

NORTHSIDE MIDDLE SCHOOL

2025-2026

Procedures Manual



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Warner Robins, Georgia 31093
(478)929-7845
(478)929-7124 Fax
<http://nms.hcbe.net>*

Principal: Dr. Alma Mundy



SCHOOL MASCOT: JETS

SCHOOL COLORS: GREEN AND GOLD

ADMINISTRATIVE STAFF

Alma Mundy, Principal
Trathenia Evans, Assistant Principal for Instruction
William Basby II, Assistant Principal for Discipline
Monique Spurgeon, Counselor, 504 Coordinator
Alethea Bond, Counselor
Kenneth King, Athletic Director
Tambra Singletary, Media Specialist

OFFICE STAFF

Paula Pridgen, Secretary
Kyna Williams, ATS Clerk
Stepahnie Tyler, Bookkeeper
Monica Davis, Health Tech
Tiffany Davis, Family Engagement Liason

SUPPORT STAFF

Marvis Roberts, Lead Custodian
Pat Rice, Nutrition Manager

Northside Middle School - JETS

***The mission of Northside Middle School is
to establish a strong foundation for life-long learning
by preparing students to achieve their maximum potential.***

At Northside Middle school we believe:

- In order to secure a safe and productive learning environment, students, faculty, and administrators foster an atmosphere of cooperation, care and respect for all.
- High expectations are appropriate for all students; it is essential to treat all individuals with respect and dignity.
- Students demonstrate an increased sense of responsibility, and they are held accountable for their academic and behavioral performance and are allowed to experience the consequences.
- Learning is a shared responsibility among students, teachers, parents, and community members. We are a team!
- Students will have a mastery of core concepts and factual information needed to function effectively in our current and future society.
- A variety of teaching strategies and assessment tools will be utilized to ensure unique physical, intellectual, emotional, and social growth.

Welcome

This student handbook is published and issued to students each year to serve as a guide for information, requirements, and procedures to be followed at Northside Middle School. This handbook is a supplement to the Student Handbook for Middle Schools published and distributed by the Houston County Board of Education. Both are available for your review at www.hcbe.net. It is our hope that the information found in this handbook will meet with the approval of parents and students. However, disagreement with a policy or procedure will not be grounds for ignoring or failing to comply with this area of school life. We look forward to working in a spirit of cooperation with all students and parents to challenge you and develop you to your full potential. We are here for you. Our expectation is for all students to have the best school year possible. We encourage all students to make good decisions. Remember, this is your school – take pride in it! Since 1970, Northside Middle School has built a tradition of excellence. Many students before you have traveled these same halls and classrooms preparing for success in all phases of life. Keep this tradition alive. We expect you to have a GREAT year. We desire to inspire! We expect success!

ACTIVITIES AFTER SCHOOL HOURS

A number of after school activities will be planned for the enjoyment and social development of students. Northside Middle School feels that these activities constitute an integral part of the total development of young people. These activities will include club projects, class projects, social events, athletic and other school related functions. Transportation must be provided by the parent/guardian. Any student that is unable to be picked up within 30 minutes following any after school activity will be unable to attend the next after school event. (Principal's discretion will apply.)

1. All school rules apply to school activities after regular school hours.
2. Guests from other schools must also follow NMS rules.
3. Students should remain seated at athletic events and be considerate of others. Students may visit the concession stand or restroom. However, lingering in these areas is strictly forbidden.
4. Once in the gym or on the field, students who leave and return must pay to get back in the event.
5. Attendance at an after-school activity should be for the enjoyment of the activity. Students will be required to leave without refund if their actions indicate other intentions or interests.
6. State standards specify that all athletic events during the school week must be over no later than 6:45 p.m. Students must be picked up promptly.
7. Special dances are held throughout the school year. DANCES ARE FOR NORTHSIDE MIDDLE STUDENTS ONLY! Times will be announced prior to the event. Students should be picked up promptly.
8. Students must be counted present for the day in order to participate in any school activity.
9. Students assigned ISS are not allowed at school functions and may not participate in extracurricular activities beginning on the first day of ISS and ending upon completion of the last assigned day.

BREAK

Everyday each grade level will have a scheduled break during the morning. A snack is suggested during this time. Break will take place in the

classrooms until further notice. Snacks will be available to purchase during this time.

AGENDAS

At NMS, student agendas are used to keep track of class work, homework assignments, important dates, and as a hall pass. The agenda can be used as a communication tool for both parents and teachers. The student agenda will also allow our school personnel to track the amount of time and frequency students are out of class.

