

Western Guilford Middle School



2023-2024

Student and Parent Handbook

“Progress Over Perfection = Success”

This book belongs to: _____

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STUDENT DEVICE AGREEMENT

The 2023-24 Device Agreement/Policy is found on page 171 of the GCS Student & Parent Handbook, APPENDIX F: GUILFORD COUNTY SCHOOLS ANNUAL TECHNOLOGY AGREEMENT, P. 171.

This agreement will be sent home when your student receives their device.

Anderson, Craig-7 th - andersc@gcsnc.com
Bass, Christen-6th-bassc@gcsnc.com
Beard, Kecia-AU – beardk@gcsnc.com
Benoy, Staci-6 th - benoys@gcsnc.com
Bergdahl, Charlotte-Registrar – bergdac2@gcsnc.com
Best, Denorris – MCL bestd2@gcsnc.com
Bishop, Brandon – 7 th – bishopb@gcsnc.com
Braswell, Christopher – CTE – braswec2@gcsnc.com
Carver, Dorinda-Art – carverd@gcsnc.com
Castro, Corena-Translator – castroc@gcsnc.com
Chambers, Delvin – 7 th – chambed2@gcsnc.com
Daye, Teresa-T/A davet@gcsnc.com
Denny, Aislynn-Media – dennyb@gcsnc.com
Duboy, Milena – EL – duboym@gcsnc.com
Edmonds, Elizabeth-Office – edmonde@gcsnc.com
Ellis, Louise-6 th – ellisl2@gcsnc.com
Ester, Kwizera – 8 th – esterk@gcsnc.com
Fowler, Alecia-7th-fowlera2@gcsnc.com
Frazier, Lennis – 8 th – frazierl@gcsnc.com
Frempong, David-8 th – frempod@gcsnc.com
Gale-Lane, Erika-6 th – galelae@gcsnc.com
Garner, Kim-EC-7/8th – garnerk@gcsnc.com
Glenn, Tiara-Counselor – glennt2@gcsnc.com
Goins, Heather--Nurse – goinsh2@gcsnc.com
Good, Haywood-Technology – goodh@gcsnc.com
Hanna, Stewart – SRO hannas@gcsnc.com
Hayes, Christopher-Band – hayesc4@gcsnc.com
Hill, Kelley-Data Manager. - hillk3@gcsnc.com
Hobson, Jennifer-6 th – hobsonj@gcsnc.com
Jenkins, Emilee-Psychologist – jenkine@gcsnc.com
King, Tanita- 8 th – kingt@gcsnc.com
Kirkpatrick, Tamara-Caf. Mgr. kirkpat@gcsnc.com
Kouba, Valeria – Asst. Princ.- rivasdm@gcsnc.com
Lewis, Domonique-7 th - lewisd8@gcsnc.com
Matiaco, Kaili-7 th - matiack@gcsnc.com
Mayhand, Cynethia-FACS mayhanc@gcsnc.com
McClanahan, Jill-MCL - mcclanj@gcsnc.com
Mileski, Christi – SLA – mileskc2@gcsnc.com
Miller, Aisha H. – 8 th – millera55@gcsnc.com

Morlu, Nama-TA- morlun@gcsnc.com
Murphrey, Mariah-7 th - murphrm@gcsnc.com
Murray, Leslie-Counselor - murrayl2@gcsnc.com
Neal, Shawntease-EC – neals2@gcsnc.com
Neal, Tywanda – 8 th – neelt3@gcsnc.com
Olazabal, Justine-8 th – olazabj@gcsnc.com
Ostrom, Ingrid-EC/LA – ostromi@gcsnc.com
Oxendine, Kristen-8 th – oxendik@gcsnc.com
Phillips, Heather-P.E. – phillih3@gcsnc.com
Prince-Davis, Megan-6 th princem2@gcsnc.com
Purcell, Zalonda-EC - purcelz@gcsnc.com
Richards, Tanisha-7 th – richart@gcsnc.com
Richardson, Sara-Asst. Princ.- maidens@gcsnc.com
Richey, David-Chorus/Orchestra – richeyd@gcsnc.com
Rutledge, Darryl-6 th - rutledd@gcsnc.com
Sankarganesh, Sujatha-TA – sankars@gcsnc.com
Schneider, Marcela-TA – schieim@gcsnc.com
Sexton, Paul-Spanish – sextonp@gcsnc.com
Sexton, Steve-P.E./Athletic Director – sextons@gcsnc.com
Sims, Arlene-Counselor- simsa@gcsnc.com
Stanton, Tamika - Soc. Worker – stantot@gcsnc.com
Sultana, Rehana-MCL – sultanr@gcsnc.com
Tangredi, Jennifer-Treasurer – royalj@gcsnc.com
Veach Cayla-MTSS, veachc@gcsnc.com
Walls, Carly-6 th wallsc2@gcsnc.com
Watkins, Imani-6 th – watkini@gcsnc.com
Watson, Kiarria-TA – watsonk2@gcsnc.com
Wilkins, Herbert-T/A – wilkinh@gcsnc.com
Wilkins, Jormeka-7 th - wilkinj2@gcsnc.com
Wynn, Tiffany – 8 th – wynnt@gcsnc.com

NOTE: Per Guilford County Schools Policies and Procedures, school staff/personnel has 48 hours in which to respond to email messages and/or telephone calls and voicemails.

PRINCIPAL'S MESSAGE

Welcome to Western Guilford Middle School for the 2023-2024 school year! We are excited to have you as part of our student body and hope that this year will be your best school year ever.

This student handbook is a guide for Western Guilford Middle School's procedures, rules, and schedules. It will assist you in getting organized and will be a regular source of information for you and your parents. We need our parents/guardians' continued support for you to continue your school journey successfully. We will communicate this information to families accordingly by Grade Level Team Newsletters, Connect-ED, Remind, Canvas and our Social media pages.

