

**NORTH GWINNETT MIDDLE SCHOOL**  
**“Today is Your Day to be a Leader at NGMS”**



**STUDENT AGENDA**  
**2019 - 2020**

<b>NAME</b> _____	<b>STUDENT ID</b> _____	
<b>GRADE</b> _____	<b>HOMEROOM TEACHER</b> _____	<b>BUS #</b> _____
<b>EMERGENCY CONTACT INFORMATION:</b>		
1. <b>NAME</b> _____	<b>PHONE #</b> _____	
2. <b>NAME</b> _____	<b>PHONE #</b> _____	
<b>MY CHILD HAS PERMISSION TO BE A WALKER/BIKE RIDER</b>	_____	
	<b>Parent Signature</b>	

Dear Students and Parents,

It is my pleasure to welcome you to the 2019- 2020 school year at NGMS! We are starting our eleventh year as a school and are expecting approximately 2280 students. Congratulations to our 8<sup>th</sup> grade students as you move to your last year of middle school and begin the task of high school preparation! Welcome to our new 6<sup>th</sup> graders and your first year of middle school. Things will be different for you this year, but I promise, middle school can be a fun place! To our 7<sup>th</sup> graders, you made it to the top floor of the building and your daily workouts begin as you travel up the stairs at least twice every day!

My goals for students at NGMS are to achieve at high levels academically, to learn about the importance of service, to define and practice good citizenship, to value and respect diversity among our students, and to have pride in their school. I want students and parents to be proud when they tell people they attend North Gwinnett Middle School! The teachers will provide a rigorous and meaningful learning environment for all students where they will be challenged academically, while also being developed into responsible young citizens. I expect an atmosphere of respect and responsibility among the staff and the students.

Students will have the opportunity to participate in a variety of clubs and activities. A list of all our clubs will be published on the school website in September. I expect all students to be involved with at least one extra-curricular club or activity during their middle school career. Our advisement program will be held during Bulldog Pride Time and will focus on relationships and respecting the differences in people. The students will be in charge of their learning as they will track their assessment data and lead their own academic conferences. I expect our students to be well prepared for high school, but to also have an idea of the college or career they want to pursue in the future.

I would like to encourage students to put forth their best effort in all classes and to have fun learning. Students at NGMS are expected to be leaders in all that you do during and after school to represent NGMS. I also ask parents to be involved with your child's education. Middle school years can be scary for some people, but I assure you, we have a school full of people who care about students and will take care of them over the three years they are with us. North Gwinnett Middle is **our** school. Parents have a personal invitation to visit the school throughout the year and can request a conference at any time. We will also host Parent Visitation Days and I encourage you to attend. I believe you are part of the best middle school in the state of Georgia! Be proud and share with the community your red and black colors and your Bulldog Spirit!

Your Principal and Partner, Wanda F. Law

**North Gwinnett Middle School  
Mission Statement**

*The Mission of North Gwinnett Middle School is to pursue excellence in all areas by providing rigorous academics, developing leadership, fostering creativity, and empowering students with the skills to succeed in an ever-changing society through a partnership between students, parents, faculty and staff.*

**North Gwinnett Middle School  
Vision Statement**

*North Gwinnett Middle School will set the standard for excellence in education by preparing students to be academically independent thinkers, life-long learners and leaders in the global community.*

**Gwinnett County Public Schools  
Vision Statement**

*Gwinnett County Public Schools will be a system of world-class schools where students acquire the knowledge and skills to be successful in college and careers.*

**Mission Statement**

*The mission of the Gwinnett County Public Schools is to pursue excellence in academic knowledge, skills, and behavior for each student, resulting in measured improvement against local, national, and world-class standards.*

**Strategic Goals**

*Gwinnett County Public Schools will...*

- Ensure a world-class education for all students by focusing on teaching and learning the Academic Knowledge and Skills (AKS) curriculum.
- Ensure a safe, secure, and orderly environment for all.
- Optimize student achievement through responsible stewardship of its financial resources and the proactive pursuit of all resources necessary to meet current and future demands.
- Recruit, employ, develop, and retain a workforce that achieves the mission and goals of the organization.
- Meet the continuing and changing demand for essential information through technological systems and processes that support effective performance and desired results.
- Provide and manage the system's facilities and operations in an exemplary manner as determined by programmatic needs and best management practices.
- Apply continuous quality improvement strategies and principles as the way the organization does business.

**General Information**

**North Gwinnett Middle School  
170 Peachtree Industrial Boulevard  
Sugar Hill, GA 30518  
School Telephone: 678-745-2300  
Fax : 678-745-2348**

**Principal  
Ms. Wanda Law**

**Assistant Principals:**

Ms. Lori Blanchard - Assessment & Connections  
TBD- 6<sup>th</sup> grade  
Dr. Doug Callahan- 7<sup>th</sup> grade  
Ms. Tania Bethel -8<sup>th</sup> grade  
Mr. Hunter McRae - Special Education

**Web Site:** <http://www.northgwinnetts.com>  
**Transportation (After hours): 770-513-6686**

**School Colors: Red/Black  
School Mascot: Bulldog**

**School Office Hours: 8:00 AM – 5:00 PM**

*For your child's own safety, students should not be dropped off before, or picked up after these hours. If students need to come in early for help from a teacher, they must have a pass signed by the teacher.*

**How do I contact an administrator?**

Ms. Wanda F. Law, Principal  
[wanda\\_law@gwinnett.k12.ga.us](mailto:wanda_law@gwinnett.k12.ga.us)

Ms. Lori Blanchard - 6<sup>th</sup> grade & Assessment  
[lori\\_blanchard@gwinnett.k12.ga.us](mailto:lori_blanchard@gwinnett.k12.ga.us)

Dr. Doug Callahan- 7<sup>th</sup> grade  
[doug\\_callahan@gwinnett.k12.ga.us](mailto:doug_callahan@gwinnett.k12.ga.us)

