

NORTHWEST GUILFORD
MIDDLE SCHOOL
Student and Parent Handbook
2021-2022



It's a Great Day to be a Viking!

Northwest Guilford Middle School
5300 Northwest School Road
Greensboro, NC 27409
Phone 336-605-3333 Fax 336-605-3325

Denise Francisco, Principal
Greta Martin, Assistant Principal 8th/6th
John Steger, Assistant Principal 7th/6th

Welcome to the 2021-2022 school year! The NWMS staff is happy that you are a part of our school community and we hope that you find this year to be challenging and engaging. We also hope that you continue to develop and strengthen your character and find the school year to be fun and rewarding. Your continued success through your middle school years will depend on all of us working together and on each student's commitment to staying actively engaged with all classes.

There are numerous ways for parents and families to be involved members of the NWMS Viking Community. We encourage all parents and family members to become members of the PTSO. While we will begin this year under continued COVID-19 restrictions which will limit visitors and volunteers, we do still need the support of our PTSO, and we appreciate everyone becoming PTSO members.

This handbook will serve as a resource and will highlight policies and procedures that impact the day to day operations at NWMS. Please use this as a guide throughout the school year. Please do note that as policies and procedures change, we will do our best to update this handbook and inform parents. We communicate most frequently using the Connect Ed phone and email system. We also update our school's Facebook Page with important announcements. In addition, we ask that all parents stay informed this year by using the school's website.

Thank you for your partnership and your commitment to our school and to your child's education. I am available to help in any way – please email me at francid2@gcsnc.com or you may call the school at 336-605-3333. We look forward to a successful 2021-2022 school year!

Mrs. Francisco

Administrative Staff

Principal.....	Denise Francisco
Assistant Principal – 8 th & 6 th Grade.....	Greta Martin
Assistant Principal – 7 th & 6 th Grade.....	John Steger
Treasurer/Secretary.....	Vickie Oakley
Data Manager.....	Monica Bennett
Front Office.....	Morgan Watson
Front Office/Counseling Office.....	Michelle Lahr
Counselor 6 th Grade.....	Mac McDowell
Counselor 7 th Grade.....	Sharla Martin
Counselor 8 th Grade.....	Katie Thompson
Media Specialist/Coordinator.....	Patty Stringer
Curriculum Facilitator.....	Heather Lenard
School Social Worker.....	Stacy Paschal
School Resource Officer.....	Kevin Cullison
Athletic Director.....	Cindy Thomas
Cafeteria Manager.....	Vangie Smith
Lead Custodian.....	Susan Christian
PTSO President.....	Shelle Woodlief

School Hours

Office Hours 7:30-4:30

Student Academic Hours 8:30-3:30

Students may enter the building beginning at 8:00 am but may not be dropped off earlier than 8:00

Buses will dismiss at 3:40 and all students must be picked up by 3:50

We request no early dismissals the last hour of the instructional day (after 2:30)

Absences and After School Activity Participation

If students are absent from school, they are not able to participate in extra-curricular, clubs, sports activities conducted that same school day.

Achievement Grades

The achievement grade is to serve as a measure of the progress of the individual child in a particular grade and/or subject. Traditional grading symbols (A, B, C, D, F) will be used in GCS middle schools. The following grading scaled will be used in all courses at NWMS:

A = 90-100	D = 60-69
B = 80-89	F = 59 and below
C = 70-79	I = Incomplete

Admission to After-School Events

Students who have been suspended from school may not attend any school event after school. Administration at NWMS may remove students from after school activities as part of disciplinary consequences/procedures.

Arrival at School

Student drop off in the car rider line begins at 8:00 am. No student should exit their car in the car rider line before 8:00 am when the staff member on duty begins the car rider process. No student should be dropped off prior to 8:00 am or from any location other than the official car rider line. The school's front doors will open at 8:00 and all students will enter through the front doors of the school and will scan their One Card/Student ID Badge in the front commons before proceeding to their AA/Homeroom classroom. Students who ride the bus will scan their One Card/Student ID Badge as they exit the bus and then again in the Front Commons as they enter the front doors of the school. Students who do not have their One Card on a particular day will be issued a temporary One Card to scan and wear for the day. See more about One Cards in a later section of this handbook.

Athletics

Students must meet certain age, grade and attendance requirements to be eligible for athletics. They must have a recent physical examination/concussion form on file before they

tryout/practice. There are no exceptions to this rule. Sixth graders may participate in all sports except football.

Students who wish to attend a home or away game as a fan/spectator will have to purchase a ticket to the game. We encourage students to purchase tickets online, but we will have cash ticket sales at the gates. For some home games, we will offer a study hall after school in the cafeteria for students who have proof that they have purchased a ticket or have money on hand to purchase a ticket at the gate. If a student is suspended from school (OSS) or has been assigned in school suspension (ISS), on the day of a game, they may not attend the after-school game at NWMS or an away game at another school. Fans attending athletic events are reminded they are still on school grounds and all school rules remain in place. Fans/spectators are required to remain in the stands and not move to other areas of the school or grounds or roam/play/hangout outside of the game location. An administrator has the authority to restrict continued entrance to after-school sports activities if a student has continued misbehavior at after-school events.

