



STUDENT HANDBOOK & CODE OF CONDUCT

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

NORTHBROOK MIDDLE SCHOOL

1221 Northbrook Parkway Suwanee, Georgia 30024

www.gcpsk12.org/NorthbrookMS

Main Phone: 678-407-7140

School Hours: 8:55 AM to 4:00 PM

Fax Number: 678-407-7157

Main Office Hours: 8:15 AM to 4:15 PM

NORTHBROOK ADMINISTRATION and SUPPORT

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Visit www.gcpsk12.org/Page/27367 for a copy of the
Gwinnett County Public Schools Student and Parent Handbook

PRINCIPAL'S MESSAGE

Students and families, welcome to the start of the 2022-2023 school year! As principal, my vision for Northbrook is for students to achieve at their fullest potential in a nurturing environment. Our team is committed to providing **EACH AND EVERY STUDENT** a safe, positive learning environment that is both high-performing and nurturing. Our goal is for every student to be high school, college, and career ready and to have the problem solving, collaboration, and organizational skills necessary to achieve their goals. At Northbrook, we set lofty goals and push ourselves and our students to meet our **STANDARD OF EXCELLENCE**. This is what makes Northbrook Middle such a special place.

This year marks our ninth school year as a Northbrook family. I am committed to high expectations for our students. I want our students to show high academic achievement in the classroom, participate in clubs and activities, and demonstrate responsible citizenship at school and in the community. I am asking each student to make a commitment to maximize their unique potential. Students exhibit that **NORTHBROOK PRIDE** by taking responsibility for their learning and setting lofty goals for themselves.

Middle school is an important and challenging experience for students. We encourage all students to **TAKE FULL ADVANTAGE OF SCHOOL** by:

- Always giving your full effort, committing to learning, and setting high goals for yourself.
- Communicating with your teachers, parents, and administrators when you need something.
- Asking questions, examining possibilities, looking for solutions, and embracing unique ideas.
- Making good choices about your physical and mental wellness and surrounding yourself with positive friends.
- Taking responsibility for your actions and accepting that sometimes you'll make mistakes.
- Demonstrating respect to adults and to other students all the time, both in person and on social media.
- Finding what makes you happy and committing to it. You don't have to apologize for being who you are.

Parents, please make time to:

- Use the Parent Portal early and often. The portal will give you relevant information regarding your child's academic performance, schedule, and attendance. Parents who show interest and concern in school progress motivate their children to do their best at school.
- Communicate with your child's teachers and staff members to establish a successful home-school connection. All our teachers have eCLASS sites with their contact information, classwork and homework assignments, and other useful resources.
- Be active in the PTSA. Our partnership is essential for continued success.
- Ask your child questions about their school day, see what courses they may need help in, monitor their social media accounts, and let us know if they need any support.
- Help us by reinforcing school expectations at home. With your help, Northbrook will continue to be a community where every person feels respected, valued, encouraged, and challenged.

We look forward to yet another great school year at Northbrook. I am honored to serve as your principal. If I can be of any assistance, please don't hesitate to contact me. Welcome to Northbrook Middle School! **GO LIONS! ONE RIDGE!**

Dr. Brooks Baggett, Principal

STUDENT HANDBOOK – ATTENDANCE

ATTENDANCE

Northbrook Middle School will implement the GCPS attendance protocol, which is published in the Student & Parent Discipline Handbook, which will be given to each student at the beginning of the school year. State law states that students may be excused from school under these circumstances (**written notes are required**):

- Personal illness or attendance in school endangering the health of other students.
- A serious illness or death in a student's immediate family.
- A court order or order by a governmental agency, including pre-induction physical examinations for service in the armed forces.
- Observing religious holidays.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- A period not to exceed one day is allowed, at the discretion of the local unit of administration, for registering to vote or voting in a public election.
- Visiting with a parent or legal guardian prior to or during leave from deployment to a combat zone or combat support posting as a member of the armed forces of the United States or the National Guard (maximum of five school days per year).
- Students will be counted present when serving as pages of the Georgia General Assembly.

Absences shall not penalize student grades if the following conditions are met.