ATTENDANCE

Student achievement and school attendance go hand in hand. It is most important that students be in school unless there are legitimate reasons for their absence. Georgia law allows for student's absences to be excused only for the following reasons: Personal illness, illness in the immediate family, death in the family, recognized religious holidays, and court order. Upon return to school after an absence, students must present a note from parents to the first period teacher within three days. The note must contain the following:

- Name of Student
- Date (of return to school)
- Date(s) of absence
- Reason for absence
- Signature of parent

If a student is absent and does not bring a written excuse within three days upon return to school, the absence will be considered unexcused. Missed assignments cannot be made up when the absence is unexcused. The school may refer students with excessive absences to the school social worker. At five unexcused absences a student will be placed on a truancy contract. Students who have extended absences because of illness or accidents may apply for admission to the Hospital/Homebound Program. Our counselor has all the information concerning eligibility for this program.

Parents may apply for a prearranged, unexcused absence in instances where it is absolutely necessary for the student to be out of town. This must be done PRIOR to the absence by sending a letter of request to the principal explaining the reason for the student's impending absence. A pre-arranged absence allows a student to make up work missed but counts toward a student's total absences.

Compulsory Attendance:

Georgia Compulsory Attendance Law mandates that all students between the ages of 6 and 16 attend school. All students missing more than five unexcused days in Georgia are declared truant by law. Guidelines for attendance are as follows:

Level I: Three (3) unexcused absences - School staff will contact parents via email, phone call or teacher notification form and document the contact.

Level II: Five (5) unexcused absences - School staff will notify parent of the truancy and request a conference where parents must sign a Truancy Contract.

Level III: Eight (8) unexcused absences - School staff notifies Social Services Department who will then provide the information to the court for judicial proceedings to begin.

**To receive an award for Perfect Attendance, a student may be neither absent nor tardy, nor may he/she be dismissed before the end of the instructional day.*

To be eligible for promotion to the next grade, students in grades K-8 are expected to achieve 95 percent attendance or no more than 9 days absent. Students who achieve 90-94 percent attendance (10-18 days absent) may be promoted at the discretion of the building principal. Students who achieve less than 90 percent attendance may not be promoted to the next grade. Parents of students affected by this rule may request a review of the circumstances. This request must be made in writing to the principal of the school no later than five (5) days after the end of the school year. Appropriate documentation should accompany the request. The matter will be adjudicated as outlined in the middle school procedures manual.

BICYCLES

Students may ride bicycles to school. Upon arrival at school, students must get off and walk their bicycle to park in the designated area, lock it, and leave it until time to go home. Students should not lock more than one bicycle with the same lock. Students should not ride bikes on campus. Riding of bicycles around and through the campus in the morning, during and after school is forbidden. The school is at no time responsible for damage or loss of a bicycle.

ATTENDANCE ZONES

Students must attend school in the attendance zone in which they live. Proof of residence may be requested by the school. If either of the natural parents live in Houston County, the student must attend the school in which the residence of the natural parent(s) is located without regard to whether the student lives with the parent or a guardian; or if both parents live in Houston County and are separated, divorced or living apart for any reason, the child must attend the school in the zone in which the adult resides who has physical custody under a court order on a temporary or permanent basis. The school MUST be notified if students move during the school year.

AWARDS AND STUDENT RECOGNITION

At Northside Middle School we believe it is very important to celebrate the success of our students. In order to do so, we have implemented various recognition programs to be held throughout the year. Teachers, administrators, and outside agencies select award recipients. It is our intent to recognize deserving students.

BOOK BAGS

Book bags should not be excessive in size. Students will be permitted to take their book bags around with them throughout the school day.

ARRIVAL PROCEDURES

Students may arrive at school no earlier than 7:00 a.m. Between 7:00 – 7:30, parents providing transportation must drop-off students at the front of the building. Students will be given breakfast in designated areas of the building. Students not in first period by 7:30 are considered tardy and will report to the office to sign-in.

HOMEWORK

Learning is important and should continue after school hours. Homework may be assigned daily and should in no way be viewed as punishment but as a way of encouraging and extending learning. Homework is provided for several reasons: To provide extra practice on learned skills, further learning in areas covered in the classroom, opportunity for students to learn good work habits, opportunity for growth in responsibility, and to provide parents an opportunity to see what children are studying and how well they are doing.

BUS INFORMATION

Students are expected to cooperate and use common sense while riding the bus. The bus driver is in charge at all times. Students are to follow the rules and listen to the instructions given to them. Please read the information on Bus Conduct in the HCBE handbook. School bus transportation is a privilege. Students will be disciplined for misbehavior and may be suspended from riding the bus. When a student is denied bus transportation due to misconduct, his/her absence from school is not excused. Students must ride their assigned busses. Ultimately, all discipline procedures are at the discretion of the principal and depends on the severity of the offense.