Athletes and fans/spectators should be picked up within 15 minutes of announced ending times after games. An adult/staff member will remain with students until they are picked up. Continued late pickups may cause a student to lose the privilege of attending games and after school events.

For specific information related to athletics, eligibility, and the different sports teams please visit the school website and the athletic tab. There is an athletic handbook for all members of athletic teams.

Attendance

Written excuses for all absences must be sent with your student upon returning to school and should be given to the homeroom teacher. The Guilford County Schools' policy states that if a student is absent, the parent/guardian must send a note with the dates of the absence, otherwise it is considered an unexcused (unlawful) absence. Even if you have contacted the school, we need a written excuse note for our records. Please notify us of anticipated

absences prior to the student's absence by emailing your student's homeroom teacher.

The following absences are considered lawful/excused absences according to the NC State Board of Education Attendance rules:

- a) Illness/injury
- b) Quarantine
- c) Death in family
- d) Medical/Dental Appointment
- e) Court proceedings
- f) Religious observances
- g) Educational Opportunity (with prior approval)
- h) Suspension
- i) Expulsion

Unlawful (unexcused) absences are defined as the student's willful absence from school without the knowledge of the parents/guardians, or the student's absence from school without justifiable causes with the knowledge of parents/guardians. Unlawful absence and/or truancy may lead to disciplinary action and continued unlawful absences may lead to court proceedings involving parents. Parents will receive notification (in the form of a district-level "form letter") at 3, 6, and 10 days of documented absences. Excessive absences will be a factor in considering extended learning, Saturday School, before/after school detention, tutorial, or retention.

Behavior (see more under Discipline heading)

Students are expected to respect themselves and others while at NWMS or at any school sponsored event. Considerable time will be spent at the beginning of the year to address how students should behave on campus. We expect students to come to school prepared to learn. Students who interfere with their own learning or the learning of others will be disciplined following the GCS Student Handbook's Code of Conduct.

Bus Conduct

We take bus safety very seriously. Bus transportation can be revoked if a student's behavior is dangerous or disruptive to the driver or the other passengers. The safety of all students on the road is a priority. School bus drivers have full

authority for actions on the school bus and the following rules apply:

- Remain seated at all times
- Respect the driver and obey instructions from the driver
- Talk at a low volume
- Sit facing the front
- Sit only in your assigned seat (if assigned) and do not move from one seat to another
- Keep legs, feet, arms and belongings out of the aisles
- Keep arms, head and belongings inside the bus
- Don't touch other people
- Food and drinks are prohibited on the bus

The buses have a video/audio monitoring system that rotates periodically to each bus. We will use this as another means of monitoring student behavior and bus safety. Offenses on the school bus will be treated the same as other offenses during the school day and may result in school disciplinary consequences such as ISS or OSS.

NWMS administrators will follow these general guidelines for bus misconduct:

- a) 1st offense: verbal warning and parental contact
- b) 2nd offense: before or after school detention
- c) 3rd offense: 1-2 day bus suspension

Please note that admin will take all variables into consideration and some actions will result in immediate removal from a bus.

Parents/guardians must provide transportation while a student is suspended from the bus. Missing school because of a bus suspension is not an excused absence.

Buses

Students who live within the attendance zone of the school are eligible for school bus transportation. Students must get on and off the assigned bus at their assigned stop. Due to limited space on buses we are not able to accommodate students riding home with friends on other buses they are not

assigned to. Once you have requested a bus it can take up to 10 days for the route to be processed and the stop created for the student. For questions about bus assignment please call the bus office at 336-370-8920 or the NW transportation office at 336-605-3305.

Car-Riders

The car rider line at NWMS is the only location that a student should exit a car for arrival each day or enter a car during dismissal. Please do not put any child in danger by having students walk to or from any parking lot or street near the school. Because the high school has one-hour different start and end times, students are not able to ride to or from school with high school friends, neighbors, or siblings. The only students with permission to walk to or from the high school are the ones whose parents work at NW High School. The only locations that are approved for walking are locations that bus routes are not created for based on walkability determined by the school system. If you live within walkability to the school and wish for your child to walk to or from school, you must get approval from the grade level administrator each school year.

In the afternoon, car riders will be called to the car rider line when their car tag number is displayed in the classroom via Teams. Therefore, the only way for car riders to be picked up is for the parent to be in the official car rider line where the staff member will see and enter their car tag number into the Teams program. Please display your car tag number on the rear-view mirror each day.

Cell Phones

Students are permitted to bring cell phones to school. However, they are not allowed to have these devices out during the school day unless given direct permission by a teacher or staff member. The school does not take any responsibility for lost, damaged, or stolen electronic devices including cell phones. If necessary, the administration may hold a student's device in the office and ask a parent to pick the device up at the end of the school day. Repeated offenses will require the student not bring the device to campus.

Child Custody Concerns

We refer to birth certificates and court paperwork for parental rights. If there is a change in the custody of your child, please advise us by contacting our front office/school administration/counseling department. Please present us with any court ordered documents. We must be able to present/refer to a copy of the court's order should a situation arise.

