# NORTHBROOK MIDDLE STUDENT HANDBOOK 2026-2027

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**The vision of Northbrook Middle is to be GROUNDED IN EXCELLENCE as we cultivate HIGH PERFORMING students in a NURTURING ENVIRONMENT**

# NORTHBROOK MIDDLE SCHOOL

1221 Northbrook Parkway  Suwanee, Georgia 30024

www.gcpsk12.org/NorthbrookMS

## NORTHBROOK ADMINISTRATION & SUPPORT

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Visit gcpsk12.org/students for a copy of the
GCPS Student and Families Handbook & Student Conduct Code

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# Section 1 - Ready, Set, School: Your Guide to Getting Here and Getting Home

## 1.1 Bell Schedule

| SIXTH GRADE | |
|---|---|
| 8:55 - 9:17 | Homeroom |
| 9:20 - 9:57 | Pride Time |
| 10:00 - 10:57 | Academic 1 |
| 11:00 - 12:22 | Connections |
| 12:25 - 1:57 | Academic 2 and Lunch |
| 2:00 - 2:57 | Academic 3 |
| 3:00 - 4:00 | Academic 4 |

| SEVENTH GRADE | |
|---|---|
| 8:55 - 9:17 | Homeroom |
| 9:20 - 9:57 | Pride Time |
| 10:00 - 10:57 | Academic 1 |
| 11:00 - 12:32 | Academic 2 and Lunch |
| 12:35 - 1:57 | Connections |
| 2:00 - 2:57 | Academic 3 |
| 3:00 - 4:00 | Academic 4 |

| EIGHTH GRADE | |
|---|---|
| 8:55 - 9:17 | Homeroom |
| 9:20 - 9:57 | Pride Time |
| 10:00 - 10:57 | Academic 1 |
| 11:00 - 11:57 | Academic 2 |
| 12:00 - 1:32 | Academic 3 and Lunch |
| 1:35 - 2:32 | Academic 4 |
| 2:35 - 4:00 | Connections |

## 1.2 Arrival and Morning Expectations

**BEFORE SCHOOL PROCEDURES**

- Students may arrive as early as 7:45am. Students who arrive between 7:45-8:55am will go directly to the cafeteria.
- Students who arrive before 8:55 am will have a quiet study hall in the cafeteria. Students are not to go to classrooms other than the cafeteria unless they have a note from the teacher. Students with signed passes will be released to their approved activity.
- Arrival in the morning before 8:55 am is a privilege. Northbrook retains the right to revoke this privilege for any students who are unable to follow school rules during quiet study hall in the mornings.
- Wednesday Help Sessions begin at 8:15 am. Students arriving at 8:15 or after will report directly to their teacher's classroom.
- Students are not allowed to congregate or loiter in any areas inside or outside of the school building before, during, or after school hours.
- Students in transition before or after school without a signed agenda may receive a disciplinary consequence.

**ARRIVAL**

- Students should arrive at school no earlier than 7:45am.
- Pride Time will begin at 9:20am. Anyone arriving later than 9:20am will be marked tardy.
- If a student arrives between 7:45 and 8:55am, they must go directly to the cafeteria for study hall.

## 1.3 Dismissal and After School Expectations

**AFTER SCHOOL PROCEDURES**

- Students will be released for car riders at 4:00 pm. First busload will release at 4:03 pm and second load will proceed thereafter.
- Bus passes are required for students to ride any bus other than their assigned bus. Bus passes may be authorized for emergencies and require a note from a parent. Bus passes must be submitted before 12:00pm to get approval.
- Students attending after school activities will be released after the second busload.
- Car riders must be picked up no later than 4:30pm.

## 1.4 Getting Home: Buses, Car Riders, and Walkers

**BUS RIDERS**

- Students who ride the bus home need to know their bus number. Your bus information is shown in your StudentVUE in the student portal.
- At 4:03 pm each day, students will be dismissed for buses. Bus numbers and the order in which the buses appear are shown on the screen in each classroom. Only those students whose bus numbers are posted should be dismissed from class.
- Bus numbers are posted in yellow in the windows of each bus.

**BUS PASSES**

- For student safety, Northbrook will not allow students to ride a different bus or to get off at a different bus stop. A temporary bus pass may be issued for unexpected family emergencies (i.e. serious illness in the family, accident, death in the family, etc.).
- For a bus pass, go to your grade level office in the morning with a written note or phone call. Bus pass requests made after 12:00pm may not be honored.

**CAR RIDERS**

- Students who are car riders need to know their car rider tag number.
- Car riders should go directly to the car rider pick up line when dismissed at the end of the day. Car riders should not loiter, visit other classes, or socialize at dismissal. Students who are repeatedly late to their cars in the afternoon will be documented. **After 3 late arrivals to the car rider area, students may have to ride the bus home.**
- Car riders must be picked up by 4:30 pm. Students who are picked up after 4:30 pm will need to go to the front office. Late pickups will be documented. **After 3 late pickups, students may have to ride the bus home.**

**WALKERS & BIKE RIDERS**

- Students may walk home in the afternoon. For safety, students need to get a "walker tag" from the Family Center so Northbrook staff can identify which students have permission to walk home.
- Students may not walk home without an approved "walker tag" and parent permission.
- Families assume risk when they agree to allow their children to walk home. Neither GCPS nor Northbrook employ crossing guards to assist students who walk home.

