

*Northwoods Middle School
Student Handbook
2024-2025*



Northwoods Middle School Administration

Dr. Keturah Gadson, Principal

Ms. Tristan Hawkins, Assistant Principal, 6th grade

Ms. Onekki Shaw, Assistant Principal, 7th grade

Mr. Sandra Riepke, Assistant Principal, 8th grade

7763 Northside Drive

North Charleston, SC 20420

Phone Number: (843) 764-2212

Fax Number: (843) 569-5466

Website: northwoods.ccsdschools.com

Facebook: @NWMSNighthawk

Twitter: @NWMSNighthawks

Northwoods Nighthawks' Vision Statement

Our mission is to cultivate and sustain a warm, safe, and caring learning environment where scholars are challenged to engage in high-quality and creative experiences that will prepare them to be lifelong learners who are valuable contributors to our ever-changing society.

Mission Statement

The vision of Northwoods Middle School is to prepare and transform our scholars through high-quality instruction and compassionate support to be valuable and contributing members of our ever-changing society.

School Motto

Dream Big! Aim High! Watch us soar!

Belief Statements

We believe:

- 1. All students can learn.*
- 2. Each student can be a productive member of society.*
- 3. Every educator is committed to the concept of a team-based curriculum that is student-centered, challenging, relevant, and integrative.*
- 4. Healthy minds make for better learning.*
- 5. All stakeholders must be held accountable for their actions.*
- 6. Students who display their best effort every day will bring about a positive change in their lives and those around them.*
- 7. Every student has a responsibility for actively participating in learning and achievement as well as demonstrating self-management skills.*

Important Information

*School Uniform Shirt Colors: Black (8th), Gray (7th), and Royal Blue (6th)
Black, blue, or Khaki Pants/skirts/skorts/shorts. Jeans (all grade levels) No holes above
the knee.*

No joggers, sweats, gym shorts, leggings or jeggings allowed

Important Numbers:

Main Office: (843) 764-2212
School Fax: (843) 569-5466
Nurse Freeman: (843) 818-1496

Other Information

My Guidance Counselor is _____

My Grade-level Administrator is _____

My Student Concern Specialist is _____

Log-in Information

	<i>Username</i>	<i>Password</i>
<i>Network (same as Google)</i>		
<i>Powerschool</i>		
<i>Other</i>		

PARENTS/STUDENTS ARE EXPECTED TO REVIEW THE
CCSD DISCIPLINE POLICY

GENERAL EXPECTATIONS

ACADEMICS

All students are enrolled in ELA, math, science, social studies and exploratory classes. In order to be fully promoted for the next school year, Nighthawks must:

- Earn passing grades (60 or above) in all of their classes.*
- Attend school at least 170 days out of 180 school days.*

Grading Scale - *Students will receive grades using a 100-point grading scale. The following are examples of numerical and letter representations found on the 100-point grading scale.*

Number Range	Letter	Achievement
90-100	A	Excellent
80 - 89	B	Very Good
70-79	C	Good
60-69	D	Needs Improvement
59 and below	F	Unsatisfactory

*The expectation is that NWMS students will do their best work on every assignment. If additional time is needed to learn or complete assignments, the teachers will work with the students through tutoring time before or after school. **Not doing work or doing poor quality work is not okay or accepted.***

Academic Awards- *NWMS is focused on academic excellence and growth. In a continued effort to acknowledge the academic achievement of all NWMS students, academic awards for A/B Honor Roll (all course grades at 80 or above for the 9-week grading period) and A Honor Roll (all course grades at 90 or above for the 9-week grading period) will be awarded on a quarterly basis. Students who make the "A" Honor Roll all 4 quarters will receive the Principal's Honor Roll. In addition, students receiving A/B and All "A" Honor Roll will attend special quarterly incentives to reward them for their hard work and dedication. Other awards can be added by Administration.*

Homework Policy - *Homework will be assigned to review the previous day's lesson and prepare for the next day's lesson. Expect homework to be assigned 3 to 4 nights a week*

Late Work Policy - *Students must complete all assignments in order for teachers to accurately assess student knowledge and to provide students feedback. All teachers will accept late work with the following parameters:*

- All missing assignments must be turned in during the current quarter.*

- *Parents will be contacted about missing or incomplete work at progress reports and report cards.*
- *Parents and students are expected to keep up with assignments through Powerschool.*

ATTENDANCE

Students cannot learn if they are not at school. Students need to be at school EVERY DAY unless they are sick or have an emergency. If a student misses more than 10 days, the student may be retained in their current grade. Excused absences include being sick, doctor's appointments, going to court, or a serious family emergency (with documentation). Students can only use a parent excuse note for a total of 10 days; after the 10th absence, the student will need a doctor's excuse or other official documentation.

