



NORTHWOOD STUDENT HANDBOOK

2021 - 2022

Welcome to Northwood Middle School

Our Mission

Successfully Preparing All Students For Their Futures

ADMINISTRATION

Sherilyn Ulland Principal

Celeste Schofield Assistant Principal

Welcome to Northwood Middle School! We expect the 2021-2022 school year to be a great year. We encourage you to learn as much as you can, participate fully, have fun, and show pride and leadership in your school and community.

Northwood Middle School colors are purple, teal, and gray. Our mascot is the Jaguar.

It is important that you read and understand the information in this handbook. Northwood Middle School follows all Kent School District policies and procedures. This handbook contains information specific to Northwood Middle School as well as the Kent School District's Student/Parent Handbook. You will be held accountable for following the rules and procedures as outlined. Thanks! Have a great year!

HOW TO USE THIS HANDBOOK?

This handbook is divided into three sections that contain information specific to Northwood:

- (1) [Northwood General Information](#)
- (2) [Northwood Student Athletics and Activities Information](#)
- (3) [Northwood Student Expectations](#)

Here is a link to the [Kent School District Student/Parent Handbook 2021-2022 School Year](#)

Northwood General Information

ASB MEMBERSHIP

An Associated Student Body (ASB) membership is available to all students at a cost of \$15.00. The money received from the sale of ASB memberships helps support school activities such as sports, clubs, assemblies and school wide activities. ASB membership is required to participate in after school activities; this includes sports, clubs and ASB sponsored events. Membership sales also pay for transportation, after school sports equipment, uniforms, awards and officials. ASB cards must be presented at the door when attending ASB sponsored events. Replacement ASB student cards may be purchased for \$5.00 from the cashier.

Students who are eligible for free or reduced lunch may be eligible for a fee reduction for ASB activities. Please ask the ASB cashier if you have questions regarding the cost of activities.

ASSEMBLY EXPECTATIONS

Assemblies are a time when the whole school comes together as a community. They are organized for the enjoyment of students and staff. Examples of assemblies at Northwood include quarter assemblies, music assemblies, Veterans Day assembly, and Martin Luther King Day assembly. Respect and responsibility are expected from each member of our student body at all assemblies.

With current COVID restrictions, large group assemblies are not permitted. At this time, we will conduct virtual assemblies which will be displayed in class during assembly times.

ATTENDANCE – ABSENCES / EARLY DISMISSAL / FAMILY VACATIONS/ LATE ARRIVAL

ABSENCES

If a student is going to be absent from school, have a parent or guardian contact the attendance office by phone (253-373-7781), email (NWattendance@kent.k12.wa.us), written note, or online through Family Access the morning of your absence.

Absence due to illness, health conditions, medical appointments, family emergencies, religious purposes legal appointments, injury or death in the family is excused. Most other absences are considered unexcused. Upon returning to school from an absence, check with each of your teachers for make-up work.

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

Between two and five unexcused absences in a school year, the school is required to initiate a parent conference to improve the student's attendance. During the conference with the principal or designee, student and parent/guardian the following should be considered:

- Adjusting the student's program.
- Providing more individualized instruction.
- Transferring student to another school if space is available.
- Assisting the student to obtain supplementary services that may eliminate or ameliorate the causes of the absences.
- Imposing other corrective actions that are deemed appropriate.

Not later than the seventh unexcused absence in a month, the school is required to initiate a written agreement with the parent to improve the student's attendance. For secondary students, after the second absence and before the seventh absence, the school is required to conduct an assessment with the student to determine barriers to the students' ability to attend school.

After seven unexcused absences in a month, the school may refer the student to the truancy workshops (secondary) or file a petition to juvenile court.

After **seven unexcused absences in a month or before 15 unexcused absences in an academic year**, the district will file a truancy petition with the juvenile court. The following truancy petition procedures apply only to a student under the age of seventeen at the time the petition is originally filed.

The student has unexcused absences in the current school year. While petitions must be filed if the student has seven or more unexcused absences within any one month, or fifteen or more unexcused absences in the current school year, a petition may be filed earlier. In addition, unexcused absences accumulated in another school will be counted when preparing the petition.

Attesting that actions taken by the school district have not been successful in substantially reducing the student's absences from school.

Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school.

EARLY DISMISSAL

Excused early dismissals will be issued for pre-arranged medical/dental appointments. Other requests by parents for students to leave school early will be granted, but may be considered unexcused. **A parent or guardian will need to come to school, show ID, and sign out the student through the office.** Students will only be released to adults who are authorized per registration information. **STUDENTS MUST SIGN OUT IN THE OFFICE BEFORE LEAVING THE BUILDING!**

If a student is feeling ill, they are to ask to see the nurse. The nurse/health tech will help evaluate symptoms and assist the student in contacting a parent/guardian while in the health room when necessary.

FAMILY VACATIONS

Pre-planned absences of less than 20 days usually require only parental permission by way of a phone call, fax, email, or written note explaining the reason for the absence and the dates involved. The absence must meet the criteria listed in Policy 3122 in order for the absence to be considered excused. Additional documentation (such as a doctor's note) may be required by the principal. Students are responsible for completing all assigned coursework from their absence.

For pre-planned absences extending to or beyond 20 days, students and/or parent/guardians are required to make an appointment with an administrator at the school prior to the absences occurring. A student with 20 or more consecutive days of absences may be withdrawn from the school and may not be able to be placed back in the class or even school in which they were previously enrolled.

Please try to schedule extended trips during scheduled school vacation periods (summer, winter, mid- winter and spring breaks).