First Sign of Student Misbehavior: The bus driver will make contact with the parent to ask for help with the student. The driver will document the specific elements of the incident and document the conversation with the parent.

First Bus Report: A conference may be held with the school official, parent, and driver. A contract may be executed between student, parents, and school.

Second Bus Report: One (1) day off bus.
Third Bus Report: Three (3) days off bus.
Fourth Bus Report: Five (5) days off bus.
Fifth Bus Report: Seven (7) days off bus.
Sixth Bus Report: Ten (10) days off bus.
Seventh Bus Report: Off bus the remainder of the year.

* This is a suggested progressive discipline system that comes with principal discretion.

Please be aware that a student may be suspended from the bus for 1-10 days on the first report if the principal determines the incident warrants suspension.

CELL PHONE / ELECTRONIC DEVICE USE

The Houston County School District policy JCDAF outlines the access and use of personal electronic devices for students in pre-kindergarten through eighth grade while on school premises during school hours. Students in grades PK-8 are not permitted to access personal electronic devices while on school premises during school hours, including but not limited to cell phones, smartwatches, tablets, e-readers, headphones, earbuds, and other devices with functionalities such as wireless communication, internet access, messaging, video recording, gaming, social media access, or data transmission during school hours.

Any student found in violation of this policy and/or its procedures during the school day shall be subject to progressive discipline consequences as outlined in the Student Code of Conduct. Electronic devices must remain powered off and kept in student's book bag during school hours. Northside Middle School IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN CELL PHONES OR ELECTRONIC DEVICES.

CONFERENCES

If parents would like to meet with a teacher, they should call the academic team leader at 929-7845 to arrange an appointment. Each teacher is assigned a telephone extension number that will be posted on our website. In order to promote the middle school team concept, all conferences are held during connections time and all team teachers are present.

COUNSELING AND GUIDANCE SERVICES

Our guidance/counseling program is designed to meet the needs of all our students. It is driven by data and follows the curriculum of the American School Counselor Association. Our mission is to provide all students direct counseling services that will facilitate their academic, personal/social, and career development so they will enjoy success both in the present and in the future. Our school counselors provide:

- Classroom guidance
- Individual counseling
- Student support team (SST)
- Small group counseling
- Crisis intervention
- Teacher/parent consultations

EARLY DISMISSALS

If at all possible, parents should schedule appointments for after school hours. To help provide the most orderly environment possible for our entire school, we will not call students out of class for an early dismissal after 2:30. Students must be picked up in the office, and parents/guardians are required to show picture identification. Parents will also sign the early dismissal sheet for safety reasons. A student will not be called to the office until a parent/designee arrives to pick him or her up. If a student returns the same day, he or she must first come to the office to sign back in and get an admittance slip. If you are picking up your child who usually rides a bus, it needs to be done before 2:30. For safety

reasons, we cannot allow student to be taken off the bus.

BREAKFAST

Every student will be provided a free breakfast. We will have grab-n-go stations set up for students as they enter the building.

FIGHTING

Fighting is not acceptable and it will not be tolerated at NMS. Fighting will result in harsh penalties for those individuals involved. Slap-boxing is considered a form of fighting. Punishment will include being suspended home the day of the fight, an additional day of home suspension, days of ISS upon returning, and possible ticket issued by law enforcement. Fines associated with a ticket for fighting are payable to the Juvenile Court of Houston County. In addition, any student involved in a fight at NMS may be prohibited from participating in any dance, field trip, battle of the jets, or 8th grade day for the remainder of the year for which the fight occurs.

FLOWERS/BALLOONS

The delivery of flowers and balloons to students at school is not permitted. This is a Houston County Board of Education policy.

GRADING SCALE

Report card grades are based on a student's mastery of standards along with a teacher's professional judgment.

A = 100-90 = exceeds standards

B = 89-80 = meets standards

C = 79-70 = in progress

F = 69-50 = does not meet standards and/or no evidence of mastery

I = student work is "in progress" based on learning contract and/or no evidence of mastery

DISCIPLINE

The school system reserves the right to punish behavior which is subversive to good order and discipline in the schools.

Northside Middle School expects students to learn appropriate behavior and use it each day. The following guidelines will help each student stay focused on their educational opportunities.

