

# Northwood Academy

## K-12 Student Handbook



*Rev 2025-02*

2025-  
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# **Grades K through 12 NORTHWOOD ACADEMY**

## **Mission Statement**

*The mission of Northwood Academy is to engage, empower, and equip 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*

## **Affiliation and Accreditation**

Cognia (formerly AdvancED) Accreditation  
Association of Christian Schools International (ACSI)  
South Carolina Independent School Association (SCISA) – Advanced Accreditation  
International Fellowship of Christian School Administrators (IFSCA)  
Greater Charleston Association of Private Schools (GCAPS)  
College Board

## **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

*SchoolBoard@NorthwoodAcademy.com*

**Fred Richard**, *Co-President*  
**Hardy Ferguson**, *Co-President*  
**Bradford Singleton**, *Secretary*  
**James Young**  
**Kevin Fletcher**  
**Mike Walker**

## HEAD OF SCHOOLS

**Dr. Christina Furrow**  
E-Mail Address – [cfurrow@northwoodacademy.com](mailto:cfurrow@northwoodacademy.com)  
(843) 764-2285

### UPPER SCHOOL

Location: 104 Charger Dr. , Summerville, SC 29486  
(843) 764-2285  
(843) 764-3713 (fax)  
Office Hours: 8:00 - 4:00

**Dr. Christina Furrow**, Principal  
**Ryan Leaver**, Assistant Principal for Athletics/Athletic Director  
**Tabitha Thomason**, Assistant Principal for High School/Faculty  
**Bridget Harbour**, Assistant Principal of Operations/Faculty  
**Jonathan White** Assistant Principal for Middle School  
**Ginnell Curtis**, Assistant Athletic Director/Faculty  
**Michael Heath**, Assistant Athletic Director/Faculty  
**Ruth Ann O’Cain**, Director of Guidance Services  
**Vivian Tremaine**, Student Activities Director  
**Denise Johnson**, Admissions/Assistant Guidance Director  
**Lori Muckelvaney**, Office Manager/Liaison, Head of Schools  
**Shakerra Freeman**, **Andrea Pruitt**, **Jill Mott**, **Lori Mullins**,  
**Laura Pascazio** - Administrative Staff

### LOWER SCHOOL

Location: 102 Charger Dr. , Summerville, SC 29486  
(843) 572-0940  
(843) 764-2274 (fax)  
Office Hours: 8:00 - 4:00

**Melanie Van Deusen**, Principal  
**Erin Loudin**, Assistant Principal  
**Cynthia Clements**, Curriculum Coordinator  
**Sylvia Revelise**, Lower School Office Manager  
**Jana Fowler**, **Lori Jones**, **Lindsey Easley**  
Administrative Staff

## EXECUTIVE ADMINISTRATOR

**Karen Morgan**  
E-Mail Address – [kmorgan@northwoodacademy.com](mailto:kmorgan@northwoodacademy.com)  
(843) 764-2278

### PRE-SCHOOL

Location: 100 Charger Drive  
(843) 764-2271  
(843) 377-8590 (fax)  
Hours: 7:00 - 6:00  
E-Mail Address -  
[preschool@northwoodacademy.com](mailto:preschool@northwoodacademy.com)  
**Jessica Morris**, Early Education Director  
**Lorie Trowbridge**, Pre-school Director  
**Joy Macli & Kelly Perea**  
Administrative Staff

### BUSINESS OFFICE

(Left of Lower School Gymnasium)  
Office Hours: 8:00 - 4:00  
(843) 764-2278  
(843) 764-2273 (fax)  
E-Mail Address -  
[accounts@northwoodacademy.com](mailto:accounts@northwoodacademy.com)  
**Laura Lynn Orvin**, Office Manager  
**Diane Lynch**, Bookkeeper  
**Stephanie Yelverton**, Student Accounts  
**Megan Hair**, Accounts Payable  
**Amy Garvalia**, Campus Liaison

### LOWER SCHOOL SUMMER CAMP & AFTER-CARE

(843) 900-0620  
(843) 764-2274 (fax)  
Office Hours: 8:00 - 4:00  
**Jackie Pinckney**, Director  
E-Mail Address -  
[ipinckney@northwoodacademy.com](mailto:ipinckney@northwoodacademy.com)

## NORTHWOOD ACADEMY STATEMENT OF FAITH

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

**We believe** the Bible is the inspired and only infallible and authoritative Word of God.

**We believe** there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.

**We believe** in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in the miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal, future return to this earth in power and glory.

**We believe** in the blessed hope – the rapture of the church at Christ’s coming.

**We believe** the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.

**We believe** regeneration by the Holy Spirit is essential for personal salvation.

**We believe** the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.

**We believe** in the baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.

**We believe** in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.

**We believe** in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting death.

## 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 school’s 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 produces 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 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 that 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 over 1,000 students from 12 weeks old through 12<sup>th</sup> 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, formerly known 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. 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 a lighted sports 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)

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

Average	Grade	College Prep	Honors	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 or 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 page)

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.