Western Guilford Middle School will provide you the best opportunities to grow and develop to your maximum potential. It is your responsibility to take advantage of these opportunities in order to be successful. We expect **"nothing but your very best!"** from all our Tigers. Whether we are remote or face to face this year, please know that Western Guilford Middle School staff will strive to stay in tune with you, to help you, and to cheer you on with wholehearted support.

Chase A. Arrington, Principal



VISION STATEMENT

Western Guilford Middle School will create and maintain systematic structures that promote safety and growth of the school community through the development of relationships while reducing loss of instructional time which will improve student outcomes.

MISSION STATEMENT

Western Guilford Middle School creates opportunities for all stakeholders to work collaboratively. Staff, parents, and community members model the characteristics students need to develop strong leadership skills. Our school promotes rigorous goal setting to support students in reaching their full academic, personal, social, and cultural potential in a global setting.



WESTERN GUILFORD MIDDLE SCHOOL CONTACT NUMBERS

Office (336) 316-5833

FAX..... (336) 316-5837

<https://www.facebook.com/TigersGMS>

<https://www.twitter.com/TigersWGMS>

Absences

All absences require a signed note from the parent/guardian explaining the absence, delivered, emailed or faxed to the data manager within 3 days upon the student's return. If a note is not received within 3 days of the absence, by law, it will be recorded as unexcused. **All absence notes must be on an 8 x 10 sheet of paper.** **Note: Arrival after 12:00 noon or early dismissal before 12:00 noon without returning to school is considered an absence for the day.** In accordance with Guilford County Schools Policy) chronic absenteeism is defined as missing 10% or more of school days for any reason

Academics/Make-Up Work/Missing Assignments

Students are expected to turn in classwork/homework/projects on time. Students who do not turn in assignments may receive a consequence based upon individual teacher discretion or grade level policy. These consequences may include: 1. Working Lunch 2. Afterschool study hall 3. Missed reward activity 4. Loss of afterschool activities (sports, clubs, etc.) 5. Communication with parent/guardian

Missing Assignments – If students have any missing assignments and do not have accommodations provided under Section 504 or an Individualized Education Program (IEP), they cannot attend extra-curricular activities until assignments are completed. This includes dances, after school athletic events, and student athletes participating in practice or games.

Note: Individual teacher or grade level policy may result in only partial credit for late work. No credit will be given for missing assignments. The amount of time given to complete missing work will correspond to the number of days absent plus two days. (Ex. Absent 3 days, 3 + 2 = 5 days to turn in work in person or online.)

Students are responsible for all work missed when absent from school. *Parents/Guardians must request missing assignments by 8:30 a.m. so that staff may fill the request during Planning Time for the assignments to be available for pick-up by the end of the next school day. Students will have 10 days to make up work to change "Incomplete" status.*

After-School Activities

Students are not permitted to stay on campus after school while waiting for the start of an athletic activity, event, or dance. Students are not permitted to attend or participate in after-school events if they are not in "good standing" i.e.- Admin assigned ISS, OSS, or After School Detention (ASD) or are absent on the day of the event. Students must leave campus at 3:20 or the end of the school day and return for the start of the event.

DANCES: Students must be in "good-standing", no Admin assigned ISS, OSS, or After School Detention (ASD) no absence on the day of the event, to be eligible to attend any afterschool dances. Permission to attend will be at the discretion of the Administrative Staff. Any student not picked up promptly after the dance will not be allowed to attend the next dance at WGMS. **Only currently registered WGMS students may attend WGMS dances.**

ATHLETICS: Students must be in "good-standing" to be eligible to participate in afterschool sports. If a student has been coded "absent" for the day or served Admin assigned ISS/OSS/ASD, he/she is not eligible to participate in afterschool sports and cannot attend afterschool sports practices or events. (See GCS Policy-ATHLETIC RULES AND REGULATIONS-P. 115-120)

Arrival

***Students may not arrive on campus before 7:50 a.m.* Pick up-Drop-off is on the College Road entrance side of campus ONLY. The Lindley Road entrance is reserved for buses and cafeteria staff only during the school day and School Road is for emergency vehicles. If there is an evening event, please follow the "Special Event" signs for additional parking. Students must have OneCard ready for scanning upon arrival.**

Assignments/Grading

The purpose of our grading system is to appropriately and consistently measure and communicate an individual student's level of mastery of defined learning objectives. Therefore, students are expected to complete all assignments and submit those assignments for grading by the **"assignment due date", as set by each individual teacher**. The grading scale is: A=90-100, B=80-89, C=70-79, D=60-69, F=59 and below, P=Pass, INC=Incomplete. Parents/Guardians are encouraged to enroll in the Parent Portal of PowerSchool to monitor their student(s') daily assignments and grades. Contact the WGMS Data Manager, Kelley Hill for access (hillk3@gcsnc.com.) Grades are updated weekly.

Athletics

Athletics Eligibility Requirements (Established by the NCDPI)

Grade Level: Athletic participation is available to students in grades 6 through 8. (Students in 6th grade cannot participate in football.)

Academic Requirements: In middle school a student must pass 3 of their 4 core courses each semester to be eligible for athletics.

Attendance Requirement: In order to be eligible for athletic participation, students must have been in daily attendance 85% of the previous semester. Students cannot have more than 13 absences from the previous semester. Absences made up in any way-Saturday school, after school, summer school, help sessions, etc., do not count toward athletic eligibility. A student must, at any time of any game in which he or she participates, be a regularly enrolled member of the school's student body.

Promotion Standards: In middle school a student must meet state and local promotion standards each semester. This includes the academic requirement listed above.

Six Semester Rule: From the time a student first enters the 6th grade, they have a period of 6 consecutive semesters to complete their middle school athletic eligibility.