An excused lawful absence shall permit a student to make up missed work in a timely manner. Any absence determined to be unexcused will not entitle a student to make up the work missed during the absence.

In order to receive credit for a full day, students must be at school until 12:00 pm. If a student needs to leave early or if a parent brings a student late, the parent must sign the student in or out at the Main Office.

***Leaving Class** - Students leaving class should be limited to emergency situations. Students must always have their agenda and ID to leave during class instruction. Students must also have a pass.*

***Tardy to School** - If a student arrives after 8:30 am, his or her parent/guardian must sign them in at the main office. They will get a pass to class; however, not all tardies to school are excused. Students must utilize the QR code to sign in.*

For example, late buses are excused tardies. Teachers will be informed of late buses, and students will report to class when their bus arrives. However, if a student oversleeps and comes in late, that's not excused.

***Leaving Early** - Parent/Guardian must sign students out by 3:00 pm if they have to pick students up before dismissal. Students will not be allowed to leave after 3:00 pm due to interference with the end of the day dismissal.*

ARRIVAL/DISMISSAL

*The school day begins at 8:30 am and students are dismissed at 3:30 pm. **Students are not allowed on campus prior to 8:00 am, as there is no supervision for them before 8:00 am.** When students arrive at 8:00 they will report to the café for supervision. Students are allowed to enter the building at 8:15 am and need to be in their homeroom by 8:30 am. Once on campus, students may not leave campus for any reason during school hours, without being signed out by a parent or guardian through the main office. Any student arriving at school after 8:30 am is considered tardy and must sign in at the main office.*

DANGEROUS ITEMS

Do not bring anything that is dangerous, inappropriate, or illegal to school or to the bus stop. This includes anything that could be considered in the family of weapons, drugs, medicines, cigarettes, tobacco, lighters or fireworks. Students will receive a consequence if they bring these items to school or the bus stop which can include arrest and/or a recommendation for expulsion from school.

OTHER PROHIBITED ITEMS

Games, toys, metal picks and magazines/catalogs are not acceptable during school time. These items may be confiscated.

ELECTRONICS/CELL PHONES-Earbuds-

State Department has a no cell phone policy during the day. ANY phone seen out during the school day will be confiscated and a parent/guardian will need to pick the phone up from school. All phones are to be in the off position and completely out of site during the day from 8:15-3:30.

Per the CCSO Code of Conduct, "Middle School Students (6th - 8th grade) may possess mobile telephones, smartphones or other such devices on school property and school-sponsored transportation, provided they are not visible, used or activated, and are kept in the off mode to block all alerts throughout the instructional school day and while on school-sponsored transportation. Middle school students must keep their mobile telephones, smartphones or other such devices in a pocket, purse, or other non-visible secure location.

Once again: Those devices not stored properly by students, and visible during the day, will be confiscated by NWMS staff. Confiscated cell phones will only be returned to students when the parent or guardian of the student meets with an administrator about the device.

Responsibility/Liability: *Any student who chooses to bring a cellular phone or other communication devices to school shall do so at his or her own risk and shall be personally responsible for the security of his or her cellular phone or wireless communication device. Neither the school personnel or Board will assume any responsibility or liability for loss, theft, damage or vandalism to a cellular phone or other wireless communication device brought onto school property, or for the unauthorized use of any such device.*

BULLYING, CYBERBULLYING, SEXUAL HARASSMENT

*CCSO Schools adhere to a 3 Level Offense and Action System. **Bullying, Cyberbullying** and **Sexual Harassment** are considered **Level 3** offenses, the most serious of offenses. Level 3 offenses are automatically treated as **Criminal Conduct** which means they significantly disrupt the learning environment or pose a direct and serious threat to the safety of oneself or others. These*

activities require administrative action and may require action by law enforcement, Department of Alternative Programs, Associate Superintendent, or the Constituent District Board. **Bullying, Cyberbullying, and Sexual Harassment** will not be tolerated. If you feel you have been a victim, you must report the incident immediately so the school administration can take action. Please see your 'Student Code of Conduct' for a detailed explanation of the Level 3 Offense and Action System.

Bullying inflicts physical hurt or psychological distress on one or more persons through unwanted, purposeful written, verbal, nonverbal or physical behavior. Bullying may include:

- Saying mean or hurtful things to someone, making fun of someone or calling someone mean or hurtful names.
- Completely ignoring or excluding someone from their group or other activities on purpose.
- Hitting, kicking, shoving, or restricting movement.
- Telling lies or spreading rumors about someone.
- Sending mean notes (on paper or electronically).
- Trying to make other students dislike someone and doing other hurtful things.