#### Grading Scale

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

### ADVANCED PLACEMENT (AP<sup>®</sup>) COURSES

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

*Students who choose not to take the AP<sup>®</sup> exam will receive Honors designation for the course.*

The fee for each AP<sup>®</sup> exam is determined by the College Board.

Seniors taking the AP<sup>®</sup> Exam are exempt from the semester 2 final exam. Underclassmen will be required to take a regular final exam.

### AP CAPSTONE<sup>®</sup> DIPLOMA

AP Capstone<sup>®</sup> is the College Board's new diploma program. AP Capstone<sup>®</sup> includes two foundation courses—AP<sup>®</sup> Seminar and AP<sup>®</sup> Research—to enhance four subject-specific AP<sup>®</sup> courses (in any subject) for a total of six AP<sup>®</sup> courses. The AP Capstone<sup>®</sup> Program is a nonsubject program whose goal is to equip students with independent research, collaborative teamwork, and communication skills necessary for college and beyond. Our AP Capstone Diploma<sup>™</sup> is anchored with the following Advanced Placement courses. Students will be required to take the following three AP courses: AP Seminar<sup>™</sup> (substitutes for English 10 H), AP Research<sup>™</sup> (11<sup>th</sup> or 12<sup>th</sup>), and AP<sup>®</sup> English Literature (12<sup>th</sup> grade).

## NUMERIC AVERAGE

Student grades are reported numerically at the end of each quarter. Courses are not weighted when reporting numeric averages. For quarterly Honor Roll and for recognition at the Spring Academic Ceremony, student's numeric grades for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> 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 (GPA) is calculated each year 9<sup>th</sup> through 12<sup>th</sup> 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 Northwood Academy's grade point average calculations, however, credit can only be earned once for a course the student passes. The higher grade will be included in final GPA. All High School courses are used in the Grade Point Average calculations except Teacher's Aide and Driver's Education.

## 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	4 units
(Algebra I, Geometry, Algebra II, Trigonometry, Pre-Calculus)	
Lab Science (2 disciplines)	3 units
(Biology, Chemistry, and one other lab science)	
Social Studies	3 units
(World Geog or World Hist, U. S. Hist, & Govt/Econ)	
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
<b>Total Required 24 units</b>	

In 12<sup>th</sup> grade, completion of 20 community service hours required.

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

## TRANSFER CREDITS AND WEIGHTS

An official transcript from the former school or association is required to enroll students transferring to Northwood Academy.

- Students may not accelerate grade levels in English
- College transfer credits will not be accepted to meet graduation requirements or in the calculation of a Northwood GPA in these courses: English, math, science, social studies, or foreign language

## ACADEMIC HONORS

### HONOR ROLL (Lower School – 4<sup>th</sup> & 5<sup>th</sup>)

#### A Honor Roll (Gold)

Student must have A's in all academic subjects. Bible will count. Non-academic subjects are not included (i.e., PE, art, music, Spanish).

#### A/B Honor Roll (Purple)

Student must have 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).

### HONOR ROLL (Upper School – 6<sup>th</sup> - 12<sup>th</sup>)

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 Ceremony. All subjects are included in calculations for honor roll with the exception of PE/Exploratory, 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 End of the Year Awards

Students in grades 6 through 12 who earn the first and second highest *numeric* average in their grade level each year are honored at the end of the year Academic Ceremony. This is calculated based on their numeric average for all courses (except PE/Exploratory and Teacher's Aide) through the 3<sup>rd</sup> 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 Teacher's Aide.

#### Honor Graduate

GPA 4.0 or higher calculated for all high school courses except 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 Teacher's Aide.

## 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 Ceremony.

### **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:

- 7<sup>th</sup> and 8<sup>th</sup> graders
- Minimum of 86.5 for the end-of-year numeric average in all courses (except PE/Exploratory) with no grade below 76.5.  
*For new students - Minimum of 86.5 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:

- 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> 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 11<sup>th</sup> and 12<sup>th</sup> 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<sup>®</sup> 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.

### **SENIOR PRIVILEGES**

Seniors that are passing all of their courses earn unique privileges each year. Seniors may forfeit privileges based on grades, attendance, and community service.

### **COLLEGE APPLICATIONS**

If requested, the guidance office will email or mail the student's official transcript. Colleges require that entrance testing scores be sent directly from the testing agency (SAT, ACT). Students must complete the online 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.

#### **Upper School Posting of Homework and Grades (Planners)**

Students receive a new planner at the beginning of the school year. Each classroom has a designated homework assignment board where information is posted for students to copy into their planner. Grades, homework, and assignments are given to the student before anything being posted on FACTS Family/Renweb. When an assignment or grade appears on FACTS Family/Renweb the student has already been informed. Planners are also used as hall passes for being admitted to class when they are tardy and going to the restroom during class.

