NORTHWEST GUILFORD MIDDLE SCHOOL

Family Handbook

2026-2027

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

CeCe Matson, Principal

Liz Mitchell, Assistant Principal

Dr. Suzanne Hedberg, Assistant Principal

Welcome to the 2026-2027 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. Our PTSO President is Philip Gunst and you can learn more about joining the PTSO and the many ways they support our school by visiting their website at nwmsptso.org. 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, please 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 matsons@gcsnc.com or you may call the school at 336-605-3333. We look forward to a successful 2026-2027 school year!

Mrs. Matson

Administrative Staff

Principal – 8th ……CeCe Matson
Assistant Principal – admin for 7th …….Dr. Suzanne Hedberg
Assistant Principal – admin for 6th…..….Liz Mitchell
Treasurer/Secretary……...Ashley Callender
Data Manager……Emily Riley
Front Office……...Tara Powell
Front Office/Counseling Office……Shawna Phelps
Counselor half of 8th & 6th Grade……..Sharla Crockett
Counselor half of 8th and 7th Grade……Katie Thompson
Media Specialist/Coordinator……....Patty Stringer
Curriculum Facilitator……Kristin Skordahl
School Psychologist……...Allyson Laesch
School Social Worker……....Donovan Waddell
School Resource Officer……Jim Scott
Athletic Directors…… Wendy Walker, Barry Ellison, Cody Hylton
Cafeteria Manager……....Mercedes Wiglesworth
Lead Custodian……..Susan Christian
PTSO President……....Philip Gunst

School Hours

Office Hours 7:30-4:15
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 in the car rider line by 3:50.
We request no early dismissals the last 30 min. of the instructional day (after 3:00).

Absences and After School Activity Participation
If students are absent from school, they are not able to participate in extra-curricular, clubs, sports, and theatre 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

Individual teachers' grading policies will be shared in the Course Syllabus (handed out at the beginning of the school year) and posted on their teacher website and/or Canvas course.

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.

If a student is absent from school they are not allowed to return after dismissal for after school events including sports, clubs, theatre, extracurricular events, practices, etc.

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, proceed through the Body Scanner, and will then scan their One Card/Student ID Badge before proceeding to breakfast or their Homeroom classroom.

Special Note for families that live across NW School Road (across the street from the 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. The neighborhoods across the street from our school **do** have a bus and a bus route and students who live across the street are encouraged to ride this bus. If you live within walkability to the school and wish for your child to walk to or from school please understand that we are not able to safely monitor this and parents should plan to ensure that their child remains safe along NW School Road – especially if they will be crossing this busy road.

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. 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.

Students who wish to attend a home or away game as a fan/spectator will have to purchase admission to the game. We will have cash ticket sales at the gates and students will be stamped for entrance. 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.

Expectations for Athletic Events:
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. All students are responsible for their own belongings. Do not leave belongings unattended.

All students should be respectful of the other team(s), officials, and other fans in the stands – no taunting, or name calling or inappropriate comments or gestures. Students should not throw objects in the bleachers or onto the main gym floor.

Athletes and fans/spectators should be picked up within 15 minutes of announced ending times after games. Continued late pickups may cause a student to lose the privilege of attending games and after school events. During basketball season, if a student is staying for both games, they should call for their ride at the end of the 3rd quarter of the last game.

An administrator has the authority to restrict entrance to after-school sports activities if a student has continued misbehavior at after-school events.

Clear Bag Policy for Athletic Events:
GCS adopted a Clear Bag Policy for all athletic events in the fall of 2022. Fans will only be allowed to bring clear bags to GCS athletic events. Please review the policy in full detail on the GCS website.

You are permitted to bring:

- Clear plastic or vinyl bags that are no larger than 12" x 6" x 12"
- One gallon-sized clear plastic storage bag
- Small, clutch bags that are no larger than 4.5" x 6.5"

You are NOT permitted to bring:

- Purses larger than a clutch bag
- Briefcases
- Backpacks
- Fanny Packs
- Cinch/Drawstring bags
- Luggage
- Computer/Camera Bags

Medical bags, as well as diaper bags with an infant/toddler present, are allowed but are subject to inspection at the entrance. Small clutch purses, with or without a handle or strap, are also permitted and subject to inspection. A camera and other devices can be carried into the venue if they are not in their own bag.