1. Obey the rules of the school and individual classrooms.
2. Be regular in attendance and on time to class.
3. Come prepared to each class with book, paper, pen/pencil, and homework assignment.
4. Study the lessons of your classes each day.
5. Do not use another student's work and claim it as your own. Plagiarism will not be tolerated. Do your own work.
6. Follow dress code expectation. See the **Dress Code Requirements**.
7. Use good manners as you pass through the halls, cafeteria, and other areas of the school. Don't run, shove, shout, scream, or act in a way that creates disorder in the school.
8. Show respectful behavior to the adults working in the school. When they give you instruction about your behavior, pay attention, and do as you are told. This includes all adults in the building.
9. Show respect to other students in the school. Treat them the way you want to be treated.
10. Use courtesy during assemblies and other group meetings. Stop talking when the program begins, pay attention to the speaker or program, use appropriate applause when the program is finished.
11. Do not verbally or physically intimidate, threaten, harass, or assault any other student. If you are being "pushed" or feel there is a risk to your safety, report it to an adult in the school or have your parents report it to the office.
12. Do not bring items to school to sell. Do not borrow items from others without getting permission.
13. If you become aware of some situation that makes you feel unsafe, TELL US! Come to the office, speak to an adult in the hall, or find some reason to come to the office so that you can give us the information.
14. If you bring something to school by mistake, and you know you should not have brought it, bring it to a teacher or to the school office immediately. *What determines a "mistake?" If you are showing it around to other students, bragging or laughing about having it, and you do not turn it in, "It's NOT a mistake."*

NOTE: The administration, faculty, and staff reserve the right to reprimand students when guidelines, rules and regulations are not followed. Giving false information to staff members will result in disciplinary action. The Houston County School

System endeavors to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students and their possessions. The Board authorizes random searches of board owned property such as lockers, desks and other such property that may be assigned to students.

DRESS CODE

There is a positive relationship between a neat, appropriate appearance and a good learning environment. All students are encouraged to take pride in themselves and in their school work. Failure to comply with the Houston County dress code policy will result in disciplinary action. Principals are given sole discretion in the determination of proper and improper dress of students. The dress, apparel, or grooming must not be detrimental to the educational climate or to the health and safety of the student or other students. In addition, the administration reserves the right to require students to wear a belt in their pants if the pants are oversized at the waist. Sagging pants will not be tolerated. Belt buckles cannot be oversized. (1 ½ inches is the maximum). Hoods may not be worn in the building. ***The Principal's discretion applies to all of the above.***

Note: Dress Code Policies are enforced at all school related functions unless other notice is given. Final decisions and judgments concerning appropriate dress are made at the discretion of the administration. Students who violate dress code will be asked to call their parents for a change of clothing; if parents cannot bring appropriate clothing, the student may be placed in ISS for the day. Students who arrive at school with unacceptable hair color or style may be placed in ISS until the color or style is corrected.

DISCIPLINE FORMS

When disruptions or misbehavior occurs, an office referral form will be given to students and/or phone call home to parents. It is the student's responsibility to carry this home to his/her parents. Forging a parent's name or altering the form in any way will result in further disciplinary action.

IN-SCHOOL SUSPENSION

Students may be assigned to In-School Suspension for infractions of the rules, disruptions, disobedience or failing to carry out previously assigned punishment. This program allows students to remain in school while being suspended from the regular school schedule. Students will be provided curriculum-based assignments and will not be academically penalized for the time in ISS. However, students may not compete or engage in any extracurricular activity as a spectator or participant while assigned to ISS. The following rules apply to all students assigned to ISS at NMS:

I understand that I will:

1. Report immediately to ISS ROOM 116 upon arrival at school.
2. Attend ISS each day of my suspension and complete the assigned work before being readmitted to regular classes.
3. Bring an excuse from my parent/guardian explaining the reason for any absence or tardy.
4. Serve an extra day if tardy or leaving school early unless approved by an administrator.
5. Not participate or attend any extracurricular activities as a spectator or participant while assigned to ISS.
6. Refrain from talking or communicating in any way with other students except as specifically authorized by the ISS instructor.
7. Bring all books, pencils, pens, etc. to complete assignments.
8. Must remain on task and do all assigned work. Sleeping, daydreaming, drawing, playing, or refusing to do work will not be tolerated.
9. Remain in assigned seat, in a straight, forward, and upright position with feet on the floor.
10. Refrain from chewing gum and eating candy.
11. Abide by the dress code as defined in county and school policies.
12. Remain quiet and walk single-file to the restroom during restroom breaks.
13. Abide by all school rules as explained in the NMS student handbook.
14. Not write on the walls, furniture or books.
15. Participate in a supervised physical education cleanup activity.
16. Inform the teacher of any problem that might arise and seek assistance as required.
17. Tell an administrator or the school secretary about required medication before going to ISS.