## 1.5 School Safety

**SAFETY IS OUR TOP PRIORITY**

- All exterior doors are locked during the school day. Visitors will use the Visitor Management System to ring the main office to be let in the building. Students may never open an exterior door for anyone at any time.
- If students are aware of a threat to school safety, they must report it immediately to an administrator, counselor, teacher, or staff member. Students and families may report tips anonymously using the GCPS Tip Line:
    - Go to **www.p3campus.com/5105** and complete the tip form.
    - Call 770-822-6513 or Text GCPS to 738477 to help keep our schools safe!

**EVOLV WEAPONS DETECTION**

- At Northbrook Middle, **your safety is our absolute number one priority.** To help keep our campus a secure, welcoming, and focused place to learn, we use the **Evolv Weapons Detection System** at our main entry points. Here is what you need to know about how Evolv keeps us safe without slowing you down.
- What is Evolv? Evolv is a modern, touchless safety system. Evolv is not a metal detector. Instead, Evolv uses advanced sensor technology and artificial intelligence to look specifically for actual security threats, like weapons.
- B.L.U.E. Items - There are four categories of items which cannot go through the Evolv System, referred to as BLUE items. These include:
    - B = Binders
    - L = Laptops/Tablets
    - U = Umbrellas
    - E = Eyeglasses cases
- **How It Works for Students** - Every morning, you will enter through the designated Evolv lanes. Because Evolv ignores everyday school supplies, you don't have to stop or empty your pockets. Simply place your backpack on the conveyer belt and walk through at your normal, everyday pace.

- **Green Light:** As you walk through the two towers, a green light means you are good to go straight to class. No delays, no long lines.
- **Red Light & Alert:** If the system detects something that matches a weapon signature (or a specific heavy item like a Chromebook, which you may be asked to hold out in front of you), the system will beep and show a red light.
- **What happens next?** A school administrator or safety team member will simply ask you to step aside for a quick, respectful check of that specific area so you can be cleared for class. It's OK if Evolv signals an alert. Stay calm and let ou r team make sure everything is safe.

## 1.6 Visitors, Cafeteria, and Outside Food

- **School Visitors:** Northbrook is committed to the safety and security of all students. Everyone shares the responsibility for monitoring school visitors. All visitors must check in at the front lobby reception desk, sign in and be issued a visitor badge. Please direct any person not associated with Northbrook Middle School without a visitor badge to the front lobby reception desk.
- **Lunch Visitors:** Parents and guardians are encouraged to have lunch with their child. We ask that no outside food from third party vendors, including fast food or pizza brought to school. We ask that no cupcakes or other birthday celebration food items be brought to the cafeteria as this causes distractions.
- **Evolv for Visitors:** School safety extends to everyone who sets foot on our campus. All visitors who enter through the main entrance must pass through the Evolv system upon arrival. Just like students, visitors can walk right through without an invasive search, keeping our building safe from the moment anyone steps through the door.
- **Outside Food & Food Delivery Services**: We ask that families not deliver fast food to students during the school day. Families may drop off lunch in a lunchbox or brown bag. Students may not order food to school (Uber Eats, Door Dash, etc.). Delivered food will be thrown away or can be given to a parent who picks up the food from school.
- **Cafeteria Guidelines** - GCPS lunch prices are found here (LINK). Money for lunch or for a la carte items like drinks and snacks may be deposited in student accounts using www.MyPaymentsPlus.com. Students will be allowed to charge their lunch meals when they do not have cash or money on their account. Northbrook's School Nutrition Program manager will do their best to control the total amount of charges incurred by any one student via charge letters, email, or phone calls to parents. Students will not be allowed to purchase extra items, like chips or drinks, if they have a negative balance.

# Section 2 - The PRIDE Guide: Attendance, Behavior, and Excellence

## 2.1 Student Attendance

- Northbrook Middle School will follow guidelines set forth by GCPS attendance protocol (gcpsk12.org/schools/attendance). State law states that students may be excused from school under these circumstances **(written notes are required):**
  - Personal illness or attendance in school that endangers the health of other students.
  - A serious illness or death in a student's immediate family.
  - A court order or order by a governmental agency, including pre-induction physical examinations for service in the armed forces.
  - Observing religious holidays.
  - Conditions rending attendance impossible or hazardous to student health or safety.
  - A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
  - Visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the United States or the National Guard (maximum of five school days per year).
  - Students will be counted present when serving as pages of the Georgia General Assembly.
- Students must be present for the majority of the school day to be counted present. This does not have to be continuous time. To be counted present, students must check in before 12:35pm. Students who check out before 12:35pm will be counted absent. Students who are absent are not permitted to participate in extracurricular activities or athletic events on the day of their absence.
- **Excused Absences:** Absences for one of the reasons above may be excused with a written note, signed by a parent or guardian. Turn in absence notes to the grade level office. Parents may submit absence notes directly using the ParentVUE app.
- **Chronic Absenteeism:** Students who miss 10% of the school year are considered “chronically absent.” Chronic absenteeism occurs when a student misses 18 or more of the 180 days enrolled in a school year, regardless if the absence is excused or unexcused.
- **Truancy**: Students who skip school or who miss school without permission are truant.
- **Make Up Work:** It is the responsibility of the student to check Google Classroom to get missed assignments. Students are responsible for bringing a note to the grade level clerk to verify that an absence is excused, and then to ask teachers for missing assignments.
- Students who do not turn in critical work may be assigned an intervention to support their learning. Interventions include small-group instruction, morning help sessions, After School Support, or Pride Time help session.