Ms. Tania Bethel- 8<sup>th</sup> grade  
[Tania\\_bethel@gwinnett.k12.ga.us](mailto:Tania_bethel@gwinnett.k12.ga.us)

Mr. Hunter McRae - Special Education  
[hunter\\_mcrac@gwinnett.k12.ga.us](mailto:hunter_mcrac@gwinnett.k12.ga.us)

**How do I contact a counselor?**

Ms. Claudia Lenz, 6<sup>th</sup> grade Counselor  
[Claudia\\_Lenz@gwinnett.k12.ga.us](mailto:Claudia_Lenz@gwinnett.k12.ga.us)

Ms. Avery Tedder- 7th Grade Counselor  
[Avery\\_Tedder@gwinnett.k12.ga.us](mailto:Avery_Tedder@gwinnett.k12.ga.us)

Ms. Quagenia Evans, 8<sup>th</sup> Grade Counselor  
[Quagenia\\_evans@gwinnett.k12.ga.us](mailto:Quagenia_evans@gwinnett.k12.ga.us)

Ms. Carla Winkler, 6<sup>th</sup>- 8<sup>th</sup> Counselor  
[Carla\\_Winkler@gwinnett.k12.ga.us](mailto:Carla_Winkler@gwinnett.k12.ga.us)

**Where can I get homework...general help?**

Web Site: <http://www.northgwinnetts.com>

- Academics Tab
- Student Portal

*Faculty/Staff E-mail Address:* Please refer to the NGMS website



Link to NGMS Website

# Quick Question Reference Guide

## **What time does school start and end each day?**

School starts at 9:10 each day. If you arrive after 9:20 AM, you are considered tardy. School ends each day at 4:00 PM.

## **What time is early release dismissal?**

Dismissal will be at approximately 1:30 on these days. No check-outs after 1PM.

## **When can my parent drop me off in the morning?**

Students can enter the building at 8:55. Unless you have a pass from a teacher to come in early, students dropped off before this time will be sent to detention until 8:55. There is no adult supervision prior to 8:00 AM.

## **When should my parent pick me up after school?**

You should be picked up at 4:00 PM. Any students not picked up from the car rider line by 4:25 will be escorted to the front office to call home. Your best choice is to ride the bus provided.

## **Can my parent call the school to change my transportation today?**

In an emergency, your parent can call in a change. School personnel will verify that we are speaking to your parent and may request additional information. Transportation changes should be made before 3:00 PM.

## **Can I ride the bus home with a friend?**

No. Students are expected to ride the bus to which they are assigned and disembark at their assigned bus stop. Only in the event of an emergency, as determined by the principal or their representative, will a student be allowed to ride a different bus. **If you are seeking a change, your bus pass request must be made in the front office first thing in the morning.**

## **If I am absent, do I need to bring an excuse note?**

Yes - you must bring an excuse note to your teacher upon your return. This form is located on our website and requires a parent signature.

## **Who is authorized to check me out of school?**

Only those persons listed by your parent or guardian on the official school records as authorized to check you out will be allowed to do so. **Anyone wishing to check you out of school must present picture identification.**

## **What if I forget something from home? (homework, lunch, project, etc?)**

Your parents may bring the item to the reception desk. **Your teachers will be e-mailed, but we will not interrupt instructional time to ensure delivery in the time frame in which you may need the item.**

## **What happens if I get checked out of school early for an appointment or get checked in late after an appointment?**

Be sure that your parent or guardian follows the check-in and check-out procedures at the front reception desk. If you are at school less than half a day, you are counted absent. A half day is 12:30 PM.

Remember, no student check outs are allowed after 3:30 PM! (When the schedule is adjusted, no check-outs are allowed in the final 30 minutes of the day).

## **Can I use my electronic devices at school?**

Students are allowed to use electronic devices during lunch and in transition outside of the classroom. Electronic devices are not to be used in the P. E. locker room. Electronic devices may only be used in the classroom for an academic purpose with specific teacher permission. Students in violation of this policy will have their devices confiscated. A referral will be submitted to the administrator with a mandatory administrative detention consequence for the first offense. Parents will be called to come retrieve the device during normal school hours.

## **Where can I get food or drink?**

Upon first entering the building in the morning, students should get breakfast from one of the grab and go carts located on each academic floor. Lunch will be available at your scheduled lunch break. Bottled water is available in vending machines throughout

the building. Teachers may allow snacks in the classroom. The only beverage students may have in the classroom is water in clear containers. **No red drinks are allowed.**

**Can my parents come eat lunch with me?**

Absolutely! We encourage parents to eat cafeteria lunch with your child. Do not drop off fast food items for your child to eat in the cafeteria.

**What if I lose my textbook (or other school property)?**

Lost property should be immediately reported to the teacher, office personnel, or an administrator. Textbooks are issued to individual students, so do not leave them unsecured in a classroom. If you lose, damage, or destroy your textbook or other school-issued property, you must pay to replace the item before a replacement is issued. If an item is later found, a refund will be made by the end of the school year.

**What if I lose my agenda book?**

Students may choose to carry a school-issued agenda as a hall pass. If you lose your agenda, you will be required to purchase a new one in the front office for a replacement fee of \$5.00.

**What if I lose my workbook for class?**

If you lose a consumable workbook needed for a class, you may purchase a replacement in the front office for \$10.00.

**What if I lose a personal item?**

Please check the large lost and found box located in the gym for clothing and bookbags. Smaller items may be held in the front office or your grade level administrator's office. Please make sure that you secure any personal items while at school.

**How do I keep up with my belongings?**

You will be provided a classroom locker in your first period. These are for the storage of books and other belongings and are equipped with combination locks. It is your responsibility to see that the locker is closed

and locked. Do not share your locker combination with others.

