



**Parent Handbook
Northwood Middle School
2010-2011**

This handbook is provided to help you navigate your way through Northwood. There are many changes and opportunities for your child at Northwood, and your involvement can have a major positive impact. Unfortunately, the two years that students are here can go by so quickly that many parents feel they figure things out too late. Please take the time to read this notebook and keep it handy. Our Council for Learning Improvement felt that it was a priority to create this handbook for you.

Page 2 is a list of the responsibilities that we believe students, parents, and teachers have at Northwood.

Pages 3 - 5 are some common questions and answers about Northwood.

Pages 6 - 20 are your copy of the Northwood Student Handbook, which is part of the agenda that every Northwood student receives. It contains expectations, procedures and lots of other valuable information.

Pages 21 – 24 are a reprint of “*Making the Jump to Middle School*” which is an excellent article that we wanted to share.

Pages 25 - 27 is a reprint of “*Parent Involvement at the Middle School Level*”, which highlights the opportunities and benefits of staying involved with your child during the middle school years.

Page 28 is a map of Northwood.

Page 29 District Calendar

You can access our web page at www.mead354.org/page.cfm?p=101

Who's Responsible?

We believe that students will be the most successful when everyone who has a part in their education takes on his/her responsibility. As a staff, we are committed to keep up our end of this partnership. We believe the role parents have is of equal importance, and together we need to make sure our students develop into responsible and dependable learners.

Teacher Responsibilities:

- Create engaging and appropriate learning activities that challenge each student.
- Provide students with structure and organizational tools.
- Provide students and their parents with clear expectations and grading criteria.
- Communicate with students about upcoming assignments and projects.
- Provide students with regular assessment of their progress.
- Respond to parent contacts in a timely manner.
- Assign projects and related homework in cooperation with other teachers and create the best possible extension of work done in the classroom. Our intention is to challenge students, not drown them.

Parent Responsibilities:

- Make sure your child arrives on time, dressed appropriately and prepared for the day.
- Check your student's agenda each day after school to determine what projects and homework assignments need attention.
- Set aside an hour each day so your student can work quietly and purposefully do homework. If your child has so many activities that there is no time to do this, they have too much going on.
- Monitor the homework time and help in appropriate ways. Encourage your student to do his or her very best. Praise and reward when work is high quality.
- Consider the academic consequences of your student missing school because of late arrivals, vacations, appointments or inappropriate absences. Please do everything in your power to keep these at a minimum.
- If you request assignments for a sick child, pick them up.
- Contact the teacher or coach directly if you have any concerns. Each staff member has a voice mail extension and an e-mail address.
- Contact the Counseling Center at 465-7527 if you would like to schedule a conference with your child's teachers.

Student Responsibilities:

- Arrive at school and at each class on time.
- Bring the necessary materials to each class.
- Know and follow Northwood's behavior expectations.
- Write assignments and projects in your agenda. Take this home each day and show your parents each day what you should be working on for the following day.
- Spend time each day reading, completing assignments and working on assigned projects.
- Know your current progress in each class and communicate with your teacher if you need help or assistance.
- Plan for the following day, the week, the semester.
- Do your best.

Northwood Question and Answers

What are school hours?

The student day begins at 8:15 AM.

Buses arrive at Northwood between 7:50 and 8:00. Students that are not meeting a teacher or coach before school can wait in the commons until the doors to the halls are opened at 7:55. Students that are dropped off by parents should arrive by 8:00. Breakfast is available in the cafeteria.

Students have 30 minutes for lunch

8th grade students eat lunch from 11:05 to 11:35

7th grade students eat lunch from 12:05 to 12:35

School is dismissed at 2:30 PM.

Buses leave Northwood about 2:35. Parents who pick up students need to anticipate a fair amount of congestion and stay out of the “school bus only” lanes.

Sport practices and clubs usually last until 5:00 p.m.

There are activity buses that leave Northwood at 5:15 to take students home. These routes are different than the regular school bus routes.

Office hours are 7:00 AM to 3:30 PM

The school office is open two weeks prior to the first day and two weeks after the last day of school.

How much passing time do students have?

Students are given 5 minute between each class. Students are assigned their own locker. We ask students not to share their locker or locker combination with others.

Where is the school calendar?

We keep our school calendar as updated as possible. You can find it on our website:

www.mead354.org/page.cfm?p=101

What school publications are available?

Our newsletter, *The Husky Voice*, is published approximately quarterly and is only available via email or the Northwood website.

To subscribe to *The Husky Voice* go to the Northwood Website and subscribe.

The student newspaper, *The Green and Blue Review*, is published bi-monthly and can be seen on our website.

How do I check my student’s grades and when are reports cards sent home?

Students receive letter grades. We provide students and parents with report cards 4 times a year. The approximate dates are:

- November 5 (mid-semester progress report)
- January 28 (final first semester grades) – mailed home
- April 15 (mid-semester progress report)
- June 17 (final second semester grades) – mailed home

Grades can be accessed by logging onto the Northwood Website and choosing the Power School link. You will need your student’s sign-on number and password to access the grades. Instruction sheets are available through the counseling center.

When are school pictures taken?

Dorian Studios have been scheduled to take pictures on Wednesday, September 15th. Retakes will be taken on Wednesday, October 27th.

How can I get in touch with Northwood staff?

You can contact the school office at 465-7500 and ask for the voice mail of any staff person. You can also contact teachers or staff by going onto the Northwood Middle School website and contacting them that way.