#### **Wednesday Homework Policy**

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

#### **Lower School Homework**

A Homework Notice will be issued for the following reasons:

- Not having homework at the time of collection
- Turning in incomplete homework

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

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

5<sup>th</sup> grade policy - After the 6<sup>th</sup> 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 who 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 before 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 before 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 semester. 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.

#### **Exemption**

Seniors with an overall average of 85 or greater in a class for the 2<sup>nd</sup> semester and no more than 8 absences (excused or unexcused) in that class for the 2<sup>nd</sup> semester are exempt from the final exam in that specific course. Seniors taking an Advanced Placement® exam are exempt from an exam in that class. The exam grade will be the semester average.

### **PHYSICAL EDUCATION**

Students in K-8<sup>th</sup> grade will participate in physical education. If a student is temporarily, physically unable to participate, parents are to email or furnish a written note 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 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

1<sup>st</sup> – 5<sup>th</sup> 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 1<sup>st</sup> grade.

#### Upper School

Students are required to stay on grade level in Math and English. A student who 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.

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

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

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

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

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

## ADMISSIONS

Northwood Academy has full authority for the proper grade or class placement of enrolled students and reserves full authority to dismiss any student who has submitted false or misleading information or 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).

A student may be considered for grade acceleration (early promotion) provided the following conditions are met:

- An acceleration recommendation as a result of an evaluation by a licensed education psychologist
- Full-scale IQ measured by a licensed education psychologist at greater than 130
- Approval by the Northwood Academy School Board after considering the preceding and the student's demonstrable potential and developed skill in academic ability and achievement

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

## RE-ENROLLMENT

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.

Enrolled Pre-school and Lower School students are given priority **consideration** for promotion into the Lower and Upper Schools. Available spaces and the student's record (academic, behavioral, financial) will be considered during the priority reenrollment period each year before an offer is extended.

Priority reenrollment opens to enrolled Northwood Academy students for the following school year in February. Available spaces and the student's record (academic, behavioral, financial) will be considered during the priority reenrollment period each year before an offer is extended. Re-enrollment is complete, and a place is reserved for a student when the 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 45<sup>th</sup> percentile
- The returning student was in good standing at Northwood Academy

## PROBATION – ACADEMIC OR DISCIPLINARY

Students who are placed on academic or disciplinary probation will be advised of their placement for the upcoming term. The student and parent will meet with the school principal and sign a probationary agreement before admission.

Students on academic probation must pass all subjects at the end of each semester (*may be shortened to each grading quarter*) to remain in good standing.

Students on disciplinary probation will have a modified discipline plan.

## **ADMISSIONS (*Cont'd.*)**

### **STUDENT SCHEDULES**

#### **Middle School**

All 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> 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, Bible, or Music.

#### **High School**

All 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> 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 by completing an official withdrawal form.

### **RELEASE OF RECORDS**

A student's school record will be released once school materials have been returned, a completed withdrawal form submitted, and the student account cleared.

# **ATHLETICS**

## **GENERAL**

There is an athletic participation fee that varies by sport. The athletic fee is assessed when the student-athlete has dressed/participated in one season game. Letters/pins and other special forms of recognition will be awarded at the end of each athletic season.

## **ELIGIBILITY**

Northwood Academy follows the policies for eligibility as outlined by the South Carolina Independent School Association (SCISA). A full explanation of SCISA athletic guidelines is available on the SCISA website under athletics. Student-athletes will fully comply with all SCISA eligibility requirements, including periodic updates, for team participation.

## **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. Special circumstances may be submitted to the Athletic Director and Principal. 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 detention is scheduled; however, the detention must be served before 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 as early as their sophomore 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](http://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 as early as their sophomore year in high school. More information and registration are available online at [www.playnaia.org](http://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 principal.

A student must have an emailed/written, signed, and dated excuse from the parent for an excused absence to be considered. Upon return to school, this is to be presented to the homeroom teacher (Lower School) and office (Upper 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 Thursday, 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 AND TARDIES:**

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

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**

If a student is required to leave school early, parents are to email or furnish a written note to the school office stating the departure time, reason, and who is signing the student out of school. 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. Students will be called out of class when the parent arrives in the school office. After 2:30, classes will not be interrupted to call an individual student for pick-up.

### **Upper School**

Driving students may leave for doctor and dentist appointments with a parent note; a medical note must accompany the student upon return.

## EXCESSIVE ABSENCES

Upon a student's tenth (10<sup>th</sup>) unexcused absence a parent/principal conference will be scheduled to discuss excessive absenteeism and to work toward a positive solution to encourage student attendance. Students with more than fifteen (15) unexcused absences may lose credit for the course(s) missed, and further excessive absenteeism may result in dismissal from school.

