

Northwood Academy

K-12 Student Handbook



2018-
2019

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Grades K through 12 NORTHWOOD ACADEMY

Mission Statement

The mission of Northwood Academy is to educate students with an emphasis on college preparation, through academic and character development supplemented by the arts, athletics, and the humanities, with Christian values forming the underlying foundation.

Colors

Hunter Green and Purple

Mascot

Chargers

Yearbook

Astrapé

Newsletter

Charger Times

Affiliation and Accreditation

AdvancED

Association of Christian Schools International (ACSI)

South Carolina Independent School Association (SCISA) – Advanced Accreditation

Association of Supervision and Curriculum Development (ASCD)

International Fellowship of Christian School Administrators (IFSCA)

Trident Admissions Council (TAC)

Alma Mater

*Hail to Northwood Academy,
We salute you through the years.
Hold high those godly standards,
As we forge into the race.*

*Love for the purple and the green,
We sing our joyful cheers to thee.
Fond memories and devotion,
Deep in our hearts we hold.*

*Hail to our Alma Mater,
Imparter of wisdom,
We leave behind our joys and tears,
Great glory be forever thine.*

Northwood Academy admits students of any race, color, and national or ethnic origin.

Directory and Office Hours

Mailing Address: 104 Charger Dr., Summerville, SC 29486

www.northwoodacademy.com

NORTHWOOD ACADEMY SCHOOL BOARD

Fred Richard, Chairman - Founding Pastor, Northwood Church

Rodney Richard - Pastor, Northwood Church

Doug Cotton - Associate Pastor, Northwood Church

Mike Lowry - Associate Pastor, Northwood Church

Bradford Singleton, Secretary - Executive Pastor, Northwood Church

DIRECTOR OF SCHOOLS

Larry Evanoff

E-Mail Address – levanoff@northwoodacademy.com

(843) 764-2285

UPPER SCHOOL

Location: 104 Charger Dr., Summerville, SC 29486

(843) 764-2285

(843) 764-2289 (Athletic Department)

(843) 764-3713 (fax)

Office Hours: 8:00 - 4:00

E-Mail Address - upperschool@northwoodacademy.com

Darlene Anderson Ed.D., Principal

Curt Combs, Assistant Principal

Nat Stoner, Assistant Principal

Philip Keefe, Athletic Director

Cheryl Burton, Director of Guidance Services

Denise Johnson, Executive Assistant

Amanda Ellison, Administrative Staff

Angie Harrison, Administrative Staff

Kim Walker, Administrative Staff

LOWER SCHOOL

Location: 102 Charger Dr., Summerville, SC 29486

(843) 572-0940

(843) 764-2274 (fax)

Office Hours: 8:00 - 4:00

E-Mail Address - lowerschool@northwoodacademy.com

Melanie Van Deusen, Principal

Erin Loudin, Assistant Principal

Cynthia Clements, Curriculum Coordinator

Jackie Pinckney, Extended Care/Summer Camp Director

Tami Hoisington, Administrative Staff

Sylvia Revelise, Administrative Staff

PRE-SCHOOL

Location: 100 Charger Dr., Summerville, SC 29486

(843) 764-2271

(843) 377-8590 (fax)

Hours: 6:30 - 6:00

E-Mail Address - preschool@northwoodacademy.com

Karen Morgan, Director

Laura deVries, Assistant Director

Lorie Trowbridge, Administrative Staff

BUSINESS OFFICE

Location: 102 Charger Dr., Summerville, SC 29486

(Entrance left of Lower School gymnasium)

Office Hours: 7:30 - 4:00

(843) 764-2278

(843) 764-2273 (fax)

E-Mail Address - accounts@northwoodacademy.com

Karen Morgan, Manager

Diane Lynch, Bookkeeper

Courtney McLeod, Student Accounts Manager

Debbie Singer, Payroll and Accounts Payable Manager

Lori Moore, Administrative Staff

NORTHWOOD ACADEMY STATEMENT OF FAITH

These tenets of the Church define the Biblical perspective which informs a Northwood Academy education:

We believe in God, the Father Almighty, maker of heaven and earth, who loved us and gave His eternal Son that we might have everlasting life.

We believe in Jesus Christ, His only Son, who was conceived by the Holy Spirit, born of a virgin, was crucified for our sins, buried and was resurrected from the dead. We believe He ascended into heaven and sits on the right hand of God and that He will judge each of us at the final Judgment.

We believe the Bible to be the only inspired, infallible Word of God and the sole and final source of all that we believe. We believe the Bible speaks with final authority concerning truth, morality, and the proper conduct of mankind.

We believe man's only hope of redemption is through the death, burial and resurrection of Jesus Christ, God's Son.

We believe in the Holy Spirit, that He indwells every believer. That He gives gifts to believers and enables us to live a victorious life.

We believe there is one church comprised of all born again believers. That the church is the body of Christ, equipped to do the work of Christ on earth.

We believe in the resurrection of the dead, in a literal heaven and hell. We believe that man is an eternal being who will exist forever. Where we spend eternity is determined by our living faith in Christ.

NORTHWOOD ACADEMY STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality is sinful and offensive to God.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

The Northwood Academy Statement of Faith and the Statement on Marriage, Gender, and Sexuality do not exhaust the extent of our beliefs. For purposes of Northwood Academy's faith, doctrine, practice, policy, and discipline, our School Board of Directors is the schools' final interpretive authority on the Bible's meaning and application.

VISION

It is our vision to be a college preparatory Christian school: *college preparatory* in that the curricular and extra-curricular opportunities will educate the student to succeed in the college of their choice, and *Christian* in that our teachers, administrators and staff will equip the student from a Christian perspective (in contrast to the morally equivalent, humanistic and naturalistic values prevalent in contemporary education) to live a victorious life.

Our vision will be evidenced in graduates who can reason from a Biblical perspective, who can apply Biblical principles to decision-making, and who can develop, model and promote behavior that reveals the character of Christ. With these competencies, our graduates will be able to compete in any academic arena without compromising their core Christian values.

PHILOSOPHY OF EDUCATION

Northwood Academy is a place where the combining of academic knowledge and Christian values produce maturing spiritual, intellectual, and social behavior. Our philosophy of education is based on the following principles:

God reveals truth through scripture, nature, history, and through *Christ in whom are hidden all the treasures of wisdom and knowledge* (Col 2:3).

As His people, created in His image, we are moral, social, physical, and rational. We are, therefore, able to know and to value God, ourselves, others, and the physical universe.

Education, the process of teaching and learning, involves the whole person developing the knowledge, values and skills which facilitate freedom to live a faith-based life. It occurs most effectively when both instructor and student are properly related to God and each other through Christ.

THE HISTORY OF NORTHWOOD ACADEMY

Northwood Academy serves approximately 750 students in pre-school through 12th grade. Students come from across the Charleston area and from a variety of Christian denominations. The school was founded in 1978 as Northwood Christian School with 80 students. As a ministry of the church, the school was built on the North Charleston campus of Northwood Church, known formerly as Northwood Assembly.

To accommodate the continued growth, a cafeteria, gymnasium, and additional classrooms were added to the North Charleston campus in 1980. To further enhance the school program, a two-story education building was completed in 1985.

In 1995, under the name of Northwood Academy, an upper school campus was completed on Otranto Road in North Charleston. This facility included classrooms, a cafeteria, library, and separate gymnasium. In May 2000, both campuses officially adopted the name of Northwood Academy.

In 2014, the schools began relocating to our present location at Carnes Crossroads in Summerville with the construction of the lighted football/soccer stadium. The Upper School opened in August 2016, followed by the completion of the athletic complex, including lighted softball and baseball fields, in early 2017. The Pre-school and the Lower School moved to Carnes in the summer of 2017.

SOUTH CAROLINA UNIFORM GRADING SCALE (SCUGP) – 2015-16 & PRIOR

This uniform grading scale and the system for calculating grade point averages (GPAs) and class rank is used by all South Carolina high schools, including Northwood Academy. Recalculations will be limited to the use of the three-decimal-place conversion factors specified in the South Carolina Uniform Grading Policy's grade point conversion chart. Reference: S.C. Department of Education <http://ed.sc.gov/>

Old 7-Point Grade Point Conversion Chart for 2015-16 & Prior

Average	Grade	College Prep	Honors/Pre-AP®	Advanced Placement®
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875
91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.875	2.375	2.875
75	D	1.750	2.250	2.750
74	D	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	D	1.000	1.500	2.000
68	F	0.875	1.375	1.875
67	F	0.750	1.250	1.750
66	F	0.625	1.125	1.625
65	F	0.500	1.000	1.500
64	F	0.375	0.875	1.375
63	F	0.250	0.750	1.250
62	F	0.125	0.625	1.125
0–61	F	0.000	0.000	0.000
61	FA	0.000	0.000	0.000
61	WF	0.000	0.000	0.000
—	WP	0.000	0.000	0.000

South Carolina Uniform Grading Scale (SCUGP) – 2016-17 & After

South Carolina transitioned to a 10-point Grade Scale beginning 2016-17. The uniform grading scale and the system for calculating grade point averages (GPAs) and class rank is used by all South Carolina high schools, including Northwood Academy. Reference: S.C. Department of Education <http://ed.sc.gov/>

Current 10-Point Grade Point Conversion Chart for 2016-17 & After

Average	Grade	College Prep	Honors/Pre-AP®	Advanced Placement®
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.000	0.000

ACADEMICS

LOWER SCHOOL GRADE SCALE

All grades are reported numerically and any grade 68 and below is considered failing. Letter grades of students transferring to Northwood will be converted to numerical grades based on the scale of the previous school. If no numerical scale is available, the Northwood numerical grade scale will be used.

93 - 100 = A	5 = Outstanding
85 - 92 = B	4 = Good
77 - 84 = C	3 = Satisfactory
69 - 76 = D	2 = Needs Improvement
0 - 68 = F	1 = Unsatisfactory
	P = Pass
	F = Fail

UPPER SCHOOL GRADE SCALE (Concise format: for details see previous two pages)

All grades are reported numerically. Letter grades of students transferring to Northwood will be converted to numerical grades based on the scale of the previous school. If no numerical scale is available, the South Carolina Uniform Grading Policy will be used regarding Converting Grades on Transcripts (pp. 55-03-08).

South Carolina transitioned to a 10-point Grade Scale beginning 2016-17. Prior year courses were evaluated on a 7-point Grade Scale (see below).