Medical Examination: Student athletes must receive a [medical examination](#) once every 395 days by a duly licensed physician, nurse practitioner, or physician's assistant. Concussion form is also required to be filled out by student and parent.

Age: A student may not participate in any middle school sport if his or her 15th birthday comes on or before August 31st of the current school year.

Residence: A student is eligible to participate in athletics at the school to which he or she is assigned by the Board of Education, within the administrative unit of residence. Transfers within the Guilford County Schools administrative district are governed by local Board of Education policy. (See **GCS Policy-ATHLETIC RULES AND REGULATIONS-P. 115-120**)

For any questions, please contact our Athletic Director Steve Sexton at sextons@gcsnc.com

Awards-End of Year/Honor Roll

Eligibility for current End-Of-Year awards are:

- **Tiger Award (6th, 7th, 8th)**: Student must be involved in **Leader in Me** extra-curricular events (clubs, athletics) within the school or community, show growth on EOGs, take charge of personal conduct, participate in community service projects, and be prepared daily for class.
- **Honor Roll (6th, 7th, 8th)**: "A" Honor Roll and "A/B" Honor Roll is awarded to those students maintaining all A's or A's and B's. Award recipients per grade level will be selected/approved by the Administrative Team.
- **The Outstanding Service Award (6th, 7th, 8th)**: recognizes students who have participated in service to their fellow man above and beyond the required service learning of Guilford County.

Bicycles/Skateboards

Students may ride a bicycle to school with your parent/guardian's permission. You may not ride bicycles on the sidewalk, driveway or parking lot of the campus. You will need to speak with an Administrator about a designated place for your bike during the school day. *Western Guilford Middle School will not be responsible for loss or damage.* Skateboarding is not allowed on campus at any time.

Book Bags

Book bags are to be kept in the locker at this time. You will have designated locker times.

Building Entry

For security purposes access into WGMS for visitors can only be made through the front entrance where there is a camera-monitored, secure double entry system. The front entrance is located to the left of the building from the College road parking lot, just past the flagpole. There are designated entrances for students with **OneCard** scanning availability. Students should only be entering through the front entrance if they arrive after the tardy bell has rung.

Bus Safety

- Be at your stop on time
- Have your **OneCard** ready to scan
- Sit in assigned seat for the entire ride until bus has arrived at school or bus stop
- Do not be disruptive or loud
- Keep feet and objects out of aisle
- Do not throw anything from the bus
- Do not consume food, candy or drinks on the bus
- Do not willfully damage the bus in any way.

Violation of any of the bus rules and regulations may result in a bus suspension and/or other disciplinary action. Bus Misbehavior is a GCS Level II Infraction. ***(See Rule II-3 School Transportation Disturbance or Misbehavior, 2023-24 GCS Student and Family Handbook, P. 151.)***

Cafeteria Costs

We are pleased to share that Western Guilford Middle School (WGMS) will continue to participate in the **Community Eligibility Provisions (CEP)** for School Year 2023-24. Schools participating in the CEP can provide healthy breakfasts and lunches each day at no charge for ALL students enrolled in the school. If your child(ren) attends Western Guilford Middle School, they will be included in this program.

Benefits:

- All students receive two healthy meals at no charge. Students that have access to better nutrition tend to perform better academically, have better health, and maintain better school attendance.
- Meal lines will move more quickly, because meal counting and claiming is simplified, thereby giving students more time to eat. Staff will not have to categorize each meal served as free, reduced-price, or paid.

******IMPORTANT:** Guilford County Schools encourages all families with students at a [CEP School](#) to complete an Income Form (see forms below). If you have a student at a traditional school you will need to complete a Free & Reduced application (<https://gcsmeals.com/?page=lunchapps>).

Cafeteria Procedures

Students may only go through the line once. Food is not to be taken from the cafeteria. We encourage students to develop healthy eating habits. **It is permissible for you to bring lunch for your student but bringing outside food for other students is not permitted. *For liability reasons WGMS staff will not accept restaurant food order deliveries for students.***

Car Riders/Walkers

Car riders are to enter and exit the campus on the College Road side only. This is the only designated entrance/exit for cars. A student may walk home with a parent/guardians' written permission and observe pedestrian safety rules, crossing only at designated crosswalks. Students walking home must bring a signed note from the parent/guardian to be given to your dismissal teacher. It should contain your name, address to where you will be walking, name and contact number for the parent/guardian.

Cell Phones/Electronics/Tablets/Gadgets

Students are not permitted to have cell phones, AirPods, a Smartwatch, or any other WiFi/Internet capable electronic device on their person while in the building. Unauthorized use is a GCS Level I Infraction.

WGMS issued tablets **are the only electronic device permitted in the classroom.** Cell phones ***may not*** be used inside the building during school hours and must be turned off and put away in the bookbag and secured in your locker **immediately after entering the school building (including while in the cafeteria)** until dismissal bell and not turned on until after dismissal. Cell phones will be confiscated for up to 10 days and released only to a parent/guardian. Students who need to use any school telephone must obtain permission from a staff member.

Consequences:

- **1st offense-1 school-day confiscation-parent/guardian pick up item in office the next school day. If item is released early, student will serve ½ day in ISS.**
- **2nd Offense-5 school days confiscation-parent/guardian pick up item in office after 5th day. If item is released early student will serve 1 day in ISS.**
- **3rd offense-10 school days confiscation-parent/guardian pick up in office. If item is released early student will serve 2 days in ISS.**
- **4th or more confiscation-Release date is at the discretion of the Principal.**
- **Early release within the last 10 days of school will result in OSS.**

Changes/amendments to this for repeated offenses are at the discretion of the Principal.

Consequences for Cellular Phone and Other Electronic Devices violations will be in accordance with the Guilford County Schools Student Handbook 2023-2024 Handbook, Rule 1-6, page 148.