## 2.2 Checking In and Checking Out of School

- A student will be released only to a parent, guardian, or other person who is listed on the student emergency list. Other people will be allowed only upon receipt of a signed, dated note from a parent that can be confirmed by telephone.
- Anyone checking a student out of school is required to have a current driver's license or picture ID to show the front office prior to release of the student.
- Students who leave without checking out are considered truant.
- **Checkouts must be completed prior to 3:30 pm** so that bus-loading procedures can be conducted in a safe and orderly manner. No check-outs will be permitted after 3:30 pm or during standardized testing.

## 2.3 Student Behavior Expectations - PRIDE Characteristics & Behavior Matrix

- At Northbrook, we strongly believe that students have the right to a safe and nurturing learning environment. To support our students, Northbrook staff will teach and reteach school-wide expectations, rules, and procedures to our students. Our staff will observe and identify problem behaviors and will provide consistent and fair support to students.
- **PRIDE Characteristics:** Northbrook students are expected to show PRIDE every day. Our staff will emphasize and teach our students the PRIDE framework and expect our students to demonstrate these characteristics daily.

| | | |
|---|---|---|
| **POSITIVITY** | **P** | Think and say positive things to yourself and others.<br>Keep a positive attitude. |
| **RESPECT** | **R** | Treat others the way you want to be treated.<br>Be kind and consider the feelings of others. |
| **INTEGRITY** | **I** | Be honest.<br>Do the right thing, even when no one is looking. |
| **DILIGENCE** | **D** | Put care and effort into your work and don't give up.<br>Speak up when you need help. |
| **EXCELLENCE** | **E** | Be your best.<br>Do your best. |

- Students are expected to show PRIDE at all times, throughout the school day. PRIDE looks unique on the bus, in the hallways, in classrooms. Review this chart to understand what's expected of you.

# Northbrook Middle School Expectations

| | Arrival | Bathrooms | Hallways | Cafeteria | Departure | Buses |
|---|---|---|---|---|---|---|
| **Positivity** | Follow dress code. Keep your hands to yourself. Respect others' space. Use level 1 volume | Use kind words and keep your hands to yourself | Use level 0 volume so hallway noise does not disrupt the learning of others | Use kind words and actions; Keep your hands to yourself; Use level 2 volume | Keep hands to yourself and respect others' space and use level 1 volume | Use kind words and actions; Keep hands and feet to yourself; Use level 1 volume |
| **Respect** | Pick up breakfast, go directly to homeroom, and use level 1 volume | Be mindful of others' privacy and use level 1 volume | Keep your hands to yourself and respect others' space | Leave your table, floor, and seat clean and sanitized | Cell phones remain away for the day until you are outside of school | Keep your hands to yourself and respect others' space |
| **Integrity** | Cell phones are off and put away for the day | Keep the bathrooms clean and respect school property | During class time, have a signed agenda book or hall pass | Walk at all times and sit at your designated table | Dismiss when car riders are called or when your bus number is called | Follow the directions of the bus driver |
| **Diligence** | Go to your locker and get all your needed materials for the day | Get in and get out in a timely manner | Walk directly to class and in a timely manner | Get everything you need before you sit down; Get permission to leave your table | Go directly to your appropriate dismissal location | Board and exit quickly and sit in your assigned seat |
| **Excellence** | Listen to the morning announcements silently | Report any issues (behavioral or maintenance) to an adult immediately | Stay on the black tile and in a single file line | Follow directions from all staff members | If you are staying after school, wait for the final bus load before leaving the classroom | Report inappropriate behavior to the bus driver |

**Volume Levels:** 0 = Silence, 1 = Talking to a Partner, 2 = Talking to a Team, 3 = Presenting to a Class, 4 = Outside Volume

## 2.4 Student Behavior Expectations - The STEP Plan

- **The Northbrook STEP Plan** is the school-wide discipline policy. Teachers are to use the STEP Plan along with his/her own classroom discipline plan:

  **Step 1** Intervention: Parent phone call.
  Consequence: Warning.

  **STEP 2** Intervention: Parent phone call.
  Consequence: Silent lunch / team isolation.

  **STEP 3** Intervention: Parent phone call and student conference with counselor.
  Consequence: Teacher detention.

  **STEP 4** Intervention: Parent phone call and student conference administrator.
  Consequence: Administrative detention.

  **STEP 5** Intervention: Parent phone call.
  Consequence: Administrative referral.

- The STEP Plan begins new each semester.
- Students have four STEPS before being referred to an administrator.
- Some behaviors supersede the step plan and lead to immediate administrative referrals and disciplinary action. There are times when suspension and/or a disciplinary panel could result.

## 2.5 Student Behavior Expectations - GCPS & Northbrook Discipline Guide

**GCPS DISCIPLINARY GUIDELINES**

- The GCPS Student Conduct Behavior Code provides rules for student behavior that help keep everyone safe and allow for teaching and learning. Be sure to review the Behavior Code for the rules and consequences for inappropriate behavior at school.
- The school has jurisdiction over student conduct when students are:
  - on school grounds at any time
  - off the school grounds at a school activity or event
  - in route to and from school (including the bus stop), school activity or event
  - or off school grounds while in attendance at a school function
  - off school grounds when the misconduct is directed at a student or employee, or when off-campus misconduct directly affects the safety and welfare of the school community or the orderly mission of the school.