For pre-arranged family trips:

- Have your student contact their teacher via email, or check the teachers Canvas for assignments that will be missed.
- Teachers may require make-up work be completed before the trip. Otherwise if an absence is excused, a student will be permitted to make up all assignments outside of class time, under reasonable conditions and time limits established by the appropriate teacher, except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- If the absence occurs at the end of a grading period, all course requirements must be completed prior to leaving.
- School attendance is important and an extended absence may impact a student's grades and/or academic progress.

LATE ARRIVAL TO SCHOOL

At Northwood we value the time students spend at school. Tardiness to school is strongly discouraged. Parents/guardians are asked to ensure that their student arrive to school prior to the formal starting time, 8:15am. Students are responsible for being in class on time at the start of the school day. A student who arrives to class after 8:15am is considered tardy. Students who arrive late to school, after 8:20 a.m., shall report to the Attendance Window to obtain an admit slip. Late arrivals due to illness, medical or legal appointments will be excused. Other late arrivals (including those due to failed alarm clocks, car trouble, power failure, etc.) are considered unexcused. Excessive unexcused late arrivals may result in disciplinary action.

TARDINESS TO CLASSES

Tardiness is not desirable and unexcused tardiness is not acceptable at Northwood. It is a disruption when students arrive late to class. Students are given adequate time between classes and it is their responsibility to arrive to class on time. Students who have unexcused or repeated tardiness will have consequences that may include lunch detention or afterschool detention.

BICYCLES, SKATEBOARDS, ROLLERBLADES, AND SCOOTERS

Bicycles are to be locked to the bike racks during school hours. Bicycles are the responsibility of the students. ***Skateboards, scooters, Heelys, and roller blades are not to be ridden on campus. Students must check skateboards, rollerblades, and scooters into the office upon arrival at the Northwood Campus.*** Skateboards, rollerblades, and scooters are the responsibility of the students. Northwood is not responsible for lost, stolen or damaged property.

BUILDING HOURS

The building opens at 7:55 am. Students must leave promptly at the end of the school day unless they are taking part in athletics or other school-sponsored activities. If you have not been picked up by 3:05 pm (or 1:05 pm on Wednesdays), you may be directed to wait inside or by the office. Always take your books and materials with you to your activities because the building is locked after school. All students must report to designated supervision areas.

- Northwood is a closed campus.
- Students staying for supervised after-school activities are expected to remain on campus until dismissal from that activity. Students remaining on campus after school MUST be in a supervised activity
- Students are allowed on campus at 7:55 am. Students should not arrive earlier than this time unless in a supervised activity.
- Students are to be off campus after 3:05 pm Mondays, Tuesdays, Thursdays or Fridays OR 1:05 pm on Wednesdays unless in a supervised activity.
- Students are required to stay on-campus once they have arrived except for off-campus field trips or early dismissals.
- During lunches, students must remain in the commons, library, or back courtyard (during the last 10 minutes of lunch and a supervising adult MUST be outside first). They must stay clear of all classrooms during lunch unless they have an appointment with a pass to a classroom.
- Students are to stay in the commons, outside, or library while waiting for classes to begin in the morning, unless they have an appointment with a teacher which requires a pass from the teacher.
- **Once students leave campus after school they may not return unless accompanied by an adult.**

BUS SERVICES

Remember that according to state law, the bus driver is in charge of the bus and its passengers. You must obey the driver promptly and willingly or you may lose your bus-riding privileges. Good bus behavior is based mainly upon respect for others and safety. Please note: all school rules apply on buses. Students are only allowed to ride the bus to which they have been assigned by transportation. **Prior approval must be obtained from transportation (253-373-7442) for a student to ride a different bus. The school does not have the authority to give this permission.** Students must show their student ID cards to ride the bus.

CASHIER

Payments can be made at the Cashier's window by cash, check or card for the exact amount of the purchase. Checks should be made out to Northwood Middle School. All checks returned "NSF" will be subject to a \$25 returned check fee. Payments can also be made online.

Online Payment Access: From the Northwood website, go to the Shortcuts and choose Online Payments to connect to <https://wa-kent.intouchrecepting.com/> First time users will need to create a password for the system. Parents will use their skyward Username along with the newly created password to sign in. You can shop by student, and you can shop for all students in one transaction if you wish. Select the items you want from the categories listed, place them in your cart and complete the checkout process. You should receive an order confirmation in your email. Fines, if any, will show up in red as you access your student, these can be added to your cart for payment. You may also go to the Reports Section in the Online Payment System and click on Purchase History to see everything that has been purchased for your student whether online or at school. This is a great place to look when you can't remember if you've ordered a yearbook.

Refunds can be made back to the card used to purchase. If paid by cash or check, refunds will either be to On Account and available for future use or a warrant request prepared by the cashier, sent to the District Office for a check to be sent home.

CELL PHONES, ELECTRONIC DEVICES, AND THEIR ACCESSORIES

Cell phones, electronic devices, and their accessories (earbuds, headphones, AirPods, etc.) have increased student distraction in our learning environment. Northwood will have a no cell phone, electronic device, and their accessories policy in the school building for the 2021-2022 school year. Cell phones, electronic devices, and their accessories, are to be turned off and placed in backpacks prior to entering the school building.

We understand that our students sometimes wish to use cell phones to communicate with parents/guardians to confirm after school plans, a forgotten item at home, etc. For this reason, students will be given a **tech time** in the commons daily during their lunch time. Tech times are confined to the commons and any cell phone, other electronic device, and their accessories must be turned off and returned to a student's backpack prior to leaving the commons. Please refer to the daily and Wednesday Bell Schedules to see when your student will be provided an opportunity for a tech time. If you need to contact your student outside of their assigned tech time for an emergency situation, please call the office at 253-373-7780 and we can get a message to them.