***NOTE: ISS for phone use is a discipline infraction in PowerSchool.**

Students are expected to follow the guidelines for Tablets included in the Student Agreement for Use of Electronic Mobile Devices.

- **During any North Carolina Assessment/Test the following items are not permitted:** • Electronic devices. Other than permitted calculators, students are not allowed to use or have in their possession cell phones or any other electronic recording, listening, scanning, communication, or photographic devices at any time during testing, including breaks. Any student found or observed with a cell phone/electronic device during testing time must be dismissed from testing and a misadministration declared for that student. (*Testing Security, Public Schools of NC, Department of Public Instruction, Division of Accountability 2018*). NOTE: If a student is found to be in violation of testing standards regarding electronic devices, additional consequences may apply.

The above confiscation policy applies to all other popular toys/devices in the classroom that disrupt instructional time.

Length of confiscation includes instructional days only and does not include weekends, holidays, or staff workdays. (see POLICY ON CONFISCATION OF ELECTRONIC DEVICES p. 14 of this Student Handbook).

***UPDATE* If your student's cellphone/AirPods/Smart Watch is confiscated during the last 10 days of school and you opt to have it released early, your student will serve one day of Out of School Suspension. This may affect their end of year activities.**

Classroom Observation/Visitation

If you wish to observe your student during instructional time please contact an Administrator by email at arringc@gcsnc.com, maidens@gcsnc.com, rivasdm@gcsnc.com 24 hours in advance. Only parents/legal guardians/foster parents are permitted to observe a student in the classroom setting.

- Parents/Visitors may enter and exit the classroom only once during each visit.
- Parents/Visitors shall remain in the back of the classroom during observation.
- Parents/Visitors may not interact with the students or the teacher unless the action is initiated by the teacher.
- Unnecessary noise (i.e. cell phone) and/or movement must be kept to a minimum.
- The classroom teacher may direct a parent/visitor to leave the room if their presence or conduct unduly interferes with the instructional program. Any concerns are to be addressed to the teacher after regular school hours or to an Administrator.
- No visitation/observation will be permitted during Standardized Testing.

Conferences/Exchange of Information

Administrative/Teaching Staff can only conference with a student's parent, legal guardian, or foster parent. To share information, or conference about your student with anyone other than the parent/legal guardian/foster parent, a **Two-Way Consent Form (see form p. 17)** must be completed by the parent, legal guardian, or foster parent, and signed in the presence of Administrative, Office, or Counseling Staff. *If a language/sign language interpreter is needed for the conference, please notify the school 3 school days in advance of the conference so an interpreter can be arranged.*

Discipline-Student Code of Conduct

Students are expected to follow **the Guilford County Schools Student Code of Conduct which is found in the Guilford County 2023-24 Schools Student Handbook. You are strongly encouraged to review the Violations of the Code of Conduct, p. 143-161.**

Dress Code

Western Guilford Middle School is no longer a **Standard Mode of Dress (SMOD)** school. However, there is a **Dress Code Policy** that students are expected to follow. There is no 'opt out' policy for the Dress Code. Guidelines for 2023-2024 Dress Code Policy can be found on the WGMS website, our Facebook page, in the school's front office and is printed on the last page of this booklet. Spirit Wear is Dress Code Policy approved and available through:

<https://1stplacespiritwear.com/schools/NC/Greensboro/Western+Guilford+Middle+School>.

Consequences for Dress Code violations will be in accordance with 2023-24 Guilford County Schools Student Handbook, Code of Conduct, Rule 1-5, Page 148. Infractions will be recorded in Powerschool.

Early Dismissals

Students leaving school early must bring a note, signed by a parent/guardian with the parent/guardian's telephone number, to the office before 8:20 am. We will protect the instructional time by limiting the telephone calls and interruptions during class time. Early Dismissal Notification may be submitted by email or phone call to Office Staff **before 2:00 pm.** NOTE: We cannot accommodate early dismissal phone call requests after 2:00 pm due to the high volume of activity at the end of the day and your student will be released at 3:20 pm. Students must be prepared to scan their OneCard. If a student's early dismissal results in an absence, the student is required to bring an absence note the following day.

- NOTE: Parent/Guardians checking students out for Early Dismissal **must bring** a valid Driver's License. You will check your student out on the Identakid Computer in the front office and scan your Driver's License on that computer.

Emergency Preparedness

"SEE SOMETHING-SAY SOMETHING"

As the national dialogue on school safety continues, we want to emphasize that the well-being of all students and staff at Western Guilford Middle School remains our highest priority. Our administration, faculty, and staff are committed to providing a safe, supportive learning environment that empowers our students. We will conduct emergency preparedness drills through the year.

The phrase "[See Something Say Something](#)" has renewed meaning for all citizens, but especially our students. Students: If you see, hear or know of current or potential dangers report it immediately to any of the following: Teacher, Principal, Counselor, Secretary, Media Specialist, Bus Driver, Cafeteria Worker, or any trusted adult.

Fees Owed

If you are missing textbooks, media center books, team uniforms, or fundraiser money you have collected, please make sure you take care of that obligation before the end of the year. **Students with WGMS band and orchestra instruments are held to specific contract terms, signed at the time the instrument is issued, and must return those instruments before end of year. Failure to return your instrument is in violation of the signed contract. In addition, your parent/guardian will be required to pick up your last report card in the front office.**

Food Orders

No food orders from outside vendors, or food delivery services, are to be placed for students or by students. Food delivery will not be accepted or signed for by school staff and school staff is not permitted to place outside food orders for students to be delivered to the school. Parents/guardians are permitted to bring food to a student, but office staff will not be responsible for food that is not picked up by students.