Chromebooks/Student 1-1 Computer Devices

Chromebooks will be provided to each student to use during the instructional day. These devices should travel to and from home and school each day. Students are expected to charge their Chromebook each night so that it comes to school each day with a full battery/charge. Specific policies related to Chromebook care and usage will be distributed when the devices are issued. Students who misuse, mistreat, or disregard school and teacher directions with regards to technology may face disciplinary actions including loss of privileges or other disciplinary actions.

The wide variety of technology makes it challenging to monitor and control in a school environment. A student who violates any portion of the Acceptable Use Policy may immediately lose the privilege to use their school issued device at school for a length of time commensurate with the nature of the violation.

Clubs and Extra-Curricular Activities

Every student at NWMS will have the opportunity to participate in clubs. Clubs will be set up according to student and teacher interests. Information on available clubs will be shared with all students upon implementation. Students should be picked up within 15 minutes of announced club ending times. An adult will remain with these students until they are picked up. Excessive late pick-ups can be cause for a student to be limited in attending future club meetings.

Communications

School wide communications will be sent via the Connect Ed Phone and Email System. Please keep your phone number and email updated in

PowerSchool so you can receive these messages successfully. Contact our school's Data Manager in the main office to update your contact information in PowerSchool.

The school website and the school's Facebook page will also be used to share school news/updates.

Counseling Department

Our school counselors are available to work with students and their families regarding personal problems, academic concerns, schedules, and a variety of other areas. To contact your school counselor please call 336-605-3333.

- 6th Grade – Mac McDowell
- 7th Grade – Sharla Martin
- 8th Grade – Katie Thompson

Discipline

Most discipline is handled by classroom teachers as minor incidents. Teams of teachers and grade levels have developed consistent and clear rules for behavior with their students. Severe and repeated discipline problems will be documented as office referrals and the administration will handle according to the Guilford County Schools Board Policy and the District Code of Conduct that can be found in your GCS Handbook.

The administration will make decisions based on individual students and situations. Administrators may use before or after school detention, removal of privileges, in school suspension, and out of school suspension up to ten days, or recommend long term suspension up to 365 days for violations of the GCS Student Code of Conduct. Additional information can be found in the GCS Student Handbook. This handbook will be distributed to students at the beginning of the year or will be made available online.

Grade Level Administrators for Office Referrals:

- Greta Martin
 - 6th Grade Teachers – Boggs, Hopkins, McNicholas, Lankford, Woodrow, Matherlee
 - 8th Grade Level

- John Steger
 - 6th Grade Teachers – Jordan, Miller, Cowie, Brown, Williams, Ellison
 - 7th Grade Level

NWMS Viking Behavior Expectations:

1. Be respectful in words and actions
2. Be on time
3. Be prepared for learning with all assignments, supplies and materials
4. Follow instructions and respond respectfully and positively to all adults
5. Follow teacher, team and school guidelines
6. Demonstrate responsibility for learning with active engagement in all instructional activities

Viking Sail – Show Accountability, Act Respectfully, Invest with Integrity, Live Responsibly is part of the NWMS Positive Behavior Support Plan and School Improvement Plan. Viking SAIL is a process for sustaining school-wide effective disciplinary practices that include teaching prevention and reinforcement strategies. Our guide to the Viking SAIL process is the Viking SAIL Matrix. This matrix breaks down each aspect of the student behavior into two main categories: being responsible and being respectful. Each specific aspect (such as hallways, classrooms, cafeteria, etc.) is taught to students by modeling, defining, discussing and reviewing the expectations for appropriate behavior. Once all rules have been taught and clarified, students are expected to follow them.

Our mission with behavior and the Positive Behavior Support Plan is always to encourage students to show appropriate behavior. We aim to create a school environment where being recognized for doing the right thing will be a stronger motivator than receiving consequences for being inappropriate.

Emergency Medical Treatment and Accidents

Members of the school staff take every precaution to ensure the safety of students throughout the school year; however, accidents do occur. When a

student is injured on the campus, he/she is seen in the office or by the school nurse if the nurse is on campus. In the event of minor scrapes, the area will be washed and bandaged. Appropriate staff will complete an accident form that is sent to our central office. In the event of a more serious accident we have First Responders on staff and will call 911 if needed.

Field Trips

At the current time (beginning of the 21-22 school year) Field Trips have not returned as a result of COVID-19 restrictions. However, once field trips have returned the following information is important. When a student leaves the school grounds any time during the school day for a school-sponsored activity or participates in an evening or overnight/weekend school trip (excluding athletic events), he/she must have written permission for the parent in the form of the district provided Field Trip Permission Form. We encourage all students to participate on all trips. Expectations for student behavior is maintained both on and off campus.

Forgotten homework, band instruments, lunches

If you need to drop off an item to your student, please ring the doorbell at the front door of the school. A member of our office staff will come downstairs to retrieve the item and deliver it to the student. Please remember the natural consequences for leaving items at home may be the best way to curb the behavior.

Homework

Teachers will assign some form or amount of homework. Please make homework a priority at home. Students who consistently fail to complete homework, will most likely, experience difficulty in class.

Inclement Weather and Remote Learning Days

GCS has eliminated “snow days” or “inclement weather make-up days” from the GCS Calendar. Instead of making up missed days of school, students will learn remotely on days cancelled due to weather, emergencies, or COVID-19. Because of this, it is very important that students take their

Chromebooks to and from school each day and that they charge their Chromebooks each night at home. Our teachers will be prepared to pivot instruction to remote learning if school is cancelled for an emergency, COVID-19, or inclement weather. Teachers and students will continue to use/access Canvas this school year and if there is a remote learning day, they will use Canvas to access assignments and Teams to join their teachers for live online learning sessions.