Cyberbullying is willful harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting, social media (i.e., Facebook, Twitter, etc.), chat rooms, sexting, instant messaging, or video voyeurism. Cyberbullying may include:

- Repeatedly sending offensive, rude and insulting messages.
- Distributing information about another that is derogatory or untrue through social media postings or any other digital method.
- Online "fighting" using electronic messages with angry, vulgar language.
- Breaking into an email or social networking account & using one's online identity to send vicious or embarrassing material.
- Sharing someone's secrets or embarrassing information, or tricking them into revealing secrets or embarrassing information and forwarding it to others.
- Repeatedly sending messages that include threats of harm or are highly intimidating, or engaging in online activities that make a person afraid for his or her safety; cyberstalking.

Sexual Harassment

CCSD is committed to maintaining a learning environment for all students which provides for fair and equitable treatment, including freedom from sexual harassment. It is prohibited for any person, male or female, to harass another person by making unwanted sexual advances or requests for sexual favors or engaging in verbal, written, electronic, or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to:

- Unwelcome leering, sexual flirtations or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic comments about an individual's body or overly personal conversation
- Sexual jokes, drawings, or pictures
- Spreading sexual rumors
- Inappropriate or suggestive sexual gestures
- Touching an individual's body or clothes in a sexual way
- Cornering or blocking of normal movements with sexual intent

- *Displaying sexually suggestive objects*

Any student who believes he/she has been subjected to bullying, cyberbullying, or sexual harassment by another student, teacher, administrator, adult, or agent of CCSO should file a complaint of the alleged act immediately with the school's principal, assistant principal, or another adult in the building. The complaint should be made in writing. False charges of sexual harassment shall be treated as a serious offense, and those persons making false charges shall be subject to disciplinary action.

BUS EXPECTATIONS

CCSO students are afforded the privilege of bus transportation to and from their home schools daily. Appropriate behavior by students is essential to maintaining safe transportation. Students are to remain seated, no food or drink, appropriate language or any other incidents that the school or bus driver considers to be dangerous for all. Inappropriate conduct on the school bus may result in a bus conduct referral. Said referral will be reviewed by school administrators for discipline based upon the CCSO Progressive Discipline Plan. Consequences for Code of Conduct violations on the school bus will be addressed by the school principal or designee, following the CCSO Progressive Discipline Plan. These include, but are not limited to, parent contact, student conference, assigned seat, and/or bus suspension/removal. Serious or continuous Code of Conduct violations on the bus may result in bus suspension for the remainder of the year.

Nighthawks must ride the bus to which they are assigned and must use their assigned bus stop. If a student wishes to ride home with another student or utilize another bus, the parent should send a written permission slip, and the student must submit the note to the Attendance Clerk for a temporary pass before 12:00 (noon).

PARENT VISITS

We would LOVE to have parents visit the school. Due to safety reasons, parents will need to sign in through the front office and get a visitor's pass prior to entering any classrooms. Following check-in, an administrative staff member or school representative will remain with the parent or guardian for the visit and escort individuals to and from the classroom. Although drop-ins are welcomed, to ensure that visitation arrangements are in place it is best that parents make an appointment through the front office at least 24 hours in advance for visits. We want all parents to see what class is really like, which means the teacher will not be able to stop the lesson to talk to parents during class. Parent conferences to discuss individual student progress can be scheduled by contacting one of the team teachers by phone/email or any administrative assistant in the front office.

*****Other family members or special guests must have specific permission from the principal to visit a classroom.*

MEALS

*Lunch will be served every school day, except on half-days. Food and drinks are to be consumed in the cafeteria unless specifically arranged by a teacher or the administration. This includes gum, drinks, and other snacks. Breakfast is served as soon as students arrive in the building. Students may **not** have food or drinks outside of the cafeteria after breakfast. Students are not permitted to enter the building with open, outside food items. Students/Parents are not allowed to order and have food delivered to the school.*

TELEPHONE POLICY

There is only one student phone in the building which is located in the main office. Students will only be allowed to use the phone with a pass from their teacher. Teachers will not give a pass unless the call is an emergency. Because there are so many students at school, we will not call students out of class for personal phone calls.

If a student is sick and may need to go home, the student must go to the nurse and call home from the nurse's office.** This helps us make sure that each student gets the care they need until their parents are able to pick them up. **Using a cell phone on campus during the school day is against school policy.