**P. E. lockers:** Students should bring locks from home for use in P. E. locker rooms. Students should always lock up personal items during his/her P.E. class.

The school administration reserves the right to examine the contents of lockers and book bags when appropriate. The school is not responsible for investigating the loss of items as a result of those items not being placed in a secure locker.

**When can I purchase a P.E. uniform?**

P.E. uniforms may be purchased at the school during Open House or from your PE coach when you begin the class. The purchase a uniform from the school is recommended, but not required.

**How can my parents pay the contribution fees?**

They may log in to [www.mypaymentplus.com](http://www.mypaymentplus.com) to pay the contribution fees.

**Where can my parents get insurance forms?**

Insurance forms are available in the main office.

**Arrivals and Departures**

Students arriving before 8:55 without a teacher pass must report to the cafeteria for detention. Any early arrivals must use the main entrance at the front of the building. Parents who transport their children to and from school should use the West Price Road driveway and allow the students to enter either of the three doors at the parking lot on the terrace level. Students should exit the school bus or car and proceed immediately to first period. The departures at 4:00 PM will follow the same procedure. Students who have not been picked up by 4:25 may be picked up in the main office.

### Car Rider Procedures

1. Please refrain from cell phone use.
2. Pull as far forward as possible before loading/unloading.
3. Do not pass or pull around stopped vehicles.
4. Load and unload on the sidewalk side only.

Following these safety rules will help the line move quickly and safely. Please see the school website for a map showing the expected flow of traffic for buses and car riders. Students who have not been picked up by 4:25 will be escorted to the main office to contact a parent or other authorized person. If students are not picked-up within a reasonable time frame, legal authorities may be contacted.

### Breakfast and Lunch Programs

The goal of North Gwinnett Middle School's cafeteria program is to provide high quality, nutritious meals to our students at a price that is affordable to all. Students purchasing meals are expected to maintain a positive balance in their cafeteria accounts. Students may pay for meals by the day or in advance by the week, month, or year. **Please make checks payable to North Gwinnett Middle School Cafeteria.** Parents may also use the online account system of MyPaymentPlus. MyPaymentPlus allows you to manage your student's meal account online by making deposits at no cost and creating settings to auto-replenish your account or receive free reminders when the balance is low. You can register for an on-line account at: <http://www.mypaymentplus.com>. **Please be aware that students who have exceeded charges of \$12 will not receive a full lunch. They will receive an alternate meal until the charges are cleared.** For that reason, we ask that all parents ensure their child pays his/her cafeteria bills so that they can enjoy the full selection of lunchroom and breakfast choices. Students who qualify for free or reduced priced meals should pick up an application from any cafeteria worker or in the front office. Breakfast stations will be located conveniently throughout the building so

students may grab a breakfast before school begins.

### Breakfast

Student Breakfast	\$1.50
Reduced Price Breakfast	\$.30
Adult Breakfast	\$1.75
Extra Milk	\$.40

### Lunch

Student Lunch MS/HS	\$2.50
Reduced Price Lunch	\$.40
Adult Lunch	\$3.00
Extra Milk	\$.40

### Visitors

NGMS welcomes visitors. Parking for visitors is available in the front parking lot with spaces clearly marked. Visitors are required to enter the building at the front door only and report to the reception area for sign-in. A visitor's badge will be issued upon presentation of a photo ID. **We ask that this visitor badge be worn in a visible location while on the school campus.** Parents are invited to visit the school regularly, to join us for lunch, and to be involved in all school activities. Students from other locations will not be allowed to visit during instructional time. Parents requesting classroom visits should schedule these visits with the teacher or grade level assistant principal with at least 24 hour notice.

### Parent Visitation Days

September 23rd, 2019

### Evacuation Communication to Parents

In the event of an actual evacuation, we will evacuate the students to Gwinnett Church (first priority), NGHS (2<sup>nd</sup> priority) or an alternative location if necessary. We will post any applicable information to the North Gwinnett Middle School website and send an e-mail news blast to the registered account with reunification details.

### **Handicapped Access**

It is North Gwinnett Middle School's intent to have a barrier free building and grounds. Please avoid parking in a way that blocks handicapped parking or curb cuts. If any family member who would need to attend conferences is handicapped, please notify the administrators so that arrangements can be made to meet in a barrier free area. Also, if a student becomes temporarily handicapped due to injury or illness, please let the school know so that all classes are held in barrier free areas.

### **Statement of Nondiscrimination**

North Gwinnett Middle School does not discriminate on the basis of race, color, national origin, sex, handicap, or age in educational programs, activities, or employment practices. It is the practice of the Gwinnett County Public Schools to provide instructional and related services appropriate to individuals with documented disabilities. Individuals may contact their local school for information regarding such services. Please see Dr. Doug Callahan, school Title IX coordinator, with any concerns regarding discrimination.

### **Attendance**

Regular attendance in school is essential for a quality education. Daily attendance helps students feel more closely associated with their classmates and improves their educational progress. The time missed from class results in loss of valuable educational experiences. Make 100% attendance a goal for this year. We want students in school every day. **State law requires that students between the ages of seven and sixteen attend school and recognizes only the following reasons as legal absences: personal illness, death in the immediate family, recognized religious holidays observed by your faith, absences mandated by governmental agencies, instances where attendance would be hazardous, and service as a Page in the Georgia General Assembly.**

**In case of any absence from school, a student must bring a written excuse from a parent or guardian stating the reason for the absence.**

This excuse must be given to the 1<sup>st</sup> period teacher when the student returns to school.

**Excuse notes need to be turned in prior to the end of the semester in which the absence occurred.** New federal and state guidelines require that a school maintain written documentation for each absence. Please use the attendance documentation form on the school website whenever possible in order to assure that your child's absence is recorded correctly.