The attendance line is 465-7580 (absences and homework requests).

The Counseling Center is at 465-7527 (schedule conferences).

What specialized instructional opportunities are available?

Students in need of remedial and special help have the following opportunities:

- Special Education classes for students with established IEPs. If you have any questions about the special education program at Northwood, please call Jim Ahasay, our Education Specialist, at 465-7614.
- Reading Strategies – We offer three sections of this class for students who are reading significantly behind grade level (2 or more years). This class takes the place of the core class a student would take.
- AVID (Advancement by Individual Determination) – is an elective class for students “in the middle”. Students are recommended by their teachers and then apply and interview to be selected for this class.

Besides math, science, language arts, social studies and health/PE, students can take:

- A music class (band, choir or orchestra)
or
- 7th graders take a core class rotation that includes shop, technology applications, art, introduction to foreign language and sign language.
- 8th graders choose from shop, bio med, art, leadership, yearbook, and technology applications.

Students have opportunities in the following advanced classes:

- Honors English at 7th and 8th grade
- Accelerated levels of math.
Placement in these classes is dependent on students meeting the established criteria. Call the Counseling Center for specifics.

What opportunities do parents have to volunteer or get involved at Northwood?

There are many opportunities to become involved at Northwood. One of our primary goals is to maximize parent and community volunteers. Listed below are several volunteer opportunities:

- Dawg Squad – These parents and community members help supervise our halls before school and during lunch. Dawg Squad volunteers hang out with students and provide additional adult presence throughout our building. Dawg Squad volunteers come as often or as little as their schedule allows. An orientation (including completing the Washington State Patrol background check), a “dawg tag” and a sense of adventure are the requirements.
- Husky Fund Run – This hardy group of volunteers works for about two weeks in September during our ASB fund raiser – The Husky Fund Run. These volunteers count money, complete tons of record keeping, and have a lot of fun while providing a much-needed resource to our students.
- Council For Learning Improvement – Our CLI provides direction for school improvement and is made up of staff, parents, and students. The CLI meets six times annually, and we need new parent representatives each year. If you are interested in this opportunity, please contact the school at 465-7500
- Classroom-help opportunities include:
 - Provide one-on-one reading/math help
 - Help with field trips and special events
 - Provide expert resource information (job, skill, hobby)
You may contact the specific teacher by email to help in the classroom

What additional opportunities and activities are available for students?

Northwood students have many opportunities to become involved in extra-curricular activities:

- Sports
 - Softball for 8th grade girls
 - Football for 8th grade boys
 - Cross Country for 7th and 8th grade boys and girls
 - Volleyball for 7th and 8th grade girls
 - Basketball for 7th and 8th grade boys and girls
 - Wrestling for 7th and 8th grade boys
 - Track for 7th and 8th grade boys and girls
 - Baseball for 8th grade boys
- Clubs
 - Specific Clubs are established at the beginning of each school year. Meeting times will be announced in the daily bulletins and on the Northwood website.
- ASB
 - The Associated Student Body consists of student representatives and officers elected by the student body. The ASB supports activities that encourage school spirit and participation in school activities.

What about recognition programs?

Programs designed to recognize and encourage outstanding student achievement in academics and citizenship includes:

- Student of the Month
 - The staff selects six students each month as outstanding role models. These students are honored at a special evening program in June.
- Kids of Character
 - Each academic team selects students that demonstrate the traits from Character Counts (trustworthiness, respect, responsibility, citizenship, caring and fairness). These students are recognized at the Celebration of Learning, and their names are engraved on a plaque that is permanently hung in the Commons.
- Letters and Pins
 - Students earn school letters and pins for being on the honor role (3.6 or higher) or for meeting the requirements in athletics, clubs, and music.
- Jr. National Honor Society
 - 8th graders that have maintained a 3.6 or better grade average during their time at Northwood are recognized at a ceremony in April.
- Athletic Hall of Fame
 - Each athletic team selects a Most Improved, Most Inspirational, Sportsmanship, Most Valuable and Team Captain whose names are displayed in the gym hall.
- Dawg Bones
 - Volunteers on the Dawg Squad occasionally hand out “Dawg Bones” to students doing positive things at Northwood. These Dawg Bones are placed in a bag, and each Friday a student is recognized if his or her name is drawn.

What about rules and dress codes?

The following 15 pages are from the Northwood Student Handbook. Please take the time to become familiar with this information and discuss it with your student. Thanks for being involved.

ATTENDANCE

A well-planned class provides a learning opportunity for students every day. If a student is absent, he or she loses educational benefits. Many times it is impossible to make up the missed experience of the group involvement that comes from a regular classroom activity or conversation. It is the mission of the Mead School District to instill values of responsibility and daily attendance; therefore, it is expected that students will attend classes every period, every school day, on time. Attendance is taken very seriously. Roll is taken, absences are recorded, and parents are contacted regarding those absences.

CLOSED CAMPUS

Northwood Middle School is a closed campus. Once students arrive at school, they are not allowed to leave unless cleared by the office.

ABSENCE PROCEDURES

It is the responsibility of the parent/legal guardian and the absent student to verify the absence. One of the two following options must happen:

- Phone Call: The parent/legal guardian must call the office the day before or the day of the absence **465-7580 (24-hour absence line/homework request)**
- Note: Upon return to school, prior to attending first period, the student must submit a note to the Attendance Office from the parent/legal guardian verifying the absence (including date, reason for absence and parent signature). A letter from a doctor must document extended medical absences.

