purchase any textbook, library book, district-issued electronic devices, accessories for these devices, or media material except in cases where the student

damages, loses or defaces such items. In such cases, students may be fined up to the full replacement cost of district property.

II. Charges May Apply in the Following Categories

A. Music - At both the elementary and secondary levels a listing of instruments will be provided by the school. Instruments will be provided to students on an equitable basis until the supply is exhausted. Students may voluntarily participate using their own instruments. The school may not sponsor, endorse or participate in rental/purchase plans for students without receiving quotations from at least three commercial firms. All sheet music will be provided by the school.

B. Visual Art – At secondary levels, basic art supplies are provided by the school. Students may voluntarily participate in purchasing unique or quality materials to enhance their educational experience.

C. Physical Education - Students may reasonably be expected to provide an appropriate change of clothing for physical education; however, this does not constitute a uniform. The definition of "an appropriate change of clothing" shall be shorts and a top. Appropriate clothing for outdoor cold weather activities may be worn as needed.

F. The following sanctions may be taken against a student who fails to return or refuses to pay for lost or damaged school property, including but not limited to, musical instruments, sheet music, uniforms of all kinds, sports equipment, etc.:

1. refusal to issue any additional school property until restitution is made; and/or
2. withholding of all grade cards, diplomas or certificates of progress until restitution is made.

Payments for Meals

FCBOE Operating Guideline JS Payment for Meals and Meal Charges

Students/Parents/Guardians pay for meals in advance via www.mypaymentsplus.com or through school cafeteria with a check (if allowable) or cash. Further details are available on our webpage at www.fcsnutrition.com. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records are available by setting up an account at www.mypaymentsplus.com or by speaking with the cafeteria manager.

Middle School Students will pay for meals at the district's published standard rate each day. Students must prepay or pay cash at the register for all meals and extra sale purchases. Charges are not allowed in Middle Schools, however students will be offered a designated menu alternate. Sample: cheese sandwich and milk.

Free Meal Benefit - Free status students will be allowed to receive a free breakfast and lunch each day. Extra sale purchases may be prepaid or paid with cash at the point of service.

Reduced Meal Benefit - Reduced status students will be allowed to receive a breakfast for \$.30 and lunch for \$.40 each day.

A student will be allowed to charge a maximum of three (3) days to their account after the balance reaches zero. Extra sale purchases may be prepaid or paid with cash at the point of service.

Online School Payments

Northwestern Middle School utilizes Online School Payments for all student fees. NMS will no longer accept cash or check for school transactions. All fees should be paid using the online system. There is a service fee and processing fee associated with Online School Payments.

3.5% per transaction
.35 cents processing fee

Please visit the NMS Online School Payments site to pay student fees: [NMS Online School Payments](#).

Student Activities

FCBOE District Policy JH Student Activities

Membership in clubs, organizations and teams may depend upon meeting certain standards of scholarship, athletic achievement or other criteria, provided that standards are set in advance and the opportunity for membership is open for all who meet the standards.

The following regulations pertain to student activities in each school:

1. Meetings of student organizations, clubs or activities should be monitored for the safety and general welfare of the students.
2. Principals of the various schools shall have the responsibility of compliance with the eligibility requirements of governing agencies (such as the Georgia High School Association, BETA Club, etc.) for school organizations and activities.
3. Eligibility for student activities may be based on the scholastic and discipline records of the student.
4. No student is to be scholastically penalized for participation or nonparticipation in extracurricular activities unless such activity is a specified requirement of a credit course.

Student Organizations

FCBOE District Policy JHC Student Organizations

Notification to parents and guardians shall be provided annually via the student handbook and shall include the name of the extracurricular activity, student organization or club; information regarding the mission or purpose, description of past or planned activities, and the club's custodial faculty member(s) or advisor(s) Any membership or financial requirements for a student to join or become a member of the activity, organization or club shall be provided prior to a student joining.

No student shall be allowed to participate in any school-sponsored extracurricular activity, organization or club if the student's parent or legal guardian has indicated in writing that the parent will not allow the student to participate and has provided a copy of such written notice to the school principal.

For school clubs formed after publication of the student handbook, parents or guardians must approve their student's participation via email, fax or written permission to the school principal.

School extracurricular activities, organizations, or clubs for purposes of this policy are those that are supervised or sponsored by a school system employee designated by the principal, and that meet in school facilities. No club or organizational meeting may materially and substantially interfere with the orderly conduct of educational activities within the school. School officials have the right to monitor all club meetings.

The District does not deny recognition of a club or organization based on the religious, political, or philosophical focus of the club.

Non-curriculum clubs that espouse particular religious, political, or philosophical beliefs are subject to the following guidelines, in addition to those set by the school for all clubs and organizations:

Participation in the club must be voluntary.

Clubs must be student-initiated and student led;

Non-school persons may not direct, conduct, control, or regularly attend activities of student groups; and School personnel may not promote, lead, or participate in meetings, but may attend meetings to ensure order, student safety, and compliance with school processes.