**Please review the following information regarding the protocol followed for excessive absences:**

1. When a student accumulates 10 days absences, excused or unexcused, the counselor will meet with the AP to discuss and look at the need for scheduling an attendance meeting.
2. If an attendance meeting is to be held, the counselor, AP, teachers, and parent will meet and an Attendance Management Plan will be written. If parent is not able to attend, a phone conference can be held. If the parent cannot be reached, a copy of the plan will be mailed to the parent.
3. Once the child accumulates 15 total days of absences, the team will hold a Student Attendance Review Committee (SARC). The school social worker will be invited to this meeting. The SARC will develop a list of interventions for attendance and what actions will be taken if the child misses additional days of school. If a parent does not attend the SARC a copy of the SARC will be mailed certified mail.

**Early Check-out** - In order to prevent unnecessary disturbance in the classroom, parents must report to the front reception desk to check out students. **Students checked out prior to 12:30 will be counted as absent on that particular day.** This absence can be excused if it meets the state requirements for excused absences. Please keep check-outs to a minimum. Students are missing valuable

instructional time when they are checked out from school.

**PLEASE DO NOT GO TO THE STUDENT'S CLASSROOM.** Office personnel will call the student from class. Only persons listed on the clinic card, with proper I.D., will be permitted to check out a student. For your child's safety, no student will be allowed to check himself out, walk home, or leave the campus without confirmed parental permission. **Student check out may not occur after 3:30 except in the case of extreme emergency.**

**Late Check-In** - Students arriving at school after 9:20 must report to the front reception desk. The student **must be accompanied by a parent.**

#### **Make -up Work**

When students are out of school, it is the expectation that all missed work will be made up.

#### **School Closing Due to Weather Conditions**

Inclement weather conditions may cause the school to be closed. School closings are determined by the Gwinnett County central office staff and not by the local school. Announcements of closings will be broadcast via local news media. Additionally, closings will be posted on the GCPS website, and the NGMS website. The basic premise is that school IS open or will remain open unless it is specifically announced otherwise.

#### **Textbooks, Instruments and School Property**

Textbooks supplied by the State of Georgia will be issued to students. Please note that many textbooks are issued only in digital format with hard copies by request only. **The state only provides one copy of each textbook per student. Two books cannot be provided unless the student has an active Individualized Educational Plan (IEP) or 504 plan that states the student's identified disability requires a second book.** *For this reason, students are reminded to avoid carrying unnecessary items in the book bag. Unnecessary items should be left in the locker or at home.* In the event of loss or abuse of textbooks, whether accidental

or purposeful, the student must pay for the book(s) in accordance with the amount determined by the Board of Education.

Band instruments, library books, and other school equipment and/or property should be considered as a loan for the period the student uses such equipment or material. In the event of loss or abuse of instruments, equipment, or property, restitution will be determined by the amount it costs for replacement or repair.

When personally owned or rented instruments or equipment are brought to school, responsibility remains with the student parents, or guardians, **not the school.**

#### **Challenging Curriculum**

The Academic Knowledge and Skills (AKS) as developed by the Gwinnett County Board of Education are the standards for excellence for all students in the Gwinnett County Public Schools. They are what teachers are to teach and students are to learn. In every classroom, instruction and assessment are tailored so that all students learn the AKS.

Gifted and accelerated classes are available to identified students. Intervention reading, writing and math classes are also available during connections time to targeted students. During an academic class, remediation and extension occur daily.

The **Language Arts** curriculum is an integrated approach in which the facets of reading comprehension, literature and novel study, composition, usage and grammar, spelling, listening and public speaking are taught within a class period. Literacy skills are reinforced in all classes.

The **Mathematics** curricular goals for all students include learning to value mathematics, becoming mathematical problem solvers, learning to communicate mathematically, and learning to reason mathematically.

The **Science** curriculum in grade six covers topics in earth science; the course of study in grade seven is life science and in eighth grade



the study is accelerated physical science. The process skills of science are emphasized in all grade levels throughout the school year.

The **Social Studies** curriculum centers on challenges in a global society. A two year world studies block (grades six and seven) provides students the opportunity to examine the world today. The third year is an examination of Georgia's connections to the world. Map and globe skills and social studies process skills are emphasized in all grade levels.

Our music students in chorus, strings, guitar or band, agree to a year-long commitment to the program. Music is a performance based curriculum, focusing on group performance. Each student contributes to the entire group, thus requiring dedication and consistent practice.

**Please note that NGMS does not make schedule or teacher changes once a semester has begun except in extreme circumstances.**

Any schedule or teacher changes are made for the following reasons:

1. The child has already taken this class from the same teacher and failed.
2. Administrative Discretion

### **Homework**

The faculty and administration of North Gwinnett Middle School believe that homework is a valuable learning experience; homework can accomplish any or all of the following:

- a. reinforce academic skills introduced in the classroom
- b. increase learning time (time on task) thereby increasing achievement
- c. communicates the curriculum to parents
- d. encourage self-discipline in students

We believe that skills and concepts are reinforced through assignments completed outside the school. Through homework there is the opportunity for enrichment, extension, practice of basic skills, and/or reinforcement of instructional goals. This preparation and practice will help your child perform at a high

level on formative assessments in the classroom.

Homework becomes more valuable when there is a strong partnership between home and school. The role of the home is to provide support, encouragement, and a place to complete homework. The role of the school is to assign meaningful homework. Through a strong home-school partnership, homework has the potential to increase learning time.

### **Carnegie Credit Classes**

In Gwinnett County, students in **8<sup>th</sup> grade** currently have the opportunity to earn high school credit while still in middle school. Students taking the following year long courses will be given the choice of whether or not they want the credit to show on their high school transcript:

Physical Science  
Biology  
Algebra 1  
Accelerated Algebra 1  
Accelerated Geometry  
Marketing Principles  
Foundations of Engineering  
French  
Latin  
Spanish

### **Grade Reports/Grading Scale**

Report cards are issued at the end of each semester. NGMS encourages parents to access student grades and other information through the Parent Portal at any time. Registration for the Parent Portal must be made in person at the school. The Gwinnett County Board of Education has adopted the following grading scale:

A = 90 - 100  
B = 80 - 89  
C = 74 - 79  
D = 70 - 73  
U = Below 70

## **Honor Roll Recognition**

**Academic Honor Roll:** 90 or higher grade in every connection class and for all academic classes. Also, students must earn an S or E in effort in all classes.