Calls about in-person learning being cancelled will be sent from the district via Connect Ed. Please also monitor the local TV channels, GCS TV on Cable, the district’s website (www.gcsnc.com) for the most recent school closing and delay information. The district also uses Facebook and Twitter to communicate announcements throughout the school year.

K-12 Payment Center

Parents are encouraged to use the K12 Payment Center for lunch costs and all school related fees including field trip costs. To create your account or use an already established account visit www.k12paymentcenter.com. You will need your student’s ID number as you set up your account. There is a small fee associated with payment transactions.

Late Arrivals and Early Dismissals

Students must be present for half of the school day for the student to be marked “present” for the day. In order for students to be counted present, students must check into school no later than 12:00 pm and cannot check out prior to 12:00 pm (i.e. 12:00 pm is the halfway mark of the school day for being counted present either prior to 12:00 or after).

For late arrivals, a note signed by the parent is required to explain the tardy. When the student arrives, he/she should ring the front doorbell and speak with a member of our front office staff who will verify who the student is and come down to open the front door of the school. The student’s One Card will be scanned at that time and Tardy Slip will be printed that the student will provide to the teacher to be admitted to class. The tardy will

be considered “unexcused” until a note of explanation from the parent is received (please send in at the time the student is arriving if at all possible).

For early dismissals:

- The area around the school and the front office get extremely busy toward the end of the day. We also aim for students to remain in their final class of the day for its entirety unless there is an emergency need for a student to leave school. For these reasons, we do not allow – on a routine basis – for early dismissals to occur after 2:30 pm – the final hour of the school day. Of course, we realize there will be emergencies or appointments that every now and then can only be scheduled at a time that requires a dismissal during this time but as a general rule we limit early dismissals during the final hour of the school day. We greatly appreciate your cooperation and support with this procedure as it does support our students having a strong academic day all the way to the dismissal bell.
- Students who will be leaving school early during the day for an appointment should bring a note to their Homeroom teacher who will turn it in to the office that morning. The office will then notify the teacher of record who will have that student at the time of the early dismissal.
- When you arrive to pick your student up, please ring the front doorbell and an office staff member will verify your Driver’s License and ask for your birthday to verify in PowerSchool. We will then call the student out of class to come to the front of the school to meet you at the front door. Students will only be allowed to leave the classroom once the office calls to remind the student so please do not text or contact your student to tell them to come to the front doors without being called from the Front Office.
- Students will not be allowed to leave with anyone not listed as a contact in PowerSchool. To ensure the safety of our

students we check the ID and verify the birthday of every adult picking up a child. If someone other than a “contact” needs to pick up your child, please communicate with the front office. If we do not hear from the parent/guardian, we will not let anyone check out a student. Please verify with the school counselor and/or our Data Manager if there are any special custodial agreements that should be noted for your child and provide us a copy of necessary court orders/paperwork.

Leaving messages for students

In case of emergencies parents/guardians may leave messages for students with the front office at 336-605-3333. To avoid interrupting instructional time, messages will be delivered between class changes. As a reminder, we do not allow students to use their cell phones during the day so please do not text or call your student on their cell phones during the school day.

Lockers (gym)

Gym lockers are for storing clothes for PE Dress Out only. These lockers are used by students during their PE class only and other students in other grade levels may use the same locker at a different time of the day. Gym lockers may be searched by school administrators if there is suspicion or need. All locks will be provided by the school and no personal locks may be used at school. Record your locker numbers and combinations and keep them at home. Do not share lock combinations with anyone.

Lockers (hallway)

Due to students no longer being issued multiple textbooks and to protect instructional time and lessen the amount of time needed to change between classes we will not use the hallway lockers during the 21-22 school year. This is also due (during the start of this year in particular) to COVID-19 restrictions and the need to keep 3 ft. of distance between students in hallways.

Lost and Found

Do not bring valuable items to school. Students should check with the office after school to locate lost items. Mark coats and hats with the student's name to help retrieve lost items. Items in Lost & Found will be cleaned out monthly and donated to local agencies.

Make-up work (for absences)

According to GCS Board Policy, "students are responsible for all work missed when absent from school. Immediately upon returning to school, students must make arrangements with their teacher(s) to make up all work (assignments, tests, projects, etc.) missed while absent". All make-up work including tests and quizzes must be completed or arrangements made within three school days of returning to school.

Students may also use Canvas to stay up to date with current assignments while they are absent from school.

Teachers will, upon request, prepare assignment packages for students with extended illnesses or planned absences or direct the students to the Canvas page.

Media Center

The media center operates on a flexible schedule. Students may checkout library books with permission from their teacher to visit the Media Center. Individual students, small groups, and whole classes use the media center for research and producing academic projects.

Teachers and the media coordinator educate students regarding Guilford County Schools' acceptable use policies in technology. Students must adhere to guidelines, including but not limited to printing, games and Internet access policies, whenever they use any school computers or GCS owned devices or the secure network.