**TEASING, HARASSMENT, & BULLYING**

- School should be a safe place for everyone. Sometimes it's hard to tell the difference between a joke and a serious problem. At Northbrook, we expect students to be kind to each other. Students are not allowed to tease, harass, or be mean to another student.
- **Teasing**: Teasing can be a friendly joke, or it can be intentionally mean. When it stops being funny, someone gets their feelings hurt, or asks you to stop, you need to stop and apologize. If you are teasing to be cruel or mean, this could be considered harassment.
- **Harassment**: Harassment isn't friendly, funny, or a joke… it's mean. Harassment occurs when someone says something about who you are (like your race, gender, religion, how you look, or a disability). It can happen just once or multiple times. This becomes a rule violation when harassment is repeated after being told to stop.
- **Bullying**: Bullying is different from teasing or harassment. Bullying is 1) any attempt or threat to inflict injury on someone else or any act in which a reasonable person would perceive as being intended to threaten, harass, or intimidate. Bullying interferes with a student's education and is so severe, persistent, or pervasive that it creates an intimidating learning environment.
- **Keep Your Hands to Yourself:** Arguments and disagreements are a normal part of life, and everyone gets angry sometimes. However, how we handle that anger matters.
    - At our school, we have a strict Hands-Off Policy. This means physical contact such as pushing, shoving, play-fighting, posturing, or fighting is never allowed.
    - A lot of physical incidents start with students saying, *"We were just playing!"* But play-fighting looks exactly like real fighting to the adults who keep you safe. It also easily turns into a real fight when someone gets hurt or insulted. To keep everyone safe, physical horseplay is never allowed.

**HOW TO SET BOUNDARIES & ASK FOR HELP**

- **Set Boundaries:** If someone is crossing the line with you, you have the right to stand up for yourself if you feel safe doing so. Try these steps:
    - Use a firm, calm voice: Look the person in the eye and say exactly what you want. For example: "Stop saying that. I don't like it" or "That's not funny" and walk away.
    - Don't debate or argue: You don't need to explain *why* you want them to stop. Just state your boundary and remove yourself from the situation.
    - Walk away: Go toward a group of friends, a classroom, or an adult. Do not stay to see how they react.
- **Ask for Help**: Asking for help is not "snitching" or "tattling." Tattling is trying to get someone *into* trouble; reporting is trying to keep someone *out* of trouble and safe.

- Tell an Adult at School: You can talk to any adult you trust. You don’t have to deal with this alone. Good people to talk to include your homeroom or classroom teacher, your counselor, or your assistant principal.
- Know What to Say: If you aren't sure how to start the conversation, you can use these exact words: *“Someone is treating me in a way that makes me feel unsafe, and I need some help" or "I tried to tell someone to stop, but they aren't listening to me."*
- See Something? Say Something! If you see another student being harassed or bullied, it's OK to act. If it's safe, tell the person to stop. Invite the student being targeted to walk away with you (*"Hey, let's go over here"*). Be sure to tell an adult right away.

- When you report bullying or harassment, the adults at this school will listen to you, take you seriously, and take action to make it stop. Your safety and happiness matter here!

**HOW TO REGULATE YOUR EMOTIONS**

- When you get angry, your brain triggers a "fight, flight, or freeze" response. Your heart rate goes up, your muscles tense, and you might feel like reacting physically. Stop and hit pause. Try these strategies to calm your body down before you speak or act:
  - The 5-Second Breath: Inhale deeply through your nose for 4 seconds, hold it for 1 second, and exhale slowly through your mouth for 5 seconds. This physically forces your nervous system to calm down.
  - Unclench: Notice where you are holding tension. Drop your shoulders, open your fists, and unclench your jaw.
  - Take Space: If you are about to explode, ask your teacher to step into the hallway for a 60-second breather, or ask to visit the counselor's office. Taking space is a sign of strength, not weakness.
- If you have a problem with another student, use your words, not your hands. Follow the C.A.L.M. method:
  - C - Cool down first: Do not try to solve a conflict while you are furious. Wait until your heart rate is back to normal.
  - A - Ask to talk privately: Don't handle disagreements in front of a crowd. Audiences usually make people posture or show off, which makes the problem worse.
  - L - Listen to their side: You don't have to agree but letting the other person speak lowers the tension.
  - M - Move toward a solution: Focus on how to fix the problem moving forward, not just arguing about what happened in the past.
- Getting an Adult Involved Before It Explodes: Seeking help from an adult before a fight happens is the smartest move you can make. It protects your safety, your school record, and your privileges (like sports, clubs, dances, and field trips).

## 2.6 Consequences for Student Misconduct

- **Consequences Of Student Misconduct:** School administrators have broad discretion to determine consequences for student misconduct at the local school level. The range of consequences for misconduct that can be assigned by a local school administrator may include warnings, student conference, parent conference, before or after school detention, in-school suspension, and out-of-school suspension.
- **In-School Suspension (ISS):** Any student who is assigned in-school suspension is expected to complete classroom assignments. Students will perform reflection and restorative activities before returning to class.
- **Out-of-School Suspension (OSS):** Any student who is serving out-of-school suspension is responsible for the work assigned and will be excluded from participation in school-sponsored events on the day of their out-of-school suspension.
- **Discipline Tribunals:** A student could be referred to a Student Disciplinary Tribunal Hearing, which may result in Long-Term Suspension or expulsion. Depending upon the severity of the offense, Safety and Security may be contacted for referral to law enforcement officials.
- **Students With Multiple Disciplinary Referrals:** Students with multiple discipline referrals, and/or a level IV or level V rule violation, may lose school privileges. Students may be excluded from field trips, extra-curricular events, dances, end-of-year activities, athletic events, and other events at the school's discretion.