Fans carrying bags that do not meet the criteria will be asked to return prohibited items to their car.

Attendance

Written excuses for all absences must be sent with your student upon returning to school and should be given to the homeroom teacher or placed in the basket for attendance notes in the Main Commons. 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 via phone, 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. Students are considered Chronically Absent if they have missed 10% or more school days.

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.

Bell Schedule
Please see the back of the handbook for a copy of the Master Bell Schedule.

Bullying and Harassment
Bullying, Harassment or discrimination are serious and will not be tolerated. Bullying is defined as conduct intended to intimidate, discredit, injure or disturb a student or groups of students to the extent that the behavior causes mental and/or physical harm to students and is sufficiently severe, persistent and pervasive so that it creates a learning environment that is intimidating, threatening or abusive. Bullying can occur face to face, in writing or through use of electronic means such as the internet, emailing or text messaging. Cyberbullying can include the use of personal web sites to support deliberate, repeated and hostile behavior intended to cause harm to persons or groups.

If you feel that you have been the victim of Bullying please report it immediately to a teacher, counselor, administrator, or staff member. You can also fill out the Bullying Reporting Form found on the GCS Website.

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
- Do not use your personal cell phone device to record other students, post on social media sites, or cause any type of disruption to the bus route, other students, driver, or interfere in any manner that is in violation of our Student Code of Conduct.

The buses have a video/audio monitoring system. 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 removal from the bus and/or 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, during or after school detention, possible bus suspension
c) 3rd offense: bus suspension for a day or multiple days depending on the incident and/or ISS/OSS

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.

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 to which they are not assigned. Once you have requested a bus it can take up to 10 days for the route to be processed. For questions about bus assignment please call the Transportation Department at 888-511-4427. You are also able to use the Transportation Website for additional support with bus concerns.

Cafeteria and Food Services/Support

You can reach our cafeteria manager, Mercedes Wiglesworth, by calling 336-605-3333. For information about Food Services and menus visit the GCS Nutrition Department Website.

Students may bring their own lunch or purchase a lunch from the cafeteria. Please do not bring glass bottles or containers. Students may not receive lunches at school using any delivery system or service. Parents wishing to eat lunch with their student should sign in and be issued a Visitor Badge. Due to limited space in our Cafeteria, eating lunch with your student is requested to occur on nice weather days so that you can eat outside at one of our picnic tables with your child (we cannot allow additional students to join).

Families can complete the Free and Reduced Lunch Form and return to our school as soon as possible. This form will ensure that families receive EBT benefits. You can also access the form at lunchapplication.com.

Another food resource that NWMS partners with is the Guilford Backpack Ministry. This service provides those in need with food on a monthly basis. The program is confidential, and food can be picked up monthly or delivered to the home. To inquire about this service please contact our school social worker, Donovan Waddell, at waddeld@gcsnc.com or Shawna Phelps in our Guidance Office at phelpss2@gcsnc.com or at 336-605-3333. You can also contact your grade level counselor to request participation. For more information please visit the Guilford Backpack Ministry website.

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. The neighborhoods across the street from our school **do** have a bus and a bus route and students who live across the street are encouraged to ride this bus. If you live within walkability to the school and wish for your child to walk to or from school please understand that we are not able to safely monitor this and parents should plan to ensure that their child remains safe along NW School Road – especially if they will be crossing this busy road. 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. When you attend Open House you will be able to visit a table to register for and pick up a Car Rider Tag. Please make sure your child writes down and knows/remembers his/her Car Tag number for the first day (and remaining days) of the school year.

Cell Phones, Smartwatches, Meta Glasses and Ear Pods

Students are permitted to bring cell phones and ear pods to school. However, they are not allowed to have these devices turned on or have them out of their book bag during the school day unless given direct permission by a teacher or staff member. Smartwatches need to be put in "school mode," and students must not be on them throughout the day.