## 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 4<sup>th</sup> unapproved tardy per quarter. Please see page 16 for approved and unapproved tardies.

Administration determines approved or unapproved tardies using reasonable discretion. Disciplinary action will result from 4 unexcused or 9 approved/unapproved tardies in any school quarter. Students will serve 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 in the classroom prior to the tardy bell ringing.

**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:

1 <sup>st</sup> Tardy	Warning
2 <sup>nd</sup> Tardy	Warning
3 <sup>rd</sup> Tardy	Warning
4 <sup>th</sup> Tardy	Warning
5 <sup>th</sup> Tardy	One-Hour After-School Detention
6 <sup>th</sup> Tardy	Parent Conference <b>and</b> One-Hour After-School Detention
7 <sup>th</sup> Tardy	Full-Day Detention <b>and/or</b> additional consequences at the discretion of the administration

# **DISCIPLINE GENERAL**

## **Standards 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.

## **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.

## **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. , Miss, or Coach.

## **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 pranks and practical jokes of any kind.

## **Physical Display of Affection**

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

## **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 sex.

## **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 – 2<sup>nd</sup>)**

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 (5<sup>th</sup>) ATO, the student will receive an in-school suspension (ISS).

### **Detention Hall (3<sup>rd</sup>-5<sup>th</sup> 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 3<sup>rd</sup>-5<sup>th</sup> 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 to school the 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 (3<sup>rd</sup> - 5<sup>th</sup> 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

## DISCIPLINE LOWER SCHOOL (*Cont'd.*)

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

Suspension will occur for the following reasons:

- Repeated visits to the office
- 5<sup>th</sup> detention or ATO
- Threatening statements (verbal or non-verbal) to the student, school or school personnel
- 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 after-school care as an alternate means of service on field trip days. The student may not stay after school in after-school care and must be picked up in the school office at the end of the school day, following ISS service.

### Progression of Discipline

#### **K – 2<sup>nd</sup> Grades**

5<sup>th</sup> ATO\* = 1<sup>st</sup> ISS

6<sup>th</sup> ATO = 2<sup>nd</sup> ISS

7<sup>th</sup> ATO = 1<sup>st</sup> OSS

8<sup>th</sup> ATO = 2<sup>nd</sup> OSS

9<sup>th</sup> ATO = Dismissal

#### **3<sup>rd</sup> – 5<sup>th</sup> Grades**

5<sup>th</sup> detention = 1<sup>st</sup> ISS

6<sup>th</sup> detention = 2<sup>nd</sup> ISS

7<sup>th</sup> detention = 1<sup>st</sup> OSS

8<sup>th</sup> detention = 2<sup>nd</sup> OSS

9<sup>th</sup> detention = Dismissal

\* ATO (Administrative Time Out)

## 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. 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
- Cell phone/smart device violation
- Chewing gum on campus
- Eating candy, eating food, or drinks in any area but the cafeteria
- Minor disruptive behavior
- Minor disrespect to other persons and/or property
- 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.

<b><u>Level 2 Offenses</u></b>	<b><u>Accumulation of Offenses</u></b>	<b><u>Consequence</u></b>
<u>Disrespect</u> (to teacher or student) (includes fighting)	1 <sup>st</sup> offense	Full-Day-Detention (FDD) or Out-of-School-Suspension (OSS)
	2 <sup>nd</sup> offense	OSS
	3 <sup>rd</sup> offense	Dismissal from school
<u>Cheating or Plagiarism</u>	1 <sup>st</sup> offense	Zero on work
	2 <sup>nd</sup> offense	Zero on work and FDD or OSS
	3 <sup>rd</sup> offense	Zero on work and OSS or dismissal from school
<u>Stealing</u>	1 <sup>st</sup> offense	FDD
	2 <sup>nd</sup> offense	OSS
	3 <sup>rd</sup> offense	Dismissal from school
<u>Lying</u>	1 <sup>st</sup> offense	FDD
	2 <sup>nd</sup> offense	OSS
	3 <sup>rd</sup> offense	Dismissal from school
<u>Offensive Language, Behavior or Materials</u>	1 <sup>st</sup> offense	Parent contact/FDD
	2 <sup>nd</sup> offense	FDD or OSS
	3 <sup>rd</sup> offense	Dismissal from school
<u>Minor Vandalism/Damage to Property</u>	1 <sup>st</sup> offense	Payment for damages incurred, possible FDD
	2 <sup>nd</sup> offense	Payment for damages, and possible dismissal from school
	3 <sup>rd</sup> offense	Dismissal from school
<u>Skippping school or class</u>	1 <sup>st</sup> offense	FDD and zero on all work assigned the day school was missed
	2 <sup>nd</sup> offense	OSS and zero on all work assigned the day school was missed.
	3 <sup>rd</sup> 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.