- Absences are justified and validated for excused reasons. **Absences are excused with a written note, signed by a parent or guardian, for one of the reasons listed above.** The absence will be marked unexcused until the homeroom teacher receives notification regarding the absence(s) within three days of returning to school.
- Make up work for excused absences were completed satisfactorily. Students are responsible for making arrangements and completing make up work within the specified timeline.
- Work missed will not count for or against the final grade of students who are suspended short term (1-10 days). Suspended students shall make up those tests and assignments that the teachers determine will have an impact on the student's final grade and mastery of AKS. Assignments that the teachers do not require to be made up will not count toward a student's final grade.

Students who are registered in school, but are not attending, and do not have permission to be absent are considered to be truant. Students who have emergencies necessitating their absence from school for a portion of the school day must have been present for the majority of the school day in order to be counted present. **To be counted present for the whole day, students must attend for at least the equivalent of half the school day.** This does not have to be continuous time. In order to be counted present, students must check in before 12:35 PM. Students who check out before 12:35 PM and do not return to school will be counted absent.

MAKE-UP WORK

It is the responsibility of the student to check eClass to get missed assignments. If a student is absent for more than three days, parents may request the student's work. It will be available for pick-up from the front office (please allow 24 hours for teachers to get assignments ready). Students are responsible for bringing a note to the grade level suite to verify that an absence is excused, and then to ask teachers for missing assignments.

CHECK-IN / CHECK-OUT

Students arriving after homeroom has started should sign in at the reception desk. The tardy will be marked as unexcused if there is not a note from the parent. If a note is not provided within three days, the tardy will remain marked as unexcused. A student will be released only to a parent, guardian, or other persons listed on the student emergency list. Other persons will be allowed only upon receipt of a signed, dated note from a parent that can be confirmed by telephone. **Anyone checking a student out of school is required to have a current driver's license or picture ID to show the front office prior to release of the student.** Students who leave without checking out are considered truant. If there are circumstances that make it necessary to deny checkout authority to an adult who would normally have this privilege, it is the responsibility of the parent or guardian to inform the school in writing. Parents may go directly to the front office to request checkout. **Checkouts must be completed prior to 3:30 p.m.** so that bus-loading procedures can be conducted in a safe and orderly manner. No check-outs will be permitted after 3:30 pm or during standardized testing.

BEFORE SCHOOL PROCEDURES

- Student arriving between 7:45 - 8:55 am must report directly to the cafeteria.
- Students with signed agendas will be released to their approved activity.
- Wednesday Help Sessions begin at 8:15 am. Students arriving at 8:15 or after will report directly to their teacher's classroom.
- Students are not allowed to congregate or loiter in any areas inside or outside of the school building before, during, or after school hours.
- Students in transition before or after school without a signed agenda may receive a disciplinary consequence.

AFTER SCHOOL PROCEDURES

- Students will be released for car riders at 4:00 pm. First busload will release at 4:03 pm and second load will proceed thereafter.
- Students attending after school activities will be released after second busload.

COVID-19 AND SCHOOL SAFETY

At Northbrook, our mission is to cultivate a nurturing environment where all students achieve at high levels. We will continue to work together as a school community to create a safe, nurturing environment. COVID-19 only underscores the importance of our collaborative effort. We will follow the guidelines outlined for us by Gwinnett County, the state of Georgia, and the Georgia Department of Public Health. To ensure the safety of community, all students and staff will follow safety guidelines put forth by Gwinnett County Public Schools.

STUDENT HANDBOOK – BEHAVIOR

NORTHBROOK MIDDLE SCHOOL PRIDE

POSITIVITY	P	Think and say positive things. Keep a positive attitude.
RESPECT	R	Treat others the way you want to be treated. Consider the feelings of others.
INTEGRITY	I	Be honest. Do the right thing.
DILIGENCE	D	Put care and effort into your work. Keep working towards your goals.
EXCELLENCE	E	Be your best. Do your best.

STUDENT BEHAVIOR PLAN (STEP PLAN)

Through established rules and consequences, Northbrook employees and staff will provide clear expectations regarding student behavior. Every student is responsible for knowing and complying with school rules. The consequences listed below will assist students, parents, and teachers in quickly addressing behaviors before these behaviors lead to significant consequences.