Medication

Students are not allowed to take medicine without supervision. A medication form must be returned before we can administer any medicine to a student.

The form must be completed and signed by the parent/guardian and verified with the doctor's signature. Medicines must be brought to the school – please ring the front doorbell and an office staff member will come down to the door to collect the medicine and forms. Students will be allowed to come to the office at the designated/prescribed times so that the medicine can be administered in the office by a member of the office staff.

This procedure applies to all medications, including over the counter medications. Teachers cannot administer medication to students, including (but not limited to) aspirin or cough medication.

Inhalers and EpiPens that are required/prescribed to remain with the student at all times will be kept in the student's backpack but the medical form must be on file in the main office in order for the student to have the inhaler and/or EpiPen in their bookbag.

Northwest High School Campus

The high school campus is off-limits to all middle school students during all regular school day hours. Middle School students may attend school functions at the high school if they have purchased a ticket to attend a sports event or have been invited to the campus for a function. Middle School students are not allowed to walk to or from the high school parking lot during arrival or dismissal.

One-Card

All GCS students will be issued a ONE CARD to be worn at school and all GCS sponsored events.

Students must display their ONE CARD at all times they are on campus by wearing the ONE CARD around a lanyard. They may not keep the card in their bookbag, pocket, or jacket.

Students will scan the ONE CARD when they enter and exit a GCS school bus and when they enter the front door area of the school. There will be four scan stations in the front commons and each day students will scan their cards as they enter the building. If a student is late arriving to school, they will scan their card upon arrival and a tardy pass will be printed.

If a student forgets their ONE CARD, we will manually enter the information in that particular day and issue the student a temporary ONE CARD.

If a student loses their ONE CARD, they will be issued a replacement (there may be a cost associated with replacing the card and the fee amount is still being determined for the 21-22 school year).

We will provide all students with a lanyard at the beginning of the year. It is important that students not take their ONE CARD off the lanyard or lose the lanyard because we will be limited on the number of replacement lanyards we will be able to provide and there may be a fee associated with replacing lanyards. Pictures for ONE CARDS will be taken at the beginning of the year and new cards with updated pictures will be printed. Until the updated pictures are taken, and new cards printed, we will need students to wear the ONE CARDS that we provide at the beginning of the school year with the previous year's picture.

Please understand that the use of the GCS ONE CARDS are a part of our school system safety protocols and it is a district expectation that all students have this ID card on each school day. If you lose your ONE CARD, please notify our front office so that we can print you a new one.

Parent Teacher Student Organization (PTSO)

The Parent Teacher Student Organization is an excellent way to contribute to your child's school. Memberships are \$20.00 per family and help us provide materials and funding for many school activities. Please visit the PTSO website for information about the current officers, events, spirit wear, and fundraising activities.

Your PTSO Officers for the 21-22 school year are:

President - Shelle Woodlief,
shellewoodlief@triad.rr.com

VP of Fundraising - Katie Stainback,
katie.stainback1@gmail.com

VP of Communication – Erica McDowell,
Erica.McDowell@outlook.com

Secretary – Julie Surprenant, jsurprenant17@gmail.com

Treasurer – Paige Riordon, paigeriordon@hotmail.com

Report Cards & Interim Progress Reports

Our goal is to provide a high-quality education for each student. This can best be accomplished in partnership between teachers, students, and parents. Please keep your contact information updated in PowerSchool and update our Data Manager if changes occur with your phone number, address, or email address. On-going/current grades can be viewed through the PowerSchool Parent Portal at <https://gcsnc.powerschool.com/public/home.html>.

The dates listed below have been established by GCS for Interim Report Dates and Report Card Dates. The Interim Grades will be viewed through PowerSchool Parent Portal and the official quarterly Report Cards will be emailed to parents. You will need your student's Student ID # to access the Report Card in the email and also to access the PowerSchool Parent Portal.

Interim Report and Report Card Dates				
	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Interim Report Grades Posted in Power-School				
Grading Period Ends				
Report Cards Emailed to Parents				

School Insurance and accidents

Guilford County Schools does not automatically provide insurance coverage for students. Therefore, you have the option to purchase accident insurance to cover unforeseen injuries at www.k12studentinsurance.com. Please contact the school if you would like the front office to print off the parent application for your use.

School Meals – Breakfast and Lunch

Students may bring their own lunch or purchase a lunch from the cafeteria. Students may not bring soda, caffeinated or energy drinks. Students may bring water, flavored water, sports drinks, and/or juice. No glass bottles or containers. All drinks should have a flip or screw top lid. Students may not receive lunches at school using any delivery system or service.

There are no charges for meals during the 21-22 school year.

Smoking/Vaping

In accordance with GCS Board of Education Policy CPGA, the use of tobacco products, juuls, e-cigarettes or other vaping devices is prohibited. Students may not possess these items while they are on school grounds (including school, bus, bus-stop) or at any school sponsored activity or event.

Staying after school

All students are to leave school properly at dismissal time unless they are staying for a supervised and school-sponsored activity. Students who are not with their supervising adult, club, sports team, etc. should be picked up from the car rider line each day by 3:50.

Student Dress Code

Please see the back of the handbook for the specific NWMS Dress Code.