LATE ARRIVAL

Any student arriving at school after the beginning of the school day must clear himself/herself through the attendance office. It is the responsibility of the parent/legal guardian and the late student to verify the late arrival through one of the methods described above (a phone call or a note), or the parent can sign the student in at the attendance office. The late student cannot be admitted to class without a late pass.

TARDY POLICY

It is expected that students will be in class on time. A student will be marked tardy when he/she is not in the classroom on time.

LEAVING SCHOOL DURING THE SCHOOL DAY

If a student has to leave school prior to the end of the day, he/she must check out at the attendance office and get an early dismissal pass. The student must bring a written request, which must be signed by the parent/legal guardian, stating the reason for the dismissal. A parent can also fax a written request (465-7520) or sign the student out at the attendance office.

ABSENCES AND CO-CURRICULAR ACTIVITIES

Students who are absent from any of their scheduled classes on the day of a co-curricular event or practice shall not be allowed to participate in that co-curricular activity. Exceptions shall be made for verified doctor or dental appointments and for other absences where prior approval is obtained through an administrator.

VACATION OR PRIOR-ARRANGED ABSENCES

Northwood Middle School strongly discourages students taking extended vacations during the school year or leaving school prior to the normal closing date. Students missing classes lose essential instruction and place increased demands on the classroom system. During planning for an extended absence, parents and students should understand that teachers couldn't possibly pre-teach lessons, nor provide all the make-up assignments to cover the material that will be missed. Since a student needs to attend the full semester to earn full credit, it is reasonable to expect that extended absences could result in a lower grade. However,

occasions do arise when extended absences are necessary. When this is the case, the school will make every reasonable attempt, at the discretion of the teacher, to reduce damage done to the student's educational program.

In order that students and parents may not be misled and suffer possible disappointments, it must clearly be understood that:

- A letter of request outlining reasons for the absence, expected duration, and departure date must be submitted to the attendance office five (5) days prior to the departure date.
- A Prior Arrangement Form will be issued from the attendance office to be presented by the student to his/her teachers.
- Teachers will complete the form, which includes space to describe possible consequences that could result from an extended absence and suggestions that would help minimize any harm done to the student's final grade. An indication of willingness on the part of the teacher to assist the student is not to be construed as a promise that the student will receive full credit. The responsibility for completion of all make-up is the responsibility of the student.
- A student must honor any arrangement made between that student and the teacher concerning assignments needing to be submitted prior to the student's departure date. Should the student fail to submit the designated assignment by the deadline, appropriate consequences will be at the teacher's discretion.
- Final clearance must be completed in the attendance office exchanging the original form for a duplicate copy.

The above procedures must be followed. Any other make-up assistance will be at the discretion of the teacher.

HOMEWORK AND MAKE UP TIME

It is the parent's/student's responsibility to check with the teacher to complete required make-up work within the allowed make-up period following the student's return to school.

Homework can be requested after the second consecutive day of absence by leaving a request on the attendance line (voice mail phone # 465-7580). The request must be made by no later than 9:00 AM, and homework can be picked up at the office after 3:00 PM that same day. Parents should try to anticipate how long a student will be absent so homework can be compiled efficiently.

The absent student has one day for each missed day plus one extra day to complete the missed work. For example: a student is absent for five days and has six days school days to make up all work. This does not apply to pre-arranged projects or pre-arranged test dates. These are to be completed the first day of the student's return. The administrators, working in conjunction with the counseling center and the teachers involved, will handle students who find themselves in unusual situations (extensive illness or hardships) on an individual basis.

MAKE UP OF PHYSICAL EDUCATION CLASS TIME

Physical education is an activity-based class, and participation and attendance are necessary for success in this class. Whenever a student is absent from class, it is the responsibility of the student to check with the instructor for any information that he/she will need to know or make-up. With each absence, a student may choose to do one of the following activities for each day missed to receive full credit:

- write a two page, single-spaced report at home on a sports/fitness activity
- perform a minimum 45 minute sports/fitness activity – a parent signature is required on the "pink sheet" that the teacher can provide
- due to an illness/injury substantiated by a doctor's note, the student will write a one-paged report on any sports/fitness activity while in the library. The report must be neat and well-written and must be turned in at the end of class
- after three consecutive days of absent class time, a doctor's note will be necessary to excuse the student

UNEXCUSED ABSENCE/TRUANCY

As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the natural consequences of his/her truancy. A truant student's grade shall be affected if a graded activity or assignment occurs during the period of time that the student is truant.

A student is truant if he/she is unexcused any period in a day and:

- fails to have parent/legal guardian call prior to or on the day of the absence or fails to submit any type of excuse statement signed by the parent/legal guardian immediately upon return to school
- is absent without the knowledge and consent of a parent
- falsifies parental notification.
- The school shall notify a student's parent/legal guardian by telephone whenever a student is absent. If an absence remains unexcused by the parent, it is considered truancy and will be recorded as such.

Northwood Middle School adheres to the compulsory attendance law process (Becca Bill), State of Washington, and does file petitions with the juvenile court systems when excessive absence conditions have been met. The court can and will compel class attendance per this compulsory attendance law.

EXCESSIVE ABSENCES

All excessive excused absences can be questioned by school administration and will be handled at its discretion. This is in accordance with the School District policy supported by State Law. Extended medical absences (10 days or more) must be documented by a doctor's note.