STEP 1 – Warning and parent contact

STEP 2 – Silent lunch or move to non-team teacher classroom and parent contact

STEP 3 – Teacher detention, parent contact, and conference with your counselor

STEP 4 – Administrative conference and administrative detention

STEP 5 – Administrative referral

STEP PLAN GUIDELINES

6th Grade— The STEP Plan begins over each nine weeks for the first semester. The STEP plan is in effect for the entire second semester.

7th Grade— The STEP Plan begins over each semester.

8th Grade— The STEP Plan begins over each semester.

Some behaviors supersede the step plan and lead to immediate administrative referrals and disciplinary action. There are times when suspension and/or a disciplinary panel could result.

GCPS DISCIPLINARY GUIDELINES

The GCPS Student Conduct Behavior Code applies when student(s) are: on school grounds at any time; off the school grounds at a school activity or event; when students are in route to and from school, school activity or event; or off school grounds while in attendance at a school function. GCPS has jurisdiction when students are off school grounds when the misconduct is directed at a student or employee, or when off-campus misconduct directly affects the safety and welfare of the school community or the orderly mission of the school.

RULE 1 DISRUPTION AND INTERFERENCE WITH SCHOOL

RULE 2 DAMAGE, DESTRUCTION OR MISUSE OF SCHOOL PROPERTY OR EQUIPMENT

RULE 3 DAMAGE, DESTRUCTION OR MISUSE OF PRIVATE PROPERTY

RULE 4 ABUSE, THREAT, INTIMIDATION, ASSAULT, BATTERY ON SCHOOL EMPLOYEE

RULE 5 ABUSE, THREAT, INTIMIDATION, ASSAULT, BATTERY ON ANOTHER STUDENT

RULE 6 WEAPONS

RULE 7 DRUGS, ALCOHOL, OR TOBACCO

RULE 8 DISREGARD OF DIRECTIONS OR COMMANDS

RULE 9 INDECENCY

RULE 10 UNEXCUSED ABSENCES

RULE 11 OTHER CONDUCT WHICH IS SUBVERSIVE TO GOOD ORDER

RULE 12 REPEATED VIOLATIONS/CHRONIC DISCIPLINARY PROBLEM STUDENTS

RULE 13 SCHOOL BUS INFRACTIONS

Visit www.gwinnett.k12.ga.us/polproc.nsf/pages/StudentConductBehaviorCode for information.

HARASSMENT/BULLYING

Since harassment usually happens when adults are not present, it is important for students to inform their teachers or other school personnel when it occurs. The administration will handle harassment complaints sternly and with the utmost confidentiality. Students and parents should contact their grade level administrator for assistance.

ACADEMIC DISHONESTY / PLAGIARISM

Cheating and plagiarism are acts of academic dishonesty. A zero may be given for the assignment and the teacher will contact the parent. A student may be given a disciplinary consequence based on the severity of the incident. Northbrook defines cheating and plagiarism as any incident where a student takes credit for work that is not his or her own. Examples of cheating and plagiarism include, but are not limited to:

1. Buying or using any sort of paper or project from another person or service and turning it in as the product of your own work;
2. Turning in someone else's work as your own with or without that person's knowledge;
3. Copying statements from a source and using them without proper use of quotation marks and citations;
4. Paraphrasing information from a source without proper citations;
5. Using unauthorized or unapproved information during the administration of an assessment, quiz, or classroom assignment;
6. Using an electronic device to obtain or share assessment information or student work that is not a product of your own work.