**Merit Honor Roll:** 80 or higher grade in every connection class and every academic class, as well as an S or E in effort in all classes.

**Progress checks and reports will be issued on the following dates:**

### **First Semester:**

Friday, September 6, 2019 (progress check)  
Wed., October 9, 2019 (mid-term report)  
Friday, November 22, 2019 (progress check)

### **Second Semester:**

Friday, February 7, 2020 (progress check)  
Thurs., March 12, 2020 (mid-term report)

## **Report Cards**

Report cards are given to students at the end of each semester. First semester report cards will be issued on Friday, January 10, 2020. 2<sup>nd</sup> semester report cards will be issued on May 22<sup>nd</sup>, 2020.

## **Early Release Conferences:**

October 23 & 24, 2019 and February 19 & 20, 2020. Students will be released at 1:30 for the Early Release Days. Students will be leading our conferences in September and February. **Parents may request a conference through the teacher at any time.**

## **Counseling Department**

Ms. Quagenia Evans - 8<sup>th</sup> grade  
Ms. Avery Tedder - 7<sup>th</sup> grade  
Ms. Claudia Lenz- 6<sup>th</sup> grade  
Ms. Carla Winkler - 6<sup>th</sup>-8<sup>th</sup> grade

The goal of the North Gwinnett Middle School Counseling Program is to assist students in their academic, social, emotional and career development.

Our mission is to create a warm, inviting, safe environment where all students can feel welcome and important. As a department we care about our students and their futures. We provide students with an environment in which they are celebrated, respected, and supported, enabling them to reach their full educational and leadership potential. Our counseling program at North Gwinnett Middle School is focused on assisting students and parents to navigate through middle school and preparing for the transition to high school. We strive to provide students with the skills necessary to allow them to prosper as 21st century, global citizens and pursue lifelong learning. The NGMS Counseling Program focuses on three areas of development:

- **Supporting each student's academic achievement**
- **Promoting personal, educational, and career growth through personal prevention and intervention activities**
- **Helping students explore education and career choices through the College and Career Exploration Center.**

When a class is missed for a counseling appointment, the student must make up classroom work. Counseling and guidance services are part of the regular curriculum; parents will need to notify the school in writing if their child is not to participate in services. Conferences with the grade level counselor can be scheduled to discuss issues and concerns. Community based referral suggestions are available for both private tutoring and counseling needs.

## **Tutoring**

Classroom teachers make tutoring available to students each week. Students must check with the teachers to find out when tutoring is available to them. Students must have a signed agenda pass to attend morning tutoring.

### **Computer Access**

Computers in the media center will be available at 8:30 AM.

### **Discipline and Student Management**

North Gwinnett Middle uses a school-wide student management plan in which all faculty and staff work in a cooperative effort to encourage a successful learning environment. This plan is designed to ensure an effective learning atmosphere for all students and to curtail any minor inappropriate behaviors that disrupt the learning environment. This plan coincides with current school procedures and Gwinnett County Code of Conduct for Students. If you have any questions or concerns, please contact an administrator.

**Students are expected to follow the GCPS Code of Conduct as well as local school policies and procedures.**

### **Harassment**

The administration takes a firm stand against any form of harassment. Since harassment usually happens when adults are not present, it is important for students to inform their teachers or other school personnel immediately when this happens. The administration will handle harassment complaints with the utmost confidentiality in order to protect students.

### **School-Wide Bulldog Discipline Plan**

NGMS will implement a school wide discipline plan in an effort to assist students in correcting their behavior before making a referral to an administrator. Students are expected to follow all classroom, school, and district rules.

### **Expectations:**

- Take responsibility for being on time, having your materials, and being ready to work
- Follow directions the first time given
- Keep your hands, feet, and objects to yourself
- Wait to be recognized before speaking

- Follow all county and school rules and policies

### **Consequences:**

- Warning
- Parent Contact / time out or silent lunch
- Parent Contact/Teacher Detention
- Parent Contact/Administrative Referral
- Severe Clause (Immediate Referral)

These steps will begin anew in each class each day. The administration has the authority to issue a Modified Bulldog Discipline Plan for individual students.

**SEE GWINNETT COUNTY PUBLIC SCHOOLS STUDENT/PARENT HANDBOOK FOR MORE DETAILED INFORMATION.**

### **Dress Code for Students**

North Gwinnett Middle School is a learning environment. It is important that all students dress appropriately for the school setting. Listed herein are the regulations put in place to help students make the right choices for school appropriate attire.

### **Appropriate Dress for Students:**

1. **Headgear** is prohibited at school. This includes, but is not limited to: caps, hats, hoods, bandanas, wave caps, sunglasses, sweatbands, or any other head covering. \*Exceptions for religious or medical reasons to be granted by the principal.
2. **Blouses or shirts need to cover the tops of shoulders.** No halter tops, strapless tops, spaghetti straps, tank tops or bare shoulder tops of any type will be allowed. Blouses/ shirts that expose any portion of the waist, hips or midriff are not allowed. Low-cut, backless, or see-through tops are not appropriate. Boys are not to wear sleeveless shirts or shirts with wide arm cut -outs. Boys must wear shirts in P.E.
3. All **shorts and skirts** must be no shorter than fingertip length. **The outer layer of clothing from the waist down must meet all dress code requirements.** This includes but is not limited to skirts with leggings or jeans worn under them. Shorts

should be visible under long shirts. The waistline of all pants, shorts and skirts must be on or above the hips with no undergarments showing.