Forgotten Items

If you need to bring a student a forgotten item, it may be left in the office by the parent/guardian. Please be sure the student's name and homeroom is on each item. Students will be notified to pick up their item(s) in the front office but office staff will not be responsible if the student does not pick up the item(s).

Gifts/Parties

The school office will not accept food orders, gifts, balloons, or flowers delivered to the office for students. Balloons, flowers and/or large stuffed animals are not permitted in the classrooms at any time and cannot be transported on the school bus. Birthday parties in the cafeteria or classroom are not permitted.

Inclement Weather

When predicted inclement weather threatens to make road conditions unsafe for school bus travel, the decision to close, delay or open schools will be made by the Director of Transportation. The decision to close or delay school will be announced to the news media, shared via Connect-Ed[®], posted on the GCS Website (www.gcsnc.com), GCS social media outlets and broadcast on GCSTV 2 not later than 5 a.m. by the **Chief of Staff**. If school opens at the normal time, an announcement will not be made. If inclement weather occurs after the school day has begun, a decision regarding early release will be made as quickly as possible. No school activities, games, practices, rehearsals, performances, etc., shall take place when school is closed or dismissed early due to inclement weather, unless permission to proceed has been coordinated by the **Chief Information Officer** and the **Chief Student Services Officer**.

ISS (In School Suspension)

In School Suspension (ISS) is the alternative to Out of School Suspension. Students are encouraged to make wise choices and to realize that all actions have consequences. If the action(s) result in assignment to ISS, the student will spend time in an isolated, structured, supervised area where he/she will continue academic work and receive appropriate intervention. Students who do not complete assignments provided by their teacher or fail to follow the guidelines set forth by the ISS teacher may remain in **ISS** the following day or until the assignments are completed.

Leadership Team

Each grade level has a leadership team staff and parent representative who actively participates in discussions and decisions to support the School Improvement Plan. The representative will also gather feedback and communicate relevant information to all constituents at the monthly meeting of the School Leadership Team. The contact information for our parent representatives will be available on the school website or by contacting the front office. Minutes from each team meeting are posted to the WGMS website.

Leader in Me

The Leader in Me is an approach to developing a culture of leadership at WGMS based on ***The 7 Habits of Highly Effective People***. Founded on internationally recognized, universal principles, ***Leader in Me*** emphasizes skills that parents, teachers and business leaders want, and students need to be successful in an ever-changing society. Daily Lead Block Classes allow students time to learn and explore ways to apply and implement the habits through the day. Students are expected to conduct themselves as Tiger Leaders by striving to follow the 7 Habits:

Habit One: Be Proactive

- I have a "Can Do" attitude.
- I choose my actions, attitudes and moods. I don't blame others. I do the right thing without being asked, even if nobody is looking.

Habit Two: Begin with the End in Mind

- I plan and set goals.
- I do things that have meaning and make a difference. I am an important part of my classroom. I look for ways to be a good citizen.

Habit Three: Put First Things First

- I spend my time on things that are most important and say "no" to things that are not.
- This means I say no to things I should not do.
- I set priorities, make a schedule, and follow my plan. I am organized.

Habit Four: Think Win-Win

- I want everyone to be successful. I will not put others down to get what I want. It makes me happy to see other people happy. I like to do nice things for others. When a conflict arrives, I help brainstorm a solution. We all can win!

Habit Five: Seek First to Listen, Then to Be Understood

- I listen to other people's ideas and feelings. I try to see things from their viewpoints.
- I listen to others without interrupting. I am confident in voicing my ideas.

Habit Six: Synergize

- I value other people's strengths and learn from them. I get along well with others, even people who are different from me. I work well in groups. I seek out other people's ideas to solve problems. I know that "two heads are better than one". I am a better person when I let other people into my life and work.

Habit Seven: Sharpen the Saw

- I take care of my body by eating right, exercising, and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places.

Leaving Classroom

Students will sign the Student In/Out Log when they leave the classroom and when they return during the instructional day. **Students leaving a class must always have a "pass"**. If a class is under the direction of a substitute teacher or a split class plan, students will follow their written schedule, report to class on time and remain in class. Leaving class without permission is subject to Administrative referral for **"Skipping."** **Students are not permitted to leave the classroom during the first 10 minutes and the last 10 minutes of the class unless called to the office.**

Lockers

Lockers are assigned by the homeroom teacher. Lockers are school property loaned to students, subject to search at any time by school administrators. Do not bring your own lock; it will be removed by

- Do not share your combination with anyone.
- Do not use your friend's locker nor allow them to use yours.
- Do not place stickers or signs inside or outside your locker and do not write on it.
- Do not keep anything in your locker that you would not be willing to show school officials.
- Administration has authority to search any locker at any time.
- Do not bring locks from home for your locker. They will be removed by the school Administration.

Messages for Students

Students will not be called to the telephone during instructional time except in the case of an absolute emergency. The Office Staff will take messages for students and deliver them at class change. **Students are not**

allowed to send or receive text messages during the school day. (Please see **CellPhones/Electronics/Tablets** section of WGMS Handbook, page 5.)

One-Card-Student Identification System

OneCard is the GCS student identification and access card. One Card will be fully implemented for 2023-24 and all students will always be required to wear the OneCard. **OneCard** provides the following: • Easy

identification of students on campus; • Attendance check in/check out; • Use in School Media Center to check out books and access resources; • Use on all GCS school buses • Use in School Cafeteria to access MealsPlus account. • Public transportation discounts. When it is issued, please ensure that students wear their **OneCard** and lanyard to school each day per GCS guidelines. Loss or damage to the **OneCard** will result in a \$5 replacement cost. The following is the log-in site and log-in information for downloading e-books through the Public Library system: <https://library.greensboro-nc.gov> <https://www.highpointnc.gov/749/Library/>

Username: GCS+Student ID # (Example: GCS1234567)

PIN #: Birth Month + Birth Year (Example: January 01, 2002 = 0102)

Parent Expectations

A direct relationship exists between student success, parent involvement and support for staff. You are encouraged to form a partnership with Western Guilford Middle School Faculty and Staff. Communicate regularly with your student's teachers by exchanging email addresses and *keep your contact information current*. Help your student meet WGMS expectations by following the WGMS Dress Code Policy daily, preparing for class, leaving unnecessary items at home, and following the guidelines outlined in this handbook.