ANTI-DISCRIMINATION AND TITLE IX COMPLAINTS

The Gwinnett County Board of Education is committed to providing an environment free of sexual harassment and all forms of harassment and discrimination on the basis of race, color, religion, sex, age, national origin, or disability. If you believe you or your child are being mistreated on the basis of race, color, religion, sex, age, national origin, or disability, you have a complaint and a remedy. Please tell any school employee in whom you have confidence that you have a complaint about the manner in which you or your child is being treated and why. If you have specific concerns that your child is being discriminated against or harassed, please contact a Northbrook Title IX Coordinator:

April Mitchell (Coordinator)

678-407-7135

april.mitchell@gcpsk12.org

Dora McKissock (Investigator)

678-407-7136

dora.mckissock@gcpsk12.org

CONSEQUENCES OF STUDENT MISCONDUCT

School administrators have broad discretion to determine consequences for student misconduct at the local school level. The range of consequences for misconduct that can be assigned by a local school administrator may include without limitation, student conference, parent conference, before or after school detention, in-school suspension, and out-of-school suspension. Any student who is serving Out-of-School Suspension will be excluded from participation in school-sponsored events. A student could be referred to a Student Disciplinary Panel Hearing, which may result in Long-Term Suspension or expulsion. Depending upon the severity of the offense, Safety and Security may be contacted for referral to law enforcement officials.

STUDENTS WITH MULTIPLE DISCIPLINARY REFERRALS

Students with multiple discipline referrals, and/or a level II or level III rule violation, may not be permitted to attend field trips or participate in extra-curricular events, such as dances, yearbook signings, basketball games, and other events at the school's discretion.

STUDENT HANDBOOK – DRESS CODE

The dress code is designed to reduce the likelihood of distraction or school disruption and to maintain an academic focus in the classroom and on campus.

MASKS

- Northbrook will continue to follow public health guidelines on mask and safety protocols.

SHIRTS/TOPS

- Inappropriate shirts/tops should not be worn to school. This includes, but is not limited to halter tops, strapless tops, spaghetti straps (straps must be at least two inches wide), and tops that are low-cut, see-through, or backless. Sleeveless shirts are not allowed.
- Shirts/tops that expose any portion of the waist, hips, midriff, ribs, cleavage, or undergarments are inappropriate for school. If you raise your arms at or above your head, and your midriff is showing, you should not wear the shirt.
- All students must wear t-shirts in P.E.

SHORTS/SKIRTS/PANTS/BOTTOMS

- All shorts/skirts must be mid-thigh length or longer. Slits in skirts cannot be above mid-thigh.
- Shorts/skirts/pants/bottoms must be worn so that no underwear is shown and should be worn at the waist at all times (no sagging).
- There should be no rips or holes that reveal inappropriate areas of the body above the knee.
- No see-through garments.
- If leggings, jeggings, spandex pants, tights, or tight-fitting yoga/workout pants are worn, the student's top must reach below, and cover, the buttocks in both front and back.

ADDITIONAL ITEMS

- Headwear is prohibited and must be kept out of sight in the building. This includes, but is not limited to hoods, bandanas, wave caps, sweatbands, sunglasses, or any other head covering. Exceptions for religious or medical reasons may be granted by the principal.
- No combs, rakes, curlers, or picks can be worn in the hair.
- Pajamas, sleepwear, or blankets are not allowed.
- Trench coats are not allowed. All other coats must be worn properly.
- Hair color/style that distracts from the learning environment is not permitted.
- Jewelry or accessories that may be used as weapons are not to be worn at school. This includes, but is not limited to wallet chains, spiked rings/bracelets, two/three finger rings that are joined, oversized belt buckles, bulky chains, sharp objects that could pose a danger.
- Proper footwear must be worn at all times. Bedroom/house shoes are not allowed.
- Clothing, masks, jewelry, body art, or tattoos that display words or symbols that promote or depict profanity, violence, drugs, alcohol, sex, illegal gang affiliation, or other illegal activity expressed or implied are not allowed.
- Any student dress/appearance not specifically stated that the faculty or staff deems inappropriate and/or distracting is also prohibited.

PROCEDURES FOR NOT FOLLOWING DRESS CODE:

- Dress code violations may result in a phone call to the parent/guardian. The parent/guardian may be required to bring appropriate clothing.
- Repeated dress code violations may result in disciplinary action.