ISS will not be used as a repeated response to behavior problems when it does not prove successful in modifying student behavior. Repeated behavior problems will result in out-of-school suspension or placement in the alternative school.

MONEY

Northside Middle School is unable to provide change for those needing to pay for school activities, pay a media center fine or for dues and fees to may arise throughout the school year. Parents needing to make a payment for any reason should have exact change.

INTERNET POLICY

The Houston County Board of Education recognizes the importance of making advanced technology and increased access to learning opportunities available to students and staff. As resources permit, INTERNET services shall be made available in schools. The board of education realizes that with access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. Houston County School System personnel shall take available precautions to restrict access to controversial materials. The following procedures must be followed by Houston County employees and students in INTERNET use:

- All student access to the Internet will be under the direct supervision of a teacher or designated staff member.
- The Houston County School System shall employ Internet filtering technology, which will restrict access by minors to inappropriate materials on the Internet.
- The Houston County School System will use appropriate measures, including Internet filtering solutions and network security devices, which will ensure the safety of minors when using Internet mail, chat rooms, and other forms of communication.
- The Houston County School System will use appropriate tracking methods to ensure that minors do not participate in unauthorized or illegal measures while online.
- The Houston County School System will employ adequate network firewall and server security measures as to insure against the unauthorized use or disclosure of personal information regarding students and faculty.

- The Houston County School system shall employ Internet filtering and network firewall facilities, which will restrict access by minors to harmful matters.
- All students who are granted access privileges to the Internet must first read and sign the Student Agreement Form. Furthermore, their parents and guardians must read the acceptable use policy and sign the Parent Agreement form and return it to a designated person at the student's school.

LUNCHROOM PRICES

All Students at Northside Middle School are provided a free lunch.

MAKE-UP WORK

Students who have excused absences are permitted to make up work at a time decided upon by both the student and the teacher. However, it is the student's responsibility to take the initiative in arranging for the make-up work. All make-up work must be completed within five school days. Unexcused absences (family trips out-of-town, etc.) need to be preapproved by the principal or assistant principal for a student to be allowed to make up work.

MEDIA CENTER

The school media center is a vital component of the instructional process at Northside Middle School. The media center is open from 7:00 to 2:45 daily. The media specialist will assist students to find books, articles, computer programs, and any other research tools that are requested. Failure to pay for lost or damaged books/media materials will result in the withholding of report cards, progress reports, etc.

SCHOOL SUPPLIES

We recommend each student purchase a "tool kit" so that all their school supplies can be available for each class. Please keep the basic materials on hand at home so paper, pencil and pens can be replenished during the year. A "tool kit" would include these basic items:

- Book bag
- 2" (or larger) three-ring binder
- Page dividers for each subjects
- Loose leaf paper – wide ruled
- Ruler
- Pencil bag for binder with Hi-lighters, small pack of colored pencils, crayons, blue or black pens,

glue stick, rounded tip scissors (small), and small hand sanitizer

Other items may be necessary at the beginning or throughout the year. Please check with your child's team for their list of supplies.

PROCEDURES

School opens at 7:00 A.M.

School begins at 7:30 A.M.

School ends at 2:30 PM

All students must be picked up by 3:00 unless they are under the supervision of a teacher or coach.

MEDICINE AT SCHOOL

Whenever it is necessary for your child to take prescription medication during the school day, the following Houston county Board of Education policies must be followed for the safety and well-being of all students:

- All medicine must be brought to school in the original container and labeled with the child's name, date, instructions for dosage, (and name of issuing physician if prescription medication).
- All medicine (prescription and over the counter) is kept in the front office and administered by the school secretary, medical technician, or receptionist.
- All over the counter medication brought to school should be in an unopened and brand new container.
- Short-term medications (less than two weeks) must be accompanied by a written note from the parent directing that the medication be administered at school. Specific information regarding dosage must be clearly stated and the medication must not be left more than two weeks.
- Long-term medication (all school year) must be accompanied by HCBOE form HRS-29 (available in the office) and signed by the physician.
- NMS is prohibited from providing over-the-counter medication (e.g., Tylenol, Advil, cough medicine, eye drops, Pepto Bismol) at school. In the event your child needs an over-the-counter medication during the school day (headache, etc.) you will be called and asked to provide the medication for your child.
- Basic first-aid supplies are provided for mishaps at school.