4. **Yoga pants may only be worn with a shirt that extends below the fingertips.**
5. Students may not wear blankets to school.
6. Health regulations and safety factors require **shoes** to be worn at all times. **Bedroom shoes/ slippers and shoes with wheels are prohibited.**
7. Pajamas or **sleepwear** of any kind are not to be worn in school.
8. No student shall wear clothing that displays **words** or **symbols** that depict violence, smoking, drugs, alcohol, weaponry, sex, gang affiliation or other illegal activity expressed or implied.
9. **No student clothing or accessories shall be disruptive to the school environment.**
10. **Jewelry** or accessories that may be used as weapons are not allowed to be worn at school. This includes, but is not limited to, wallet chains, spiked rings, spiked bracelets, spiked watches, two or three finger rings that are joined and bulky chains worn around the neck or waist. Sharp objects that could pose a danger such as spikes, nails or safety pins are not allowed on clothing, body parts or book bags.
11. All **belts** must be worn properly fastened around the waist and should not be excessive in length.
12. **Gang Related Attire:** Students are not allowed to display clothing or symbols that have been identified by the Gwinnett County Police Gang Taskforce as being commonly identified with gangs. Garments, scarves/bandanas, jewelry, body art/tattoos that communicate gang allegiance are not allowed to be worn in a manner that communicates gang affiliation. **This rule is subject to updates as additional apparel becomes identified as gang affiliated or disruptive.**
13. Exceptions to the North Gwinnett Middle School dress code may be made by the Principal or her designee for specific reasons.

**Please note that any attire deemed inappropriate and detrimental to the learning environment by a school employee, but not specifically listed herein, constitutes a violation of the NGMS dress code.**

#### **Procedure for Dress Code Violations.**

Students who are in violation of the dress code will be sent to the administrator's office to call their parents. Once the parent is notified of the dress code violation, the student will be given the opportunity to change into appropriate attire if they have it. NGMS will also provide a PE shirt or shorts for the student to wear the remainder of the day. Parents can choose to bring a change of clothes for their child. Repeated violations will result in disciplinary action.

**When you are getting dressed in the morning and you question whether or not something is appropriate for school, do not wear it! Save these types of outfits for the weekends.**

#### **Bus Discipline**

Riding a school bus is a privilege. This privilege may be revoked if safety rules are not followed. Standards of discipline on buses must be maintained at all times in order to insure safety. All school rules remain in effect at bus stops and during bus rides. Each bus driver has authority over the students riding his/her bus.

**Students are expected to ride the bus to which they have been assigned and to board and depart at their assigned bus stop. Bus drivers will not allow students to ride an unassigned bus or to get off at a different stop. Students are expected to follow all bus rules and procedures required by the driver. Failure to comply with the following bus rules may result in a bus referral and possible suspension of bus riding privileges.**

1. Students will follow the directions of the driver.
2. Students will safely wait for, board, and exit the bus at assigned bus stops.
3. Students will remain properly seated.
4. Students will keep hands, head, arms, and legs away from windows and confined to assigned seat.

5. Students will talk quietly. Loud voices and profanity are prohibited.
6. Students will not eat, drink, chew gum, or bring tobacco products on the bus.
7. Students will not bring radios, CD players, IPODs, MP3 players, tape recorders, toys, games, glass objects, and other potentially disruptive items on the bus.
8. Students will not have out or use cell phones while on the bus.
9. Students will not throw ANY objects on the bus or out of bus windows.

**If suspended, students must arrange for transportation to and from school.**

#### **Personal Property and Electronic Devices**

**The school will not be responsible for personal property including cell phones.** This includes property brought to school for instructional projects, as well as all other personal property of students. This also includes leased or rented music instruments and items such as tablets, laptops, gaming devices, etc. NGMS is a BYOD (Bring Your Own Device) school that encourages students to use personal electronics for academic purposes at school.

#### **Cell Phones/Other Electronic Devices**

The Gwinnett County Board of Education permits students to have in their possession a cell phone on a limited basis. Students are allowed to use cell phones during lunch and in transition outside of the classroom. Cell phones are not to be used in the P. E. locker room. Cell phones may only be used in the classroom for an academic purpose with specific teacher permission. Students in violation of this policy will have their phones confiscated. A referral will be submitted to the administrator with a mandatory administrative detention consequence for the first offense. Parents will be called to come retrieve the phone during normal school hours.

Electronic e-readers such as Kindles or Nooks are encouraged for school use.

#### **Cheating and Plagiarism**

Assessment is both a method of determining a student's level of achievement and a learning

opportunity. Any occurrence of cheating will be handled through firm and decisive action.

The staff of North Gwinnett Middle School defines cheating on any assignment/assessment as follows:

1. Student talking to a neighbor during an individual assessment. (All questions and conversation shall be between the teacher and the student).
2. Student looking at a fellow student's paper/information.
3. Student giving answers/information to a fellow student either verbally, in writing or via text message.
4. Student possessing or using a cheat sheet, or any form of written answer.
5. Student copying a fellow student's assignment.
6. Student using book or class notes during an individual assessment unless otherwise specified by the teacher.

As defined by the Scholastic Children's Dictionary (Scholastic, Inc., 1996) to plagiarize is "to steal and pass off the ideas or words of another as one's own". Acts of plagiarism include, but are not limited to, the following types of acts:

- Copying another person's paper
- Buying (or downloading for free) a research paper from the Internet or other type of service
- Turning in a paper that someone else has written for the student
- Paraphrasing material from a source without giving proper credit
- Copying materials from a source and giving proper credit, but leaving out the quotation marks

Plagiarism includes the new version of copying, "cut-and-paste" from electronic sources. Students complete research by taking notes in phrases and then organize materials and information to suit their own needs. Students always cite the sources of their information. NGMS provides an MLA format for print and non-print (electronic) sources. If a student needs to cite a source that is not covered in this format, she/he should consult

his teacher or a media specialist.