The school does not take any responsibility for lost, damaged, or stolen electronic devices including cell phones, ear phones, Meta Glasses and/or Air Pods. If necessary, a teacher and/or the administration may hold a student's device and ask a parent to pick the device up at the end of the school day or school week. Repeated offenses will require the student not bring the device to campus.

All cell phones, Meta Glasses and ear pods must remain in bookbags and turned off throughout the school day. Because students are not allowed access to cell phones during the school day, please use the school's main phone number (336-605-3333) to call or communicate with your child during the school day.

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 and Technology Use

Chromebooks will be available for student use during the instructional day as needed. Students are expected to use school-provided devices responsibly and follow all school and teacher expectations for technology use. Chromebooks will remain at school and will be stored and charged for student use.

Teachers may choose to monitor and manage student technology use during instructional time utilizing GoGuardian software provided by GCS Technology Services. Students who misuse, mistreat, or disregard school and teacher directions and expectations regarding appropriate use of technology, or who violate any portion of the GCS Acceptable Use Policy, may face disciplinary action, including loss of technology privileges or other disciplinary consequences commensurate with the nature of the violation.

Additional information related to Chromebooks and technology policies may be found under the Media Center tab of our school website.

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. To see a list of clubs, please visit the Activities Tab on the School Website. Students should be picked up at the announced club end time. An adult will remain with students until they are picked up. Excessive late pick-ups can be cause for a student to be limited in attending future club meetings. Students must have attended school that day in order to participate in an afternoon club/activity.

Communications

School wide communications will be sent via the Connect Ed Phone and Email System. Please keep your phone number and email updated in Infinite Campus so you can receive these messages successfully. Contact our school's Data Manager in the main office to update your contact information in Infinite Campus. 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.

- Sharla Crockett: 8th Grade (last names A-L) and 6th Grade
- Katie Thompson: 8th Grade (last names M-Z) and 7th Grade

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 (Chromebooks, library books).

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 these according to the Guilford County School 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:

- 6th Grade – Liz Mitchell
- 7th Grade – Dr. Suzanne Hedberg
- 8th Grade – CeCe Matson

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 rules and guidelines
6. Demonstrate responsibility for learning with active engagement in all instructional activities.

Viking SAIL:

S - Show Accountability
A - Act Respectfully
I - Invest with Integrity
L - Live Responsibly

Viking SAIL 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. Our work will also be to allow for restorative practices that encourage students to take responsibility for their actions and remain engaged and in school each day.

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, they are 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. In the event of a more serious accident, we have First Responders on staff and will call 911 if needed.

Field Trips

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), they must have written permission from the parent in the form of the district provided Field Trip Permission Form. We expect 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, enter the school and bring the item to the desk in Front Commons. Our staff will call your student to retrieve the item. Please remember the natural consequences for leaving items at home may be the best way to curb the behavior.

Homework

Teachers may assign some form or amount of homework. Please make homework a priority at home. Students who consistently fail to complete homework may 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 canceled due to weather and/or emergencies.

Since students will not take Chromebooks home each day, teachers will provide paper-based assignments and learning activities for students to complete on remote learning days. Students should keep these materials in a safe place and bring completed work back to school when in-person instruction resumes.

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.

SchoolCafe Payment Center

Parents are encouraged to use the SchoolCafe 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 https://www.schoolcafe.com/guilfordcountyschools You will need your student's ID number as you set up your account.

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 or a note from the appointment is required to explain the tardy. When the student arrives, they should ring the front doorbell and speak with a member of our office staff who will verify who the student is and open the front door of the school. The student will scan their One Card and a 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.