2016-17 & After – Grading Scale

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
0 – 59 = F

2015-16 & Prior – Grading Scale

93 – 100 = A
85 – 92 = B
77 – 84 = C
69 – 76 = D
0 – 68 = F

ADVANCED PLACEMENT (AP[®]) COURSES

These are courses designed by the College Board to utilize a standard curriculum across all schools offering these courses. Students desiring AP[®] designation must take the College Board Advanced Placement[®] exam. Additional class meetings may be required to fulfill requirements. Students that score high enough on the Advanced Placement[®] examination may be granted college credit by the college or university they attend.

Students who choose not to take the AP[®] exam will receive Honors designation for the course.

The fee for each AP[®] exam is determined by the College Board.

Seniors taking the AP[®] Exam are exempt from the fourth quarter final exam. Underclassmen will be required to take a regular final exam.

NUMERIC AVERAGE

Student grades are reported numerically at the end of each quarter. Courses are not weighted when reporting numeric averages. For recognition at the spring Academic Awards Banquet, student's numeric grades for 1st, 2nd, and 3rd quarter are calculated. All courses are used in computing the numeric average except for Teacher's Aide, Driver's Education, and PE/Exploratory.

REPORT CARD CALCULATIONS

Report cards are calculated each nine weeks and are reported numerically.

High School Courses for Credit – Quarter Grade (45%) + Quarter Grade (45%) + Semester Exam (10%) = Semester Grade;
First Semester Grade (50%) + Second Semester Grade (50%) = Final Grade

Lower and Middle School – Quarter Grade (50%) + Quarter Grade (50%) = Semester Grade
First Semester Grade (50%) + Second Semester Grade (50%) = Final Grade

GRADE POINT AVERAGE

The South Carolina Uniform Grading Policy is used to calculate a student's Grade Point Average. Grade Point Average is calculated each year 9th through 12th grade. Class rank is available at the end of each school year. Any course attempted for more than four weeks may appear on a student's transcript with the grade earned at the time of withdrawal.* If a student retakes the exact same course, both courses will appear on the student's transcript and be used in grade point average calculations, however, credit can only be earned once for a course the student passes. All High School courses are used in the Grade Point Average calculations except Teacher's Aide and Driver's Education.

*Exception: Algebra IH if taken in 8th grade may be replaced with 9th grade Algebra IH at the end of the senior year.

GRADUATION REQUIREMENTS

Northwood Academy meets the South Carolina Commission on Higher Education (SCCHE) suggested college admission requirements and the South Carolina Department of Education's requirements for high school graduation. By following these suggested requirements by the SCCHE, a student will meet the minimum college entrance requirements at most universities. *Students are to check the college catalog of the schools they are interested in attending to determine additional requirements.*

Subject Area	Units Required
English	4 units
Math (Algebra 1, Geometry, Algebra II, Trigonometry)	4 units
Lab Science (2 disciplines) (Biology, Chemistry, and one other lab science)	3 units
Social Studies (Wld Geog or Wld Hist, U.S. Hist, & Govt/Econ)	3 units
Foreign Language	2 units
Physical Education & Health	1 unit
Biblical Studies	2 units
Computer Science	1 unit
Fine Arts	1 unit
Elective/Other Courses (CPR no credit)	3 units
Total Required	Units 24 units

Graduation regalia (cap, gown and tassel) must be purchased. Regalia from prior years may not be used.

Upper School

Students must pass at least four (4) attempted courses to return to Northwood Academy. Students failing either Math, English, or Literature must attend summer school to return to Northwood Academy. A student failing both (Math and English), or (Math and Literature) may not be able to return to Northwood Academy. A student may not have been retained more than once and still attend Northwood Academy.

High School

9th to 10th grade promotion - A student must have earned a total of 6 units prior to the start of the 10th grade school year and be on track with other graduation requirements.

10th to 11th grade promotion - A student must have earned a total of 12 units prior to the start of the 11th grade school year and be on track with other graduation requirements.

11th to 12th grade promotion – A student must have earned a total of 18 units prior to the start of the 12th grade school year and also be able to complete all requirements for graduation within the six period Northwood Academy schedule.

ACADEMIC HONORS

HONOR ROLL (Lower School – 3rd- 5th)

“A” Honor Roll

Student must have all “A”s in all academic subjects; one “B” is permitted.

Bible will count. Non-academic subjects are not included (i.e. PE, art, music, Spanish)

“B” Honor Roll

Student must have all “A”s and “B”s in all academic subjects; no “C”s are permitted.

Bible will count. Non-academic subjects are not included (i.e. PE, art, music, Spanish)

Honorable Mention

Student must have “A”s, “B”s, and only one “C.”

Bible will count. Non-academic subjects are not included. (i.e. PE, art, music, computer, Spanish)

HONOR ROLL (UPPER SCHOOL)

Students attaining honor or high honor roll status, based on numeric average, for the first three quarters of the school year are recognized at the annual Academic Awards Banquet. All subjects are included in calculations for honor roll with the exception of PE/Exploratory, Driver’s Education and Teacher’s Aide. A weighted grade of “C” is permitted for AP® classes.

Quarterly High Honor Roll (Gold)

Numeric Average of 92.5 or above for the most recent quarter with no grade below a 76.5.

Quarterly Honor Roll (Purple)

Numeric Average between 84.5 and 92.49 for the most recent quarter with no grade below a 76.5.

Academic Banquet

For recognition at the spring Academic Awards Banquet, awards are given to those students in grades 6 through 12 who earn the first and second highest *numeric* average in their grade level each year. This is calculated based on their numeric average for all courses (except PE/Exploratory, Driver’s Ed. and Teacher’s Aide) through the 3rd quarter of the current school year.

HONOR GRADUATE

Graduates receiving an overall 4.0 GPA based on the South Carolina Uniform Grading Policy will be recognized as Northwood Academy Honor Graduates.

High Honor Graduate

GPA of 4.25 or higher calculated for all high school courses except Driver’s Ed. and Teacher’s Aide.

Honor Graduate

GPA between 4.0 and 4.24 calculated for all high school courses except Driver’s Ed. and Teacher’s Aide.

CLASS RANK

Annual Ranking

For grades 9 through 12, class rank is determined annually according to the South Carolina Uniform Grading Policy (SCUGP). Student rankings are available at the end of each school year.

Graduation Ranking Final class rank is determined upon completion of a student’s senior year and is based on the SCUGP which provides a weighted Grade Point Average. All high school courses attempted are included in the calculation with the exception of Driver’s Education and Teacher’s Aide.

ACADEMIC HONORS (*Cont'd.*)

VALEDICTORIAN AND SALUTATORIAN

Graduates who have attended Northwood Academy for at least two of their four years of high school and who have completed at least two Advanced Placement courses are eligible. These honors are awarded to the students who are ranked #1 and #2 based on the South Carolina Uniform Grading Policy (calculation includes all high school courses except Driver's Ed. and Teacher's Aide).

JUNIOR MARSHALS

These students represent the school at a variety of official functions such as graduation and orientation. Juniors who have a GPA of 4.0 or higher (calculated for all high school courses up to the third quarter of their Junior year, excluding Driver's Ed. and Teacher's Aide) based on the South Carolina Uniform Grading Policy will be named a Northwood Academy Junior Marshal. These students will be recognized at the annual academic awards banquet.

Gold Junior Marshal

Juniors who have a GPA of 4.25 or above through the third quarter of their junior year.

Purple Junior Marshal

Juniors who have a GPA between 4.0 – 4.24 through the third quarter of their junior year.

NATIONAL JUNIOR/SENIOR BETA CLUBS AND NATIONAL HONOR SOCIETY

Junior Beta Club

Eligibility requirements:

- 7th and 8th graders
- Minimum of 89.5 for the end-of-year numeric average in all courses (except PE/Exploratory) with no grade below 76.5.
For new students - Minimum of 89.5 for the end-of-year numeric average in all courses with no grade below 76.5 from prior school and current year Quarter 1 average.
- Prior members must have MAINTAINED an academic average of 86.5 end-of-year numeric average in all classes with no grade below 76.5
- Prior members must have also submitted the required service hours from last year
- Teacher recommendations on the basis of service, leadership, and character (receive no more than 8 demerits in a school year).

Senior Beta Club

Eligibility requirements:

- 9th, 10th, 11th and 12th graders
- Minimum of 89.5 for the end-of-year numeric average in all courses (except Driver's Ed. and Teacher's Aide) with no grade below 76.5.
For new students - Minimum of 89.5 for the end-of-year numeric average in all courses with no grade below 76.5 from prior school and current year Quarter 1 average.
- Prior members must have MAINTAINED an academic average of 86.5 end-of-year numeric average in all classes with no grade below 76.5
- Prior members must have also submitted the required service hours from last year
- Teacher recommendations on the basis of service, leadership, and character (receive no more than 8 demerits in a school year).

National Honor Society

Eligibility requirements:

- Membership application is open to current & new students who are rising 11th and 12th graders.
- Minimum 4.0 cumulative grade point average through Quarter 3 of current year.
- Student must have taken and successfully completed at least two Honors or AP[®] level courses.
- Teacher recommendations.
- Complete an essay and application package by established deadline.
- Students are selected on the basis of service, leadership, and character.

GENERAL ACADEMIC INFORMATION

SENIOR COMMUNITY SERVICE REQUIREMENT

To graduate, Seniors will be required to complete a 20-hour community service project (10 hours in the first semester and 10 hours in the second semester).

- All service must be performed for a Non-Profit 501c3 organization.
- All service must be approved by the administration before students may begin their hours.
- All service deadlines must be met or students will temporarily forfeit their senior privileges.
- This requirement is integrated into the Senior World Philosophy course.

SENIOR PRIVILEGES

Seniors that are passing all of their courses earn unique privileges each year. These are voted on by the senior class and approved by the administration at the beginning of a student's senior year.

COLLEGE APPLICATIONS

If requested, the guidance office will mail completed college application packets for students. This includes the student's official transcript, college entrance test scores that are on file, and any required recommendations. Students must provide the application fee, completed application, and allow the guidance office two weeks to compile all information for mailing.

HOMEWORK

Homework completion will be monitored. Incomplete homework may subject the student to disciplinary action. Teachers may choose to grade homework; homework consistently done well and turned in on time will improve the student's overall grade average. Likewise, if it is not completed, the student's overall grade will be lower.

Posting of Homework

Each classroom has a designated homework board where tests, quizzes, and homework assignments are routinely posted for the students.