**Students may receive academic and/or disciplinary consequences for any incidences of cheating or plagiarism.**

If a child is caught cheating, the teacher will call the parent, make a discipline referral to the administrator and the child will be required to complete an alternative assignment.

## **NGMS Code of Academic Integrity**

***“Bulldogs do not lie, cheat, steal, nor do they tolerate these behaviors in others.”***

**North Gwinnett Middle School Code of Academic Integrity** covers many different aspects. It establishes and defines violations and penalties for dishonesty involving homework/classwork, tests/quizzes, research papers and essays, media center, computer use, and calculators.

**Code Violations include, but are not limited to the following:**

### **Homework/Classwork**

Teachers assign homework to reinforce classroom instruction and monitor progress or comprehension.

### **Violations:**

- Copying or paraphrasing all or part of another’s work
- Allowing another to copy or paraphrase your work
- Receiving help/working as a group on assignments identified as work to be done independently
- Turning in another’s work as your own

### **Tests/Quizzes**

Tests and quizzes are a teacher’s method to insure that a student understands a concept or idea.

### **Violations:**

- Passing, receiving or discussing test/quiz questions/answers to/from students in your or any class period by any means
- Copying or allowing someone to copy your answers
- Possessing or using a “cheat sheet”
- Obtaining a copy of test/quiz before it is administered
- Obtaining an unfair advantage before or during a test/quiz including, but not limited to, looking at someone else’s work, turning around, leaving books or notes open, signaling, deliberately and repeatedly choosing to miss classes through unexcused absences, tardiness or early dismissal to/from school to avoid taking a test or handing in an assignment.
- Turning in another’s test/quiz as your own
- In possession of inappropriate use of electronic devices

### **Research Papers/Essays**

Research papers and essays demonstrate a student’s ability to use resources and elaborate on a concept through writing. It is **IMPERATIVE** that students correctly document or cite sources of information in order to avoid plagiarism.

### **Violations:**

- Copying phrases, sentences, paragraphs or entire documents without using quotation marks and properly documenting the source
- Paraphrasing or summarizing thoughts, ideas, or concepts without properly documenting the source
- Sharing work products with other students without teacher permission

### **Extracurricular Activities**

To encourage your participation in the full middle school experience, many clubs and activities are available for you at NGMS. Announcements will be made and a listing of clubs offered will be posted on the NGMS website.

## **Athletics**

Gwinnett County recognizes the following sports for middle school:

- Boys Basketball
- Girls Basketball
- Cheerleading

*Students wishing to try out for and participate in one of the above listed teams must meet the GHSAA eligibility requirements listed below:*

- Pass five of six classes in the semester preceding the semester of tryouts/participation
- Meet all 6<sup>th</sup> or 7<sup>th</sup> grade promotion requirements
- Have a current physical exam conducted by a medical doctor, insurance, or waiver, and parent consent prior to participating in an athletic activity. **Only the Gwinnett county physical form will be accepted**

The application of these rules and procedures promote competition on a fair and equal basis.

## **Intramurals**

Intramurals are offered for students during the fall and spring. This program is designed to involve all students and to provide sports activities among groups of students at the local school. The program begins prior to school and lasts for an hour and a half. The intramural program is free and under the direction of the physical education department. Students must have a signed permission form to participate in this program. There are no intramurals during basketball season.

## **Transportation for After School Activities**

When students are involved in after school activities, transportation must be arranged in advance. The school provides no transportation for after school club meetings and practices. Parents are expected to pick up their students within 15 minutes

following the conclusion of any activity. Students who are not picked up within a reasonable time may be prohibited from attending the next after school function. Parents and students should not depend upon a phone being available for students to call when an event ends.

## **NGMS Advisement Program**

Gwinnett County Public Schools understands the importance of building relationships with students. To support that belief every middle and high school offers an advisement program to foster meaningful connections and create academic gains for each student. North Gwinnett Middle School observes this program two times each month during Bulldog Pride. The topics target academic achievement, goal setting, leadership initiatives and character education.

## **NGMS Leadership Initiative**

We recognize the leadership potential inherent in each child. As such, NGMS strives to partner with parents to develop the leadership skills in every student. Students will be provided with multiple leadership opportunities throughout the school year.

## **School Clinic Services**

A clinic worker will be in the clinic each day to administer medication and help with any serious medical problems that might arise. If a student becomes too ill to remain in class, the clinic worker will contact a parent or guardian to come for the student. First aid will be administered in the clinic. Our objective is for children to remain in school; however your child should stay home if he/she might spread a contagious disease to other children, or is too sick to get through the school day.

Children who are sick have difficulty learning, and may cause other children to become sick.

**Your child should not come to school if any of the following conditions apply:**

- Fever of 100.4°F or above, or 99°F with any symptoms of illness. Students must be fever free, without fever reducing medication

(Tylenol, Motrin) for 24 hours before returning to school.

- White of eye is red and/or inflamed with any of the following: yellow drainage, matting, burning, scratching, or swelling.
- Nausea, vomiting, diarrhea, abdominal pain. (A student may not need to go home with a single episode of vomiting or diarrhea if there is no fever and he/she feels well. For recurring vomiting and/or diarrhea, the student should remain at home unless a physician determines the condition is not communicable.)
- Rash with fever or sign of illness, or rash of unknown cause
- Open sore with drainage
- Suspected impetigo, scabies, and lice that is not being treated
- Any communicable disease

**Parents will be called and asked to pick up a student who is determined to be too sick to remain at school. If parents are not available, the emergency contact will be called.**

A student's completed clinic card contains important health and emergency contact information, which is kept confidential. Please notify the school if any information changes including medical conditions, telephone numbers, place of employment, or emergency contact.

You are welcome to call the school clinic worker at 678-745-2357 to discuss any concerns.