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

### Accumulation of Demerits (combination of any level demerit)

1 <sup>st</sup> Demerit	Teacher issuing the demerit may make a parent contact
2 <sup>nd</sup> Demerit	Teacher issuing the demerit may make a parent contact
3 <sup>rd</sup> Demerit	Lunch Detention
4 <sup>th</sup> Demerit	After-School Detention*
5 <sup>th</sup> Demerit	After-School Detention*
6 <sup>th</sup> Demerit	Parent Conference with area principal <b>and</b> After-School Detention
7 <sup>th</sup> Demerit	Full-Day Detention
8 <sup>th</sup> Demerit	Two Full-Day Detentions
9 <sup>th</sup> Demerit	Parent Conference with Upper School Principal <b>and</b> Out of School Suspension (OSS)
10 <sup>th</sup> Demerit	Work Detail
11 <sup>th</sup> Demerit	Saturday School
12 <sup>th</sup> Demerit	Student may be recommended for dismissal

\*If a student fails to serve a scheduled after-school detention, they will automatically be assigned a Full-Day Detention

**The administration reserves the right to add supplemental consequences at any demerit level as deemed necessary.**

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.

# **DISCIPLINE-LOWER AND UPPER SCHOOLS**

## **Lower and Upper Schools**

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 before re-evaluation.

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

## **Full-Day-Detention (FDD) or In-School Suspension (ISS)**

Students placed in FDD or ISS are prohibited from participating in all school activities for that day only during school hours. Students will spend the day under administrative supervision and are not eligible for after-school care services.

## **Out-of-School Suspension**

Students placed on suspension (OSS) are prohibited from participating 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.

## **Zero Tolerance - 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.

## **Weapons**

By 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 following the outcome of the police investigation.

## **Other Violations**

The following violations will result in disciplinary action, up to and including dismissal from school:

- Tobacco/alcohol possession, vaping possession or use
- 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

## **Zero Tolerance - Threats**

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.

If a student is expelled or withdraws from Northwood Academy as a result of his or her threat (including implied or inferred threat) to the safety of a Northwood Academy student, staff, or campus, the student will lose admission privileges to future school-sponsored events on the Northwood Academy campus or at school-sponsored events in the community.

## **Prohibited Items**

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

# OFF-CAMPUS BEHAVIOR

*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**

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.

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 cover 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 subject to disciplinary action up to and including permanent expulsion.
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 or 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.

## 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 - Student."

### General Dress Policies (Boys and Girls)

- No extremes in appearance: hair height, color or style, black fingernail polish or all black attire, unusual contact lenses, baggy clothing, etc.
- Hats and caps are not to be worn inside.
- Undergarments must not be visible.
- No tattoos may be visible at any time.
- During the school day and at formal functions, hair must be out of a student's eyes and not covering the face. Hairstyles may not be extreme or distracting so as to impede learning. Young men may use a black or neutral-color hair tie. Young men may not have a man-bun.
- Hair must be a natural color.
- Young men in grades 9-12 must be clean-shaven. If not, they will be required to shave to remain at school.
- Only girls may display earrings in the ears (no more than 2 per ear). No other visible piercings are allowed.
- Earrings on boys are prohibited.
- No heavy chains or distracting jewelry.
- No holes, rips, tears, or frays (or the appearance of these) on clothing.
- Shorts and skorts must be fingertip length.
- No oversized or undersized shirts are permitted.
- A uniform shirt must be worn under all outerwear if the outerwear is removed; a plain white undershirt/tank top may be worn underneath if the uniform outerwear is not removed.
- Shoes must be closed-in with no open areas.
- Bedroom slippers may not be worn as uniform shoes.
- Socks must be worn with shoes.
- Solid colored leggings or tights may be worn underneath a uniform skort, jumper or dress.
- No alterations should be made to uniforms. Any uniform modifications must be pre-approved by administration.

### Athletic Wear for Upper Campus

Athletic wear may be worn during the school day if purchased from an approved vendor. Any athletic wear is to display the Northwood Academy logo. Athletic wear includes hoodies, crewnecks, pullover jackets, and athletic polos. Coaches will discuss expectations for gameday attire, including team t-shirts.

### Student Attire

All items of clothing on non-uniform days, and accessories (*hats, socks, wristbands, face coverings, etc.*) worn by students participating in school activities (*school days, field trips, team practice, summer camp, clubs, etc.*) on any day are limited by the following:

- with appropriate inscriptions / slogans (words):  
For example:
  - Northwood Academy wear
  - collegiate name or mascot
  - professional sports name or mascot
  - Christian witness-wear (Scripture)
- with a flag:
  - the United States of America (50 stars)
  - South Carolina
  - and no other
- may not bear the image of any historical or contemporary *person*, alive or dead (exception: Jesus Christ)