Parents and Visitors

WGMS encourages parents to communicate with teachers and staff by phone, email and in conferences. It is our expectation that parents and visitors will conduct themselves in an orderly and professional manner while on campus. Unacceptable behavior or disruptions to the orderly operations on the WGMS campus will be addressed by Administration. The Principal has the authority to limit campus access to anyone for the purpose of maintaining order and discipline and protecting the safety and welfare of students and staff.

While on the Western Guilford Middle School Property No Person Shall:

- **Intentionally injure any other person or threaten to do so.**
- **Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.**
- **Disrupt the orderly conduct of classes, school programs or other school activities by engaging in inappropriate language or profanity.**
- **Distribute or wear materials on school grounds or at school functions that are obscene or are disruptive to the school program.**
- **Intimidate, harass or discriminate against any person based on race, color, creed, national origin, religion, age, gender, sexual orientation or disability**
- **Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.**
- **Violate the traffic laws, parking regulations or other restrictions of vehicles.**
- **Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.**
- **Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers.**
- **Refuse to comply with any reasonable order of identifiable school district officials performing their duties.**

- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function

Parent Teacher Student Association (P.T.S.A.)

The Parent Teacher Student Organization (PTSA) at Western Guilford Middle School is a strong voice and advocate for our students and a resource for our families. Parents/Guardians are encouraged to participate by joining the P.T.A. Memberships are \$5.00. ***P.T.S.A. no longer accepts checks and can only accept cash.***

Payments – Important Policy – Please Read

Western Guilford Middle School does not accept checks for payment of school fees, field trips, athletic uniforms/supplies, P.E. Uniforms, music supplies, etc. All payments to WGMS must be made in cash or money order.

NOTE: The K12 Payment Center (<https://www.k12paymentcenter.com/>) is available for parents/guardians to submit payments for Cafeteria charges, athletic fees and field trip fees in excess of \$300. There is a non-refundable transaction fee of \$1.95 for each payment submitted.

Promotional Practices

Criteria for promotion to the next grade include but are not limited to the following: *successful completion of all academic courses (grade D or better), score Level III or higher on EOG's, low absenteeism or successfully making up absences in excess of 7 days per semester.* Failure to meet these guidelines will result in a student's status coming under review by an Appeals Committee from WGMS. Test scores, classroom work, report card grades, and attendance are considered, and the Principal will make a recommendation for retention in the current grade, referral for summer academic enrichment program (s), completion of summer enrichment packets, or placement in the next grade will be made at that time.

Report Cards

Report Cards are issued at the end of each nine weeks' grading period. In addition, teachers send out progress reports during the mid-nine weeks. Both report cards and progress reports are to be signed by the parent/guardian and returned to the school.

Report Card/Interim Schedule

The end of each grading period is noted on the GCS Calendar on page of this Handbook and reflect an approximate release time for Interim Reports and Report Card Release dates will be posted on the WGMS website, Facebook page and by ConnectEd calls.

Student Led Conferences

Twice yearly, parents or guardians will be asked to participate in a face to face or virtual student led conference on campus with their child. Your student will choose several examples of work to show you and will practice leading a conference with you. At that time, you will receive the report card. This is an important part of your student's academic year. Please be supportive and make every effort to attend.

Spirit Wear

Spirit Wear is WGMS Dress Code Policy approved and available through WGMS. All orders are delivered to your home/ mailing address. Orders will NOT be delivered to the school. Please put your mailing address and

contact information on the order form. Place orders at:

<https://1stplacespiritwear.com/schools/NC/Greensboro/Western+Guilford+Middle+School>.

Spirit Wear from outside vendors is permitted with principal approval. The WGMS logo is preferred.

Placement/Teacher Requests

Western Guilford Middle School cannot honor specific teacher assignment requests. However, you may submit, in writing, the characteristics and teaching styles that you feel are best suited to your child's academic needs, and the Administrative staff will make a good faith effort to accommodate your request.

Teacher Conferences

If a parent wishes to schedule a face to face or virtual conference with a teacher, please send a note to the homeroom teacher, call during the teacher's planning period, or email. Email addresses can be found on the inside front cover of this handbook or by contacting the front office. Conferences are scheduled before school, during planning time, and after school only. A 24-hour notice is required to schedule conferences.

Tobacco Free Zone

All Guilford County School Facilities are Tobacco Free Zones. WGMS observes that policy, therefore smoking is not permitted anywhere on campus, including the building, the car rider line and all outdoor athletic venues.

Transportation Changes

Please make afternoon pick-up arrangements *at the beginning* of each day with your student(s). **Any changes to students' transportation arrangements must be made in writing (fax 336-316-5837 or email to office staff), before 2:00 pm. Changes cannot be honored after 2:00 pm due to the high volume of activity at the end of the day.** Students are not be permitted to ride home with a friend at any time without parent or guardian written permission approved by an Administrator.

Visitation Procedures

Visitation is by appointment only with Principal Arrington at arringc@gcsnc.com. All visitors are required to sign in on the Administrative office computer before they visit any area of the building and sign out after their visit is concluded at the computer in the Administrative office. A Visitor's badge, that you are always required to wear during your visit, will be printed from that computer.