Wednesday Homework Policy

In order to encourage Wednesday church attendance, K through 3rd grade will not have homework. Grades 4 through 12 will have light homework.

Lower School Homework

Lower School parents are to daily check and sign homework pads for completion of all assigned work.

A Homework Notice will be issued for the following reasons:

- Not having homework at time of collection
- Turning in incomplete homework
- Failure to return Tuesday Test Folder within 2 days

Accumulation of Homework Notices is quarterly and will result in the following:

- 1st – 4th notice to be signed by parent and returned to teacher the next day
- 5th notice – Teacher contacts parent to verify awareness of the situation.
- 6th notice – Office visit
- 12th notice – Detention

5th grade policy: After the 6th homework notice in a quarter, any incomplete homework will result in a "0." Work will still need to be completed.

GENERAL ACADEMIC INFORMATION (*Cont'd.*)

Upper School Homework and Class Assignments

In addition to regularly assigned homework, any student that is not mastering the course material with a “C” average or better should engage in additional independent study at home. Homework assignments are designed to reinforce material covered in class or to introduce new material and should be sufficient reinforcement for the average student. Students not completing homework assignments should expect to see learning and grades affected.

MAKE-UP WORK

The student will be given the opportunity to complete missed work. Lower School teachers will arrange for the students to make up any missed tests or quizzes. Upper School students are responsible for making arrangements with the teacher to complete any missed tests or quizzes. Tests and quizzes must be made up before or after school and not during the regularly scheduled class. Make-up work not completed within two days of the student’s return to school, may convert to a zero.

When tests, projects, experiments, or quizzes are announced prior to a student’s absence, the student must be prepared to participate in the activity or take the test on the day of the student’s return to school. Extended student illnesses must be dealt with on an individual basis with the administration. Students have two days to make up tests, quizzes and other work. However, teachers may extend the time as necessary.

When students are leaving early for any reason, ALL previously assigned work due on that day must be turned in prior to leaving whether the student is present for that class or not. Failure to do so could result in a reduction of the grade.

EXTRA CREDIT ASSIGNMENTS

Teachers are not permitted to give individual students extra-credit assignments. Additional graded assignments, however, may be assigned to the entire class.

EXAMS (Upper School)

Middle School Courses

A cumulative test is given at the end of each quarter. These tests count the same as a regular test grade.

High School Courses for Credit

A cumulative exam will be given at the end of each semester. This test will cover all material covered that semester and will count 10% of the semester grade.

PHYSICAL EDUCATION & WEIGHT LIFTING

Students in K-8th grade will participate in physical education. If a student is temporarily, physically unable to participate, a signed excuse is to be written by the parent and given to the teacher. This excuse should be dated and state the reason the child cannot participate, as well as the length of time the student will be out of class. If there is a long-term (over 3 days) medical condition that prohibits the student’s participation in physical activities, the parent must provide a signed excuse from the student’s physician.

GENERAL ACADEMIC INFORMATION (*Cont'd.*)

PROMOTION AND SUMMER SCHOOL

Lower School

1st – 5th grade students must pass all major subjects (Math, Reading, English, Phonics, Science, and Social Studies) in order to be promoted to the next grade. A student who fails two or more subjects will not be promoted. Students failing one major subject must tutor over the summer (16 hours). A student may not be retained more than once and still attend Northwood Academy. Kindergarten students must be reading in order to be promoted to 1st grade.

Upper School

Students are required to stay on grade level in Math and English. A student that is not on grade level, will be required to attend summer school. If Northwood Academy offers the required course, students must attend the Northwood Academy summer school. Students wishing to attend summer school elsewhere, must have written permission from the Principal at Northwood Academy prior to attending.

Northwood Academy reserves the right to make the final decision regarding a student's promotion, retention or summer school needs. A separate fee is chargeable for summer school or tutoring services.

ACADEMIC PROBATION

Students who return to Northwood Academy on academic probation must pass all subjects at the end of each semester to be eligible to return the following semester. Students who are placed on academic probation will be advised of their status prior to placement.

ADMISSIONS

Northwood Academy has full authority for the proper grade/class placement of enrolled students and reserves full authority to dismiss any student who has submitted false or misleading information, does not adhere to the standard of conduct or comply with prescribed academic achievement levels.

A student will not be enrolled or re-enrolled at Northwood Academy if they have been retained more than one grade (year).

To gain admissions to Northwood Academy, new applicants must:

- Complete the Northwood Academy Online Student Application
- In kindergarten through fifth grade, students are admitted based upon an on-site readiness test, parent-student interview, previous report card and past year's standardized achievement test scores.
- Students in 6th through 12th grade must take a nationally normed standardized achievement test in reading and mathematics and write an essay on-site. Previous testing, grades, essay, discipline report, and current testing results are all reviewed. If it is determined that the student has the skills required to function in the Northwood Academy environment, the parent and student are invited for an admissions interview.
- Ninth through eleventh grade students must meet the above requirements and must also be able to complete the Northwood Academy graduation requirements based on our available college preparatory curriculum.
- Kindergarten through twelfth grade students transferring must also provide a copy of all discipline records.
- Eleventh and twelfth grade students transferring must also provide two character references (one from the previous school and a pastor). Twelfth grade transfers must be approved by the school board.

Northwood Academy reserves the right to accept or reject any student based on academic performance, behavioral standing, and/or moral character.

RE-ENROLLMENT

Enrolled Northwood Academy students (in good standing academically, behaviorally, and financially) are offered priority re-enrollment for the following academic year after the Christmas break. Re-enrollment is complete, and a place reserved for a student when the RenWeb online enrollment package is complete and submitted, when a FACTS payment plan is chosen, and when the enrollment fee has been paid.

RE-ENTRY OF PREVIOUSLY ENROLLED STUDENTS

The following factors are required to determine eligibility for readmission:

- Complete the Northwood Academy Online Student Application
- No evidence of disciplinary problems during the interim of non-attendance
- The student must be working on grade level with Standardized Achievement scores above the national 45th percentile.
- The returning student was in good standing at Northwood Academy.

ADMISSIONS (*Cont'd.*)

STUDENT SCHEDULES

Middle School

All 6th, 7th and 8th grade students take six 50-minute classes including English, Literature/Bible, Math, Science, Social Studies and an enrichment course, which may include Physical Education, Spanish, Music or Study Skills.

High School

All 9th, 10th and 11th grade students must be enrolled in six classes. Each class period lasts 50 minutes. Seniors must be enrolled in at least 4 courses for credit at Northwood Academy to participate in SCISA competition

STUDENT RECORDS

Parents and eligible students have the right to inspect and review the student's educational record. Except for directory information, disclosure of student educational records is limited by written consent.

WITHDRAWAL

Withdrawal from school must be made through the respective school office.

RELEASE OF RECORDS

All textbooks and school materials must be returned, and student account is to be cleared before school records, grades, or transcripts will be released.

ATHLETICS

GENERAL

There is an athletic participation fee that varies by sport. Trophies and other special forms of recognition will be awarded at the end of each athletic season.

ACADEMIC ELIGIBILITY

Northwood Academy follows SCISA eligibility requirements.

ATHLETIC HANDBOOK

Complete athletic guidelines are included in the Northwood Academy Athletic Handbook. A copy of this handbook is available from the Athletic Department.

GENERAL ATHLETIC ELIGIBILITY RULES

Students interested in participating in any athletic activity, must meet specific requirements for eligibility.

In order to tryout:

- A student must have not become nineteen years of age prior to July 1.
- Each student must furnish the school with a completed Agreement for Participation and a Medical Examination Form prior to tryout, practice, or participating in a game.

In order to play, the student must meet the above listed requirements in addition to the following:

- A student must take, pass and receive credit for at least four one-credit core courses or any five one-credit courses in grades 9-12 each grading period in order to be eligible. Students below the 9th grade must pass four (4) subjects each grading period.
- A student must have received four units of credit in core courses or five units of credit in any courses taken the previous school year to be eligible for play during the first 9-week marking period. A maximum of two credits earned during a summer session from an accredited school with an established summer school program may be used to meet the eligibility requirement.
- A student will have eight (8) consecutive semesters of eligibility beginning with the first semester that he/she begins the ninth grade either in a public or an independent school.
- A student must not have transferred as a result of recruiting or undue influence. All student athletes new to our school who play a varsity sport must submit a FORM 3 prior to participation in a game.
- A foreign student must be assigned through an approved exchange program that is listed by CSIET. The student must not have graduated or been eligible for graduation. A FORM 4 must be filed with SCISA.
- A student who enrolls and then transfers to another school must wait sixty (60) calendar days before establishing eligibility. A student is eligible immediately if the transfer is a result of a bona fide change in residence.
- A student must be listed on a Certificate of Eligibility form prior to participation in a game.
- The administration reserves the right to add to these eligibility requirements.

ATHLETICS (*Cont'd.*)

GAMEDAY (AND PRACTICE) PARTICIPATION

Athletes must be present for at least ½ a day to be eligible for participation in athletic events that day. This includes practice and games. Seniors who leave early each day must be present for at least ½ of their scheduled classes including chapel.

Detentions earned by student-athletes are a priority over athletic events. Athletes may participate in contests on days when a detention is scheduled; however, the detention must be served prior to participation.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

The NCAA is the governing body of many intercollegiate sports. Student-athletes must register with the NCAA Eligibility Center to be eligible to play NCAA Division I or II sports in college. The NCAA recommends that student-athletes register at the **beginning of their junior year** in high school. There is a fee and the registration to the NCAA Clearinghouse must be completed online. More information is available online at www.eligibilitycenter.org.

NATIONAL ASSOCIATION OF INTERCOLLEGIATE ATHLETICS (NAIA)

The NAIA is another governing body of many intercollegiate sports. The NAIA also recommends that student athletes register at the **beginning of their junior year** in high school. More information and registration are available online at www.playnaia.org.

ATTENDANCE - GENERAL

Northwood Academy meets for 180 school days. Please refer to the school calendar for specific days that we are in session. If a student is not in school or at a school sanctioned event, they are considered absent.

Extended absences must receive prior approval from the administration.

A student must have a written, signed, and dated excuse from the parent upon returning to school. This is to be presented to the homeroom teacher (Lower School) and office (Upper School) upon return to school.

A student with 10 or more absences may lose credit for the courses involved.

Excessive or unwarranted absenteeism could result in dismissal.