STUDENT HANDBOOK – “AWAY FOR THE DAY” DEVICE POLICY

Northbrook has an “Away for the Day” cell phone and electronic device policy

- With the implementation of 1:1 Chromebooks, there is no longer any need for a student to use a cell phone as an instructional device.
- Upon arrival, students are expected to silence/turn off their phones and store them in their backpacks or lockers where they will remain for the duration of the school day.
- Students are not to keep cell phones or earbuds/headphones on their person. Cell phones and other devices should not be visible or in use during the school day.
- In the event that a student needs to contact home for any reason, they may do so from any school office phone.
- Students assume all responsibility for any personal electronic devices brought to school.
- In the event that a personal electronic device of any kind is lost, stolen, or damaged, **the school is not responsible for restitution nor is the school obligated to investigate.**

Northbrook “Away for the Day” Procedure

If a student fails to adhere to the “Away for the Day” policy, he/she will be subject to the following consequences:

- **1st offense** - The student receives a warning. The teacher provides a reminder of the “Away for the Day” rule.
- **2nd offense** - The student turns in their cell phone or earbuds into a secure locker in the administrative office for the remainder of the school day. The school contacts parents.
- **3rd offense** - The student turns in their cell phone or earbuds into a secure locker in the administrative office each day for one week (5 days). The school contacts parents.
- **4th offense** - The student turns in their cell phone or earbuds into a secure locker in the administrative office each day for one month. The school contacts parents.
- **5th offense and beyond** - The student turns in their cell phone or earbuds into a secure locker in the administrative office each day for the remainder of the school year. The school contacts parents.

STUDENT HANDBOOK – OTHER IMPORTANT INFORMATION

AKS – Each student will be given an Academic Knowledge & Skills Parent Brochure at the beginning of the school year. The brochure gives an overview of what students will be expected to learn and do at the grade level in each subject area.

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

ASSISTIVE NEEDS – Gwinnett County Schools wishes to meet the needs of all its students and families. If any member of your family needs assistance or has any questions regarding mobility impaired issues or handicapped access, contact the principal.

BUS CHANGE REQUESTS – For student safety, to avoid overcrowding, and for behavior management on the buses, Northbrook Middle will not allow students to ride a different bus or to get off at a different bus stop unless there is a permanent bus change or an unexpected family emergency (i.e. serious illness in the family, accidents, a death in the family, etc.). For a bus pass, please contact the grade level suite in the morning with a written note or phone call. Be sure to include a phone number where a parent or guardian can be reached to discuss the request. Bus pass requests made after 2:00pm may not be honored.

CAFETERIA PAYMENT OPTIONS AND RULES – For updated pricing on GCPS lunches see <https://www.gcpsk12.org/Page/24219>. Money may be deposited in student accounts on a weekly, monthly, or annual basis using www.MyPaymentsPlus.com. Checks for lunches must be made payable to Northbrook Middle School Cafeteria. Parents can receive e-mail notifications of your student’s balance by signing up at www.gcsnp.org. Students will be allowed to charge their lunch meals when they do not have cash or money on their account. Northbrook’s School Nutrition Program manager will make a concerted effort to “control” the total amount of charges incurred by any one student via “charge letters,” email, or phone calls to parents. Students will not be allowed to purchase extra items if they have a negative balance. **Cafeteria rules include:**

1. Soda and/or Energy type drinks (like Red Bull) are not permitted at school. Carbonated drinks or with red food coloring are not permitted.
2. **Students may have water only in the classroom during the school day** with the exception of breakfast when juice or milk is purchased.
3. Personal parties or celebrations should occur outside of the school day.
4. Outside food, including fast food, cakes, cupcakes, etc. are not allowed at school.
5. Students may not receive food or drink deliveries (from delivery vendors, restaurants, etc.) at any time during the school day, including lunchtime. Interruption of classes for deliveries interferes with instruction. Any food or drink delivered to the school will be thrown away.

CAR RIDERS – Car riders must arrive no sooner than 7:45 a.m. and leave school **only when dismissed** at the end of the day. Students who are transported by automobile must use the appropriate pick-up and drop-off at the car-rider area located at the back of the school. This is **critical** to maintain student safety.