It is our goal to accommodate parents in a way that will not disrupt teaching and learning and will permit us to maintain a safe and orderly school. Therefore, **we require that all parents, guardians and visitors schedule appointments for classroom visits, observations and conferences. Do not enter a classroom without prior approval and without signing in at the office. (See "Classroom Observation/Visitation p. 6 of this handbook.)**

*For lunch visits, prior scheduling is not required for custodial parents or guardians. No one, however, who is not a custodial parent or guardian, will be permitted to have lunch with a child without written authorization from the custodial parent or guardian.

Visitor Parking

*Parking for parents and visitors is at the College Road Entrance to the WGMS campus. Do not park 30 minutes before start of school or 30 minutes before dismissal in the spots parallel to the sidewalk. This will interfere with the traffic flow of the car rider line. **Do not enter, park or block the Emergency Vehicle Lane by the gate (between The Guilford Grange and WGMS)***

While visitors are welcome on campus and at sporting events, the paramount concern of the GCS Board of Education is to provide a safe and orderly educational atmosphere in which disruptions and distractions are minimized. Schools may establish and enforce reasonable rules to address these concerns. **(See the GCS requirements, VISITORS AND SCHOOL-SPONSORED ACTIVITIES, P. 121)**

**This is a Tobacco Free Campus; therefore, we ask that you do not smoke while waiting in the car rider line.*

Volunteers

Volunteers are always needed for PTA events, in the Media Center, and in the classroom. Follow this link for information on how to become a volunteer with GCS: <https://www.gcsnc.com/Page/30761>. For the safety of our students, and in compliance with our Board of Education [*Administrative Policy KF*](#), volunteers who are 16 years old and older are required to register with GCS and complete a background check for any volunteer work that has the potential for unsupervised time with students.

The following consequences for the confiscation of electronic devices follow **Rule I-6 P. 148 of the Guilford County Schools Student Handbook 2023-24: USE OF UNAUTHORIZED ELECTROIC DEVICES OR APPLICATIONS DURING INSTRUCTIONAL TIME (cell phones, iPods, AirPods, Smartwatches, MP3’s, radio, hand-held games, etc.)**

- **1st Offense: Warning:** Your student _____ was in possession of a/an _____ that has been confiscated and secured in the front office in accordance with Rule 27 of the GCS Student Handbook. Parent/Guardian may pick up the confiscated item in the office _____. If the confiscated device is released to the parent/guardian early, ISS **will be assigned on the next instructional day for ½ day.**
- **2nd Offense: 5 Days Confiscation:** Your student _____ was in possession of a/an _____ that has been confiscated and secured in the front office for **5 school days** in accordance with Rule 27 of the GCS Student Handbook. Parent/Guardian may pick up the confiscated item in the office _____. If the confiscated device is released to the parent/guardian early, ISS **will be assigned on the next instructional day for 1 day.**
- **3rd Offense: 10 Days Confiscation:** Your student _____ was in possession of a/an _____ that has been confiscated and secured in the front office for **10 school days** in accordance with Rule i-6 of the GCS Student Handbook. Parent/Guardian may pick up the confiscated item in the office _____. If the confiscated device is released to the parent/guardian early, ISS **will be assigned on the next instructional day for 2 days.**

Repeated offense(s): Item will be confiscated and placed in the office. The length of confiscation will be at the discretion of the Principal.

During any North Carolina Assessment/Test the following items are not permitted: • Electronic devices. Other than permitted calculators/tablets, students are not allowed to use or have in their possession cell phones or any other electronic recording, listening, scanning, communication, or photographic devices at any time during testing, including breaks. Any student found or observed with a cell phone/electronic device during testing time must be dismissed from testing and a misadministration declared for that student. (*Testing Security, Public Schools of NC, Department of Public Instruction, Division of Accountability 2018*). NOTE: If a student is found to be in violation of testing standards regarding electronic devices, additional consequences may apply.

Parent Signature

Date

Student Signature

Date

Principal

Date

Dear WGMS Parents, we greatly appreciate your help with keeping our student safe. Please review the guidelines below. Please contact an administrator if you have any questions.

1. A numbered car tag will be given to you upon request at **Open House** or in the front office for **afterschool pick-up** so that we can quickly identify your student. **The hanger must be clearly displayed in the windshield or the number given to the adult on duty.** Students are released by car hang tag number. *For safety reasons do not text students as you arrive.*
2. **Please follow the directions of the car rider morning and afternoon staff.**
3. Please **refrain from cell phone use in the car rider line.** Your complete attention in operating your vehicle will make you more aware of your surroundings and traffic flow.
4. If your student is delivering a large project requiring unusual unloading assistance, **please pull to a convenient parking space and assist the student** with the delivery.
5. Please **pay attention to the vehicle in front of you** and pull up accordingly.
6. Please **sign and disburse all necessary forms,** checks, papers, permission slips and progress reports **prior to entering the unloading zone.**
7. Please **practice courtesy** by allowing another vehicle to merge into the traffic lane when exiting.
8. Please **pull all the way down to the first parking space.** Drop off/pick up does not start at the awning.
9. Please **remind students to exit the vehicle swiftly and with care** on the right side.
10. Please **do not exit your vehicle when in the car rider line.** If you need to enter the building, please pull into a marked parking space away from the sidewalk.
11. We have 2 lines for drop off-6th, 7th, and 8th. If you are dropping off more than one child, use the highest grade level line. (Ex. A 6th and 8th grade student? Use the 8th grade line.)
12. **If you are picking up your child in the afternoon, please remain in your car and keep all passengers in your car until your child comes to the car.** For their safety, we will not release your child to walk through the parking lot to your car. You may park **in as designated parking spot ONLY,** walk up and pick them up at the awning if necessary.
13. **If you need to enter the building in the afternoon park in a designated parking space.**
14. **Following drop off, please pull off swiftly and carefully.** Your children are in good hands! 😊