To be counted present for a school day, a student must attend at least half the school day: 4 hours for the Lower School, three (3) or more periods, including chapel on Friday, for the Upper School.

If the absence is foreseeable, a note is to be sent to the office in advance. Doctor, dental, music lessons, and other appointments are to be scheduled for non-school hours. All absences will be documented as unapproved until a doctor's note or appropriate parent note is received. Notes must be submitted within 2 days of the student's return.

APPROVED ABSENCES:

- Illness
- Medical and dental appointments
- Those related to legal system issues
- Family emergencies
- Funeral attendance and bereavement
- Official school business
- School sanctioned activities and sporting events
- Church youth group trips
- Administrative discretion will be used to determine if other situations warrant approval.

The school board reserves the right to make promotion/retention/course credit decisions for students whose absences exceed 10 days per class. If a student misses more than 10 days in a given class, a parent/administrator conference may be required.

Any student absent from school will not be allowed to participate in a representative capacity in any after-school activity that day unless the absence is accompanied by a doctor's note and approved by the principal. This includes athletic events. Students must be present for at least 1/2 a day to be eligible for participation in any school activity (i.e. prom) that day. Seniors who leave early each day must be present for at least 1/2 of their scheduled classes including chapel.

LEAVING SCHOOL EARLY

Lower School

If a student is required to leave school early, parents are to furnish a written note stating the departure time, reason and who is picking the student up. Parents who come during school hours to pick up students for medical/dental appointments are to come to the school office.

Upper School

If a student is required to leave school early, parents are to furnish a written note to the school office stating the departure time, reason, and who is picking up the student. Parents who come during school hours to pick up students for medical/dental appointments are to come to the school office. A parent or responsible party must sign the student out of school. Driving students may leave for doctor and dentist appointments with a parent note; medical note must accompany the student upon return.

LOWER SCHOOL ATTENDANCE

Tardy to School

A student is considered tardy if not in the classroom at scheduled starting time. All students arriving after the starting time are to report to the office for a tardy slip prior to admission to class. Students who are tardy disrupt the normal class routine and learning process. Students who are repeatedly tardy (more than five [5] days in a quarter) will be brought up for administrative review and follow up.

UPPER SCHOOL ATTENDANCE

Students Leaving for Lunch

Students leaving for lunch must be signed out by a parent in the front office. Upper School students signed out for lunch will not be given credit or allowed to make up work for any class missed by reason of late return from lunch

Tardy to School/Morning Devotion Period (MDP)

Students are considered tardy to school if they are not in MDP when the tardy bell rings. A student that is tardy to school must sign in with the office and have his or her planner signed to be admitted to class.

Approved tardies to school are those for which a note has been signed by a teacher, parent, or guardian and submitted to the office within 2 days of the tardy. Doctor's notes and school-wide traffic delays are always considered approved tardies.

Unapproved tardies to school are those for which no signed and dated parent note has been submitted to the office within 2 days of being tardy to school. Disciplinary action will follow after the 4th unapproved tardy per quarter.

Administration determines approved or unapproved tardies using reasonable discretion. The maximum allowable tardies to school/MDP in a given quarter is 9. This includes approved (parent note) and unapproved (no parent note) tardies. Students will serve a detention for each additional "tardy to school" that quarter.

Tardy to Class

A student is considered tardy to class if he or she is not seated in the classroom when the tardy bell rings.

Unapproved tardies to class will be issued to students who enter the classroom after the tardy bell has rung and who do not have a signed planner from the administration or other school staff.

Unapproved tardies accumulate over individual quarters.

Consequences of unapproved tardies to school or class:

- | | |
|-------------------|--------------------|
| • First tardy | Warning |
| • Second tardy | Warning |
| • Third tardy | Warning |
| • Fourth tardy | Warning |
| • Fifth or beyond | One hour detention |

DISCIPLINE

STANDARD OF CONDUCT

Students will consent and submit to the spirit and policies of the school and will cheerfully maintain prescribed standards of dress and conduct as described in this student handbook.

RESPECT AND COURTESY

Northwood students are expected to be courteous and respectful in all situations and in all locations. Disrespect takes many forms, including, but not limited to: sassing a teacher, willful disobedience, willful damage to property, horseplay, and willful damage to another's character including unkind or derogatory remarks/gestures.

When walking through the halls or by classroom windows, students are to be mindful that class is in session and nothing is to be done to distract the teacher or class from their primary focus. Talking in the buildings is to be done in quiet, conversational tones.

Disrespect toward teachers may result in disciplinary action and may lead to dismissal when uncorrected. Students will address all adults as Dr., Mr., Mrs., or Miss.

SCHOOL PROPERTY

Students have a responsibility to keep the school and campus clean. Littering and defacing of buildings or equipment will result in disciplinary action, restitution of all damages, and could result in dismissal from school. This includes Senior pranks and practical jokes of any kind.

PHYSICAL DISPLAY OF AFFECTION

Wholesome friendships are encouraged between boys and girls, but kissing, holding hands, hugging and other forms of body contact are not permitted during school, or at any school activity or event.

PREGNANCY

Married, pregnant, or students with children may not attend Northwood Academy.

SEXUALITY AND GENDER IDENTITY

The principles of a Biblically-based lifestyle are believed and explicitly taught at Northwood Academy. Students are to identify with, dress in accordance with, and use the facilities associated with their God-given, biological gender.

DISCIPLINE LOWER SCHOOL

The majority of behavior issues are handled in the classroom by the classroom teacher. As needed, the classroom teacher will involve the parent in seeking support to remedy any problems.

Merit System and Character Traits

At the Lower School, a merit system recognizing positive character traits is established as a mechanism for teaching and encouraging good conduct in the school. The details of this system will be announced in the classroom during the first month of school.

Office Visit

A student continuing to display inappropriate classroom behavior will be sent to the assistant principal for disciplinary action and will receive an Office Visit Notice to be signed by the parent and returned the following school day.

Administrative Time Out (ATO) – (K – 2nd)

Students may be removed from their classroom and sent to the office for a “time out” under the supervision of the principals or administrative staff. On the fifth (5th) ATO, the student will receive an in-school suspension (ISS).

DISCIPLINE LOWER SCHOOL (*Cont'd.*)

Detention Hall (3rd-5th grades)

Serving time in detention hall is a serious consequence for inappropriate behavior at the Lower School. Multiple detentions will lead to In-School Suspension (ISS), then to suspension from school (OSS) and could lead to expulsion. Students in 3rd-5th grade are eligible for service in detention hall.

When a teacher assigns a student to serve a detention, the parent will receive written notification. This detention slip will identify the nature of the violation and the date on which the student is expected to be in detention hall. There is a place for the parent's signature at the bottom of the form. The student is expected to return the signed detention slip the school day following issuance of the detention slip. Students are expected to report to detention hall to serve the time assigned.

If there is an extenuating circumstance prohibiting the student's service, the parent must contact the teacher to arrange alternatives. Detention hall is open from 3:15 to 4:15 on Tuesday and Thursday. If a student does not serve a detention properly, the student will receive a one (1) day In-School Suspension (ISS).

Detention Violations (3rd - 5th Graders)

- Physical contact (suspension or dismissal from school is possible)
- Immoral conduct or use of profane language (one-hour detention for a minor offense; ISS, OSS or dismissal for a major offense)
- Cheating, lying or stealing
- Disrespect toward faculty
- Arguing with faculty
- Destruction/abuse of school or church property
- Continual disruption of class
- 12 homework notices in a quarter

Suspension – In School (ISS) & Out of School (OSS)

Suspension will occur for the following reasons:

- Repeated visits to the office
- 5th detention or ATO
- Threatening statements (verbal or non-verbal) to the student, school or school personnel
- Unusual behavior
- Immoral conduct
- Inappropriate material brought to school

The parent will be notified by the principal of the date the ISS or OSS will be served. When a student receives an ISS or OSS, they are not allowed to participate in future class field trips or use extended care as an alternate means of service on field trip days. The student may not stay after school in extended care and must be picked up in the school office at the end of the school day, following ISS service.

Progression of Discipline

K – 2nd Grades

5th ATO* = 1st ISS

6th ATO = 2nd ISS

7th ATO = 1st OSS

8th ATO = 2nd OSS

9th ATO = Dismissal

3rd – 5th Grades

5th detention = 1st ISS

6th detention = 2nd ISS

7th detention = 1st OSS

8th detention = 2nd OSS

9th detention = Dismissal

* ATO (Administrative Time Out)

Behavior Probation

If a student reaches ISS levels two (2) consecutive years, he or she may be placed on behavioral probation. Students on behavioral probation will have a modified discipline plan.

DISCIPLINE UPPER SCHOOL

The Upper School uses a merit/demerit system to help students maintain proper conduct. Merits are given when students display Christian character traits or exemplary behavior with teachers or fellow students. Demerits accumulate over the school year. Offenses and the demerit levels are listed below.

Students receive a merit/demerit slip with each exhibited behavior. RenWeb, our web-based school management system, is available for viewing all disciplinary records.

Minor Disruptive Behavior (warnings) will be handled by the individual teacher who may impose disciplinary action within the classroom (i.e. written essay or other assignment). The administration will be notified when warnings are given using the demerit system. These will accumulate and will be handled by the administration should the behavior continue.

Level 1 Offenses = 1 demerit

Examples of minor disciplinary infractions are listed below.

- Dress code violation
- Chewing gum on campus
- Eating candy, eating food, or drinks in any area but the cafeteria
- Minor disruptive behavior
- Minor disrespect to another student
- Minor disrespect to a faculty or staff member
- Inappropriate language
- Unauthorized area

Level 2 Offenses = 2 demerits

Examples of more serious disciplinary infractions are listed below.

Any student guilty of a Level 2 offense may lose all privileges which include National Beta Club, National Honor Society, Student Government Offices, Service Clubs, Academic Honors, and Athletic Team Participation.