CLINIC / MEDICINES – Northbrook Middle School is committed to the health and welfare of all students. The school clinic worker will not furnish a student with **any medicine**, including aspirin, unless it was provided to the school by the parent in accordance with our school clinic procedures. Each student requiring medication must have their parent or guardian bring the medication to the clinic, along with a note specifying time and dosage. Neither the school, nor its staff, can guarantee that any student will take a particular medication correctly. Please notify the school office if there is any medical situation that could be potentially dangerous.

If a student becomes ill during the school day, he/she should report to the clinic. The clinic worker will determine the appropriate steps to ensure the health and safety of the student. In the event there should arise a question of illness, the office will contact the parents. Parents are expected to arrange transportation for the child. In the case of an accident, every effort will be made to render emergency treatment. Because parents are called in any emergency, we **must** have updated telephone numbers and emergency numbers on file. **Please notify the school immediately when your home, cellular or work telephone number is changed.**

COMMUNICATION –Please visit our website at www.NorthbrookMS.org for school updates and information. The *Northbrook Focus* newsletter is sent home every two weeks and provides current information about school happenings.

GIFTED EDUCATION – The Gwinnett County Public Schools gifted education program serves students in grades K-12 by providing academic challenges for those who are intellectually advanced. Classes offer accelerated learning and enriched academic curriculum experiences that focus on and extend Gwinnett County Public School’s AKS. Any responsible person who has knowledge of a student’s intellectual ability may refer a student to a local school’s gifted referral committee. Students are identified and placed in gifted education based on criteria established by the General Assembly and the Georgia State Board of Education. Students who transfer from gifted education programs within the state of Georgia have reciprocity into the Gwinnett program providing the original placement was correctly completed. Students who transfer from out-of-state must meet Georgia requirements. Parents should notify the school when registering their child that he/she was identified as a gifted student in their previous school.

GRADING – The grade is a report of the individual student's progress, as defined by the AKS, to the student, to his or her parents, and to others who are concerned with the student's progress in education. Student academic progress shall be graded according to the following scale:

0-69 F 70-73 D 74-79 C 80-89 B 90-100 A

For thoroughness in evaluation of student progress, the teacher can use various learning activities, such as daily class participation/homework, special projects, and/or tests, in determining the grade received. All aspects of the evaluation of student progress are designed to enhance achieving the AKS. The teacher of each class is also responsible for evaluating and assigning a conduct grade to each student. The student's academic grade shall not be altered based on the conduct of the student, nor by the effort demonstrated in class.

GUIDANCE AND COUNSELING — Guidance and counseling are an ongoing process of assisting students in discovering, understanding, and using their potential fully. Our counselors are highly qualified and competent. They are eager to help with educational, vocational, and personal problems. The counselors are available to students, parents, teachers, and administrators to discuss grades, test scores, or other problems and concerns.

HALL PASSES – Students are not permitted in the halls unless they are accompanied by a teacher or staff member or have a **signed hall pass**.

HELP DAY – Every Wednesday (on regular school days) is designated as “help day.” Teachers will be available to help students with school work from 8:15 until 8:55am. No meetings, clubs, conferences or committees will be scheduled on Wednesdays. Everyone (students, parents and teachers) should be able to depend on this time to be preserved for tutoring, make-up assignments, and reassessments.

HOMEWORK and MAKE-UP WORK – The Northbrook faculty believes that homework provides the crucial practice necessary to build skills, deepen understanding, lengthen retention, and promote higher student achievement. Students will be assigned a reasonable amount of homework and will be expected to complete assignments. When a student has a short-term absence he/she must make up any work missed. In unusual circumstances, such as a long-term

excused absence, arrangements to make up the work missed can be according to a plan devised by the teacher. It is the student's responsibility to see that make-up work is completed. If the work is not completed according to a plan devised by the teacher, the student will receive an NTI for the incomplete work. A student who has been suspended must be given the opportunity to make up assignments. Each teacher has an eClass web page available to post and communicate students' assignments. **Students are permitted two school days to make-up work for every one day of absence. Work assigned before the absence will be due on the day the student returns to school.** If a student is absent for five days or longer the teacher will devise a plan that includes a due date for the make-up work.