***** This is a Tobacco Free Campus. Please do not smoke while waiting in the car rider line. *****

**Western Guilford Middle School
2023-2024 Dress Code**

PERMITTED

NOT PERMITTED

Page 16

<p><u>Pants</u></p> <p>Jeans, Skirts Dresses Shorts</p>	<p>No rips/tears above the knee Skirts, dresses, shorts must reach to the end of your longest finger when your arms are extended to your side.</p>
<p><u>Tops</u></p> <p>T-shirts Polo shirts Collared shirts</p>	<p><u>No</u> crop tops/No spaghetti straps <u>No</u> tank tops <u>No</u> crop tops <u>No</u> sheer/see through tops <u>No</u> offensive graphics/pictures <u>No</u> wording that promotes gang affiliation/racism or Intolerance/sexual suggestion/violence/alcohol/tobacco/drugs <u>No</u> exposed undergarments</p>
<p><u>Headwear</u></p> <p>Only religious headwear</p>	<p><u>No</u> headwear is permitted in the classroom unless worn for Religious reasons. This includes, but not limited to hats/caps, ballcaps, bandanas, costume head coverings (ex. Cat ears, bunny ears, etc), scarves, wave caps, hair wraps, durags. <i>Hoodies are NOT to be worn over the head.</i></p>
<p><u>Shoes:</u></p> <p>Sneakers Crocs <i>in sport mode only.</i></p>	<p><u>No</u> Bedroom Shoes <u>No</u> Slides <u>No</u> Thong Sandals</p>
<p><u>Leggings/Jeggings</u></p> <p>Permitted <u>under jeans/pants/shorts/skirts/dresses that reach to end of your longest finger when arms are extended to your side, or under a top that reaches mid-thigh or to the end of your thumb with arms extended at your side.</u></p>	<p>Leggings/Jeggings are not permitted to be worn as pants <u>only UNLESS your shirt/top extends to mid-thigh or to the end of your thumb when arms are fully extended at your side.</u></p>
<p><u>Outerwear</u></p> <p>Hoodies are permitted in the classroom <u>with a Dress Code approved shirt underneath, but <i>the hood cannot be worn over your head at any time during the school day.</i></u></p>	<p>Heavy winter coats must be placed in the locker upon arrival. Hoodies may be worn in the classroom <u>only</u> with a Dress Code approved shirt underneath, but you cannot wear the Hood portion of the garment on your head during the school day. <u><i>Hoodie will be confiscated if not worn in compliance with the dress code: no hoods over the head.</i></u></p>

The following items/garments are never permitted in class at WGMS: Pajamas, Pajama pants, Bedroom shoes, Sunglasses, Masks, Blankets, Stuffed Animals

The above Dress Code is subject to change by the Administrative Team and/or WGMS Leadership Team at any time during the school year.

Western Guilford Middle School

TWO-WAY CONSENT FOR RELEASE/SHARING OF CONFIDENTIAL INFORMATION BETWEEN:

Western Guilford Middle School and Agency/School/Person:
401 College Road Address:
Greensboro, NC 27410
Phone: 336.316.5833 Fax: 336.316.5837 Relationship to Student:
Phone: 336.316.5833 Fax: 336.316.5837 Phone:

Student Name: Date of Birth:

Specific Information to be released:

- Unlimited disclosure Vision testing/reports Health evaluations
Hearing/Audiological ADHD/ADD reports Speech/Language testing
Medical Evaluations Current Medications EC Records
Academic Records Psychoeducational Records Other

I give my permission for the information checked above regarding this student to be released/shared between Western Guilford Middle School and the named Agency/School/Person(s):

Student's Full Name: Date of birth

to be released as indicated. I understand that the released information is for the provision of appropriate educational services for my student. I understand that the released information is protected under the Family Educational Rights and Privacy Act (FERPA) and that the agency/school/person(s) receiving the information will be responsible for its continued confidentiality. This release is valid for one (1) calendar years and can be revoked in writing, at any time.

Signature must be (1) Witnessed by GCS/WGMS employee, or (2) Notarized by a licensed Notary Public.

Signed by: Date:

Print Name:

Witnessed by: Date:

Print Name:

NOTE: For EC students, permission can be given only by the student's parent, surrogate parent, or legal guardian. For non-EC students, permission can be given by the student's parent or DSS, if the student is in the custody of DSS. Eligible students can provide their own consent. Any information exchanged is to be shared only between the above listed agencies/schools/persons.

Guilford County Schools Traditional Academic Calendar 2023-2024

Holidays: 11
Vacation Days: 10
Optional Teacher Workdays: 5
Mandatory Teacher Workdays: 9
Student Days: 180
Student Hours: 1,080

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 New Year's Day Holiday
- 2 Optional Teacher Workday
- 15 Martin Luther King, Jr. Holiday
- 19 End Q2 (42 Days)
- 22 Mandatory Teacher Workday

- 17 Optional Teacher Workday
- 18 Offices Closed
- 21-25 Mandatory Teacher Workdays
- 28 First Day for Students

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 4 Labor Day Holiday
- 25 Optional Teacher Workday

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 22 End Q3 (44 Days)
- 25-28 Vacation Days
- 29 Spring Holiday

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1 Mandatory Teacher Workday

- 1 End Q1 (46 Days)
- 2 Mandatory Teacher Workday
- 3 Optional Workday
- 10 Veterans Day Holiday
- 22 Vacation Day
- 23-24 Thanksgiving Holidays

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 27 Memorial Day Holiday

- 22 Vacation Day
- 25-27 Winter Holidays
- 28-29 Vacation Days

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 7 Last Day for Students, End Q4 (48 Days)
- 10 Mandatory Teacher Workday
- 11 Optional Teacher Workday
- 12-13 Vacation Days

First/Last Day for Students
 Offices Closed
 Vacation Day
 Holiday
 Optional Teacher Workday
 Mandated Teacher Workday