While the expectation is for all cell phones, electronic devices, and their accessories be placed in bags for the school day, students who do not comply with this policy will have their item confiscated either for a class period or for the remainder of the day and are subject to disciplinary action that may include: lunch detention, after school detention, items to be turned in daily to the office. A student can pick up their confiscated item from the office at the end of the day on the first offence. If a student's item is confiscated to the office for a second time, the item will be returned to a parent/guardian. If items are confiscated to the office more than twice, the student may be required to keep their items at home or to turn in their items daily to the office.

CLOSED CAMPUS

Northwood has a "Closed Campus." This means that students must stay on campus once they have arrived. This applies even before classes begin at 8:15 am. If, for example, your bus arrives at 8:05 am, you are to stay on campus from your arrival time until the end of the school day. If your parents drop you at school, you must remain at school. If you leave for any reason, you will be considered truant. We will contact your parents and follow-up with school discipline.

Northwood's "Closed Campus" also means that ALL visitors must be processed through the office. Visitors will only be allowed access to the school for educational or other related purposes. (See Visitors section of this handbook for more information)

COMMUNICATIONS

Announcements are provided daily to students via their school email. We recommend students check their Outlook Email daily when turning laptops on to see the announcements and to get in a routine of checking email for important information.

Northwood teachers use Skyward to communicate academic progress and grades.

Northwood's website contains a wide variety of information about the school including our staff e-mail addresses, monthly newsletter, and links to Skyward Family Access. <http://www.kent.k12.wa.us/NW>

COMPUTERS

Part of the Kent School District's responsibility is preparing our students for the 21st century and providing

them access to the tools they will be using as adults. Digital Citizenship lessons will be provided to students in the fall. Topics include safety, security, digital life, privacy, digital footprints, culture, cyberbullying, self-expression, and identity. Below are some guidelines and principles for appropriate use. The complete Electronic Resources policy ([2022P](#)) can be found on the Kent School District Website.

- School laptops should only be used for school work and educational applications.
- Do not download any .exe files onto your computer.
- Do not visit gaming websites or download games.
- Do not visit social networking sites.
- Do not share your ID number or password with others.
- Anyone caught using someone else's account will be in violation of the KSD Acceptable Use Policy (AUP). Both parties will be disciplined, and this includes loss of privileges.
- Food, drink, and gum are not allowed near computers.
- Using the computers is a privilege. All school rules apply to the computers when using the internet and network.
- Fines may be issued for lost/stolen/damaged components.
- Persistent misuse/violation of rules may result in loss or limited use of laptop privileges for the year.

BUYING, SELLING, BETTING

No buying or selling will be allowed on school property unless authorized by the school administration. Betting and gambling are not permitted on school property

COUNSELORS

Northwood has an excellent counseling program. A counselor is available throughout the day to help students with situations and/or problems. If you would like to meet with your counselor, send them an email to make an appointment.

Northwood Middle School has two counselors, Brenda Ellison and Renee Damerow. We have found it effective to divide the students by grade which allows the students to have the same counselor for both years of middle school. Ms. Ellison handles the 7th grade class this year and Mrs. Damerow works with the 8th grade class. If you need to reach a counselor, it is best to call and/or email to make an appointment during the hours of 8:15 am and approximately 3:15 pm. With a caseload of nearly 300 students for each counselor, please understand that it might take a day or so to receive a response. Contact information is as follow:

Ms. Ellison (7th Grade) (253) 373-6631 Brenda.Ellison@kent.k12.wa.us
Mrs. Damerow (8th Grade) (253) 373-6633 Renee.Damerow@kent.k12.wa.us

COVID REGULATIONS (Subject to change)

- Masks are to be worn by all indoors at NW.
- Maintain social distancing to the best of your ability.
- Stay home if sick.
- Walk tight to the right in the hallways and maintain distance to the best of your ability.
- After 7:55am before school begins, be in the Commons only if you are having breakfast, otherwise go outside to the courtyard. All students are to enter through one of the three entrance doors when they first arrive at Northwood.

- Use hand sanitizer as you enter the classroom each period.
- In the commons at lunch, write your name on the paper at your table indicating where you have sat that day at lunch (this is for contact tracing purposes). Keep your mask on unless you are eating. Wait for your table to be called to get your lunch and keep your distance.
- Ask your teacher for a pass if you need to use the bathroom, go to the office, or don't feel well during class. When using the bathroom during class time, place your bathroom pass on the hook outside the bathroom. If no hook is available, wait outside of the bathroom until someone leaves and removes their pass.
- Bathrooms and water fountains are available during passing. Be aware of the number of people in the bathroom. Quickly use the bathroom and then go to class.
- At the end of the day, go directly to your bus, parent/guardian pick up location, or follow crosswalks to go home.

FEES AND FINES

If you are a student on free or reduced lunch, please communicate with the ASB cashier regarding the cost of fees for certain activities.

NORTHWOOD ASB STUDENT FEES

(Subject to change)

Student I.D. Card (first card only)	No Charge
Replacement ID/ASB Card	\$ 5.00
ASB Sticker	\$ 15.00
Student Planner	\$ 4.00
Annual <i>after ASB purchase</i>	\$ 25.00
Annual <i>without ASB purchase</i>	\$ 30.00

FINE POLICY

During your years at Northwood, you will be using many items which belong to the school. These include tools, books, instruments, and many other kinds of materials. If you lose or damage school equipment, you will be fined the repair or replacement cost. Please note that if you are using school equipment or materials and they are stolen from you, it is still your responsibility to pay for them.

Textbooks are an important item you must look after. Don't mark them up and don't leave them lying around. Teachers are authorized to assess fines for damaged books.

Fines are recorded on a student fine sheet and become a matter of record.