Again:

Northwoods Middle has a no cell phone policy during the day. ANY phone seen out during the school day will be confiscated and a parent/guardian will need to pick the phone up from school.

DRESS CODE

Northwoods Middle School students are expected to dress, be groomed, and otherwise conduct themselves in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance and conduct of students should promote health and safety and contribute to a climate conducive to teaching and learning. School administrators will be responsible for determining violations of this policy.

The administration will make the final judgment on the appropriateness of a student's clothing, appearance, and/or display of symbols, messages, or statements on school grounds and reserves the right to prohibit students from wearing any articles of clothing or other items displaying any symbols, messages, or statements which may lead to or may foreseeably result in the disruption of or interference with the school environment. Therefore, any items deemed distracting, revealing, overly suggestive, or otherwise disruptive will not be permitted. Wearing items that could pose a safety threat to one's self or others is not allowed.

Clothing, articles or other items, which display advertisements for, or messages or pictures depicting or suggesting, alcohol, tobacco, drugs, weapons, or sex are prohibited.

Clothing, articles, or other items, which display symbols, messages, or statements, which would distract others, interfere with the instructional programs, or otherwise cause disruption, are prohibited.

Attire must not be immodest, obscene, profane, lewd, vulgar, or indecent.

Violations of this policy will result in the following:

- In the event the administration determines a student's dress, articles, or display of items is inappropriate for school in accordance with this policy, the administration will require the student to remove the articles or items, turn inappropriate clothing inside out, or change inappropriate clothing and make alternate clothing available for the student to wear.*
- If, upon request, the student refuses to follow the directive of the administration in accordance with this policy, the student will be sent to reconnect and the parent/legal guardian will be contacted.*
- Repeated violations of this policy will be treated as disruptive behavior in violation of the student code of conduct.*

There are two reasons for a dress code at NWMS: safety & self-respect. Uniforms enable faculty and staff to identify trespassers as well as NWMS students who are out of the area. Also, uniforms help create an environment of professionalism and respect. The NWMS administration, faculty, and staff expect students to dress appropriately for school. High expectations of dress contribute to high performance in the classroom. Dress with self-respect.

UNIFORMS

Pants - Khaki, black or navy blue 'chino' pants/shorts/skirts/skorts. Jeans-no holes above the knees. Shorts/skirts/skorts must be finger-tip length.

No sweatpants, leggings or jeggings - see Leggings below.

Tops - 6th grade/ROYAL BLUE shirt or NWMS t-shirt

7th grade/GRAY shirt or NWMS t-shirt

8th grade/BLACK shirt or NWMS t-shirt

UNIFORM AND DRESS CODE CLARIFICATIONS

NWMS ID: *Students are required to wear their NWMS ID as part of their NWMS uniform.*

The ID is to be worn around the neck at all time only. Students will receive one ID at the beginning of the school year. Additional IDs are for purchase through the library for five (5) dollars. ID's are used for special sales.

Sweatshirts/sweaters: *Students must wear a NWMS grade level sweater, or solid color grade level colored sweater/sweatshirt/fleece.*

NO Hoods-are to be worn during the day. *writing or designs are not permitted. One small logo is permitted but must be smaller than an ID badge in size.*

Jackets: *Unless instructed otherwise, heavy jackets/coats/windbreakers are to be kept in homeroom.*

Leggings: *Solid color leggings (white, black, brown) are allowed to be worn underneath skirts, skorts, or shorts.*

Shoes: *Shoes must have a back or ankle strap. Crocs must be in sport mode during the day. Flip flops, slides, backless sandals, bedroom shoes, including slipper boots, are not permitted. Students are not permitted to tuck clothing into shoes or socks.*

Necklaces: No policy on length. However, medallions larger than NWMS ID or distracting in nature are not allowed. Additionally, students are only allowed to wear one (1) necklace in addition to their NWMS ID.

****No jewelry will be permitted that displays profanity, weapons, violence, suggestive phrases, alcohol, tobacco, drug advertisements or other inappropriate phrases or symbols as determined by the administration.****

Backpacks/String Bags Will not be allowed to be carried in between classes. **Only clear or mesh bags allowed.**

Purses: Students may carry (1) one purse no larger than the size of a piece of notebook paper.

OTHER UNIFORM INFORMATION

Students will not be allowed to wear uniform or club shirts that have been altered from their original condition (i.e.... writing/drawing, cut sleeves, large holes or tears)

- Students are not permitted to wear decorative scarves around their neck.
- Bandanas of any type are prohibited.
- Bonnetts or distracting headpieces are prohibited.
- All headbands should be worn for the purpose of retaining hair. Headbands must be no larger than the width of the NWMS ID.
- Sunglasses are not to be worn during school.