## 2.7 Anti-Discrimination and Title IX Complaints

- The Gwinnett County Board of Education and Northbrook Middle School are committed to providing an environment free of sexual harassment and all forms of harassment and discrimination on the basis of race, color, religion, sex, age, national origin, or disability.
- If you believe you or your child are being mistreated on the basis of race, color, religion, sex, age, national origin, or disability, please contact a Northbrook Title IX Coordinator:

| | |
|---|---|
| **April Mitchell (Coordinator)** | Phone: 678-407-7135 or Email |
| **Dr. Beverly Johnson (Investigator)** | Phone: 678-407-7147 or Email |

## 2.8 Student Dress Code

- At Northbrook Middle School, we strive for excellence and encourage students to present themselves in a way that promotes excellence. Student clothing should:
  - **Provide appropriate coverage of your body.**
    - Shirts/tops that expose cleavage, midriff, or underwear are inappropriate for school.
    - Shorts, skirts, or pants that expose underwear, buttocks, or upper thigh are inappropriate for school.
    - There should be no rips or holes that reveal inappropriate areas of the body.
  - **Support school safety.** We should always be able to identify students quickly in the event of an emergency.
    - Hats, hoods, sunglasses, or other head coverings are not appropriate for school.
    - Jewelry or accessories that may be used as weapons are not to be worn at school.
    - Proper footwear must be worn at all times. Footwear should include a solid sole to prevent injury. Socks and slippers do not provide adequate protection from injury.
    - The principal may grade exceptions for religious or medical reasons.
  - **Support teaching and learning.**
    - Clothing or accessories that display words or symbols that promote or depict profanity, violence, drugs, alcohol, sex, or illegal activity expressed or implied are inappropriate for school.
    - Any student dress or appearance that is not specifically stated that the faculty or staff deems inappropriate and/or distracting may be prohibited.
- **Procedures for Not Following the School Dress Code:**
  - Dress code violations may result in a phone call to the parent/guardian.
  - Replacement clothing may be provided by the school or parents/guardians may be required to bring appropriate clothing.
  - Repeated dress code violations may result in disciplinary action.

## 2.9 Away for the Day Policy

**AWAY FOR THE DAY POLICY**

- Georgia Distraction-Free Education Act (House Bill 340 / O.C.G.A. § 20-2-324.8)
  - Georgia law prohibits students from accessing personal electronic devices during the entire instructional day. This includes classroom time, lunch, scheduled breaks, transitions between classes, assemblies, and other school-day activities.
  - This law applies to smartphones, smartwatches, tablets, e-readers, smart glasses, headphones, and earbuds
- Northbrook has an "Away for the Day" cell phone and electronic device policy:
  - With the implementation of 1:1 Chromebooks, there is no longer any need for a student to use a cell phone as an instructional device.
  - Upon arrival, students are expected to silence/turn off their phones and store them in their backpacks where they will remain for the duration of the school day.
  - Cell phones and other devices should not be visible or in use during the school day.
  - If a student needs to contact home for any reason, they may do so from any school office phone. Students can get a pass from their teacher to use the office phone.
  - Students assume all responsibility for any personal electronic devices brought to school. If a personal electronic device of any kind is lost, stolen, or damaged, the school is not responsible for restitution nor is the school obligated to investigate.

**AWAY FOR THE DAY PROCEDURE**

- If a student fails to adhere to the "Away for the Day" policy, he/she will be subject to the following consequences:
  - 1st offense - The student receives a warning. The teacher provides a reminder of the "Away for the Day" rule.
  - 2nd offense - The student turns in their device to a secure locker in the grade level office for the remainder of the school day. The school contacts parents.
  - 3rd offense - The student turns in their device to a secure locker in the grade level office each day for one week (5 days). The school contacts parents.
  - 4th offense - The student turns in their device to a secure locker in the grade level office each day for one month. The school contacts parents.
  - 5th offense and beyond - The student turns in their device to a secure locker in the grade level office each day for the remainder of the school year. The school contacts parents.

## 2.10 Appropriate Technology Use

- **Chromebooks:** Students will be assigned a Chromebook computer, power adaptor, and computer bag. Students are expected to bring their Chromebook to school each day. Chromebooks should be fully charged each day. Students are expected to keep their devices in good working order. If a device is damaged, students should place a repair ticket with their homeroom teacher.
- **Appropriate Use of Technology**: When using GCPS technology or network access, students are expected to follow the Student Conduct Behavior Code, including respecting others' privacy. Online student accounts to be used for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider GCPS email, networked applications, or account or technology access private or confidential in any way. Students and families are responsible for loss or damage to Chromebooks and power adaptors.
- **Fees for Lost or Damaged Technology Equipment**: Damage to a student Chromebook or charger will incur the following charges:
    - Lost Chromebook - $200 (No cost with a police report for stolen item)
    - Damaged Chromebook - $25 (the fee is $200 if it is damaged beyond repair)
    - Lost or Damaged Power Adaptor - $25
- **Parent Supervision**: It is the parent's responsibility to monitor the use of the device to ensure the student is following the Student Conduct Behavior Code and to ensure that the device is returned in the condition in which it was received.