All clubs will have equitable access to school resources such as meeting spaces, public address systems, yearbooks, school periodicals, and bulletin board space pursuant to school processes.

Northwestern Procedure

- *Student clubs/organizations are required to have a NMS staff member sponsor.*
- *Student clubs/organizations are required to post the following information on our school's website: Club Name, Sponsor Name, Sponsor Email, Club Description, Meeting Day and Time.*
- *Student clubs/organizations must be approved by the Club Coordinator. Students should contact Ms. Beth Wylie at wyliee@fultonschools.org if there is interest in starting a new club/organization.*
- *Students need a signed Parent/Guardian Permission form to participate in school clubs.*

Visit the NMS School Clubs Website for School Year 2023-24 clubs: [NMS School Clubs](#).

Intramural and Extramural Activities

FCBOE District Policy IDE Intramural and Extramural Activities

The Board of Education encourages each school to offer intramural and extramural activities for students. To be eligible for participation in intramural or extramural activities, an individual must be enrolled full time in the school that sponsors the activity.

Intramural activities are defined as extracurricular extensions of physical education programs that are structured and organized within each individual school. Any student enrolled in Fulton County Schools may participate in intramural activities. Tryouts are not permitted for intramural activities. Schools should offer a variety of physical activities to enhance enjoyment and foster skill and health-related fitness needs.

Extramural activities are defined as competitive exhibitions and programs that are extensions of seventh and eighth grade middle school intramural programs. Extramural activities are controlled interscholastic competitions between Fulton County middle schools. The following are permitted District extramural activities: Tennis, Gymnastics, Track, Volleyball, Basketball, and Soccer.

Extramural Activities

The District will follow all Georgia High School Association (GHSA) rules and regulations regarding participation in athletic activities as well as all State Board of Education Rules and State and Federal laws. There will be no competitive interscholastic athletic program in middle schools except for extramural activities. This extracurricular program is offered to seventh and eighth grade students who are eligible under state guidelines. All interested students must complete a Fulton County Schools physical form, proof of insurance, and transportation form prior to any tryout, practice, competition or exhibition. Students who do not provide completed documentation will not be permitted to tryout, practice, or participate in any extramural activity or event. There will be no competitive interscholastic athletic program, including extramural activities, for sixth grade students.

SPECIAL PROVISIONS:

Special Olympics or other programs designed exclusively for students with disabilities are separate.

Northwestern Procedure: For information about Northwestern's Intramural and Extramural programs, please visit our website at [NMS Athletics Homepage](#) or contact our school's Athletic Director.

NMS Athletic Director: Mr. Bradley Allen – allenb4@fultonschools.org

NMS Parent Teacher Organization (PTO)

Welcome to Northwestern Middle School (NMS). The mission of the NMS PTO is to support our students, teachers, staff, and administration in achieving their goals of success. We invite you to join us in our mission through your NMS PTO membership.

Membership is the only fundraiser at NMS, really!

Some of the areas supported by NMS PTO membership dues:

- Teacher Mini Grants
- Teacher & Staff Appreciation, monthly
- Student Enrichment
- Straight A Recognition, quarterly
- RRRoar Trading Post (PBIS) Rewards Recognition, monthly
- RRRoar Carnival (PBIS) Rewards Recognition, once each semester
- Recess Equipment
- Pride Wall Recognition, quarterly
- Pizza with Peterson, monthly
- Grade Level Socials/Dances
- Field Trips, both in house and external
- Community Outreach
- Campus and Facility Enhancements, including landscaping maintenance
- and many others

NMS PTO uses a platform called Membership Toolkit, many feeder elementary schools do as well. That same login will work for NMS, however, we will ask that you join our PTO and support NMS. <https://northwesternpto.membershiptoolkit.com>

2023-2024 NMS PTO EXECUTIVE BOARD

POSITION	NAME	EMAIL
Co-President	Victoria Tucker	victoriabuter@comcast.net
Co-President	Tracy Lynn Drye	tracy.drye@gmail.com
Treasurer	Beth Orero	beth.ta.odhis@gmail.com
Secretary	Melissa Linville	melissa.linville@gmail.com
Parliamentarian	Gina Kellis	original1@aol.com
VP Communications	Jodie Warlick	jodiewarlick@yahoo.com
VP Educational Enrichment	Christina Lea Kate Vo	christina2lea@gmail.com kbuben@gmail.com
VP School Services	Julie Stearsman	jstearsman@hotmail.com
VP Student Services	Gayatri Shah	gayatriji@gmail.com
VP Ways & Means	Pavi Sankaralingam	login2pavi@gmail.com

We look forward to you joining Wildcat Country!

Northwestern Middle School
PTO
northwesternmspto@gmail.com

Facebook Groups to join
<https://www.facebook.com/groups/373113133404620/>
<https://www.facebook.com/groups/873110842861799/>

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Twitter
Northwestern
MS PTO
@TheNMSPTO