FOOD SERVICE

We participate in the National School Lunch and School Breakfast programs sponsored by the United States Department of Agriculture (USDA). Breakfast and lunch are available at no cost for all students for the 2021-2022 school year. Breakfast is provided beginning at 7:55 a.m. and ending at 8:10.

We are encouraging families to complete an online application for free meals even though meals are free this year. **By completing a free and reduced meal application, students and families may be eligible for additional benefits and schools can receive funding.**

- Families may receive [waived or decreased fees to participate](#) in other school programs.

- Families may receive PEBT benefits – USDA is working on a 2021-22 pandemic EBT and is encouraging families to complete an online application for free and reduced meals.
- Schools receive funding based on the number of free and reduced qualified applicants. By completing a free and reduced meal application, you will be helping your school obtain funding.

A la cart items may be available certain days at lunch. A la cart items cost extra and are not part of the National School Lunch and School Breakfast program. To purchase A la cart items, students must use cash or have money in their lunch account.

GRADING/SYLLABUS

Students should receive a syllabus or course expectations for each class.

The Kent School District uses the following Grade Scale:

A	93 – 100	C	72 – 77
A-	90 – 92	C-	70 – 71
B+	88 – 89	D+	67 – 69
B	82 – 87	D	60 – 66
B-	80 – 81	F	59 and below
C+	78 – 79		

Grades will be given for each quarter and semester. Grades can be viewed at any time using Skyward. Report cards are mailed home for all students at the semester.

Quarter 1 ends:	October 29
Quarter 2 ends:	January 20
Semester 1 ends:	January 20
Quarter 3 ends:	April 5
Quarter 4 ends:	June 17
Semester 2 ends:	June 17

GYM LOCKERS

Each student will be assigned a locker that is his or her responsibility to keep clean and **locked**. Locks are provided. Lost locks are subject to a \$8.00 replacement fee.

Students are not to share gym lockers with unauthorized students. Students who violate this rule may be putting their personal property at risk. The school is not responsible for lost, stolen, or damaged goods belonging to students. It is unwise to have valuable items in your locker.

Lockers are school property and may be opened by school authorities at any time when it is necessary. If you have locker problems, check with the Health and Fitness office.

Locker inspections will be made periodically. If you need to bring a lock from home, check with the Health and Fitness teacher first. If a lock is brought from home, you must give the combination to the Health and Fitness teacher.

GYMNASIUM USE

Due to insurance regulations, the use of any areas of the building must be under the direct supervision of a

staff member.

Please help protect our gym floors by wearing appropriate shoes in the gym and by keeping food and drink out of the gym.

HARASSMENT, INTIMIDATION & BULLYING (HIB)

The Board is committed to a safe and civil educational environment for all students, employees, parent/legal guardians, volunteers, and community members that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written message or image--including those that are electronically transmitted--a verbal or physical act, including but not limited to one shown to be motivated by, any characteristic in RCW and 28A.642.010, or other distinguishing characteristics when the act:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Conflict is a natural part of life. People view things differently, have disagreements, treat each other mean at times. It is important not to label conflict/fighting as bullying. Schools use these guidelines to help determine if this is a conflict or a situation of HIB. Please note that the school will act in both cases.

Other Conflict/Fighting	Bullying
Between friends/equals/peers	Not friends/imbalance of power
Spontaneous/occasional	Repeated over time
No serious or lasting harm	Physical or emotional harm
Accidental/not planned	Intentional
Equal emotional reaction by both students	Unequal emotional reaction
Not for domination or control	Seeking control/possession
Often a sense of remorse by aggressor	No remorse by aggressor, blames targeted student
Desire to solve the conflict	No effort to solve the problem

How to report Bullying

Suspected bullying can be reported to any adult at the school in person, over the phone, by email or by downloading and filling out the [HIB Report Form](#) and submitting it to the office. Common individuals that student's often report bullying to include: counselors, safety officers, and principals/assistant principals.

Your report will initiate an investigation which in most cases will be completed within a week. You and/or your parents will be informed of the outcome of the investigation. The school will work with you to decide next steps to help address the issue. If you and/or your parents disagree with the decision of the investigation you can appeal the decision.

Sexual Harassment

This District is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Definitions

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision.
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of sexual harassment include:

- Pressuring a person for sexual favors.
- Unwelcome touching of a sexual nature.
- Writing graffiti of a sexual nature.
- Distributing sexually explicit texts, e-mails, or pictures.
- Making sexual jokes, rumors, or suggestive remarks.
- Physical violence, including rape and sexual assault.

View the Kent School District (KSD) Sexual Harassment [Policy 3205](#) and [Procedure 3205P](#) online or contact your [school](#) office or the KSD Administration Center for a copy.

Report sexual harassment to any school staff member or the KSD Title IX coordinator. You also have the right to [file a complaint](#).

HEALTH AND FITNESS

Every student enrolled in Health and Fitness at Northwood Middle School participates in a full program of daily activity. A student must be completely dressed in workout clothes in order to receive full credit for the day. Required clothing includes: t- shirt or sweatshirt, shorts or sweatpants, socks, athletic shoes, and appropriate supportive undergarments.

In order to help students acquire the 24 High School credits required for graduation, our 8th grade Health & Fitness program will align with the 9th grade Health & Fitness Standards allowing students the opportunity to earn 0.5 High School credits.

Students will be assigned space in the locker room to change that is 3ft apart from other students. Students are required to wear a mask when changing in the locker room, per COVID guidelines.

IMMUNIZATION LAW

In order to protect you from a number of childhood diseases, Washington State law requires that all children admitted to public school be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, rubella (German measles), Hepatitis B and mumps. Incomplete or missing records may result in a student be excluded from school. If you have any questions, ask in the nurse's office.