If your student continues to accrue unexcused absences where one of the following applies:

- five (5) unexcused absences within a 30-day period during the school year
- ten (10) unexcused absences at any time during the school year

the school is mandated to file a petition with juvenile court alleging a violation of RCW.28A.225 by the parent, by the child, or by the parent and the child. If the court determines there is not just cause for the unexcused absences, one or more of the following consequences may be invoked:

- a court order compelling school attendance every period, every day, on time
- alternatives such as community service hours
- an order that the student be punished by juvenile detention and parents can be fined a maximum of \$25 per unexcused absence.

CLASSROOM VISITORS

Parents are welcome to visit classrooms but must have contacted the teacher prior to visiting to make an appointment. All visitors are required to sign in at the office and secure a visitor's pass.

Students must secure a Student Guest Pass Request and return it to the office at least 24 hours prior to bringing a student guest to school (teachers approval in each class is needed for student guests). Visitors are not allowed on exam days, when other schools are dismissed for holidays, or while incurring an unexcused absence at another school. Prior arrangements must be made. Don't embarrass your guest or yourself by bringing someone unannounced. Student visitors must register at the office and secure a pass. The student guest must accompany the host student throughout the day. Present the pass to each teacher at the beginning of the period.

STUDENT-LED CONFERENCES

As the name "Student-Led Conference" indicates, students will be responsible to lead these conferences and in doing so will share their accomplishments, interests, challenges, and future goals.

Your student will be prepared for this event during the Advisory sessions throughout the school year. The Advisor will be at the conference to support the student as well. In Advisory, students spend time learning and reflecting on their school work, their interests and goals both in and out of school, and their role as a citizen at school and in the community. The Advisory program continues throughout high school and supports students in developing and preparing for their future goals and culminates with the graduation requirements of the Senior Presentation.

There are several goals of student-led conferences:

- For Students to share their interests, goals and ideas regarding future plans
- For students to share samples of their work from a variety of classes and subject areas
- For students and parents to review registration plans for the following year
- For students to share reflections regarding their progress, accomplishments, and challenges this year
- To increase parent involvement in our school community and their child's education
- To increase student ownership of their educational experiences and accomplishments

Please note that the goals of this conference are different than a "traditional" parent-teacher conference. While specific subject area teachers will not be available, students will be sharing progress in current classes. As always, parents are welcome and encouraged to contact classroom teachers directly with any questions.

LEARNING IMPROVEMENT DAYS

A Learning Improvement Day (LID) is a non-student day. LID days provide opportunities to staff for program and professional development designed to improve student learning and achievement.

STUDENT FEES

A student body fee is charged to participate in all ASB school clubs, activities, band, choir, orchestra and sports. This fee is due before students turn out for the activity. There is a fee for 7th graders taking core electives and a fee per semester for 8th graders taking art, shop or home economics. These fees are to be determined at the beginning of each school year.

YEARBOOKS

Students with ASB cards may purchase a yearbook for \$16 until December 17th. Yearbooks are \$18 for students without an ASB card and all students purchasing them after December 17th. Yearbooks are delivered and distributed the last week of school. Yearbook prices are subject to change from year to year.

FOOD SERVICE

Each lunch period is 30 minutes long. Students may bring their own lunch from home or purchase a hot lunch or sack lunch in the cafeteria. Milk may be purchased in the cafeteria. Check or Cash will be accepted in Business office only to be applied to lunch accounts. Payments can be made online thru Rev Track on the Mead School District website. Debit or Credit cards are accepted on line only.

LOCKERS

Each student will be assigned his/her own individual locker. Lockers must not be shared with a friend. Do not give your locker combination to anyone. Students are responsible for keeping lockers neat and orderly.

The school district retains the right to inspect student lockers at any time. The school district assumes no responsibility for items of value that are stored in student lockers.

- Use only the locker assigned to you and keep it locked at all times.
- All personal items and books when not in use are to be kept in lockers.
- Do not tamper with anyone else's locker.
- Report jammed or broken lockers to the main office immediately.
- Locker exchanges with other students may not be made.
- All backpacks must be left in lockers. They will not be allowed in class.
- Students prying lockers open will be fined \$10. Use your combination!

COUNSELING SERVICES

Counseling services are available to every student at Northwood Middle School. Parent conferences may be scheduled through the Counseling Center secretary (465-7527) at any time. Counselors can help with scheduling issues, personal concerns and other support for students.

HEALTH ROOM SERVICES

The health room is reserved for students who are too ill to remain in class and are waiting for a ride home. The school nurse is available one day per week. Office personnel will handle emergencies when the nurse is not present. We require that a current emergency form be on file in the office for every student. Please return the form to the office in a timely manner.

ACTIVITY POLICY

Northwood activities may be attended by Northwood students only. Students must leave the campus at the end of the school day (2:30 PM) and then return. All students in attendance at these activities must stay in the activity area. Spectators are not to be in the halls or in other unauthorized areas. Restrooms are available in the gym area.

Attendance at Northwood activities is a privilege – not a right. This privilege may be revoked by the Northwood administration at any time.

ATHLETICS AND AFTER-SCHOOL ACTIVITIES

There are many after-school and enrichment activities offered to Northwood students in 7th and 8th grades. All students involved in athletics and after-school clubs must purchase an ASB card.