## 2.11 Hall Passes

- Our first priority is to keep our students safe. This starts with knowing where our students are at all times. Students are expected to be in class during instructional time.
- Students are not permitted in the halls unless they are accompanied by a teacher or staff member or have a signed hall pass or classroom lanyard.
- In the mornings prior to the start of the school day, students are required to have a pass to be anywhere other than the cafeteria (with the exception of Wednesday Help Days).
- Students who participate in after school clubs, sports, or extracurricular activities are required to remain in the designated room. Students may not wander or loiter in locations other than the room assigned for the after-school activity.
- Students who are repeatedly in locations without a pass may be restricted from arriving at school before the 8:55am bell or from participating in after-school activities.

# Section 3 - Excellence in Action: Grades, Assignments, and Academic Support

## 3.1 Grading

**GRADING**

- The grade is a report of the individual student's progress, as defined by the student's mastery of the AKS. Student academic progress is graded using the following scale:

  **0-69 F  70-79 C  80-89 B  90-100 A**

- Teachers measure levels of student mastery of the AKS by using various learning activities, such as daily class participation, homework, special projects, and/or tests. All aspects of the evaluation of student progress are designed to promote mastery of the AKS.
- The student's academic grade shall not be altered based on the conduct of the student, nor by the effort demonstrated in class.

## 3.2 Progress Reports

- Students and parents can access in-real-time student academic grades, attendance, discipline, and test history online through the GCPS ParentVUE and StudentVUE portals.
- Northbrook teachers will email progress reports every Friday.

## 3.3 Promotion Criteria

- Students will earn promotion to the next grade level based upon proficient performance their academic classes and proficient performance on Georgia Milestone Assessments. For more information on the GCPS Promotion Criteria, use this LINK
- **Sixth Grade Promotion Criteria:** To earn promotion to the 7th grade, students are required to pass five out of six subjects each semester. Language Arts and Mathematics must be two of the five subjects passed.

  Should a student not earn promotion to 7th grade, he or she may have the opportunity to attend summer school to learn the AKS standards not mastered during the school year. Students may attend summer school for no more than two semester-long classes.
- **Seventh Grade Promotion Criteria**: To earn promotion to the 8th grade, students are required to pass five out of six subjects each semester. Language Arts and Mathematics must be two of the five subjects passed.

  Should a student not earn promotion to 8th grade, he or she may have the opportunity to attend summer school to learn the AKS standards not mastered during the school year. Students may attend summer school for no more than two semester-long classes.
- **Eighth Grade Promotion Criteria:** To earn promotion to the 9th grade, students are required to pass five out of six subjects each semester. Language Arts and Mathematics must be two of the five subjects passed.

Should a student not earn promotion to 9th grade, he or she may have the opportunity to attend summer school to learn the AKS standards not mastered during the school year. Students may attend summer school for no more than two semester-long classes.

In Georgia, 8th grade students also are required to achieve a reading status of "Grade Level or Above" on the English Language Arts Georgia Milestones End of Grade (EOG) Assessment and achieve the performance level of "Developing" or higher on the Mathematics Georgia Milestones EOG Assessment. Students who do not meet either of these state promotion requirements may be required to retest after summer school.

Students who do not meet grade level proficiency for the reading status and/or achieve the performance level of Developing or higher on the Mathematics EOG assessment but who have a yearlong average that is passing (70 or higher) in the corresponding course (Language Arts or Math) may be promoted.

## 3.4 Homework, Make-Up Work, Missing Work, & Retests

- **Homework:** The Northbrook faculty believes that homework provides the crucial practice necessary to build skills and deepen understanding. Students may be assigned a reasonable amount of homework and will be expected to complete assignments.
- **Make Up Work:** It is the student's responsibility to make up missed work. Students should check Google Classroom for assignments. Students are permitted two school days to make-up work for every one day of absence. Work assigned before the absence will be due on the day the student returns to school. If a student is absent for five days or longer the teacher will devise a plan that includes a due date for the make-up work.
- **Late Work**: When critical assignments are turned in late, the teacher will notify the student, communicate to the student and parent(s), and assign an intervention. Interventions may include, but are not limited to, time during the student's class period, small-group intervention, Wednesday Pride Time, After School Support, and morning help sessions.
- **Not Turned In Assignments:** If an "NTI" is assigned as a placeholder in the gradebook for missing or late work, teachers are encouraged to set reasonable due dates to collect the assignment or to use scores from summative assessments to replace the "NTI" in a timely manner. "NTIs" should not persist in the gradebook beyond the unit assessment. However, NTIs lead to interventions such as small-group intervention, Wednesday Pride Time, After School Support, and morning help sessions.
- **Retesting**: Students have the opportunity to retest to show mastery. Retests are at the discretion of the teacher given the following guidelines:
  - the test to be retaken is a summative assessment, including unit tests, common assessments, and summative projects. Final exams and interim exams are excluded,
  - students have completed requisite tutorial and/or help session, and
  - required work is complete.

## 3.5 Academic Integrity and Plagiarism

- Northbrook students are expected to demonstrate integrity in their academic work and in their behavior. Cheating and plagiarism are acts of academic dishonesty. A zero in the gradebook and required retake assignment or a discipline consequence may be given for acts of academic dishonesty.
- Northbrook defines cheating and plagiarism as any incident where a student takes credit for work that is not his or her own. Examples include, but are not limited to:
    - Buying or using any sort of paper or project from another person or service and turning it in as the product of your own work;
    - Turning in AI-generated work or someone else's work as your own with or without that person's knowledge;
    - Copying statements or paraphrasing information from a source and using the information without proper use of quotation marks and citations;
    - Cheating by using unauthorized or unapproved information during the administration of an assessment, quiz, or classroom assignment;
    - Cheating by using an electronic device to obtain or share assessment information or student work that is not a product of your own work.