LIBRARY

The library is generally open for student use before school, during lunchtime, and after school. This is a place to read, finish homework, play cards and board games, or visit with friends. Behavior in the library is expected to be respectful and courteous so that those studying and reading can focus. Please be aware,

this is a no phone zone.

Books from the general library collection may be checked out for three weeks. The library is equipped with a book security system and books not checked out will trigger the alarm. To protect our books and technology, food, candy, and beverages must be consumed in the commons before entering the library.

Stop by and check it out!

LOST AND FOUND

Please note that the school is NOT responsible for lost or stolen items. We strongly advise you not to bring items of value to school. When in Health/Fitness class, be sure to lock up all property. Also, mark with a permanent marking pen your clothing, coats, and such. This enables us to return lost items. All lost and found items must be claimed by the last day of each semester/quarter. Please check appropriate lost and found locations, office, commons and locker room, for your item.

MEDICATION

Medications cannot be taken at school unless approved by a health care provider, proper paperwork is completed and approved by the school nurse.

If the medication is to be taken while the student is at school, the following paperwork must be on file with the school, found on the website or available from the health room:

- An Authorization for Administration of Oral Medication at School form completed by the child's health care provider identifying the medication, the dosage, the time of day to be administered, how long it is to be taken and the authorization for the school to administer, and
- Parent/guardian(s) signature(s) requesting the school to administer the medication.

The medication should be brought to the health room immediately upon arrival at school along with the required paperwork.

Students in possession of medication in violation of above guidelines may be subject to discipline under the illicit drug section of the KSD discipline policy.

Non-Discrimination Statement

Kent School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator Israel Vela

Israel.Vela@kent.k12.wa.us | (253) 373-7134

Title IX Coordinator Dr. Wade Barringer

Wade.Barringer@kent.k12.wa.us | (253) 373-7203

Section 504 Coordinator Cheri Simpson

Cheri.Simpson@kent.k12.wa.us | (253) 373-7235

ADA Coordinator Spencer Pan

Spencer.Pan@kent.k12.wa.us | (253) 373-7513

View the Kent School District (KSD) Non-Discrimination [Policy 3210](#) and [Procedure 3210P](#) online or contact your [school](#) office or the KSD Administration Center ([12033 SE 256th Street, Kent, WA 98030](#)) for a copy.

Report discrimination and discriminatory harassment to any school staff member or the KSD Civil Rights Compliance Coordinator. You also have the right to [file a complaint](#) against the district alleging that the Kent School District has violated anti-discrimination laws.

NURSE

The nurse and health technician are here on a limited schedule. Students who become suddenly ill should always communicate this to a staff member so that assistance can be provided. Do not report to the nurse between classes unless it is an extreme emergency. Always go to class first and get a hall pass to the health room, so your teacher will know where you are. **Students will not be permitted to contact parents/guardians from the classroom.** Parents/guardians will be contacted by the office or health room.

OFFICE HOURS

The office is open for public business from 7:55 am to 4:00 pm Monday through Friday on school days.

SPORTING EQUIPMENT

Personal sporting equipment is not permitted during the school day. Personal sporting equipment may be confiscated and held in the office until the end of the day. The ASB window has a variety of sporting equipment that can be checked out before school and during the last 10 minutes of your lunch for use.

UBEREATS

UberEATS deliveries, or any other similar type of service, are not permitted before, during, or after school. Any such type of delivery will be turned away.

VISITORS

We certainly encourage parents/guardians to be involved in our school. We follow KSD Board Procedure 4311P.

- Signs on the doors of our building state clearly that all visitors to campus must register in the Office. This is to protect our campus and you. **Students are NOT permitted to bring visitors or guests to school for any reason.**
- Every visitor is required to register in the main office and obtain a visitor badge.
- Each visitor shall enter his/her name, contact phone number, time of arrival and departure, and the purpose of the visit in the logbook.
- Each visitor will be given an identification tag or badge; which visitors shall wear conspicuously while they are in the school or support building.
- The principal or office personnel shall arrange for an escort to accompany each visitor to his/her destination. The principal or office personnel may permit visitors familiar with the building and known to them to proceed unaccompanied but shall make notation in the logbook that the visitor was allowed un-escorted access in the building.

- Covid guidelines state that anyone inside a school building, including visitors, are required to wear a mask, social distance from others to the best of your ability to 6 feet, and not come to the building if sick.

Northwood Student Athletics and Activities Information

NORTHWOOD AFTERNOON AND EVENING ACTIVITY POLICY

During the school year, there are a number of afternoon and evening school and PTSA-sponsored activities including dances and athletic events. To help maintain accountability, we have some policies that you must follow at these activities.

1. Students must be in attendance at school by the beginning of 3rd period to attend the activity, and the missed time must be excused.
2. All school rules apply at the activity.
3. Students must go directly to the location where the activity is taking place.
4. Once the students enter the activity they must remain inside. There are no in and out privileges.
5. Students are not permitted to leave an activity prior to the ending time unless they are checked out to a parent/guardian by an administrator.
6. Students who arrive more than ½ hour after the activity begins will not be admitted.
7. Students should arrange for parents to collect them within 15 minutes after the activity is over.
8. Students who are suspended, in school or out of school, may not attend.

*****Please remember that at the end of the school day you must be off campus by 3:05pm (or 1:05pm on Wednesdays) if you are not in a supervised activity. Also, since Northwood is a closed campus, you may not return after leaving campus unless you are accompanied by a parent/guardian.**

NORTHWOOD ASSOCIATED STUDENT BODY (ASB)

NORTHWOOD'S 2021-2022 ASB Officers:

President	Audrey Stoughton
Vice President	Jolie Salle
Secretary	Harper Haroldson-Margel
Treasurer	Emma Otis

All proceeds from the ASB sticker sales support school clubs, sports and activities. An ASB sticker is required to participate in a club, sport or activity.