### **Medications**

The clinic can supply the students with Acetaminophen (Tylenol) and Ibuprofen (Motrin). As with other medications, the clinic **MUST** have an **Administration of Medication** form, completed and signed by the parent or guardian before administration of the medication. The form can be found under the clinic section of the NGMS website. Faxed forms will be accepted, and students may bring in the signed form. If there is any question as to the validity of the dosage indicated by the parent or the parent's/guardian's signature, the clinic will

contact the parent or guardian before administration of the requested medication.

### **Other Medications**

To insure the safety of all students at our school, medication must be brought to the clinic for safe storage. If a student requires medication during school hours, it will be necessary for the parent to bring the medication in its original container to the clinic, along with a completed "Administration of Medication Request" form. **NO OTHER FORMS OF CONTAINERS** (plastic bags, envelopes, etc...) **WILL BE ACCEPTED**. If the parent utilizes a mail order pharmacy that provides 90 days of medication at a time, please request a duplicate label for school. The clinic will have smaller medication bottles available to transfer medication from the original bottle. The label will then be affixed to the smaller bottle. The clinic can only accept up to 30 days' of medication at a time.

### **Health Management Plans**

A plan will be utilized to help meet the needs of students who have a chronic health condition. The county nurse and school clinic worker will work with parents to develop a plan that will address issues that may regularly occur, or suddenly arise during the school day. These plans are also offered for any student on a 504 plan for medical reasons.

### **Accidents**

In the event of a serious accident, parents or guardians will be notified immediately. For security, it is very important that the school office have updated telephone numbers on file at all times. Every effort will be made to give emergency treatment until parents arrive. However, the school cannot be responsible for subsequent treatment. The administration of NGMS will contact 911 for emergency situations.

### **Scoliosis Screening**

School systems in Georgia are mandated by law to screen public school children for scoliosis. Gwinnett County Middle School students are screened by trained parents and county health nurses. All 6th and 8th grade



students are screened except those whose parents or guardians object in writing to the screening.

### **Lockers**

A locker is provided for the convenience of students for a nominal fee. Students should be sure that clothes or other valuables are never left unattended and are locked away securely when not in use. The school CANNOT be responsible for items left in lockers. Lockers are issued to students as a service and a convenience, but the security of the lockers cannot be guaranteed by the school. Additionally, lockers are not the students' property and may be searched at any time by administrators without the student's consent. Each student is responsible for the contents of the locker. If a locker is vandalized or abused, additional charges will be assessed.

### **PE Lockers**

Lockers are also available in the PE dressing rooms. Students may bring a personal lock to use on these lockers, but the locks must be removed at the end of the student's class period so the locker may be used by the next student. **Students are highly encouraged to secure all valuables in the locker with a personal lock.**

### **PE Uniforms**

When students are scheduled in a PE/Health class, they are expected to dress out. PE uniforms are available through the school for a nominal charge.

### **Telephone Use**

The school phones are for business purposes. **Students need to have a pass from their teacher to use the phone in one of the school offices.** Arrangements to stay after school for activities must be made before arriving to school. Only urgent telephone messages from parents or guardians will be delivered by an office representative. Students will not be called out of class to receive a phone call. Students may use their personal cell phone during class changes to contact parents as needed. **Students who become ill at school,**

**must go to the clinic and contact their parent from there with the school clinic worker .**

### **Balloons and Flowers**

Students are not allowed to have balloons at school. Flower deliveries will not be permitted for students. These items are not allowed on the GCPS buses.



### **Gum Policy**

North Gwinnett Middle School is a gum free zone. To maintain the pristine condition of our beautiful building, **chewing gum and bubble gum will not be allowed.** A teacher detention will be given as a consequence.

### **Semester Exams**

Please note that final exams are given the last few days of each semester. **Final exams may not be taken early. Students absent for final exams will receive a 0 on any missed exams until such time as the make-up exam is taken.**

## MLA Citation Guidelines for Middle School

### Format of Works Cited Section

- Create a separate list of entries on a page entitled, **Works Cited**. Double space before the first entry.
- List each entry alphabetically by the author's last name or the first word of the title.
- Begin each entry flush with the left margin. Indent each additional line five spaces.
- Use double spacing on the entire document.

(Sebranek, Meyer, and Kemper 198)

### AUDIOVISUAL MATERIAL

Title. Type of media. City of publication: Name of publisher, Copyright date.

The Scientific Method. Video recording. Washington, D.C.: National Geographic Society, 1993.

### BOOK

Author last name, first name (if available). Title of book. City of publication: Publisher, Copyright date.

Milios, Rita. How To Make Good Choices. New York: Rosen Publishers, 2002.

### ELECTRONIC IMAGE

Author/Artist (if available) "Title." Type of media. Date of online publication. Name of publisher. Access Date.

<Web address of main page>

Hoban, James. "WhiteHouse." Drawing. 1792. Britannica Online School Edition. 17 April 2009.

<www.school.eb.com>

### ENCYCLOPEDIA / REFERENCE ARTICLE

"Title of article." Name of encyclopedia. Publication year.

"Civil War." World Book Encyclopedia. 1999.

### INTERNET WEBSITE

Author (if available). "Title of article." Date of online publication or update. Online. Access date. <Web address of main page>

"Welcome to the White House." 20 March 2006. Online. 4 April 2009. <<http://www.whitehouse.gov/>>

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"Title of Article." Name of database or encyclopedia. Date of online publication. Name of publisher.

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"From Dots and Dashes to Digital." SIRS Discoverer. 24 September 2004. SIRS.

10 May 2007. <http://sks.sirs.com>

### PERIODICAL MAGAZINE / NEWSPAPER ARTICLE

Author (if available). "Title of article." Periodical name. Publication date: page numbers. Van Biema, David.

"Beyond the Sound Barrier." Time. 3 October 1994: 66-67.