## 3.6 Academic Support: Help Days, Counselors, & the Clinic

- **Help Day:** Every Wednesday (on regular school days) is designated as "help day." Teachers will be available to help students with schoolwork from 8:15 until 8:55am. No meetings, clubs, conferences, or committees will be scheduled on Wednesdays. Everyone (students, parents, and teachers) should be able to depend on this time to be preserved for tutoring, make-up assignments, and reassessments.
- **Assistive Needs:** Gwinnett County Schools wishes to meet the needs of all its students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, contact your assistant principal.
- **School Counseling:** School counselors can assist students in discovering, understanding, and using their full potential. Our counselors are eager to help with educational, vocational, and personal problems. The counselors are available to students, parents, teachers, and administrators to discuss grades, test scores, or other concerns.
- **Clinic:** Northbrook is committed to the health and welfare of all students. The school clinic worker will not furnish a student with **any medicine** unless it was provided to the school by the parent in accordance with our clinic procedures. Each student requiring medication must have their parent or guardian bring the medication to the clinic, along with a note specifying time and dosage. Students should never be in possession of medicine during the school day unless authorized by the clinic worker and their parents.

## 3.7 Get Involved: Clubs, Athletics, and Intramurals

### CLUBS

- Northbrook encourages all students to join a club and participate in an extracurricular activity. Please review the club list on the school website to find detailed club information and specific membership requirements.
- Announcements will be made during school hours and a listing will be published online to announce the unique variety of student clubs offered during the year.
- Students wishing to start a new club should submit their request to the school principal. The principal will work with students to identify faculty sponsors for new clubs.
- Clubs cannot meet without a faculty sponsor officially assigned/present for each meeting. Should a sponsor choose to discontinue serving in that role during the school year, the club must cease all activities until a new faculty sponsor is identified. If a new sponsor is unable to be secured, the club will not be permitted to continue.

### ATHLETICS

- Northbrook has a rich tradition of athletic excellence. Visit our athletics page for details.
- Gwinnett County recognizes the following sports for middle school:

| Fall Sports: | Winter Sports: | Spring Sports: |
|---|---|---|
| ○ Girls Volleyball | ○ Basketball | ○ Soccer |
| ○ Cross Country | ○ Cheerleading | ○ Girls Flag Football |

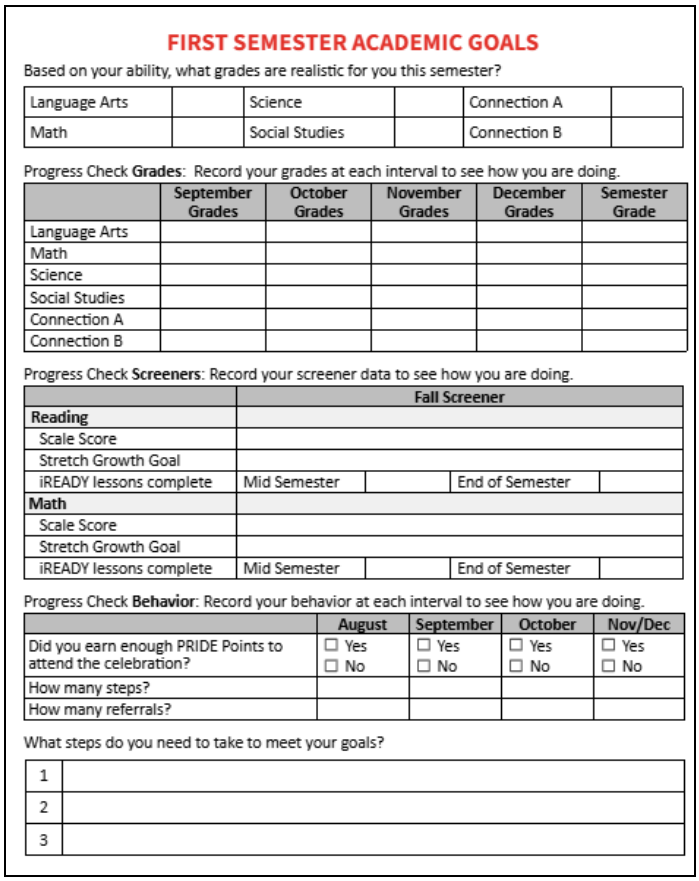
- Students wanting to try out for and participate in sports must meet the GHSA eligibility requirements and should be in good standing with the athletic program including:
  - Meeting all requirements for promotion to the next grade at the time of participation
  - Passing five of six courses the previous semester and throughout the school year
  - Completing required documentation into RankOne, including a medical physical
  - Maintaining positive behavior during school, practice, and competitions
  - Paying all dues in full prior to the first game
- Coaches have the authority to remove any athlete from the team at any time (with administration approval) for academic and/or behavioral concerns.

### INTRAMURALS

- Intramurals are offered for students during the fall and spring and are designed to make sports activities accessible at the local school.
- The program begins at 8:15 am. Specific dates for intramurals will be communicated via the morning announcements.
- The intramural program is free and under the direction of assigned teachers.
- Students must have a signed permission form to participate in this program.

## 3.8 Goal Setting

- The biggest differentiator between a student who feels overwhelmed and one who thrives is **goal setting**.
- Open this Student Goal Setting Worksheet - Student Goal Setting Worksheet
  - Use this activity to set goals and to track your progress each semester for your grades, reading and math skills, and behavior.
  - Share this document with your homeroom teacher and counselor so they can support your goals this year.
  - Review this document throughout the semester to stay on track with your goals.