<u>Level 2 Offenses</u>	<u>Accumulation of Offenses</u>	<u>Consequence</u>
<u>Disrespect</u> (to teacher or student) (includes fighting)	1 st offense	ISS or OSS
	2 nd offense	OSS
	3 rd offense	Dismissal from school
<u>Cheating or</u> <u>Plagiarism</u>	1 st offense	Zero on work
	2 nd offense	Zero on work and OSS
	3 rd offense	Dismissal from school
<u>Stealing</u>	1 st offense	ISS
	2 nd offense	OSS
	3 rd offense	Dismissal from school
<u>Lying</u>	1 st offense	ISS
	2 nd offense	OSS
	3 rd offense	Dismissal from school
<u>Offensive Language,</u> <u>Behavior or Materials</u>	1 st offense	Parent contact/ISS
	2 nd offense	ISS or OSS
	3 rd offense	Dismissal from school

Level 2 Offenses *cont'd*

<u>Minor Vandalism of Property</u>	1 st offense	Payment for damages incurred, possible ISS
	2 nd offense	Payment for damages, and possible dismissal from school
	3 rd offense	Dismissal from school
<u>Skipping school or class</u>	1 st offense	ISS and zero on all work assigned the day school was missed
	2 nd offense	OSS and zero on all work assigned the day school was missed.
	3 rd offense	Dismissal from school

Level 3 Offenses = 3 demerits.

Examples of major disciplinary infractions are listed below.

Any student guilty of a Level 3 offense may lose all privileges which include National Beta Club, National Honor Society, Student Government offices, service clubs, academic honors, and athletic team participation.

<u>Level 3 Offense</u>	<u>Number of Offense</u>	<u>Consequence</u>
<u>Major disrespect</u> (Includes bullying, threats, sexual harassment, willful injury)	1 st offense	OSS or dismissal from school
	2 nd offense	Dismissal from school
<u>Drugs</u>	1 st offense	Dismissal from school
<u>Alcohol / Tobacco</u>	1 st offense	OSS or dismissal from school
	2 nd offense	Dismissal from school
<u>Major Vandalism of Property</u>	1 st offense	Payment for damages incurred, possible OSS
	2 nd offense	Payment for damages, and possible dismissal from school
<u>Explicit language / Behavior / Material</u>	1 st offense	ISS or OSS
	2 nd offense	Dismissal from school

Accumulation of Demerits (combination of any level demerit)

1 st Demerit	Teacher issuing the demerit may make a parent contact.
2 nd Demerit	Teacher issuing the demerit may make a parent contact.
3 rd Demerit	(Issued for the same infraction) one-hour detention
	(Issued for a new infraction) 250 word essay and parent signature
4 th Demerit	500 word essay and parent signature (essays not completed result in a detention)
	<i>(Detentions are held on Tuesday and Thursday from 3:00 p.m. to 4:00 p.m.)</i>
5 th Demerit	One hour detention
6 th – 10 th Demerit	One hour detention (parent conference required at 10 th demerit)
11 th Demerit	One day In-School Suspension (ISS)
12 th Demerit	Two days ISS and probation – Student may lose extracurricular activity privileges, including athletics and field trips.
13 th Demerit	One day Out-of-School Suspension (OSS)
14 th Demerit	Two days OSS
15 th Demerit	Student may be recommended for dismissal

Detentions earned by student-athletes are a priority over athletic events. Athletes may participate in contests on days when a detention is scheduled; however, the detention must be served prior to participation.

Please see “Prohibited Items” for discipline policy regarding cell phones.

GENERAL DISCIPLINARY INFORMATION

LOWER AND UPPER SCHOOLS

Weapons

In accordance with state law, any student possessing or is suspected of possessing a deadly weapon on school property or at school functions shall be reported to the appropriate police authority. The student will be disciplined in accordance with the outcome of the police investigation.

In-School Suspension

Students placed in (ISS) are prohibited from participation in all school activities for that day only during school hours. Students will spend the day under administrative supervision and are not eligible for extended care services (morning care and after-school care).

Out-of-School Suspension

Students placed on suspension (OSS) are prohibited from participation in all school activities for that day and earn zeros for all school work on that day. This includes all extracurricular activities including athletic events.

Harassment or Bullying

Sexual, racial or personal harassment or intimidation by students will not be tolerated. Such actions will be the basis for disciplinary actions up to and including dismissal from school. Students who feel they are victims of such action should report the incident to a teacher, principal or other staff member. Complaints will be investigated promptly.

The administration reserves the right to alter consequences for behavior using reasonable discretion.

Dismissal from School Violations

- Tobacco/Alcohol possession
- Possession, distribution, or taking illegal drugs
- Immoral conduct (major offense)
- Continued use of profanity
- Threatening statements
- Possession of a weapon (gun, knife)
- Talk that boasts of one's involvement in any of the above will result in administrative review and possible dismissal from school
- Any other violation at the school board's discretion

Students dismissed for disciplinary reasons will not be readmitted without review and approval by the School Board. Generally, a one-year waiting period must pass prior to re-evaluation.

Prohibited Statements

Northwood Academy will take a "no tolerance" stand toward any type of threat. This includes verbal or nonverbal threats or actions of a harmful or sexual nature against the school, school events, teachers, or students. Even if the comment is made in jest or as a joke, disciplinary action will follow. Consequences could range from temporary suspension to removal from school.

Prohibited Items

Sexually-oriented, violent, offensive, or dangerous material brought on campus may result in disciplinary action, including expulsion.

GENERAL DISCIPLINARY INFORMATION (*cont'd*)

CELL PHONE* USE

During the school day and while on school related trips such as field trips and athletic trips, students may not use any electronic device for sharing information or taking pictures or videos without specific instructions by and permission of the supervising teacher or coach. Phones, and information on phones, may not be shared while on campus.

Cell Phones (Upper School)

To ensure the safety of our students and the integrity of the learning process, cell phones may not be used during school hours unless specifically directed by a staff member.

Cell phones must remain in lockers or bookbags and must be powered off and out of sight during school hours. Phones may not be on the student's person between the hours of 8:30 and 2:45. This includes during lunch. If a cell phone is not turned off or if it is visible, it will be taken, a demerit issued, and the parent must pick up the phone after 2:45 from the school office.

Consequences

- 1st Offense Phone is taken and a demerit is issued.
 Parent may pick up phone after 2:45 pm in the Upper School Office.

- 2nd Offense Phone is taken, demerit issued, and detention is served.
 Parent may pick up phone after 2:45 pm in the Upper School Office.

- 3rd Offense Phone is taken, demerit issued, and student serves an
 In-School-Suspension (ISS)
 Parent may pick up phone after 2:45 pm in the Upper School Office.

- 4th Offense Phone is taken, demerit issued, and student serves an
 Out-of-School Suspension (OSS)
 Parent may pick up phone after 2:45 pm in the Upper School Office.

Cell Phones (Lower School)

Lower school students may not have a cell phone at school or extended care. If a cell phone is found with a student it will be taken from them.

* Watches and other devices activated for communication will be subject to the same policies as cell phones.

LOCKER/BOOKBAG SEARCH

The administration and staff reserve the right to search any and all lockers and book bags on school grounds or at school-sponsored activities at any time.

All Upper School students and their parents must agree to the following policy governing off campus behavior.

Policy Governing Off-Campus Behavior of Students Enrolled at Northwood Academy

Northwood Academy does not tolerate the use of drugs or alcohol or participation in criminal activity, whether on campus or away from campus. While the Student Handbook and the Conditions of Enrollment covers the conduct of students on campus, the following policy defines disciplinary action, which shall be taken for certain types of misconduct away from campus.

1. Upon conviction of an offense involving the use or possession of alcohol, including, but not limited to, driving under the influence of alcohol, the student shall be placed on probation and required to attend counseling. Upon conviction of a second such offense, the student shall be subject to disciplinary action up to and including permanent expulsion.
2. Upon conviction of an offense involving the use, possession or sale of an illegal drug including but not limited to, driving under the influence of an illegal drug, the student shall be permanently expelled.
3. Upon conviction of any felony offense under the laws of the State of South Carolina or any other state or territory, the student shall be permanently expelled.
4. For the purposes of these provisions, the term “conviction” shall also include any admission or adjudication of guilt, including, but not limited to, any plea of guilty, *nolo contendere*, or a plea under the First Offender Act or its equivalent. “Conviction” shall also include a finding by the Juvenile Court that the student has committed a delinquent act involving any of the above offenses of any informal adjudication by the Juvenile Court involving any of the above offenses.
5. A student arrested for and/or convicted of any of the foregoing offenses has an obligation to immediately report the arrest and/or conviction to Northwood Academy. Failure to report an arrest and/or conviction shall subject the student to punishment up to and including expulsion.

Additionally, other statements or actions that reflect negatively on the mission of Northwood Academy, whether on or off campus, may result in disciplinary action by the administration of Northwood Academy.

DRESS CODE

Northwood Academy requires uniforms for school attire and outerwear in grades K thru 12. All school uniforms must be purchased from our approved uniform vendor(s). See the uniform guidelines/vendors on Northwood Academy's website, under "Resources" and "Forms."

GENERAL DRESS POLICIES (BOYS AND GIRLS)

- Hair must be off the eyebrows and off the collar for boys. Boys' sideburns may extend to the bottom of the ears, but should not extend to the front of the face. Facial hair is prohibited.
- No extremes in appearance: hair color or style, black fingernail polish or all black attire, unusual contact lenses, baggy clothing, etc.
- Hats and caps are not to be worn on campus.
- Earrings on boys are prohibited.
- No heavy chains or distracting jewelry.
- Undergarments must not be visible.
- No (real or play) tattoos may be visible at any time.
- Only girls may display earrings in the ears (No more than 2 per ear). No other visible piercings are allowed.
- No holes, rips, tears or frays (or the appearance of these) on clothing.
- Shorts and skirts must be modest in length.
- No oversized or undersized shirts are permitted.
- Only white undershirts with no logo may be worn under uniforms.
- Shoes must be closed-in with no open areas.
- Bedroom slippers may not be worn as uniform shoes.
- Uniformed shirt must be worn under all outerwear, including sweatshirts.
- No leggings.

ATHLETIC WEAR FOR UPPER CAMPUS

Athletic uniform, t-shirts, sweatshirts and jackets may not be worn during the school day. They are unapproved outerwear.

OUT OF UNIFORM DAY DRESS CODE (K – 12TH)

- Clothing with slogans, pictures, patches or inscriptions that are inconsistent with the philosophy of Northwood Academy are not allowed.
- Students must wear a closed-in shoe.
- Shoes must be worn.
- Shirts must drop at least 3 inches below the waistband of the lower garment.
- No flip flops or beach type shoes. "Athletic" Toe Shoes are unacceptable shoe attire.
- Modest length shorts, skirts, dresses or skorts (only lower school).
- No shorts, skirts, skorts (only upper school).
- No sleeveless tops are allowed.
- Any style long pants or capris.
- No jeggings. No leggings. (Upper school)
- No holes, rips, tears or frays (or the appearance of these).
- Oversized pants may not be worn.
- Pajamas may not be worn.