NORTHWOOD ATHLETICS

Our athletic program consists of four seasons as follows:

- 1st Quarter: Boys Soccer, Co-Ed Track and Field, Girls Badminton
- 2nd Quarter: Boys Basketball, and Girls Gymnastics
- 3rd Quarter: Girls Basketball, and Wrestling
- 4th Quarter: Football, Girls Volleyball and Girls Soccer
- Full Year: Dance and Cheer

ASB Card Policy

1. All students participating in athletics must be holders of an ASB Card.
2. An ASB card is a one-time a year purchase and the cost for an ASB card is non-refundable. Please see the ASB cashier to inquire about the cost of your ASB card if you are on free or reduced lunch.

3. The Associated Student Body (ASB) provides financial support in each building for expenses incurred by athletic programs, clubs, and activities. Revenues from ASB cards remain in student ASB fund accounts.

Attendance

Students who are absent or arrive after the start of third period are not eligible to complete or practice on that day unless permission is granted by the principal. The principal may grant exceptions for field trips, doctor/dentist appointments, or other related absences.

Grade Checks

Student athletes are students first. To be eligible to participate in athletics, both games and practices, students must have a minimum of a 2.0 GPA and be passing 5 of 6 classes. Grade checks will be done to confirm that student athletes are meeting these participation requirements.

Cut Sports

- Cut sports are defined as: Boys' and Girls' Basketball, Boys' and Girls' Soccer, Volleyball, Dance, and Cheer.

Non-Cut Sports

- Non-cut sports are defined as: Football (8th grade play varsity, and 7th grade play junior varsity), Wrestling, Gymnastics, Girls Badminton, and Track & Field.
- Student athletes must be fully eligible and physically participating in the sport by the 5th turn out day.

2021-2022 MIDDLE SCHOOL INTERSCHOLASTIC PARTICIPATION INFORMATION

Washington Interscholastic Activities Association (WIAA) requires that:

Prior to the first practice for participation in interscholastic athletics a student shall undergo a thorough medical examination and be approved for interscholastic athletic competition by a medical authority licensed to perform a physical examination. WIAA regulations state that those licensed to perform physical examinations include a Medical Doctor (MD), Doctor of Osteopathy (DO), Advanced Registered Nurse Practitioner (ARNP), Physician's Assistant (PA), and Naturopathic Physician.

Kent School District requires that:

- A current physical examination is completed prior to participation at the middle school level (grades 7-8) and must be dated **AFTER JUNE 1ST OF THE 6TH GRADE YEAR**
- A current physical examination is completed prior to participation at the senior high level (grades 9-12) and must be dated **AFTER JUNE 1ST OF THE 8TH GRADE YEAR.**
- Physicals may be valid for 24 months from the date of the examination if all guidelines are met.
- Physical expiration dates must extend beyond the respective WIAA season ending date.
- Expiration dates occurring within a sport season shall require a new examination prior to that season.
- KSD Physical Examination Forms are available by online at <https://www.kent.k12.wa.us/cms/lib/WA49000006/Centricity/Domain/3194/AthleticPreparticipationHistoryPhysicalExaminationForm.pdf> Forms will also be accessible at all middle schools and the District

Athletic Department office

Athletic Registration – Family Id Online Registration:

All athletes are required to register on Family ID prior to each sports season. Registration for Boys Soccer, Co-ed Track & Field and Girls Badminton will be available starting August 1, 2021. During registration, a current physical form, signed by a doctor, and dated after June 1 of a student's 6th grade school year, must be upload in Family ID. <https://www.kent.k12.wa.us/domain/2137> During the year, registration begins two weeks prior to the start of each season. Athletes must register prior to each season.

******If a student violates the KSD Athletic Code of Conduct, in or out of season, he/she will be subject to both athletic and school discipline.***

NORTHWOOD CLUBS AND ACTIVITIES

Clubs, athletics and enrichment activities meet each week after school on the Northwood Middle School campus from September to June. Each of these groups has a coach or teacher advisor and specific guidelines and rules that all members agree to follow. We encourage you to get involved and make the most of your time at Northwood.

Northwood Student Expectations

ACADEMIC HONESTY AND INTEGRITY

Students are expected to take responsibility for their learning and experience the pride that accompanies academic achievement.

Students:

- must do their own work and submit only their own work on assignments (including homework), examinations, reports, and projects, unless otherwise permitted by the instructor.
- may benefit from working in groups. They may collaborate or cooperate with other students on graded assignments or examinations as directed by the instructor.
- must follow all written and/or verbal instructions given by instructors prior to taking examinations, tests, quizzes, and performance evaluations.
- are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the educational process, impedes a student's academic progress, and compromises the trust between teacher and student that is fundamental to the learning process. Actions constituting violations of academic integrity include, but are not limited to, the following:

- **Academic Misconduct:** the intentional violation of school policies, such as tampering with grades or taking part in obtaining or distributing any part of a test or any information about the test.
- **Cheating:** the use or attempted use of unauthorized materials, information, study aids, or devices; or an act of deceit by unauthorized copying or collaboration. Copying another student's homework without direction or approval from the teacher is considered cheating.
- **Collusion:** assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.
- **Fabrication:** intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- **Plagiarism:** the use of another's words, ideas, data, or product without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own.

Cell phones and electronic devices are not permitted during class time. If a cell phone or electronic device is seen in the student's possession during a test or quiz, a score of 0 for that test or quiz may be given irrespective of how the device was being used. A student caught with a cell phone or electronic device during a test or quiz will be told immediately by the teacher and the teacher will contact a parent/guardian.