*In order for a student to participate in any athletic practice or event, he/she must have signed the Athletic Code of Conduct, purchased school insurance or signed an insurance waiver indicating that the student has private insurance, paid the ASB fee and had a physical exam which are now good for 2 years and/or the student goes to the high school (forms are available on the school website). Please see the Athletic Handbook for specific details regarding programs and eligibility requirements.

BUS INFORMATION (465-6107)

Students riding school buses will arrive at school from 7:45 to 8:00 AM. At the end of the school day, students will board the buses at 2:30 PM. If students are to ride a bus other than their regular route, a note signed by the parent/legal guardian must be sent to school with the student. Phone calls will not be

accepted. A parent may FAX a written request at 465-7520 or email a staff member in the office. Permission to ride another bus is contingent upon space available.

EMERGENCY PROCEDURES

Sometimes during the winter months, there are occasions when it is necessary to delay the start of the school day, send students home early or cancel school for the day. Please listen to your radio or television stations beginning at 6:00 AM on the days when the weather is inclement. Do not drop your student(s) off at school until you are certain that school will be in session.

FIRE AND OTHER EMERGENCY DRILLS

We are required by law to have at least eight fire drills during the school year as an important safety precaution. We also practice a lock-down drill. The teachers will instruct the students on these procedures.

LIBRARY PROCEDURES

No food, candy or drinks are allowed in the library. We ask those who use the library to be respectful of those around them. We like to be available as a “quiet space.” When we have more than one class, students are to stay in their assigned areas after finding the materials they need to work with. There should be no mingling between classes. We request and expect that students leave the library in the manner in which they found it – clean! Two chairs to a table, litter off the floor, encyclopedias and library materials returned to their proper places. Teachers should allow students sufficient time to accomplish this task. We expect all students to use appropriate language and manners in the library. The key word is respect – respect for you, library resources and us.

DRESS AND PERSONAL APPEARANCE

There is no formal dress code. However, there are some simple guidelines. Any type of clothing that is deemed disruptive to the educational process or that constitutes a threat to health and safety is prohibited. We ask that parents monitor what their student wears to school and help them choose wisely. If clothing is in question, your son or daughter may be calling you to bring them something more appropriate. Five general examples of unacceptable dress are as follows:

- Inappropriate “messages” on clothing: This includes references to drugs, alcohol or tobacco, vulgar or offensive words and messages that are purposely suggestive are not allowed.
- Shorts or dresses that are too short: We do not want to see the rear ends of any of our students, even when they bend over or sit down.
- Shirts on both boys and girls that don’t quite cover enough: Our expectation is that shirts completely cover the belly. Straps must be at least an inch and a half wide (1 ½”). Please make sure that bra straps don’t show and cleavages are covered.
- Sagging pants: This is a problem with some boys who wear their pants “sagging” several inches below their underwear. We will not accept sagging pants. Our rule is that pants cover the underwear and are pulled up to an acceptable “hip high” level. Wallet chains are not allowed.
- Footwear: Footwear is required at all times.
- No hats, hoods or bandanas

BICYCLES/SKATEBOARDS

Upon arrival at school, bicycles are to be parked and locked in designated areas and are not to be used until the end of the day. Skateboards may not be ridden on school property.

VALUABLES

Students are encouraged to leave all electronic devices (I-Pods, Walkmans, Cellular Phones, etc.) as well as large amounts of money at home. The school will not be responsible for their loss or theft. Students that choose to bring these items to school are not to have them visible during school hours.

ITEMS TO SELL

Selling items at school is not allowed. Whether these things are candy, tickets or personal belongings, such sales cannot occur. Sales of any kind must be authorized by ASB.

RESTRICTED AREAS

The southwest field is restricted. Halls are closed during lunches. The area behind all storage sheds is restricted. All parking lots are restricted. Students found in a restricted area will be subject to discipline.

NETWORK ACCEPTABLE USE GUIDELINES

Use of the district's electronic communications system and Internet by students and staff of Mead School District shall be in support of education, the mission of the district or school-related business and operations. Network use is limited to those students and staff that has returned signed network contracts. Use will be in accordance with the Mead School District's Policy and Procedure 4900 on Electronic Communication Systems and Internet.

- Protect your password information. Do not let other students know or use your password.
- Respect the privacy of other users. Do not use passwords other than your own.
- Be courteous and ethical. Do not produce, send, save or publish information or communication, which is profane, obscene, pornographic, hateful, harassing, discriminatory or demonstrate other antisocial behaviors.
- Maintain the integrity of files and data. Do not access, change or copy files/data of other users without their consent.
- Do not destroy, modify or abuse hardware and software in any way. Unauthorized access or "hacking" into the network system and its information systems is prohibited.
- Use the network in a way that does not disrupt its use by others. Certain uses or applications may be banned because they consume too many network resources at the expense of other users. Some examples are on-line gaming, chain letters, broadcast messages and files download/sharing programs (such as Napster, Gnutella, and Morpheus).
- Students should never provide personal information such as full names, addresses and telephone numbers without getting permission from their teacher and parents.

- Students should never provide personal information such as full names, addresses and telephone numbers without getting permission from their teacher and parents.
- Students should never make appointments to meet other people in person without getting permission from their teacher and parents.
- Students should notify their teacher if they see information or communication that is profane, obscene, pornographic, hateful, harassing, and discriminatory or makes them feel uncomfortable.
- Do not use the network for commercial purposes.
- Treat information created by others as the private property of the creator. Respect copyrights and give credit appropriately.