The dress code is in place to promote a safe environment conducive to learning. Students who are found out of compliance with the dress code will be asked to call home to bring appropriate clothing. Students will have consequences from school administration for repeated violations of the dress code.

Student Pictures and Yearbook

NWMS partners with Lifetouch for our school pictures and yearbook. A professional photographer will take fall and spring pictures as well as club and sports pictures. You are under no obligation to purchase pictures but the pictures will be available to purchase in a variety of package

options. All students will be photographed in the fall for the Yearbook unless a parent requests otherwise.

- Fall pictures: Sept. 21 (Make Ups: Oct. 12)
- Club/Sports: Feb. 17
- Spring pictures: Mar. 11 (no Make Ups)

Student Recognition

Students are recognized for the following honors throughout the school year:

- A Honor Roll (Quarterly)
- A & B Honor Roll (Quarterly)
- Perfect Attendance (Quarterly)
- S.A.I.L. (School Pledge – Quarterly)
- Spirit of Excellence – Character Awards (Monthly Breakfast)

Student Records

Student cumulative records are maintained in the Counseling Department/Main Office. These records are confidential and are protected by the “privacy act”. A child’s custodial parents may request to see these records and to have copies of these records.

Telephones

Students may be permitted to use the office phones for illness only. No other cellular phones or electronic devices are permitted to be on during the instructional day. If seen or heard (unless given direct permission to use by a teacher for a learning event), devices may be confiscated and turned into the front office/grade level administrator. Phones will then be returned to the student at the end of the day or the administrator may contact the parent and require that they pick the phone up from the office.

Textbooks, Damage Fees, Money Owed

Notification of fees and monies owed will be sent home periodically. Final report cards may not be sent home for students who owe money for any damaged or missing school property (textbooks, Chromebooks, library books).

Visiting/Volunteering at NWMS

At the beginning of the 21-22 school year we are still under COVID-19 restrictions that will not

allow us to have visitors or volunteers in the school building.

However, once these restrictions are released the following are our normal practices for visitors and volunteers.

We welcome you into our school! All visitors must ring the doorbell to be allowed entrance into the school. Please check in at the main office and apply your visitor's badge. If you want to meet with or speak with a particular teacher, please arrange an appointment with the teacher during their planning time or before or after school at least 24 hours in advance. You may leave a message for teachers in our main office by calling 336-605-3333 or ask to leave the teacher a voicemail. You may also contact teachers via email to arrange times to meet.

Parent volunteers are welcome and are an important part of the school program. Anyone desiring to serve as a volunteer at NWMS may contact the school office or PTSO officers. Volunteers are required to be Board of Education approved and criminal record checks are mandatory for all

volunteers. Visit www.gcsvolunteers.com to complete this process.

Northwest Guilford Middle School Dress Code



Viking SAIL

Students will adhere to the Dress Code included in the GCS Student Handbook. In addition, students at NWMS are accountable and will dress with integrity. It's the Viking way.

1. Tank tops and muscle tops are permitted provided there are no extended cutouts under the armpit. Spaghetti straps, off the shoulder, and one shoulder tops are not permitted. Bare midriff and bare backs are not allowed. Necklines of shirts should not be any lower than the top of the underarm and should not show cleavage.
2. Shorts, skirts and dresses must not be shorter than mid-thigh.
3. Pajama pants and "soffe" shorts are not to be worn.
4. Undergarments may not show. See-through, mesh, or sheer clothing must be worn with appropriate garments underneath.
5. Shoes must be worn at all times.
6. Jeans or pants should not have holes above mid-thigh.
7. All attire must be free of references to alcoholic beverages, tobacco, and illegal drugs. No offensive, vulgar or profane statements or visual advertisements are allowed. Confederate flags may not be worn. Clothing with messages printed across the seat is not permitted. Messages on clothing should not detract from the school environment or disrupt the learning process.
8. Bandanas, hats, hoods and sunglasses are not to be worn in the building.

Administration reserves the right to modify this policy as necessary and further reserves the right to determine what is considered inappropriate or disruptive. Students will be given the opportunity to change clothes on the first offense. Repeated offenses will likely result in disciplinary action for non-compliance to school rules.