For early dismissals:

- The area around the school and the front office get extremely busy toward the end of the day. We 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 3:00 pm. Of course, we realize there may be emergencies or appointments that are unavoidable during this time, but as a general rule, we do not permit dismissals during the last 30 minutes. 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 and place it in the Attendance Basket in Front Commons or give it to their homeroom teacher.
- When a student becomes ill during the school day, they should notify their current teacher who will then notify the main office. Students will not be allowed to text/call a parent from their personal device to let them know they are not feeling well or need to be picked up. Students feeling ill will be dismissed from their current class by their teacher to come to the office to phone home using an office phone. They will wait in the office/sick room until the parent arrives.
- When you arrive to pick your student up, please ring the front doorbell and our office staff will verify your identity and allow you to enter the school. Please bring your Driver's License with you because you will scan your Driver's License to verify that you are on the student's approved pick up list.
- Students will not be allowed to leave with anyone not listed as a contact in Infinite Campus. To ensure the safety of our students anyone picking a student up must scan their driver's license. If someone other than a "contact" needs to pick up your child, please communicate with the main 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 (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 26-27 school year. Please remind your student to empty old contents from their bookbag so that it is not too heavy. If your child's bookbag is too heavy during the school day they can work with their homeroom teacher or last teacher of the day to store some items in classrooms. Teacher's will work to accommodate the contents of bookbags and ensure that students are not being required to carry items that are too heavy throughout the school day. If you have a concern about the weight of your child's bookbag please let the team of teachers know so that they can assess the items that are being carried each day and work with the student and their belongings.

Lost and Found

Do not bring valuable items to school. Students should check Lost & Found to locate missing items. Mark coats and hats with the student's name to help retrieve lost items. Items in Lost & Found will be cleaned out periodically 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 are expected to use Canvas to stay up to date with current assignments while they are absent from school.

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 turned in 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 by a parent or guardian – please bring medicine to the Main Office. 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 remain on campus at the middle or high school while they wait for a high school event to begin. They must go home and then return to the high school event. Middle School students are not allowed to walk to or from the high school parking lot during arrival or dismissal unless they have signed permission from a middle school administrator.

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 doors of the school. If a student is late arriving to school, they will scan their card upon arrival and a tardy pass will be printed. One Cards are also used to purchase food in our Cafeteria and to check out books from the Media Center. Your One Card also serves as a Library Card for Greensboro and High Point Public Libraries.
If a student forgets their One Card, they will manually enter their Student ID # into the Scan Station. If a student loses their One Card, they will be issued a replacement card for a $5.00 fee. It is our expectation that students always have their One Card so if your student loses or damages their One Card, we will expect the student to purchase a replacement card. Students should not deface or alter their One Card and students should not be in the possession of another student's One Card.
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.

Please understand that the use of the GCS One Card is 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, notify your homeroom teacher 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 President for the 26-27 school year: Philip Gunst, nwmsptso.org.

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 Infinite Campus 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 Infinite Campus Parent Portal at www.gcsnc.com/campusparent. Parents are encouraged to check Infinite Campus weekly to monitor grades and attendance. The parents of students with a D or F at Interim Dates and End of the Quarter will be contacted by the teacher.
The dates listed below have been established by GCS for Interim Report Dates and Report Card Dates. The Interim Grades will be viewed through Infinite Campus 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 Infinite Campus Parent Portal.

Directions for setting up your NCSIS, powered by Infinite Campus can be found at www.gcsnc.com/campusparent or via the Campus Parent mobile app.

Interim Report and Report Card Dates				
	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Interim Reports Emailed to Parents	Sept. 29	Dec. 8	Feb. 25	May 6
Grading Period Ends	Oct. 29	Jan. 22	Apri. 2	June 10
Report Cards Emailed to Parents	Nov. 12	Feb. 3	Apr. 14	June 21 *mailed

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.

Smoking/Vaping

In accordance with GCS Board of Education Policy CPGA, the use of tobacco products, vapes, e-cigarettes or other vaping devices is prohibited on school grounds. 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.
Parents visiting campus, at school events, or in our car rider line are also reminded that the campus is non-smoking.

Staying After School

All students are to leave school promptly 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. If a parent arrives after 3:50 they will need to park, walk to the front door and ring the doorbell to notify the office who they are picking up.