RESPECT FOR FACILITY AND EQUIPMENT

We are fortunate in that we have the privilege of attending school in a modern, attractive building. Students should take pride in their school and make every possible effort to keep the building as clean as possible. Each student is expected to assume responsibility for the care of all school property. Students who damage property accidentally are responsible for paying the damage. Pupils who willfully deface or damage school property in any way shall pay in full for all damages and will be suspended from school with recommendation for expulsion.

OFFICE SERVICES FOR STUDENTS

All students entering the office must have a pass from their teacher written in their agenda. We ask teachers to dismiss students only during class changes so that instruction is not interrupted. The office is available to students for the following services:

- To request a conference with the principal, assistant principals, or counselors.
- To receive permission to use the phone. The phone is for emergency use only, and is not to be used to call for forgotten assignments or items.
- To call home when ill (go to clinic).*
- To withdraw from school.
- To get permission to leave early or to get a note signed to ride a different bus.
- To get medication (go to clinic).

*If you are going home, let the office personnel talk to your parent or guardian before you hang up the phone. This will save time by allowing us to have you ready to check out of school promptly.

It is important that parents keep the emergency contact information up-to-date with the Northside Middle School office. We do not allow adults to check out students unless they are authorized on the "Check Out List." Identification may be requested.

PROGRESS REPORTS/REPORT CARDS

Progress reports are to be signed by the parent and returned promptly to the homeroom teacher. A designated place is provided on the form if the teacher requests a conference. If you desire a conference, please check (✓) and you will be

contacted. Report cards are issued at the 6 and 12 weeks point of each semester. Altering grades and/or forging a parent's signature will result in in-school suspension.

PROMOTION POLICY

According to the Houston County Board of Education's promotion and attendance policy, all students must pass five out of six classes including all academic subjects in order to be promoted to the next grade and must be in attendance for 95% of the school term.

RE-DOS/MAKE-UPS/LATE WORK

Students will be provided multiple opportunities to demonstrate mastery of standards at the teacher's discretion.

SCHEDULE

A student's schedule is determined by his/her team of teachers. Students will receive instruction in the four core areas (Language Arts, Math, Science, and Social Studies). Students will also have connection classes to complete their academic schedule. All students will follow a connections rotation that provides the opportunity for them to have a broad range of experiences during their years at Northside Middle School. Connection classes include Art, Band, Computers, Family and Consumer Science, Agriculture, Technology, Reading, Math, and Physical Education.

SOCIAL MEDIA

Our school takes pride in letting the public know of student and staff successes on our social media accounts. We use Facebook, Instagram, Twitter, and YouTube to communicate with our students and parents. Unless you object, your student's picture may be published, but we rarely match student names with pictures.

Title IX

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in education programs and activities. Our school does not discriminate on the basis of sex in its education programs and activities. Any inquiries concerning Title IX may be referred to the District's Title IX Coordinator, Dr. Cheryl Thomas, at 478-988-6200.

TELEPHONES

The office telephone is for official business only. Students will not be called from any class to the telephone except in a true emergency. Telephone messages will not be delivered to students during the school day. In case of illness or emergency, students should report to the office.

VISITORS TO SCHOOL

Visitors will not be allowed past the front office.

TEXTBOOKS

Textbooks are considered to be one resource in the learning process and will be issued in classes that require them. All books are the property of the school system and are loaned to students. Students are responsible for maintaining the books and must pay for them when they are lost or damaged. Fees for lost or damaged books begin at \$10 and can go as high as \$60 or more. You are responsible for your books whether they are lost, stolen, or damaged. Therefore, do not leave your books unattended! Full price will be charged for lost books and you will NOT be issued another book until you have paid for the lost book.

WEAPONS

It is unlawful for any person to carry, possess, or have under control, ANY weapon at a school building or school function, or on school property, or on a bus or other transportation furnished by the school. The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind; any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade three or more inches; straight-edge razor, spring stick, metal knuckles, blackjack or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nun chuck, or fighting chain, throwing star or oriental dart, or any weapon of like kind.

LOOK ALIKE WEAPONS

Items that look like weapons and/or are used as weapons will be considered weapons. For this reason, we ask parents to help educate their children and check to be sure that nothing gets brought to school that might cause concern or

misunderstanding. This includes: toy replicas of guns, knives, or other weapons. Toy weapons may be treated as real weapons.