The district reserves the right to take disciplinary action or legal action for any illegal, unacceptable or unethical use of the network system. Violations can be cause for suspension of access to school computers, removal of network access privileges, other school disciplinary actions and/or appropriate legal actions.

STUDENT EXPECTATIONS DISCIPLINE, SUSPENSION AND EXPULSION

Quality learning and teaching can take place in a school setting where good order is maintained. Students are reminded that they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well. Students are responsible for their actions. They are held accountable for all rules and responsibilities listed in the Northwood Middle School Student Handbook and the Mead School District Board of Directors policies concerning student conduct. Students are accountable for other rules set forth by the Northwood Middle School administration and staff. Students not adhering to the rules and policies will be subject to discipline, suspension and/or expulsion.

Student discipline policy remains in effect while students are enroute to and from school and at bus stops as well as during the school day. The discipline policy is in effect for all school-sponsored activities, whether at home or away. Students are counseled and encouraged by administrators, counselors and staff throughout all phases of our discipline code to make good choices.

NORTHWOOD STUDENT ACCOUNTABILITY PLAN

Our goal is for every student at Northwood to experience success by earning good grades, being involved in positive activities and learning to contribute to the overall good of the school. Our accountability plan provides a clear and consistent process to deal with inappropriate behavior. Listed below are categories for unacceptable behaviors at Northwood. Some violations are more serious than others, with the most serious assigned ten (10) demerits and the least designed as one (1) demerit infractions. Student behavior that violates these expectations is dealt with and documented consistently throughout the year. Parents will be informed of any behavior violations.

Each quarter, there will be a special activity such as a dance or the eighth grade trip to Silverwood at the end of the year. If a student's behavior results in him/her receiving six (6) or more demerits in that quarter, he/she will lose the privilege of participating in that event. Demerits that affect participation in special events start over each quarter.

The accumulation of demerit points may also trigger a parent, student and school staff conference with the outcome of creating a behavioral contract for the student. These are mandatory for students who receive:

- 20 or more demerits accumulated over the school year;
- 7 repeated minor violations in the same category; or
- 12 total violations of any kind.

LEVELS OF BEHAVIOR VIOLATIONS

10 Demerit Infractions:

- Exceptional Misconduct
- Use/Possession of Illegal Drugs and Alcohol
- Use/Possession of Tobacco
- Assault, Fighting or Threat of Violence
- Lewd Conduct (including, but not limited to, depantsing and/or inappropriate exposure)
- Harassment (critical incident or repeated behavior)
- Direct Defiance/Disrespect to School Personnel (serious incident)
- False Fire Alarm/False 911 Call

5 Demerit Infractions:

- Leave School Grounds Without Permission
- Theft or Property Damage (less than felony level)
- Continued Harassment
- Dangerous Behavior (possession or use of items that could endanger others)

3 Demerit Infractions

- Harassment
- Theft or Property Damage (minor incident)
- Possession of Lost or Stolen Property
- Forgery/Cheating
- Out of Class Without Permission (misuse of pass/more than 5 minutes late)
- Projectiles (snowballs, food, spit wads)
- Misuse of Computers

1 Demerit Infractions

- Headphones, Electronics Visible at School
- Profanity
- Unauthorized Selling at School
- Not Bringing Necessary Materials to Class
- Spectator Problems
- Inappropriate Dress
- Hall Misbehavior (running/horseplay/disruption)
- Late to Class
- Disrespect for Others or Their Property
- Failure to Return Parent Notification Form Within Two Days
- Bus Citations
- Failure to Cooperate/Inappropriate Arguing or Unacceptable Behavior Dealing With Staff
- Red Cards (inappropriate classroom behavior)
- In a Restricted Area Without Permission
- Inappropriate Display of Affection

BEHAVIOR VIOLATIONS AND CONSEQUENCES

Exceptional Misconduct

1st offense per year

10 demerits

Immediate consequence up to expulsion

Any act which causes a serious threat to the health, safety or welfare of the students or staff or causes a serious disruption to the educational process on school property or at any school-sponsored activities will be considered "exceptional misconduct" and may be cause for immediate imposition of long-term suspension or expulsion and prosecution through the juvenile justice system. These acts may include, but are not limited to:

- Possession and/or use of firearms, explosives, dangerous or illegal weapons such as, but not limited to, knives, martial arts weapons, tear gas or mace, pellet/BB guns, etc.
- Assault of staff or students in the form of violence, physical threats, verbal abuse or intimidation with any item used as a dangerous weapon
- Arson
- Theft or damage of property of value in excess of \$250 (a felony).
- Sale, use, or possession, or being under the influence of drugs, alcohol, or other controlled substances
- Any other criminal behavior

Use/Possession of Illicit Drugs and Alcohol
1st offense per year

10 demerits
Possible emergency expulsion and recommended completion of Mead Transition Program or long term suspension up to 12 weeks.

Use/Possession of Illicit Drugs and Alcohol Prohibited

The Mead School District believes that use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. All students in the district are held to the same standards and expectations. Compliance with these is mandatory. Students unlawfully possessing, using or distributing illicit drugs and alcohol on school premises or as a part of any school activity will be subject to *immediate* disciplinary action of expulsion or suspension. A drug/alcohol assessment may be required prior to being readmitted. Students dealing with problems related to illicit drugs or alcohol can seek help and information is available from a school counselor or social worker.