MISSIONS OUT OF UNIFORM DAY (THE LAST FRIDAY OF EACH MONTH)

- Any style long pants or capris, with no holes (or the appearance of holes), rips, tears or frays.
- Uniform shorts or skorts.
- Any Northwood Academy uniform shirt or Northwood Academy t-shirt. No homemade shirts.

The administration will determine whether an article of clothing is appropriate.

UNIFORM REQUIREMENTS

Uniform vendor(s) have a complete listing of approved items. Students may wear items from either vendor. See the uniform guidelines/vendors on Northwood Academy's website, under "Resources" and "Forms."

UNIFORM SHIRTS AND BOTTOMS

All uniform bottoms must be purchased from our uniform vendors. Therefore, the khaki dress pants and shorts will have a lightning bolt indicating they are from approved vendors. The approved skorts, skirts, jumper and dresses are listed with each vendor, but do not have an identifying logo.

When shirts are tucked in, a belt must be worn with shorts or pants. A belt is not required with shirts designed to be worn untucked. Button down dress shirts must be tucked in. Any shirt from the uniform vendors is to display the Northwood Academy logo.

UNIFORM OUTERWEAR

Approved outerwear is listed with each vendor and each item has our logo. There are a variety of jackets, sweaters, and sweatshirts available from each vendor. They are easily identified on campus with our logo. A uniform shirt must also be worn underneath all outerwear. Only approved outerwear may be worn on campus. On extremely cold days (i.e. below 40 degrees F) personal heavy jackets may be worn outside. At the Upper School, personal jackets must remain in the student's locker throughout the school day.

PE UNIFORMS

- An ash colored Northwood Academy t-shirt and either purple or green shorts
- Required for students in 6th – 9th grade taking physical education

ITEMS APPROVED BUT NOT PURCHASED FROM UNIFORM VENDOR(S)

- Letter Jackets – purchased from T & T Sports
- Outerwear pre-approved by the administration (dark green or dark purple) with no lettering on the back.
- Special t-shirts such as Championship, National Honor Society, or fundraiser shirts

NON-UNIFORM VENDOR ITEMS

- Plain white polo with no emblem
- Plain white button down oxford with no emblem (only boys). Must be tucked in.
- Solid color tights (no leggings)
- Closed-in shoes (front and back), no beach style, socks are required
- Only a plain white undershirt or turtleneck may be worn underneath a uniform shirt

FINANCIAL (STUDENT ACCOUNT) INFORMATION

BACKGROUND

Northwood Academy serves over 750 children and their families. We have, since 1978, developed principles, policies, and practices of business which, when administered consistently, permit our fees to remain among the lowest in the private school community, yet permit our service to advance its reputation among the very best in the private school community.

STUDENT ACCOUNTS

Northwood Academy partners with FACTS Tuition Management Company for tuition and incidental fee payment processing. FACTS offers the highest level of data security and accuracy.

PAYMENT METHODS

Secure, online, automatic payments are encouraged. **FACTS** account payments may be made online (ACH or bankcard), or checks may be mailed to **FACTS** (*FACTS Management Company, P.O. Box 2597, Omaha, NE 68103-2597*). A convenience fee is assessed by **FACTS** for **bank card** payments. Cash or checks may be brought to the Northwood Academy Business Office for student account payments.

ENROLLMENT FEE

This **non-refundable** fee is paid to complete the enrollment process.

TUITION

A variety of tuition payment plans are offered through FACTS.

TUITION PLUS

Lower School students may choose a convenient, weekly or monthly payment plan option which combines school day tuition and unlimited extended care during the school year. FACTS auto-pay is required for weekly Tuition Plus payments.

INCIDENTAL FEES

Incidental fees cover field trips, athletic team participation, after-school child care, food service, camp days, clubs (e.g., Xalt, art) and etc. Incidental fees are added to the student account throughout the month. Prior month's incidental fees are paid monthly through FACTS; they are due on the 15th.

LATE FEES, ETC.

Tuition and incidental fees enrolled in FACTS auto-pay (ACH or bank card) are not subject to late fees. Declined FACTS auto-payments and past due balances are subject to a 10% late fee assessment. Students with a past due balance will not be admitted to class. A student will be dismissed from Northwood Academy after 10 days of financial suspension. Payments will be applied to past due charges first. Student accounts are to be paid current prior to admission after the semester / Christmas break and before participation in year-end events (e.g., graduation).

An **after-hours fee** for after school child care will be charged for service provided beyond the scheduled hours of operation at a rate of \$1 per minute.

SPECIAL PAYMENT ARRANGEMENTS

Circumstances arise which occasionally require an adjustment from the normal payment policies. It is not within the authority of the Business Office staff to make arbitrary adjustments to the approved payment schedule. A brief description of these circumstances is to be e-mailed to accounts@northwoodacademy.com. Staff will forward the request, along with payment history and a proposed solution, to the School Board for consideration.

FINANCIAL ASSISTANCE

Limited financial assistance is available to families of enrolled students who meet income guidelines established annually by the School Board. Eligibility is limited to *new* K - 11 students or *returning* K - 12 students who are in good standing academically (eligible for promotion), behaviorally (no disciplinary suspensions), and financially.

FAMILY DISCOUNT

For families with **3 or more** enrolled (Nursery–12th grade) children, a 25% **K-12 tuition discount** is available to the 3rd (and any additional) enrolled K-12 student. The discount will be applied beginning with the lowest K-12 grade level.

FOOD SERVICE

Meals may be prepared and sent from home, or students may sign-up for Charger Express. This service offers menu choices from local vendors and is available for an extra fee. Orders are placed monthly by the 20th of the prior month. Emergency lunches are available for an extra fee.

LOWER SCHOOL

The following limitations apply to meals prepared and sent from home:

- Commercially packaged drinks (i.e. Capri-Sun) are recommended; non-glass, leak-proof drink containers are acceptable.
- Sodas are not allowed for K - 3rd graders.
- Food is to be securely packed in a lunch box or other similar container.
- There is no provision for heating meals at the lower school. There is no refrigerator available for student use.
- Glass containers are prohibited, including glass-lined thermoses.
- Emergency lunch items are available at an additional charge.
- Forgotten lunches are to be brought to the school office.
- Kindergarteners must save sugary-type snacks for PM snack.

Mid-Morning Snack (only 2nd-5th)

Students will be allowed a mid-morning food snack brought from home. Healthy, non-sugary, light in salt, finger-type foods are required. Examples are:

- cut up vegetables
- fruit
- cheese
- dried fruit

Please avoid anything that requires a spoon or fork.

UPPER SCHOOL

A snack time is scheduled at the beginning of the 3rd period. Two lunch periods are scheduled: middle school eats during first lunch, and high school eats during the second lunch period.

WATER BOTTLES

Lower School

Students may bring a personal water bottle daily filled with water. It must have a built in straw or auto-type spout. It must be taken home daily, refilled and returned as needed. Teachers will direct where the water bottles are stored.

Upper School

The only drink bottles permitted in upper school classrooms are crystal clear water bottles with a sports cap containing only water. Bottles may NOT be tinted any color. Students may keep these water bottles in their book bags or on the floor beside their desk. Gatorade, soft drinks or any drinks containing sugar are not permitted in Upper School building except closed in lockers or in the cafeteria during lunch. Drinks and bottles not meeting these specifications will be confiscated and may be picked up from the office after school.

NORTHWOOD EXTENDED CARE SERVICE

KINDERGARTEN THROUGH 5TH GRADE

Extended Care service is available before and after school and during school breaks. The hours of operation are from 6:30 AM until 6:00 PM, Monday through Friday. *An after-hours fine applies for late pick-up (after 6 p.m.).* The following procedures will be used:

- Students not picked up from school at dismissal time will be signed into Extended Care. *There is an additional fee for this service.* Students are to be signed out of Extended Care by a parent or responsible adult; failure to sign out will result in a charge until closing (6:00p.m.).
- Students will be supervised at all times while on school property. Organized, planned activities will be a part of the student's program in the Extended Care service. Homework lab is scheduled from 4-5 p.m. for 2nd - 5th grade students on school days (not Wednesdays or Fridays).
- Extended care services, normally available to all Northwood Academy Lower School students, may be suspended for any Northwood student who cannot or will not conform to the requirements of group care.
- Students utilizing private tutoring, music lessons, etc., on the Lower School campus after school will be signed into Extended Care while on campus. Normal Extended Care rates apply.

AFTER CARE FOR UPPER SCHOOL STUDENTS

Students remaining on campus after dismissal at 2:45 must be supervised by a staff member. At 4:00 p.m. students remaining on campus, and not in a supervised activity, are automatically signed into After Care for which there is a fee.

A staff member provides supervision during this time, and students may remain on campus **until 6:00 p.m.** The After Care teacher will set the homework and break schedule.

- Normal school rules apply in the After Care program.
- Cell phones may be used only to call parents for pick-up. *Classroom phone may be used for emergencies.*
- Parents must come to the cafeteria door to pick-up their child.
- An after-hours fine applies for late pick-up (after 6 p.m.).
- Athletes whose practices are canceled or end early may attend After Care free of charge while waiting for pick-up.

GENERAL POLICIES

PATRIOTISM

Patriotism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. We unashamedly teach the biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for flag and country. All students begin each day by reciting the Pledge of Allegiance to the American flag. Northwood Academy students will show proper respect for our flag and all that it represents by standing at attention and facing the flag during the Pledge and the playing of the National Anthem at all school events.

CLOSED CAMPUS POLICY

Northwood Academy is a closed campus. All visitors must report to the school office. Students may not leave the school campus during their scheduled school day without a parent's written permission.

Students may not have guests on campus at any time. Parents are always welcome but must obtain a Visitor's Pass through the school office.

Parents needing to drop something off for a student must bring it to the school office.

AUTHORITY TO RELEASE STUDENTS

A list of parties authorized to pick up a student from school is provided by the custodial parent/guardian on the Student Application form. At the Lower School, this list determines who can pick up the student from school, from extended care, or from camp. At the Upper School this list determines who can sign a student out of school early or can pick up a student from after care. Changes to the pick-up list are to be made in writing.

Students will be released to non-custodial parents with a court order or with the custodial parent's written permission. In the absence of a court order, the school will assume parents have joint custody.

Any party with the student's car line tag will be assumed to have permission to pick up the student.