## **Out of Uniform Day Dress Code (K-12)**

- In addition to the preceding limitations, clothing will not promote illegal or political activity.
- Any Northwood Academy uniform shirt or Northwood Academy t-shirt (examples: Christmas program, Xalt, athletic, etc.). No homemade shirts.
- Closed-in shoes must be worn.
- No flip-flops, beach-type shoes, slippers, or “athletic” toe shoes.
- Modest length shorts, skirts, dresses, or skorts (only Lower School).
- No shorts or skirts. Skorts may be worn with leggings. (only Upper School).
- Shirts must drop at least 3 inches below the waistband of the lower garment.
- No sleeveless tops are allowed.
- No crop tops or off-shoulder blouses are allowed.
- Tops must be modest in nature and not reveal backs or cleavage.
- Tank tops may be used for layering; the top layer must stay on.
- Any style of long pants or capris is allowed.
- No holes, rips, tears, or frays (or the appearance of these).
- Oversized pants may not be worn.
- Pajamas may not be worn.

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

**The administration may give permission to students when special privileges are earned.**

## **UNIFORM REQUIREMENTS**

Uniform vendor(s) have a complete listing of approved items. See the uniform guidelines/vendors on Northwood Academy’s website. The Athletic Department will send out a link to sports teams at the beginning of each season with approved uniform athletic wear tops.

### **Uniform Bottoms and Shirts**

Uniform bottoms must be purchased from either Read’s Uniforms or Lands’ End. The khaki dress pants and shorts will have a lightning bolt indicating they are from approved vendors. No alterations are to be made to the length of the shorts. The approved polos, skorts, skirts, jumpers, and dresses are listed with each vendor. Any shirt from the uniform vendors is to display the Northwood Academy 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, hoodies, sweatshirts, and pullovers available from each vendor. Uniform-approved hoodies, sweatshirts, and pullovers may be worn as a uniform shirt.

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 8<sup>th</sup> grade students taking physical education
- 6<sup>th</sup> and 7<sup>th</sup> grade students taking physical education may wear their school uniform or PE uniform
- PE uniform shorts are required for weightlifting classes

### **Items Approved but not Purchased from Uniform Vendor(s)**

- Letter Jackets – purchased from sanctioned vendor
- Outerwear pre-approved by the administration
- 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. Must be tucked in.

## FINANCIAL (STUDENT ACCOUNT) INFORMATION

Northwood Academy serves over 1,000 children and their families. We have, since 1978, developed principles, policies, and business practices that, 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 community.

*The School Board has approved the following business policies for Northwood Academy's Lower and Upper School:*

**Enrollment Fee.** This **non-refundable** fee is paid to finalize enrollment.

**Technology Fee.** This **non-refundable** fee is paid before the 1<sup>st</sup> day of school.

**Campus Security Fee.** This **non-refundable** fee is billed in August and may be paid in two installments, due in September and January.

**Tuition.** Tuition payment plans are offered through FACTS. Tuition is due on the 20<sup>th</sup> of each month. A grace period, through the last day of the month, may be requested.

**Tuition Plus After-School Care.** Lower School students, needing regular after-school childcare, may add a monthly payment plan option to the school-day tuition that meets the family's schedule and needs.

**Incidental Fees.** Incidental fees for as-needed childcare and food service are added to the student account and are paid monthly (on the 15<sup>th</sup>). Incidental fees are also for extra-curricular activities (e. g. , field trips, athletic team participation, clubs, etc.).

**Late Fees, etc.** Declined FACTS payments and past-due balances are subject to a 10% late fee assessment. FACTS also assesses a fee for declined payment processing. Payments will be applied to past-due charges first. Student accounts are to be paid current before admission, after the semester / Christmas break, and before participation in year-end events (graduation, etc.). Services may be suspended for students with a past due balance.

An **AFTER-HOURS FEE** will be charged for child-care service provided beyond the scheduled hours at \$1 per minute.

**Special Payment Arrangements.** Circumstances arise which occasionally require an adjustment from the normal payment policies. For consideration, email the Student Account Manager ([accounts@northwoodacademy.com](mailto:accounts@northwoodacademy.com)) with a brief description of these circumstances and a proposed solution. The request, the family payment history, and the proposed solution will be forwarded for consideration / approval, and the family will be notified of the decision.

**Financial Assistance.** Limited financial assistance is available to families of enrolled 1<sup>st</sup> - 12<sup>th</sup> grade students who meet income guidelines established annually by the School Board. Eligibility is limited to enrolled 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 are to be prepared and sent from home in an age-appropriate lunch box. As available, lunch may be purchased from a vendor through their online website for daily delivery to the school.

### 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 - 3<sup>rd</sup> 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 2<sup>nd</sup>-5<sup>th</sup>)

Students will be allowed a mid-morning 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 3<sup>rd</sup> period. Two lunch periods are scheduled: middle school eats during the first lunch, and high school eats during the second lunch period. Gatorade, soft drinks, sparkling water, or any drinks containing sugar are not permitted in the building unless stored in a locker for the student's lunch.