Alcohol – Illegal Drugs

The use, sale, purchase of, possession of, or being under the influence of drugs, alcohol or other controlled substances (or other criminal behavior related to illegal drugs or alcohol) during school hours, on school property or while attending any Mead School District-sponsored activity K-12 will result in a recommended long-term suspension or expulsion. Any material possessed, sold or offered for sale as an illegal drug is treated by law enforcement agencies and the school district as an illegal drug. Discipline, suspension or expulsion will occur.

Prescription and/or Over-the-Counter Drugs

Any medication out of its original, properly labeled container is illegal and will be treated as such. Examples include: NoDoz, aspirin, etc. Any medication prescribed or over the counter, taken in quantities larger than prescribed or with the intent of altering a person’s mood or behavior may be dealt with under the Alcohol/Drug policy of Northwood Middle School. Any student who needs to take prescriptions or over-the-counter drugs while at school must have a completed Mead School District Medication Request form on file in the school office. Students who share their medication with other students may be subject to the Northwood School Discipline Policy.

Use/Possession of Tobacco
1st offense per year

10 demerits
Short- term suspension for a minimum of one (1) full day and parent conference prior to being readmitted. A chemical dependency

	assessment and/or a counseling session regarding substance abuse may be required.
2 nd offense per year	Short-term suspension for a minimum of two (2) full days
3 rd offense per year	Short-term suspension for a minimum of three (3) full days
4 th offense per year	Possible immediate emergency expulsion and recommended long-term suspension

The following agencies are available in our community:

Community Mental Health Center – 838-4651	The Native Project – 325-5502
TASC/SAMM – 327-3443	Daybreak – 927-1688
Colonial Clinic – 327-9831	SECUS – 456-8199
Deaconess Chemical Dependency Unit – 473-7000	

<u>Assault, Fighting or Threat of Violence</u>	10 demerits
1 st offense per year	Short-term suspension for a minimum of two (2) full days and parent conference prior to being readmitted
2 nd offense per year	Immediate emergency expulsion for a minimum of ten (10) full days and parent conference prior to being readmitted
3 rd offense per year	Immediate emergency expulsion and recommended long-term suspension

<u>Lewd Conduct</u> (including, but not limited to, departing and/or inappropriate exposure)	10 demerits
1 st offense per year	Short-term suspension for a minimum of one (1) full day and recommended parent conference prior to being readmitted
2 nd offense per year	Immediate emergency expulsion for a minimum of two (2) full days and parent conference prior to being readmitted
3 rd offense per year	Immediate emergency expulsion and recommended long-term suspension

<u>Harassment</u>	3 to 10 demerits
Any serious harassment incident could result in an immediate emergency expulsion. Less serious offenses will be dealt with as follows:	
1 st offense per year	Parent contact and letter of apology
2 nd offense per year	Two (2) day suspension from school
3 rd offense per year	Possible immediate emergency expulsion for a minimum of five (5) full days
4 th offense per year	Possible immediate emergency expulsion and recommended long-term suspension

Students have a basic right to a safe and calm learning environment in their school. Therefore, harassment is treated as a serious behavior that Northwood Middle School will neither ignore nor tolerate.

Harassment is saying or doing something that causes someone to feel unsafe or very uncomfortable. However, not all unwanted or disruptive behaviors are harassment.

- Harassment is generally unprovoked (the victim did nothing to cause it).
- Harassment is generally a deliberate behavior (it was done “on purpose”).
- Harassment is generally a pattern of repeated, persistent actions directed toward another (not just one incident).
- Harassing is treated seriously even if the intended victim says that “it” did not bother him/her.

There are certain types of harassment that are considered to be major offenses even if they happen just one time. These include words or actions that make reference to another person’s race, religion, color, gender, national origin and/or disability. Also included are sexually harassing behaviors.

Sexual harassment behaviors include, but are not limited to:

- Negative or offensive comments, jokes or suggestions about another student’s gender or sexuality;
- Obscene or lewd sexual comments, jokes, suggestions or innuendoes;
- Slang, names or labels that others find offensive;
- Talking about or calling attention to another student’s body or sexual characteristics in a negative or embarrassing way;
- Laughing at a student who has experienced sexual harassment;
- Blaming the victims of sexual harassment for causing the problem;
- Continuing harassing behavior after another student has objected to that behavior;
- Displaying nude or sexual pictures, cartoons or calendars on any school property.

Racial harassment behaviors include, but are not limited to:

- Negative or offensive comments, jokes or suggestions about another student’s ethnic origin;
- Obscene or lewd racial comments, jokes, suggestions or innuendoes;
- Slang, names or labels that others find offensive;
- Talking about or calling attention to another student’s race or physical characteristics in a negative or embarrassing way;
- Laughing at a student who has experienced racial harassment;
- Blaming the victims of racial harassment for causing the problem;
- Continuing harassing behaviors after another student has objected to that behavior;
- Displaying racially mocking or demeaning pictures, cartoons or symbols on school property.

General harassment behaviors include, but are not limited to:

- Threats to hurt or harm
- Any type of bullying
- Intimidating behaviors that create fear
- Malicious teasing and gossip
- Retaliation (payback for getting in trouble)
- Gang-Like behaviors

Responding to harassment:

Do not ignore harassment! As an individual student, you have a responsibility to do whatever you can to stop these types of behaviors—whether harassment is directed at you or another student.