PARENT/TEACHER CONFERENCES – The Northbrook staff welcomes the opportunity to meet with parents. In addition to regularly scheduled conference opportunities for all parents, please call your grade level office to make a conference appointment with a teacher, counselor, assistant principal, or principal. Your conference will be scheduled for the earliest available opportunity. Teachers are not available for conferences when they are scheduled to teach. Schedules are busy, so calling for an appointment will avoid the disappointment of finding that the person you need to see is not available. Early release days in the fall and the spring are provided to conduct parent conferences for the purpose of discussing student progress. Homeroom teachers will offer parents an opportunity to schedule a conference.

PROMOTION CRITERIA – Students will earn promotion to the next grade level based upon proficient performance in mathematics, language arts, and two of the following three classes: science, social studies, and Connections classes. In addition, student promotion to the next grade level will be determined by proficient performance on Georgia Milestone Assessments.

REPORT CARDS AND PROGRESS REPORTS – Progress reports are issued at the 6-week and 12-week mark of each semester. Report cards are issued at the end of each semester and are records of the student's final grade and credit in each class. Students and parents can securely access timely details regarding student academic progress, attendance, discipline, and test history online through the GCPS Parent Portal and StudentVUE app on the students' eCLASS pages.

RETEST – Students may have the opportunity to retest at the discretion of the teacher given the following guidelines: (a) the test to be retaken is a summative assessment, including unit tests, common assessments, summative projects. Final exams and interim exams are excluded; (b) students have completed requisite tutorial and/or help session, (c) all missing work is complete, and/or (d) the retest takes place within 10 days of the date that the test was returned.

STUDENT RECORDS – The Family and Educational Rights to Privacy Act of 1974 provide parents the following rights:

1. The right to inspect and review educational records of their child, the right to challenge the content of those records, the right to control the release of the educational records.
2. Copies of a student's educational record may be transferred to officials of other schools or school systems in which the student seeks to enroll. Unless parents express, at the time of enrollment in the Gwinnett County Public Schools, a need for additional notice of the transfer to the enrolling school or school system will occur without further notice.'
3. School officials must require the parent or guardian to provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school.

It shall be the policy of the GCPS Board to protect the confidentially or personally identifiable information in student records against all persons except those with a need to know in normal operation of the schools or school system, except when specifically authorized release is granted in writing by the parent or eligible student or pursuant to subpoena or judicial order and as otherwise specified by federal or state laws. The parent or legal guardian or eligible student shall have right of access and right of hearing to challenge the content of records

believed to be inaccurate, misleading or otherwise in violation of privacy or other rights of the student within 45 days of request or before transfer of records. All information in the student record shall be as objective as possible or be based on unbiased non-discriminatory professional observation or judgment. The records shall be expunged periodically to eliminate records or data no longer valid or pertinent to the student.

VISITORS – All exterior doors are locked during the school day. Visitors will use the Visitor Management System to ring the main office to be let in the building. Any visitor who enters any school within the system must report to the front office to receive permission and register their visit in the official logbook. An identification badge will be issued to that person, and it must be worn at all times while on school property. Upon completion of the visit, visitors must also sign-out of the official logbook. It is the responsibility of all staff members of a school to direct persons who are on school property during school hours to follow these procedures.

School security requires that all persons who are not students or faculty members of Northbrook Middle School have the permission of the administration to be on the campus or in the school buildings. Persons wishing to tour Northbrook Middle School must do so by appointment only. The principal alone may grant exceptions. Students from other schools may not spend the day at Northbrook Middle School.

STUDENT HANDBOOK – SCHOOL WIDE RULES

1. I will be honest in my statements and actions.
2. I will respect the school staff, my fellow students, and myself.
3. I will respect the beliefs of others and cooperate with others.
4. I will display good conduct and sportsmanship at school, on the bus, and at all school activities.
5. I will maintain behavior appropriate for a learning environment.
6. I will use appropriate language at all times.
7. I will maintain appropriate noise levels.
8. I will respect the property of others.
9. I will work to the best of my ability.
10. I will promote school cleanliness and the upkeep of school property, avoiding any defacing of school property or the property of others.
11. I will respect and make substitute teachers and visitors feel welcome
12. I will keep my personal property free from any symbols associated with gangs or hate groups.