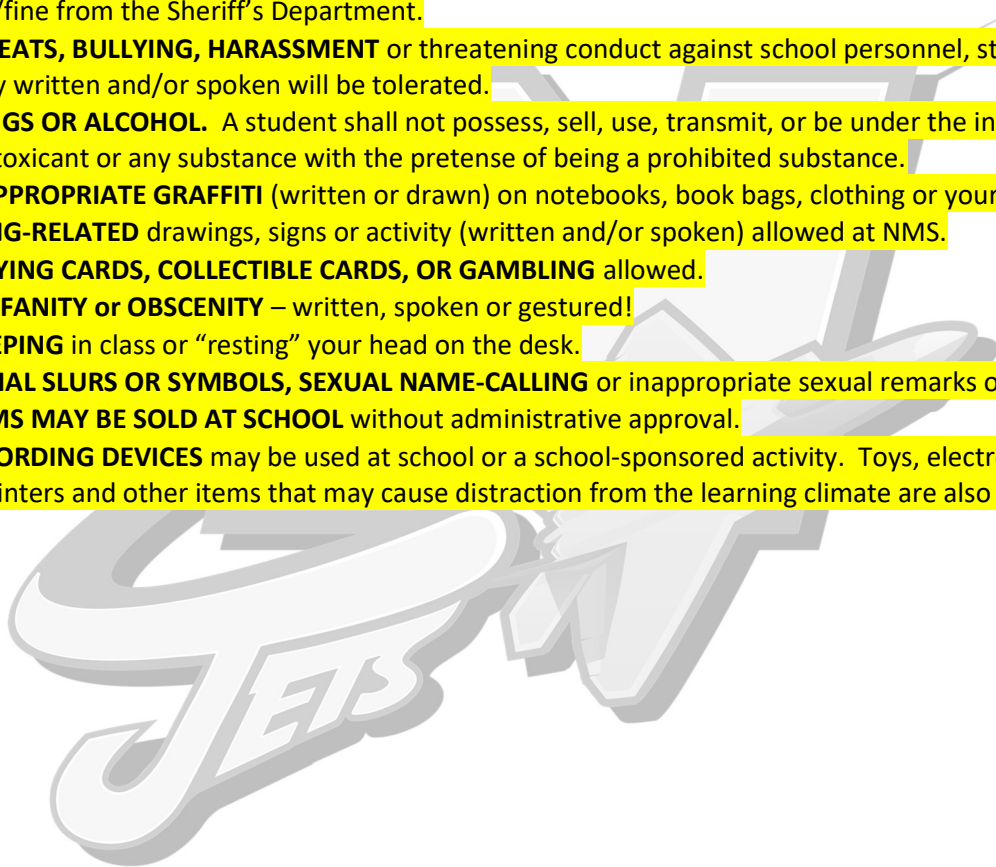
WITHDRAWAL FROM SCHOOL

If in the course of the school year you need to withdraw your child from school, please notify the school counselor. Students should report to the

counselor's office to receive a withdrawal form and begin the process. The form must be signed by each teacher, the media specialist, lunchroom manager and attendance clerk. Students must turn in textbooks, pay all fines (library, lost/damaged books, lunchroom) before they can be cleared.

IMPORTANT THINGS TO REMEMBER

- **ACADEMIC INTEGRITY IS VALUED AT NMS!** Students may receive a zero if caught cheating on any assignment, quiz or test. Further cheating violations will also result in disciplinary action.
- **NO FIGHTING at NMS!** To help resolve a conflict, contact a counselor, teacher or administrator. Students who initiate or provoke other students to fight will receive disciplinary action and a possible fighting citation/fine from the Sheriff's Department.
- **NO THREATS, BULLYING, HARASSMENT** or threatening conduct against school personnel, students or school property written and/or spoken will be tolerated.
- **NO DRUGS OR ALCOHOL.** A student shall not possess, sell, use, transmit, or be under the influence of any drug, intoxicant or any substance with the pretense of being a prohibited substance.
- **NO INAPPROPRIATE GRAFFITI** (written or drawn) on notebooks, book bags, clothing or your body.
- **NO GANG-RELATED** drawings, signs or activity (written and/or spoken) allowed at NMS.
- **NO PLAYING CARDS, COLLECTIBLE CARDS, OR GAMBLING** allowed.
- **NO PROFANITY or OBSCENITY** – written, spoken or gestured!
- **NO SLEEPING** in class or "resting" your head on the desk.
- **NO RACIAL SLURS OR SYMBOLS, SEXUAL NAME-CALLING** or inappropriate sexual remarks of any kind.
- **NO ITEMS MAY BE SOLD AT SCHOOL** without administrative approval.
- **NO RECORDING DEVICES** may be used at school or a school-sponsored activity. Toys, electronic games, laser pointers and other items that may cause distraction from the learning climate are also prohibited.