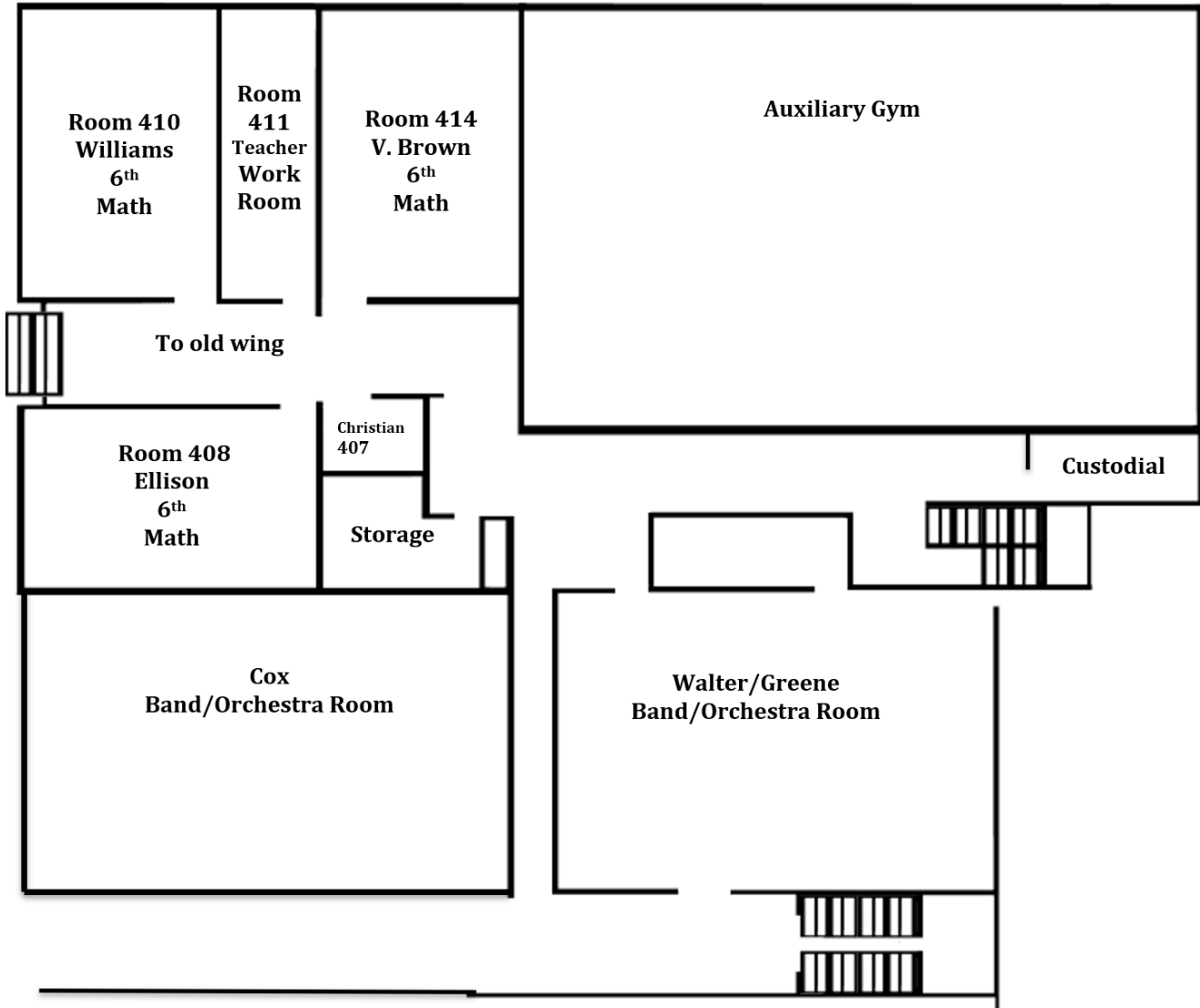
Updated 8/14/2019 per NWMS school leadership team