**FIRST SEMESTER ACADEMIC GOALS**

Based on your ability, what grades are realistic for you this semester?

| | | | | | |
|---|---|---|---|---|---|
| Language Arts | | Science | | Connection A | |
| Math | | Social Studies | | Connection B | |

Progress Check **Grades**: Record your grades at each interval to see how you are doing.

| | September Grades | October Grades | November Grades | December Grades | Semester Grade |
|---|---|---|---|---|---|
| Language Arts | | | | | |
| Math | | | | | |
| Science | | | | | |
| Social Studies | | | | | |
| Connection A | | | | | |
| Connection B | | | | | |

Progress Check **Screeners**: Record your screener data to see how you are doing.

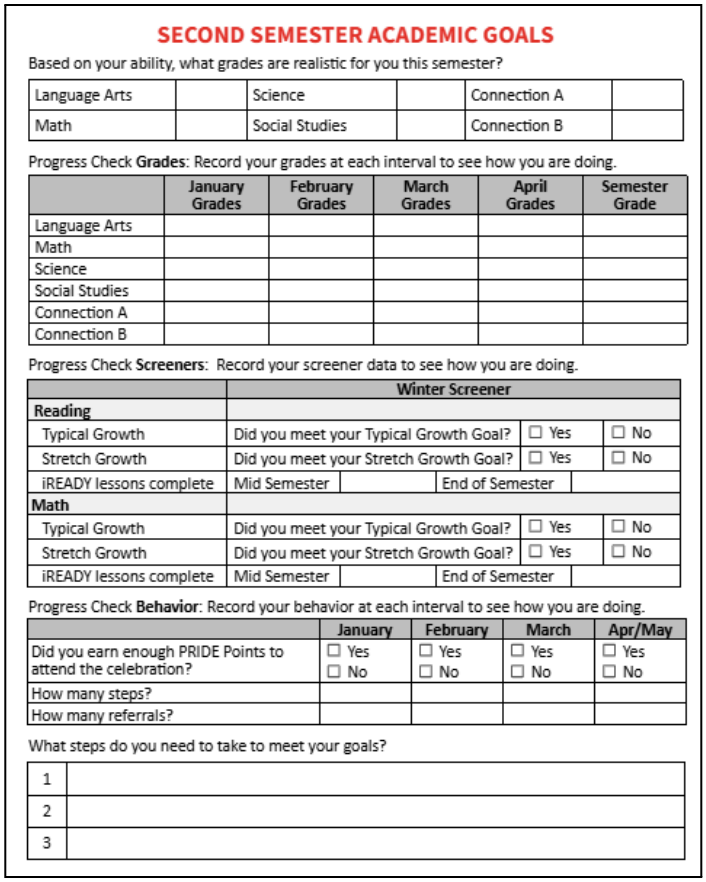
| | Fall Screener | | | |
|---|---|---|---|---|
| **Reading** | | | | |
| Scale Score | | | | |
| Stretch Growth Goal | | | | |
| iREADY lessons complete | Mid Semester | | End of Semester | |
| **Math** | | | | |
| Scale Score | | | | |
| Stretch Growth Goal | | | | |
| iREADY lessons complete | Mid Semester | | End of Semester | |

Progress Check **Behavior**: Record your behavior at each interval to see how you are doing.

| | August | September | October | Nov/Dec |
|---|---|---|---|---|
| Did you earn enough PRIDE Points to attend the celebration? | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No |
| How many steps? | | | | |
| How many referrals? | | | | |

What steps do you need to take to meet your goals?

| | |
|---|---|
| 1 | |
| 2 | |
| 3 | |



**SECOND SEMESTER ACADEMIC GOALS**

Based on your ability, what grades are realistic for you this semester?

| | | | | | |
|---|---|---|---|---|---|
| Language Arts | | Science | | Connection A | |
| Math | | Social Studies | | Connection B | |

Progress Check **Grades**: Record your grades at each interval to see how you are doing.

| | January Grades | February Grades | March Grades | April Grades | Semester Grade |
|---|---|---|---|---|---|
| Language Arts | | | | | |
| Math | | | | | |
| Science | | | | | |
| Social Studies | | | | | |
| Connection A | | | | | |
| Connection B | | | | | |

Progress Check **Screeners**: Record your screener data to see how you are doing.

| | Winter Screener | | | |
|---|---|---|---|---|
| **Reading** | | | | |
| Typical Growth | Did you meet your Typical Growth Goal? | ☐ Yes | ☐ No | |
| Stretch Growth | Did you meet your Stretch Growth Goal? | ☐ Yes | ☐ No | |
| iREADY lessons complete | Mid Semester | | End of Semester | |
| **Math** | | | | |
| Typical Growth | Did you meet your Typical Growth Goal? | ☐ Yes | ☐ No | |
| Stretch Growth | Did you meet your Stretch Growth Goal? | ☐ Yes | ☐ No | |
| iREADY lessons complete | Mid Semester | | End of Semester | |

Progress Check **Behavior**: Record your behavior at each interval to see how you are doing.

| | January | February | March | Apr/May |
|---|---|---|---|---|
| Did you earn enough PRIDE Points to attend the celebration? | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No | ☐ Yes ☐ No |
| How many steps? | | | | |
| How many referrals? | | | | |

What steps do you need to take to meet your goals?

| | |
|---|---|
| 1 | |
| 2 | |
| 3 | |