EXTRA-CURRICULAR ACTIVITIES/CLUBS

Below is a list of the clubs and organizations that are offered to students at Northside Middle. If you decide that you do not want your child to participate in any club(s) or organization(s), please fill out, sign, and return the "Student Prohibition from Extracurricular Activities" form at the end of this section of the handbook. See HCBCE pages on the Code of Conduct Policy.

Early in the fall, teachers will post and announce opportunities to join these activities or clubs. Discipline, dress code and other behavior policies of the school and district are in effect at all school sponsored activities and functions.

Name of Club & Sponsor	Membership Requirements	Dues/Fees	Mission/ Purpose:	Planned Activities:
Quiz Bowl <i>K. Smith McCoy</i>	Know random knowledge and love to learn	\$12 for t-shirt	Compete in academic competitions both in and out-of-county with a positive attitude	Compete in PAGE Bowl and Plains National Historic Site Competition
Art Club <i>Nelson</i>	Write a paragraph on why you want to be in the club; draw and submit a club t-shirt design during school hours.	\$10	Art Club	Write a paragraph why you want to be in the club and draw and submit a club t-shirt design in during school hours.
Tabletop Gaming <i>Nelson</i>	Passing 3 classes with B or higher. No referrals or steps beyond 4.	\$10	Provide students with a safe environment to build community through board and card games.	Board games Card games Puzzles
Drama Club <i>Wright</i>	Love to sing and/or act, passing grades and acceptable behavior	Costuming responsibilities	Instill confidence and learn aspects of musical theatre	Themed Variety Show Spring Musical Black History Program
(FCA) Fellowship of Christian Athletes <i>Stephens Gavin Carbajal Kendrick Ringley</i>	Any athlete interested in impacting the world through their influence and their faith.	None	To present to athletes and coaches and all whom they influence the challenge and adventure of receiving Jesus Christ as savior and Lord, serving Him in their relationships and in the fellowship of their church.	Create online "Huddle" to learn more about their ministry and how it effects their environment and situations encountered as an adolescent. Buddy pictures. Other fundraisers decided by students and leaders.
FCCLA Family, Career, and Community Leadership <i>Sewell</i>	Be enrolled in Family and Consumer Sciences	\$15 for Membership	Community Service projects To promote personal growth and leadership development through family and consumer sciences education. ~Creative and critical thinking ~ Interpersonal communication ~Practical knowledge ~Vocational Preparation	Fall Leadership Meeting Cluster Meeting FCCLA Week FCCLA Day at the Capitol Star Event State Leadership Meeting
FFA <i>Cook</i>	Membership Application must be submitted with dues.	\$20 to join includes dues, t-shirt, & monthly activities.	Vision-Growing the next generation of leaders who will change the world.	Monthly chapter meetings two field trips, showing livestock ye competitions in animal science, plant science, wildlife,

Name of Club & Sponsor	Membership Requirements	Dues/Fees	Mission/ Purpose:	Planned Activities:
			Mission-FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.	natural resources, and ag mechanics FFA Week College Tours Leadership Conference Summer Leadership Camp Volunteer Opportunities
Junior Beta Club <i>Clark Mitchell</i>	90 average in all academic subjects along with maintaining good academic standing	\$40 \$16 each year after	Our mission is to show leadership through serving our school and community.	Junior Beta Convention, service projects, assist with PBIS and school events
Student Council <i>Watts, Rogers</i>	Selected by homeroom	\$25 to cover t-shirt cost	Support the needs of the students of NMS. Represent the student body. Give students a voice in school decisions. Help students develop leadership and teamwork skills.	Red Ribbon Week Christmas Parade Sponsors Fall Festival Talent Show Community Service Fundraisers Reading to elementary schools
Technology Student Association (TSA) <i>Kathroju</i>	Application	\$30	Enhances personal development, leadership, and career opportunities in science, technology, engineering, and math	Participate in a variety of TSA activities
Yearbook <i>TBD</i>	Complete application and meet requirements listed	\$0	Plan the Valentine's dance and work on the yearbook	Valentine's dance Take pictures & complete yearbook Yearbook signing day
HCBAF Fishing Club <i>Mitchell</i>	Complete application; meet requirements listed on application	TBD	Competitive bass fishing	Tournament bass fishing and practices/seminars to improve fishing skills
Queen Bees Billings	Voluntary with teacher recommendation	\$0 except for cost of t-shirt	To teach and share the principles of womanhood.	Friendsgiving or Christmas Social Coat Drive Educational Field Trips
Successful Sirs Anderson, Simmons, Ingram, Basby	Voluntary with teacher recommendation	\$0 except for cost of t-shirt	To teach and share the principles of manhood.	Educational Field Trips Fundraisers