Main Building Upstairs

Northwest Middle School Upper Level 2021-2022 Room Assignments

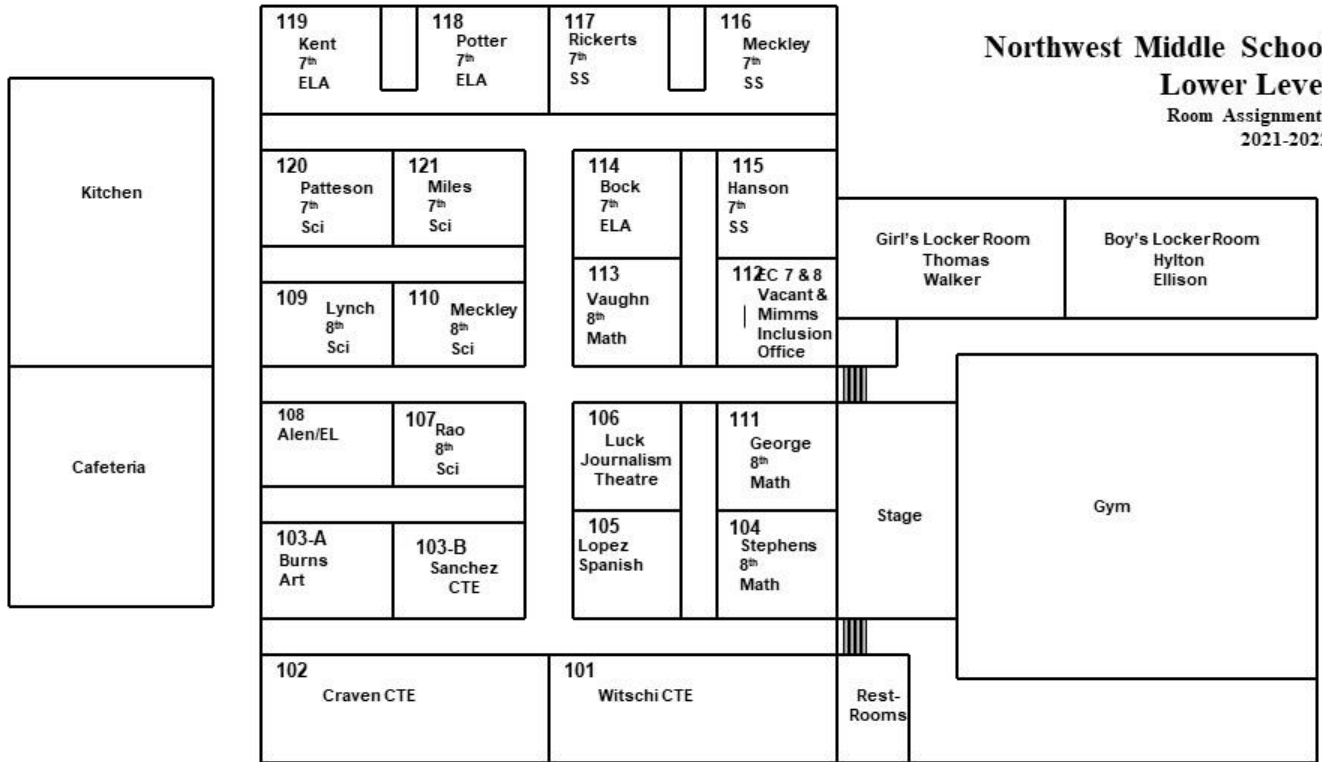


New Wing Upstairs – 6th Grade Math
New wing
Room Assignments 2021-22



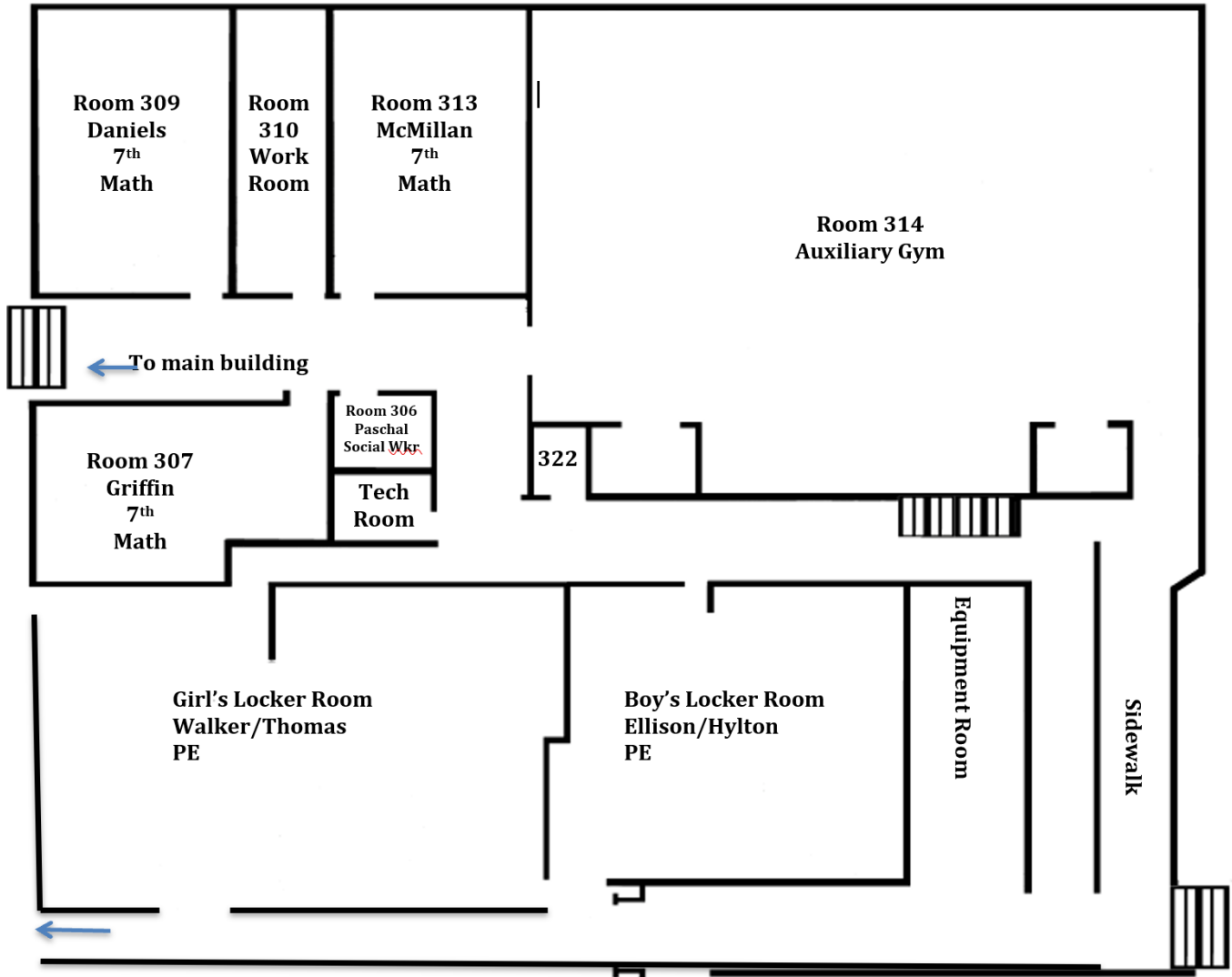
Map Downstairs Main Building

Northwest Middle School Lower Level Room Assignments 2021-2022



Map Downstairs New Wing

New wing Downstairs Room Assignments 2021-2022



Map Mobile Units

Northwest Middle School Mobiles

Room Assignments 2021-22