PARTIES – LOWER SCHOOL

Seasonal Parties

Class parties are planned to celebrate special times of the year – Thanksgiving, Christmas, Valentine's Day, Easter (if we are not having standardized tests), and the end-of-the-year. Parties are generally held at lunchtime. Guidelines for these parties are given to room moms at the beginning of the year and all parties are coordinated with the classroom teacher so that all selected activities are age-appropriate and follow the required procedures. Anyone wishing to help in any way may contact the appropriate room mother.

Birthday

Students who would like to share a snack with their class on their birthday may bring a treat to school. Please contact the classroom teacher. Treats will be distributed at lunch or afternoon snack. Please check with homeroom teacher regarding allergies.

Party invitations distributed at school must be given to the whole class, all boys, or all girls by the classroom teacher.

SPECIAL EVENTS AND HOLIDAYS

Our emphasis as a Christian school is on the birth and resurrection of Jesus. Therefore we do not promote Santa Claus, the Easter Bunny or Halloween at school.

GENERAL POLICIES (*cont'd.*)

FIELD TRIPS

Lower School

Parents will be notified of each field trip. A special consent form will be sent home for signature before each trip. Cost of the trip will be added to the student's school account. Parents may not take school age siblings on field trips. Occasionally, field trips will have limited adult space available.

Upper School

Parents will be notified of each field trip. A special consent form will be required for each trip.

PLANNERS

All students are issued planners, which they must have with them at all times. These planners are used to list homework assignments and upcoming events. In the Upper School, they are also used as hall-passes. Students are not to be in the hallway between classes without a planner signed by the appropriate staff member. Students that lose the planner must purchase a new one from the school office. Students may not borrow or share planners.

SOLICITING/FUNDRAISING

Solicitation is not allowed at Northwood without permission of the administration. This includes the selling of items such as tickets and candy, as well as circulating product catalogues or placing posters. Distributing political materials at Northwood is not permitted. All school-sponsored fundraisers, postings, or information emails must have prior approval from the appropriate principal.

TUTORING

The school will assist parents in tutoring options as the need arises. Students are encouraged to visit the appropriate teacher for extra help as needed. Northwood Academy teachers may not be paid to tutor any student in the subject area where they are currently teaching that student. They may, however, tutor students they are not currently teaching. Upper School teachers are generally available in their classrooms Monday, Tuesday, and Thursday from 2:45 pm until 3:20 pm for extra help. Tutors not employed by Northwood Academy may not tutor on campus.

UPDATING STUDENT AND PARENT INFORMATION

Parents are to keep the school office informed of all current, pertinent information including home address, phone number, emergency contact phone number, place of parents' employment, and work phone numbers. Failure to provide accurate or current information needed for the appropriate care of the student will be grounds for dismissal from school.

CONTACTING TEACHERS

Parents are requested to contact the teacher through the school office or by e-mail. Parents are not to go directly to the classroom. Parent conferences may be scheduled anytime at the request of the parent or teacher. The standard format for a teacher's email address is first name, 1st initial, last name @northwoodacademy.com.(i.e. Susie Jones, sjones@northwoodacademy.com). The school office will arrange parent conferences.

PROBLEM RESOLUTION

The following procedure should be used in handling a problem or concern:

- First, call/email the teacher.
- If the problem is not solved, call/email the principal or assistant principal.

HEALTH AND SAFETY

STUDENT

Accidents or injuries that occur on the school campus are to be reported immediately to a teacher, teacher aide, or the school office. First aid will be given to any student injured at school. Parents will be contacted if the injury warrants. Emergency Medical Service will be contacted if necessary. An Accident/Injury Report will be maintained in the school's office.

MEDICAL (DHEC) REGULATIONS

South Carolina law requires schools to have a SC certificate of immunization (DHEC 2740) on every enrolled student on file. This record is to be submitted at registration or when updated; a copy is to be given to the school secretary.

HEAD LICE

Northwood does occasional head checks when warranted. School personnel will be available at the parent's request to do head checks on any student. Students are not permitted to stay in school when head lice or nits are discovered. A repeat head check will be done by school personnel before the student's readmission to class after treatment. All nits (egg casings) are to be removed prior to return to school.

RING WORM AND OTHER FUNGAL INFECTIONS

Ring worm and fungal infections are contagious and require treatment until completely resolved. A bandage must cover ringworm that is not covered by clothing until it is completely clear.

HEALTH AND MEDICATION

Sick students are not to come to school. Students who are not feeling well enough to stay in school will go to the office. The parent will be called and the parent will arrange for the student to go home.

Students with a fever of 100°F or greater, vomiting or diarrhea, an unexplained (undiagnosed) rash, skin infection or pinkeye are to remain home until resolved for 24 hours. Should these symptoms arise while at school, the student will be required to go home.

Students are not to carry medication.

All prescribed medicines are to be brought to the school office by the parent in its original container and appropriately labeled. Medications will be administered consistent with its labeling. The school reserves the right to refuse to administer any medication; the parent will be notified.

Non-prescription medications (Tums, cough medication, Pepto-Bismol, etc.) will not be administered unless accompanied by a note for its administration from a prescriber and sent in its original container. Acetaminophen (Tylenol) for minor aches and pains is administered during school hours with written parental consent. This consent form is provided in the student application.

In keeping with the Centers for Disease Control and Prevention's guidance, students will not be re-admitted to school until 24 hours after resolution of fever without the use of fever-reducing medications. Students returning to school after the flu or an influenza-like illness must report to the school office for administrative clearance before admission to class.

TECHNOLOGY

TELEPHONE MESSAGES AND SCHOOL PHONE USAGE

In the case of an emergency, office personnel will assist the student in the necessary use of office phones. However, students will not be permitted to call parents to obtain forgotten schoolwork or supplies.

Messages that are taken in the office for the student will be delivered to them just before dismissal time. Students will be called to the office to receive messages only when it is an extreme emergency.

ELECTRONIC DEVICES (PERSONAL)*

Personal electronic devices are acceptable according to the following guidelines:

2nd – 5th grades

- Students, with parent permission, may bring electronic devices (e-reader, tablet) to school to be used during Reading Workshop or any other teacher designated reading time.
- Cell phones may not be used as reading devices at the lower school.
- The device can be used only by the owner. NO SHARING.
- The classroom teacher will determine where the device is kept when not in use (book bag, cubby, locker, etc.)
- Devices will remain in the student's book bag before and after school.
- Any misuse of the device will result in the loss of privilege.

6th – 12th grades

- Laptops, iPads, cell phones, and other tablet devices not issued by the school may be used ONLY before school and after school and must be powered off and out of sight during the school day. Devices may not be shared or used to take pictures at any time and will be confiscated if the device is shared.
- Teachers may permit use of electronic devices when related directly to instruction.
- 3G and 4G networks may be accessed but students are fully responsible for all content they access on their device. Any inappropriate content accessed by the student will result in the device being taken and parent pick-up required. Students may also lose the privilege of bringing electronic devices to school for the remainder of the school year.
- Ear buds may be used before or after school, and never during the school day. They also may be used on extended field trips or athletic trips.
- Northwood Academy reserves the right to determine appropriate and inappropriate internet content. During the school day and while on school related trips such as field trips and athletic trips, students may not use any electronic device for sharing information or taking pictures or videos without specific instructions by and permission of the supervising teacher or coach.

Disclaimer: Northwood Academy is not responsible for loss or damage to any electronic devices brought on either campus.

*Does not apply to school issued electronic devices.

ACCEPTABLE TECHNOLOGY USE POLICY

The following is a set of regulations that govern the appropriate use of the computer network at Northwood Academy. While it cannot cover every aspect of computer use, it does address many of the major concerns. This policy specifically details the expectation that all members of the Northwood Academy community use their computers and the network in a safe, responsible, respectful, considerate, and appropriate manner.

HARDWARE (CPU, MONITOR, KEYBOARD, MOUSE, MICROPHONE, HEADPHONE, NETWORK CABLING, PRINTER, SCANNER, CAMERA, OR OTHER PERIPHERALS)

- Users are to treat all equipment with respect.
- No one shall tamper with, treat roughly, or remove any piece of hardware or its cabling from its proper location.
- All users must comply with use guidelines and restrictions from time to time posted or distributed by the system administrator.
- All users are to show proper care for all hardware items and cabling to minimize wear and tear on them and to leave them in good working order for their next users.
- Malfunctions or suspected malfunctions are to be reported to the system administrator for immediate attention.
- No one is to attempt to repair or modify any equipment without the direct supervision of the system administrator.
- Sound is to be disabled unless specifically authorized.

APPLICATIONS AND SOFTWARE

All installation of software is the responsibility of the division coordinator or system administrator. Users shall:

- Not install any type of software to a computer or the server.
- Not attempt to introduce system-corrupting software, such as viruses, into any computer system or otherwise intentionally interfere with the operation of any system.
- Access only those applications made available to them by the system administrator.
- Not use or install unauthorized applications (e.g. Games)
- Not change any settings on computers. This includes, but is not limited to, screen savers, wallpaper, fonts, display settings, printer assignment, etc.
- Not attempt to circumvent password protection or discover and use the password in order to gain access to the protected portion of the system. If a security loophole is discovered, it is the user's responsibility to make the condition known to the system administrator and to avoid demonstrating it to others.
- Respect the need for security and confidentiality. The school will have information on the server that is not open to the public. Users are to make no efforts to bypass security systems and gain access to information not intended for them.
- Not attempt to alter, copy, transfer or remove any licensed software, including programs, applications, data, files, or fonts that are installed on any computer hard drives.
- Observe the terms of software license agreements and Federal and State laws pertaining to software copyrights.

FILES AND DOCUMENTS

- The work of individuals stored on portable media or jump drives or saved on hard drives is considered to be private.
 - Users shall not access, read, alter or copy work stored electronically without the permission of the owner.
 - Northwood Academy will consider unauthorized electronic copying or electronic theft to be offenses subject to the Northwood Academy honor and disciplinary codes just as they would the copying or theft of information in written or other physical form.
 - Work in progress in open documents is also considered the property of the creator.
- Outside portable media storage such as thumb drives shall not be introduced to any computer without permission from the system administrator.
- Students are not allowed to share portable media storage unless they are working on a group school project and have received approval from the system administrator.

ACCEPTABLE TECHNOLOGY USE POLICY (*cont'd*)

PRINTER USAGE

Students may print personal copies from an internet site or thumb drive in the Upper School Media Center for a small per-page charge. This service is available before school, during lunch, and after school.