Northwoods Sports Shirts - Shirt and tie/professional dress or jerseys may be worn on **Game Days Only**. Northwood sports shirts may only be worn on Fridays.

STUDENT SERVICES

GUIDANCE

To see a counselor, complete the guidance request form located in each teacher's room. A student can also give a note to any teacher. The teacher will give your request to the appropriate counselor. The counselor will set up a time to speak with the student and will send a pass.

We encourage students to see a counselor for...

Family problems
alcohol/drugs

Academic help

Questions about

Decision-making

Friendship Problems

High School Choices

High school choices
loved ones

Divorce worries

Handling the loss of

Career Choices

The Guidance Counselors are as follows:

Ms. Brenda Jenkins (6th grade)

Ms. Ramontria Rivers (7th grade)
(8th grade)

Ms. Callie Purvis

CLINIC SERVICES

Screenings - The nurse will help students stay healthy by checking them each year for the following health-related issues below:

- 6th Grade - Scoliosis
- 7th Grade - Vision
- 8th Grade - Blood Pressure and Scoliosis

Immunization-Section 44-29-180, SC Code of Laws, and SC Regulation 61-8 state "No institution of learning, no school board or principal of a school may enroll or retain a child or person who cannot produce satisfactory evidence of having been vaccinated or immunized so often as directed by the Department of Health and Environmental Control" (SCDHEC).

Current immunization requirements for students enrolling in CCSD 5-K - 12 schools are; Diphtheria, Tetanus and Pertussis, Tdap Booster, Polio, Rubeola, Rubella, Mumps, Hepatitis B, Varicella. For details please contact SCDHEC Immunization Division at 1-800-277-4687 or online at <http://www.scdhec.gov/health/disease/immunization/contacts.htm>.

Medication - Only medicines prescribed by a doctor or OTC are allowed at school and must be kept with the nurse. Under NO circumstances may a student have any type of medication in his/her possession (including book-bags, pocketbooks, pockets, etc) while on school grounds. Students in possession of any kind of medication on campus may be referred for disciplinary actions.

Clinic Visits - Every student must have a pass from a teacher to be admitted to the clinic. The only exception would be an emergency.

Health Problems - Students with specific health problems like diabetes, asthma, or allergies should make sure the nurse knows about their illness. The nurse will create a plan to help them with their needs at school.

Emergency Cards - A parent or guardian must fill out the student's emergency card completely at the beginning of the school year or immediately upon enrollment at NWMS. CCSD policy requires that each student have a completed, updated emergency card on file in the school clinic. It is crucial that your emergency contacts are people who are usually available to pick up your child. Any significant health problems should be noted on the emergency card. The emergency card authorizes the school to obtain emergency medical care in case of a serious accident or injury or medical situation.

LIBRARY

Mission: The Library @ The Nest is the information hub of our learning community. It supports all curriculum areas and encourages students' reading and learning for both information and pleasure. To meet our school's diverse learning needs and to create a culturally open environment, a wide range of information in many formats is available in our library. Being able to efficiently access and effectively make use of information ensures all Nighthawk students can learn and grow @ The Nest.

Facebook @NWMSNighthawk; Twitter @NWMSNighthawks

Replacement IDs:

- o All students are provided with an ID free of charge at the beginning of the year

o Full IDs (good for remainder of year) are \$5

Cut and return bottom

**NORTHWOODS MIDDLE SCHOOL
STUDENT HANDBOOK ACKNOWLEDGMENT FORM**

I have received my child's copy of the 2024-2025 Northwoods Middle School Student Handbook. I know I am responsible for supporting my child and to review all of the policies and procedures contained in this student handbook. I also understand that if my child violates the policies and procedures contained in the handbook that they would receive the appropriate consequences.

Parent/Guardian Signature_____ Date_____

**NORTHWOODS MIDDLE SCHOOL
STUDENT HANDBOOK ACKNOWLEDGMENT FORM**

I have received my copy of the 2024-2025 Northwoods Middle School Student Handbook. I know I am responsible for adhering to all of the policies and procedures contained in this student handbook. I agree to follow all of the policies and procedures contained in the student code of conduct. I also understand that if I violate the policies and procedures contained in the handbook that I will receive the appropriate consequences.

Student Name (PRINT) _____ Grade _____ Homeroom
teacher:_____

Student Signature_____ Date _____