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 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: Oct. 9 (Make Ups: Nov. 18)
- Fall Sports: TBD by each sport
- Spring pictures: Mar. 2
- Spring Sports pictures: TBD by each sport.

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.

Students may be permitted to use the office phones for illness only. No other cellular phones, ear pods or electronic devices are permitted to be turned 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 held by a teacher or administrator. Phones may be returned to the student at the end of the day or the teacher/administrator may contact the parent and require that they pick the phone up from the school.

Visiting/Volunteering at NWMS

We welcome you to our school! All visitors must ring the doorbell to be allowed entrance into the school. Please check in 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.

Students should dress in a manner that is not disruptive to the learning environment. Any dress that causes a disruption to the learning environment including clothes that show under garments and/or body parts that are considered private are not allowed. If an item of clothing causes a distraction to the teacher and/or the students in a classroom then we will request that the student call home and have a change of clothes brought to the school. Specific items to be aware of:

- No hats, bandanas, or hoods allowed in the building.
- No tank tops or shirts that show parts of the body that are private or that cause a distraction to the learning environment. Examples of items that may cause a distraction include bare midriff tops, bare back tops, spaghetti strap tank tops, shirts that show the chest or cleavage area.
- No "Short Shorts" or skirts that are so short that they cause a distraction to the learning environment.
- Messages on clothing should not detract from the school environment or disrupt the learning process. All attire must be free of references to alcoholic beverages, tobacco, and illegal drugs. No offensive, vulgar, political, or profane statements or visual advertisements are allowed.
- It is required that students have shoes appropriate for PE and that they wear appropriate clothing for PE class.

Consequences:

1st Offense - Minor Referral #1 in Educator Handbook by teacher and student calls home for a change of clothes with warning consequence provided by teacher.

2nd Offense - Minor Referral #2 in Educator Handbook by teacher and student calls home for a change of clothes with additional consequence provided by teacher. Teacher contacts parents.

3rd Offense - Minor Referral #3 in Educator Handbook by teacher and student calls home for a change of clothes with additional consequence provided by teacher. Teacher contacts parents.

4th Offense - Major Referral #1 in Educator Handbook by teacher and administrator removes student and contacts family for change of clothes and additional consequence(s).

Administration reserves the right to modify this policy as necessary and further reserves the right to determine what is considered inappropriate or disruptive. Major Office Referrals may result in ISS and/or OSS.

2026-2027 Bell Schedule

8th	Encore Arrive/HR 8:00-8:35 I/E 8:38-9:08 Encore 1 9:11-9:56 Encore 2 9:59-10:44	Core 1 10:47-11:47	Core 2/Lunch 11:51-1:22 12:20-12:50 12:25-12:55 12:30-1:00	Core 3 1:26-2:26	Core 4 2:30-3:30 Dismissal 3:30
7th	Core 1 Arrive/HR 8:00-8:35 I/E 8:38-9:08 Core 1 9:11-10:11	Core 2 10:14-11:14	Encore 11:17-12:50 Encore 1 11:17-12:02 Encore 2 12:05-12:50	Core 3/Lunch 12:53-2:27 12:55-1:25 1:00-1:30 1:05-1:35	Core 4 2:30-3:30 Dismissal 3:30
6th	Core 1 Arrive/HR 8:00-8:35 I/E 8:38-9:08 Core 1 9:11-10:11	Core 2 10:14-11:14	Core 3/Lunch 11:17-12:51 11:45-12:15 11:50-12:20 11:55-12:25	Core 4 12:54-1:54	Encore Encore 1 1:57-2:42 Encore 2 2:45-3:30 Dismissal 3:30
Encore	Am Duty 8:00-8:30 I/E 8:38-9:08	8th Grade Encore 1 9:11-9:56 Encore 2 9:59-10:44 Planning: 10:47-11:14	7th Grade Encore 1 11:17-12:02 Encore 2 12:05-12:50	Lunch & Planning 12:53-1:53	6th Grade Encore 1 1:57-2:42 Encore 2 2:45-3:30 Dismissal 3:30

Teacher/Staff Day – 7:50-3:50

Office Open 7:30-4:15