First of all, unless you simply do not feel comfortable in doing so, ask the harassing individual to stop. Let the person know that what you are experiencing or witnessing is wrong, hurtful, embarrassing, not appreciated, etc. Please do not respond in a way that could get you into trouble (for example: fighting, threatening, name calling).

The school also has two very important responsibilities when any harassing behavior takes place:

- To come to the assistance of any student who is being harassed;
- To discipline and counsel any student who is harassing another person.

In order for the school to follow through on these responsibilities, students must tell an adult (principal, teacher, counselor, and other staff). The student may also make a written harassment report. These forms are available in the counseling office or the school office.

Direct Defiance/Disrespect to School Personnel

1st offense per year

10 demerits

Short-term suspension for a minimum of one (1) full day and parent conference prior to being readmitted

2 nd offense per year	Possible immediate emergency expulsion for a minimum of two (2) full days and parent conference prior to being readmitted
3 rd offense per year	Possible immediate emergency expulsion and recommended long-term suspension

False Fire Alarm/911 Call

1 st offense per year	10 demerits Possible immediate emergency expulsion for a minimum of two (2) full days and parent conference prior to being readmitted
2 nd offense per year	Possible immediate emergency expulsion and recommended long-term suspension

The student may also be report to the county fire officials or to the sheriff's office.

Leaving School Grounds Without Permission

1 st offense per year	5 demerits Short-term suspension, one (1) day
2 nd offense per year	Short-term suspension, two (2) to three (3) days
3 rd offense per year	Short-term suspension, three (3) to ten (10) days
4 th offense per year	Recommended long-term suspension

Theft or Property Damage (less than felony level)

1 st offense per year	5 demerits Short-term suspension, one (1) to five (5) days*
2 nd offense per year	Short-term suspension, three (3) to ten (10) days*
3 rd offense per year	Emergency expulsion and recommended long-term suspension*

*Plus restitution (cost of item or property damage and labor). The student may also be reported to the sheriff's office.

Dangerous Behavior (possession/use of objects that could endanger others) 5 demerits

1 st offense per year	Short-term suspension, one (1) to five (5) days
2 nd offense per year	Short-term suspension, three ((3) to ten (10) days
3 rd offense per year	Possible emergency expulsion and recommended long-term suspension

The student may also be reported to the county fire officials or to the sheriff's office.

Theft or Property Damage (minor incident) 3 demerits

1 st offense per year	½ day In House Detention or Week of Lunch Detention
2 nd offense per year	Short-term suspension, one (1) day
3 rd offense per year	Short-term suspension, three (3) to ten (10) days
4 th offense per year	Possible emergency expulsion and recommended long-term suspension

Possession of Lost or Stolen Property 3 demerits

1 st offense per year	½ day In House Detention or Week of Lunch Detention
2 nd offense per year	Short-term suspension, one (1) day
3 rd offense per year	Short-term suspension, three (3) to ten (10) days
4 th offense per year	Possible emergency expulsion and recommended long-term suspension

Forgery/Cheating 3 demerits

1 st offense per year	½ day In House Detention or Week of Lunch Detention
2 nd offense per year	Short-term suspension, one (1) day
3 rd offense per year	Short-term suspension, three (3) to ten (10) days

4th offense per year Possible emergency expulsion and recommended long-term suspension

Out of Class Without Permission (misuse of pass/more than five minutes late) 3 demerits

1st offense per year ½ day In House Detention or Week of Lunch Detention
2nd offense per year Short-term suspension, one (1) day
3rd offense per year Short-term suspension, three (3) to ten (10) days
4th offense per year Possible emergency expulsion and recommended long-term suspension

Projectiles (snowballs, food, spit wads) 3 demerits

1st offense per year ½ day In House Detention or Week of Lunch Detention
2nd offense per year Short-term suspension, one (1) day
3rd offense per year Short-term suspension, three (3) to ten (10) days
4th offense per year Possible emergency expulsion and recommended long-term suspension

Misuse of Computers 3 demerits

1st offense per year ½ day In House Detention or Week of Lunch Detention
May include loss of computer and network privileges
2nd offense per year Short-term suspension, one (1) day
Mandatory loss of computer and network privileges

Minor Infractions 1 demerit

Repeated violations of the **same** infraction:

1st-3rd offense per semester Parent notification
4th-5th offense per semester Parent notification and lunch detention
6th offense per semester Parent notification and ½ day in house detention
7th offense per semester Parent conference and Behavior Contract

Accumulated violations of **all** infractions:

9th-10th offense per semester Parent notification and lunch detention
11th offense per semester Parent notification and ½ day in house detention
12th offense per semester Parent conference and Behavior Contract

- Headphones, electronics visible at school (e.g. radios, phones, Ipods, GameBoys, pagers)
- Red Cards (inappropriate classroom behavior)
- Spectator problems (behavior issues at assemblies, games or activities)
- Inappropriate dress (see Dress and Personal Appearance on page 5)
- Hall misbehavior (running, horseplay, disruption)
- Failure to return parent notification form within two days
- Failure to cooperate/inappropriate arguing or unacceptable behavior dealing with staff
- Inappropriate display of affection (e.g. kissing, hand holding, excessive hugging)
- Profanity
- Unauthorized selling at school (see Items to Sell on page 3)
- Tardy (unexcused, late to class)
- Disrespect for others or their property
- Bus citations
- In a restricted area without permission
- Not bringing necessary materials to class.