DRESS CODE - PERSONAL APPEARANCE

The Northwood Dress Code is in alignment with Kent School District Board Policy 3224 Student Dress and Appearance and OSPI guidelines for prohibiting discrimination. Student dress and appearance will be such that the safety and well-being of all students and a beneficial learning environment are maintained. Student choices in matters of dress and appearance should be made in consultation with the student's parent(s)/guardian(s). The primary responsibility for a student's dress and appearance resides with the student and parent(s)/guardian(s).

Student dress and appearance will not:

- Create a health or safety hazard.
- Damage school property.
- Create or perpetuate a hostile environment.
- Create a material and substantial disruption of the educational process.

Student dress and appearance may be regulated when, in the judgment of school administrators, one of these expectations has been violated.

Northwood classes may have specific dress and appearance requirements for health and safety such as appropriate attire for physical education classes, CTE classes, and science classes.

Student attire and appearance will be free of violent language or images, hate speech or images, profanity and pornography. Attire and appearance will also be free of any images or language that creates a hostile or intimidating environment based on a student's gender, gender identity, race, ethnicity, religion, ability status, sexual orientation or other protected class.

For this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the Kent School District. Prohibited conduct includes the use or promotion of obscene, lewd, racist, violent, sexual, gang, drug, alcohol or tobacco-related images and/or messages.

Other Dress Code Information:

- Students will dress so that their private parts are covered with materials that is not see-through at all times.
- Students will wear a "top" with fabric that covers the front, back, and sides under the arms to cover the majority of the torso.
- Students will wear a "bottom" for example jeans, pants, skirt, sweatpants, leggings, shorts to cover the buttocks and upper thighs.
- Students will wear shoes or sandals.
- Undergarments should not show.

ELECTRONIC DEVICES AND TOYS

Portable electronic devices and accessories such as, cell phones, iPods, ear buds, headphones, AirPods, etc., are not to be used in Northwood. They must be turned off and stored in backpacks prior to entering the school building.

Cell Phones: Cell phone and electronic use is only permitted in the Commons during your lunch break. Cell phones, electronic devices, and accessories are to be turned off and stored in backpacks prior to exiting the Commons.

Failing to comply with the Electronic Device Policy will result in the electronic device or accessory being turned in, and possible disciplinary consequences including but not limited to: lunch detention, after school detention, the need to turn in your device or accessory to the office.

HALL CONDUCT

- a. **Walk** on the RIGHT side of hallways and stairs in the direction you are going– do not run inside the building.
- b. Use the fastest route.
- c. Use appropriate language at all times.
- d. Use an appropriate conversational volume of voice in the halls.
- e. Avoid blocking the halls, doorways and stairs.
- f. Keep hands to yourself. No horseplay/roughhousing.
- g. Keep food or drink in your backpack.
- h. Use water filling stations during passing, if there is not a line (make it to each class on time). Water filling stations will be available during your lunch.
- i. Carry a hall pass when in the halls during class time.
- j. No cell phones, electronic devices, or their accessories.

HALL PASSES

Any time you are in the hall during class time, you must have a regulation hall pass or a signed note from your teacher including date, time, and destination. Sign the “Hall Pass Sign Out Sheet” in your classroom prior to leaving the room with the pass. **All staff members have the authority to correct any student they see misbehaving.**

HOMEWORK

Parents and students can expect that secondary students will have homework that serves to provide practice, enrichment, and assessment opportunities. The amount of time required to complete it will vary with the time of the school year, the activity being done, and the courses in which the student is enrolled. Homework is important and contributes to a student’s grades, so it is recommended that parents monitor progress and completion. Students in music should expect to practice thirty minutes per night in addition to the homework in their academic classes.

During an extended illness, email your teachers or contact your counselor for assistance in getting missed work.

STUDENT HOMEWORK RESPONSIBILITIES

- Discuss each teacher’s homework expectations with parents/guardians.
- Arrange with parents/guardians for an appropriate place to work.
- Schedule a regular time to complete homework.
- Complete the assignment as required by the teacher.
- Remain attentive during instruction and ask questions to clarify the homework assignment.
- Take home all necessary materials you need to complete your assignments.
- Use an organized means of keeping and carrying homework to and from school.
- Turn in assignments by the specified due date.

PARENT/GUARDIAN HOMEWORK RESPONSIBILITIES

1. Discuss each teacher’s homework expectations with your child.
2. Encourage your child to develop good study habits by providing a specific time and an appropriate place to study.
3. Contact teachers if concerns about homework develop.
4. Assist students in developing a routine to ensure that:
 - All required assignments and materials are taken home.
 - All assignments are completed and returned to school on time.
 - The student has an organized means of keeping and carrying homework.

LUNCH TIME PROCEDURES

- Students will behave in an orderly, reasonable manner and will follow all lunchroom procedures.
- Masks are to be worn at all times in the Commons except when you are eating or drinking.
- For contact tracing purposes, students will be asked to write their name on a paper located on their table indicating that they are sitting in that location. Please write your name as you enter the Commons.
- Students will walk on their way to/from and in the commons and enter and leave through their assigned class door.
- Students will need to place backpacks and coats under your seats as best you can.
- Students will need to wait until all students are seated and wait until their table row is dismissed to get lunch. Backpacks stay at the tables.
- Students will form single-file lines to get cafeteria food items. Students will wait until food is purchased and they have returned to their seat before consuming it. Students will stay in one line to purchase food. Go back to your seat after your purchase.
- Students will put all garbage, recycling, food, and liquid waste in the correct bins.
- Stack your empty tray orderly in the basket.
- Remain in your seat unless you are getting food, throwing away waste, or going to the bathroom.
- Students will clean up their own spills and notify staff if there is a large spill.
- During the last 10 minutes of lunch, you can go outside. Just a reminder, a staff member always has to be outside first.
- **All food and drink are to be eaten in the commons.**
- **Tech Time:** Only inside the commons. Sounds can only be through headphones. Cell phones, electronic devices, and their accessories must be turned off and placed in backpacks whenever you leave the commons. Tech time is not allowed outside of the commons. Do not try to contact friends who are in class.