INTERNET AND OTHER “ON LINE” SERVICES

- The goal in providing Internet access to teachers and students is to promote educational excellence at Northwood Academy by facilitating resource sharing, innovation and communication.
- The use of the school’s Internet connection is a privilege, not a right.
 - Failure to abide by any of guidelines could result in cancellation of Internet access.
 - Any administrator, faculty member, or staff member may request the denial of a student’s network privileges.

The following guidelines will be employed while using technology belonging to Northwood Academy

- The user accepts personal responsibility for any information obtained through the school’s Internet access.
- The e-mail system is to be used only for the exchange of appropriate information. There are to be no emotionally charged, derogatory, or otherwise inappropriate exchanges on the e-mail system. Users may not give out personal information such as names, addresses, or phone numbers of themselves or others.
- Internet is to be used for scholarly research and as a means of obtaining needed information. Users shall not access information that is inappropriate (e.g. – pornographic materials, vulgarity, gambling, militant or extremist materials, etc.). The school administration will make the final determination on such appropriateness.
- Entering chat rooms is prohibited, unless specifically authorized by the system administrator.
- Material obtained through research on the Internet and then used in academic work is to be properly documented and credited. Note: Since some material is unique to the Internet and can disappear overnight, documentation might necessitate the printing of a hard copy.
- Users may not violate copyright laws of the United States. If you have any questions about what constitutes a violation, please see a member of the computer department.
- Users may not engage in illegal activities while using the Internet.

ACCEPTABLE TECHNOLOGY USE DISCLAIMER

Northwood Academy strives to maintain the highest moral and ethical standards. Northwood Academy makes no warranties of any kind, whether expressed or implied, for the services it is providing. Northwood Academy will be held blameless of any infraction of local, state, federal, or international law advanced by those parties signing this agreement. Civil liabilities are the sole responsibility of the user and his/her guardian, with all transmissions or communications being the sole property of the user unless written authorization accompanies the transmission. Northwood Academy reserves the right to terminate a user’s access rights without prior notification.

This policy in no way precludes the United States federal copyright law. Unauthorized copying of licensed software is a direct violation of the United States federal copyright law. This includes any programs, applications, databases, fonts, and any other materials covered by copyright. In general, any programs and software not clearly marked for redistribution is to be viewed as proprietary and treated accordingly.

CHROMEBOOK POLICY (8TH – 12TH GRADES)

ISSUE AND IDENTIFICATION

Each student 8th thru 12th grade will be issued an 11” Chromebook. While the devices are issued to students, they are still school-owned property. Students will be allowed to take the Chromebooks home. Chromebooks will be an integral part of the education students receive at Northwood Academy and therefore they are not optional. It is our goal that students take advantage of this powerful learning resource available to them.

Each Chromebook will be tagged with a numbered sticker and a school asset tag with barcode. Each device also has a unique serial number. The school will have a record of all of that data, so if a Chromebook is misplaced, it can be determined which student user the device belongs to. Carrying cases with an ID tag will also be issued for each Chromebook.

All ID stickers and tags that are on the Chromebook and case when issued must stay on the Chromebook and carrying case at all times. The ID tags on the cases must stay on the exterior of the bag at all times.

No additional permanent markings of any kind (stickers, engraving, permanent ink pen, tape, etc.) shall be placed on the Chromebook or its carrying case at any time. Additional permanent markings on the device or its case will be considered vandalism.

Students may add non-permanent identifying items to the case such as ribbon, key chains or other removable items.

Chromebooks will be turned in at the end of each school year. They will be re-issued to the same students at the start of the next school year.

Student owned Chromebooks may be used but must be enrolled and managed under Northwood Academy’s Google Apps for Education account. Northwood Academy is not responsible for damage, loss, theft, connection or IT issues of personally owned Chromebooks.

Each school-issued Chromebook will be covered by Northwood’s Chromebook Policy.

CHROMEBOOK USE AND CARE BY STUDENTS

Students will each have a Gmail account that will be used for their primary login username. Passwords will be issued by the school and may not be changed. It is the student's responsibility to remember their login information and to keep it confidential.

Students are expected to charge their Chromebooks nightly at home and bring them to school fully charged. Students who do not bring a charged Chromebook back to school may be issued a loaner device for the day if one is available. Be aware that loaners may not be available and students may be without a Chromebook for the day, which may affect their grade for that day.

Chromebooks that are repeatedly left at home may result in the following disciplinary action:

- 1st time - warning
- 2nd time - essay
- 3rd time - demerit
- 4th time and beyond - detention for each occurrence

CHROMEBOOK USE AND CARE BY STUDENTS (*Cont'd.*)

Students are responsible for bringing their Chromebooks to all classes, every day, unless specifically advised not to do so by their classroom teacher. In addition to teaching, Chromebooks may be used for school messages, announcements, calendars and schedules.

Students should keep their Chromebooks clean. The screen may be cleaned with a soft, dry microfiber cloth or anti-static cloth. Windex may be used if the screen is very dirty. All other parts of the Chromebook (including the keyboard) can be cleaned with a disinfectant wipe. *Never* clean your Chromebook with water.

Students must never set heavy items on their Chromebook as this may damage the screen or other parts.

Chromebooks should never be transported while open as even gentle handling can damage the screen. They should always be safely closed and placed in their case before they are taken from classroom to classroom, or to and from school.

Chromebooks should never be left in a car or any unsupervised area.

CHROMEBOOKS MUST NEVER BE CARRIED IN THE STUDENT'S BACKPACKS.

Chromebooks will only connect to the web wirelessly. If the school's WiFi network is down, the device will not connect to the web. Some features, such as access to the student's Google Drive, may still work on a limited basis. Work that is done off-line will be backed up when the wireless Internet connection is restored.

While we do our best to filter Internet content, no filtering system is 100% fool proof. Teachers and parents are encouraged to randomly check the browsing history of student Chromebooks on a regular basis. Browsing histories cannot be deleted by the students. The school will also conduct random checks of student browsing histories. If inappropriate web browsing is discovered, it is a violation of the school Technology Use Policy and may result in disciplinary action.

DAMAGE OR LOSS OF CHROMEBOOK

Students and Parents are responsible for school-owned technology property (Chromebook) that is issued to them, just as they are for other school-owned items such as textbooks, athletics equipment or library books. The school will repair damaged devices under the Chromebook Policy, but students and parents will be responsible for the cost of those repairs as outlined below. Loss of a Chromebook and theft of a Chromebook are never covered under the Chromebook Policy, and the full cost of replacement will always be the responsibility of the student/parents.

If a Chromebook does get damaged it should immediately be taken to the front office where the damage can be assessed and a loaner can be issued if necessary. In-house repairs can often be done, which may take only a day or two. Other problems may require that the device be sent out for repair. This can take several days or longer. Students using loaner Chromebooks will be fully responsible for any damages incurred while in their possession. Any fees assessed while using a loaner Chromebook will not fall under the Chromebook Repair Policy. If a loaner is lost, students will be responsible for the full replacement cost of the device.

School-owned Chromebooks are not to be taken to an outside computer service center for repairs or maintenance and are not to be repaired by the student or parents. Charges may be assessed for attempted repairs made to a school owned device.

CHROMEBOOK REPAIR POLICY

The Chromebook repair policy is designed to help keep the valuable resource of these devices up and running. The program will save the students and parents from being fully responsible for damages that may be incurred from daily use.

Chromebook repair policy costs are assessed according to the following schedule:

- First repair \$25 deductible for repair
- Second repair \$50 deductible for repair
- Third repair Students / parents are responsible for full cost of repair

Loss and theft are never covered under the Chromebook Repair policy. Damages caused by misuse or abuse of a Chromebook are never covered by the Chromebook repair policy

There is also cost associated with defacing a Chromebook supplied by Northwood Academy. Each of these costs can be increased if damage cannot be repaired.

Examples:

- Graffiti - cost of cleaning the Chromebook (usually \$5.00). If it is unable to be cleaned – full replacement cost of Chromebook would be incurred.
- Removal of asset tag - \$10
- Adding stickers, graffiti, etc. on Chromebook or Chromebook case - cost of cleaning the Chromebook (usually \$5.00). If it is unable to be cleaned – full replacement cost of Chromebook would be incurred.

MISUSE AND ABUSE OF TECHNOLOGY RESOURCES

Students who violate Northwood Chromebook policy are subject to disciplinary action including but not limited to the following:

1. Removal of services like Gmail, Google Drive, or other Google Apps.
2. Detention / Suspension / Expulsion

Electronic mail and all stored files are not to be considered confidential and may be monitored at any time by designated school staff to ensure appropriate use.

Damages caused by misuse or abuse off a Chromebook are never covered under the Chromebook repair policy.

All 8th – 12th grade Upper School students and their parents agree to the following **NORTHWOOD ACADEMY CHROMEBOOK POLICY AGREEMENT**

Student Agreement

I have read, understand and agree to abide by the terms of this Chromebook Policy. Should I commit any violation or in any way misuse my Chromebook, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me. I understand that I am to treat this Chromebook with extreme care just like any other school owned piece of equipment. I will not alter it, make changes to it, or use it in a manner that does not align with Northwood Academy's Chromebook Policy.

Parent or Guardian Agreement

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of Northwood Academy's Chromebook Policy. I understand that Chromebooks are a privilege that may be revoked if misused. I understand that if the Chromebook is damaged, lost, or stolen I will be responsible to reimburse the school for the cost of the repair or replacement in accordance with the Chromebook repair policy. I agree to indemnify and hold harmless the School against all claims, damages, losses and costs, of whatever kind that may result from my child's or ward's use of his or her Chromebook or violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her Chromebook if and when such access is not in the School setting. I hereby give permission for my child or ward to use a Chromebook authorized by Northwood Academy and agree to the above terms and Policy.

All parents and all 6th – 12th grade Upper School students must sign the following handbook agreement as part of the enrollment process.

HANDBOOK AGREEMENT

I hereby affirm that I have read the Northwood Academy K-12 Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Northwood Academy and is subject to change without notice by decision of Northwood Academy's School Board. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

STUDENTS IN GRADES 6 – 12:

I hereby affirm that I have read the Northwood Academy Student Handbook. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that this Handbook does not contractually bind Northwood Academy and is subject to change without notice by decision of Northwood Academy's School Board.

I understand that admission to the school is a privilege, not a right, and that any behavior which is not consistent with the school's standards could result in the loss of that privilege.

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