## WATER BOTTLES

### Lower School

Students must bring a leak-proof, personal water bottle to school that contains only water. It must meet the following criteria:

- 14-25 oz.
- Leak-proof when closed, spill-proof when open
- Built-in straw or built-in spout

### Upper School

#### *High School*

- Water bottles with a sports cap preferred
- Regular water bottles with caps allowed.

#### *Middle School*

- Clear or see-through
- Double-walled preferred
- Sports cap (leak-proof; no open straws)

Water bottles may contain only water. Students may keep these water bottles in their book bags or on the floor beside their desks.

# NORTHWOOD AFTER-SCHOOL CARE SERVICE

## Lower School

After-school care service is available on school days. (Camp days may be available during school breaks.) The normal hours of operation are from 7:00 until 6:00, Monday through Friday. *An after-hours fee is charged for pick-up after scheduled hours of service.* The following procedures will be used:

- Students not picked up from school at dismissal time will be signed into After-care. *There is an additional fee for this service.*
- 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 After-care service.
- After-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.
- After-care services are available for Lower School students being tutored after school. They will be signed into After-care when tutoring is over until their ride arrives. Normal After-care rates apply.

## Upper School - Charger Watch 6<sup>th</sup> through 12<sup>th</sup> Grade

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

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

- Normal school rules apply in the Charger Watch program.
- An after-hours fee applies for late pick-up (after 6).
- Athletes whose practices are canceled or end early may attend Charger Watch free of charge while waiting for pick-up.

NOTE: Once students arrive at school, they are to remain on campus until they are dismissed (exception: Senior off-campus lunch privilege. ) Unsupervised middle school students may not leave the Upper School campus between dismissal and scheduled after-school activities. After dismissal, high school students may independently leave campus and return to campus for a scheduled practice or school activity such as a ballgame.

## **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.

### **SECURITY VIDEO MONITORING**

All public areas are subject to security video monitoring. Security video monitoring is not monitored in real time on a 24 hour / 7-day basis. The primary use will be to make recordings that can later be reviewed to follow-up on reported incidents or for use by administrators. The secondary use will be to enhance security and oversight, allowing administrators to periodically check on or remotely view a specific area.

### **AUTHORITY TO RELEASE STUDENTS**

A list of parties authorized to pick up a student from school is provided by the custodial parent/guardian during the admissions/enrollment process. At the Lower School, this list determines who can pick up the student from school, from after-school care, or from camp. If a person is on a child's pick-up list, it is to be without restrictions or conditions. At the Upper School, this list determines who can sign a student out of school early or can pick up a student from Charger Watch. 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, and the end-of-the-year. Parties are generally held at lunchtime.

### **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.

## **FIELD TRIPS**

### **Lower School**

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

## **SOLICITING/FUNDRAISING**

Solicitation is not allowed at Northwood without permission from the administration. This includes the selling of items such as tickets and candy, as well as circulating product catalogs 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 with 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. On-site tutors not employed by Northwood Academy are to be coordinated with and approved by the school administration. Current students may tutor on campus in a supervised area.

## **UPDATING STUDENT AND PARENT INFORMATION**

Parents are to keep the school office informed, in writing, 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.

## **FAMILY SEPARATION**

Employees of Northwood Academy do not “take sides” and offer affidavits or testimony for or against any parent.

- We will respond to court orders or subpoenas, but we will inform issuing attorneys that we will talk only about school-day activities.
- We will participate in court-ordered safety plans, and work with parents who have reason to believe their child is at risk *if a court hearing/action is pending*.
- We monitor, assess, and address any effects that family stress has on the children in our care, but we will not assign blame or cause.
- We will send emails to all family members marked for “correspondence,” but other, routine matters (take-home papers, etc.) will be sent home by each school’s “normal” method.
- Parents are welcome to sign out their child for visitation, but we do not permit on-campus, or in-classroom visitation.
- If a person is on a child’s pick-up list, it is to be without restrictions or conditions.
- If visitation is court-ordered, we do not know or have the ability to track “every other,” or whatever language is agreed upon. Parents are to provide the school with a copy of the relevant portion(s) of the court’s order, and we ask that the parent assigned primary care, custody, and control, inform the school when the non-custodial parent will be picking up. The most common option is to have both parents on the pick-up list without restrictions.

## **CONTACTING TEACHERS**

Parents are requested to contact the teacher through the school office or by e-mail. Parent conferences may be scheduled anytime at the request of the parent or teacher. Communication with teaching staff is to be through the school’s official channels (e.g., email or school phone). Texting or private messaging is not permitted. The school office or teacher will arrange parent conferences.

## **PROBLEM RESOLUTION**

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

- First, call/email the teacher. Allowing the teacher to respond to your concern first builds a healthy parent/teacher relationship necessary for a successful school year for your child.
- If the problem is not solved, call/email the principal or assistant principal.