PUBLIC DISPLAYS OF AFFECTION

In order to maintain high standards of conduct, all students should refrain from public displays of affection in the school building, on school property, or at school-sponsored events. Public displays of affection include, but are not limited to, hand holding, hugging, kissing, etc.

RESPECT & RESPONSIBILITY OF POSSESSIONS

Students are responsible for their own possessions and are expected to protect their possessions from damage or theft at all times. Students are also expected to be respectful of the possessions of others.

Students are highly discouraged from bringing any personal items of value to school. Northwood does not take responsibility for theft of personal belongings.

STUDENT BEHAVIOR GUIDELINES AND MANAGEMENT

Northwood students are expected to behave in a professional and courteous manner while at school and at all school sponsored events (both on and off KSD premises). Behavior that is inappropriate, unsafe, or disrespectful of others, their possessions or of school property could be cause for discipline.

Northwood students are expected to demonstrate Northwood's Core Values Respect, Responsibility, Empathy and Integrity at ALL times while on school premises (or in reasonable proximity thereof) or off school premises at any school-sponsored activity or in our community.

We believe that a student management system across a school should be predictable, consistent, and promote positives, professional behaviors. This is why we start with teaching, prompting, and acknowledging positive behaviors. At Northwood, we place an emphasis on **respect, responsibility, empathy, and integrity**. We use these four core values to establish behavioral expectations in the halls, classrooms, office, bathrooms, and outside.

POSITIVE INCENTIVES - JAG BUCKS

At Northwood, we strive to promote relationships and learning opportunities which foster scholarship, leadership, creativity, and individuality. In recognition of the positive student behaviors and efforts demonstrated, Jag Bucks can be awarded to students by staff members. Jag Bucks can be spent in various ways throughout the year.

Multi-Tier System of Supports-Behavior (MTSS-B)

In order to support a safe and productive learning environment, we expect all Northwood students to follow the building procedures and district policies. Teachers will track minor incidents for each student. Northwood staff will communicate with parents to provide support for student's to develop and promote positive school behavior.

Some Incidents are referred to the Principal or Assistant Principal for follow up. Parents/guardians will be notified when a referral is entered and after consequences have been determined.

At Northwood, staff members work with students in a number of ways to improve behavior. Students are given multiple opportunities to correct minor misbehavior in the classroom prior to involvement from administration. At Northwood we believe in a system of support for students to make positive decisions and to correct misbehavior. At Northwood we believe in restorative justice practices. Mediation and circles are techniques used to repair broken relationships. Failure to correct behavior after multiple opportunities could result in conferences, reflections, mediation, circles, detentions during lunch or after school, and removal from class.

Discipline Guidelines

When behavioral expectations are not met, Northwood staff will:

- Attempt interventions and explain where expectations are not being met.
- Give students the opportunity to explain their behavior prior to assigning discipline.
- Contact parents/guardians.
- Document incidents to record behavior and actions taken.
- In some circumstances send a referral to administration to follow up.

If assigned a lunch detention,

- A reminder will be given to students on the day they are to serve the lunch detention.
- Wait by the lunch lines at the start of lunch for the staff member supervising detention. Purchase their lunch if necessary.
- They are unable to participate in Tech Time.

FOCUS ROOM (In-School Suspension/Detention Room)

The Focus Room is used for In-School Suspension, detentions, and removal from class. While in the Focus Room you are expected to:

1. Follow all school rules.
2. Complete a reflection.
3. Complete school work for classes missed or missing assignments.

In-School Suspension (ISS) is an alternative to out of school suspension. As an intervention strategy, students may be placed in the Focus Room for ISS for a partial day, full day, or longer. Parents/guardians will be notified if a suspension is being considered. Any student serving a suspension will result in no after school activities on that day.

DEFIANCE OF SCHOOL AUTHORITY

Defiance means the refusal to obey reasonable requests, instructions, and directive of any school personnel (including volunteers or contractors working for the school) pertaining to the orderly operation of the school. Directives regarding safety need to be followed immediately. Talking back to school personnel is also considered defiance. Acts of defiance will result in a referral. Failure to promptly and correctly identify oneself to any Kent School District staff is considered defiance.

TARDIES

Students must be on time to every class. This means that you are present in the classroom when the bell rings. When students arrive late, they miss important information and can disrupt instruction and impact the learning of others. Repeated tardiness will be addressed with student, teachers, counselors, administration and parents. Students who have unexcused or repeated tardiness will have consequences that may include lunch detention or afterschool detention.

TEXTBOOKS

Books are provided by the school for some classes. The textbooks are your responsibility which means you should handle them with care. Students will be notified of any fines that may result from damage that occurs to textbooks issued to them or from lost books. The return of class materials is important, and your grades may be held if you fail to meet this obligation.

TRUANCY

Absences that are not explained by an approved written or verbal excuse from a parent/guardian are considered trancies. Truancy is considered a Major Behavior issue and will result in an Office Referral for each instance. Discipline for truancy may include the following consequences; after school detention, lunch detention, and/or attendance contracts.

A student is truant for disciplinary purposes when one or both of the conditions below are met:

- The student comes onto school property and then leaves without permission before the school day ends and/or
- Remains on school property but does not attend one or more periods.