## HEALTH AND SAFETY

### Student Accident or Injury

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. The principal and/or the Athletic Director (for sports injuries) will be notified.

### Insurance

Northwood Assembly, Inc. and Northwood Academy do not carry individual health or medical insurance on enrolled students. The enrolling parent/ guardian is responsible for any and all medical or health related cost that might develop as a result of accidents, injury, sickness or other situations requiring medical care and treatment.

### 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.

### Ringworm and Other Fungal Infections

Ringworm 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; pick-up arrangements are expected to be made within an hour of notification.

Students will recover at home *for a minimum of 24 hours after resolution* of the following:

- fever > 100 without fever-reducing medications
- chills and/or headache and or/sore throat
- undiagnosed rash
- pinkeye
- **new or worsening** runny nose /congestion / cough / fatigue / irritability / gastrointestinal symptoms / muscle/body aches

Students are not to carry medication.

All 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.

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.

## **TECHNOLOGY**

### **LOWER SCHOOL ELECTRONIC DEVICES (PERSONAL)**

Personal electronic devices are not permitted at the Lower School.

### **UPPER SCHOOL ELECTRONIC DEVICES (PERSONAL)\***

**Personal electronic devices are acceptable according to the following guidelines:**

- Personal laptops, tablets, and other electronic devices are not permitted on campus.
- Cell phones and other electronic devices may not be shared or used to take pictures or videos at any time and will be confiscated if shared or used in this way.
- Students are fully responsible for all content they access on their devices. 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.
- Earbuds may be used before or after school, and during class periods at the discretion of the teacher/administration. 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.

### **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.

## CELL PHONE ACCEPTABLE 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.

Smart watches and other devices capable of communication will be subject to the same policies as cell-phones. They must be powered off (in bookbag or locker) and may not be on the student's person. They will be confiscated and parent will have to retrieve the item from the office.

### 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 8:20 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 – Unacceptable Cell Phone Use:

- 1<sup>st</sup> Offense                      Phone is taken and a demerit is issued.  
Parent may pick up phone after 2:45 in the Upper School Office.
- 2<sup>nd</sup> Offense                      Phone is taken, demerit issued, and detention is served.  
Parent may pick up phone after 2:45 in the Upper School Office.
- 3<sup>rd</sup> Offense                      Phone is taken, demerit issued, and student serves an  
Full-Day-Detention (FDD)  
Parents may pick up the phone after 2:45 in the Upper School Office.
- 4<sup>th</sup> Offense                      Phone is taken, demerit issued, and student serves an  
Out-of-School Suspension (OSS)  
Parents may pick up the phone after 2:45 in the Upper School Office.

### Cell Phones (Lower School)

Lower School students may not have a cell phone at school, in after-school care, or in summer camp. If a cell phone is found with a student it will be taken from them.

If a watch looks like a smartwatch, the student will be asked to place the watch in his or her book bag until the end of the day.

# ACCEPTABLE TECHNOLOGY USE POLICY

The following policies 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.

Users will not attempt to disable or circumvent firewall and monitoring applications, such as GoGuardian. Failure to comply will result in immediate disciplinary action.

Users will use only their school-issued login. Students may not share devices or logins. A school-issued loaner is to be used if a student is unable to use the device issued to them.

## **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 the 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.
- The 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. Ask a faculty member if you have any questions about what constitutes a violation.
- 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

## Issue and Identification – Upper School

Each Upper School student 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.

Chromebooks may not be used in the cafeteria during lunch. However, they may be used in the media center during these times. Chromebooks may be used in the cafeteria after school.

Each Chromebook will be tagged with a numbered sticker and a school asset tag. Each device also has a unique serial number. The school will have a record of all data 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 ribbons, 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.

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 rental device for the day if one is available. Be aware that rentals may not be available and students may be without a Chromebook for the day, which may affect their grade for that day.

A rental fee is assessed, per student checkout, except when a student’s Chromebook is turned in for repair, according to a schedule approved and published each school year.

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.

## **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 will keep their Chromebooks clean. The screen may be cleaned with a soft, dry microfiber cloth or anti-static cloth. 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 Wi-Fi 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 offline 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% foolproof. 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 or theft of a Chromebook is 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 library 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.

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.

## Chromebook Repair or Replacement

Chromebook repair fees are assessed according to a schedule approved and published each school year based on current replacement value. Repair (or replacement) fees apply to school resources damaged or lost due to misuse, neglect or intent, as determined by administrative discretion.

## 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.

A student's Google profile picture must reflect the conduct standard of the Handbook.

## CHROMEBOOK AGREEMENT

*All Upper School students and their parents agree to the following:*

### 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.*

## **HANDBOOK AGREEMENT**

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

### **PARENTS OF STUDENTS IN GRADES 6 – 12:**

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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