

northwest middle school

frequently asked questions



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Northwest Middle School

"Panthers unite to give 100% effort, 100% of the time!"

Frequently Asked Questions

This publication reviews several of the most frequently asked questions about Northwest Middle School. Our goal is to make sure that families have as much information as possible about our school. Please use this as a reference to help answer any questions of you and your family.

Q: What time does school begin and end?

A: *Students are expected to be seated in their homeroom by 8:20 a.m. and the school day ends at 3:15 p.m.*

Q: What is the earliest time I can drop off my child at school in the morning?

A: *Students are permitted to arrive on school property at 7:30 a.m. Students will report to the gymnasium (6th and 7th grades) or to the cafeteria(8th grade). **All students at Northwest Middle may eat breakfast free of charge!** All students eating breakfast report to the cafeteria.*

Q: Where may I drop off and/or pick up my child?

A: *Car riders will enter and exit the campus from east side entrance (facing Heritage Elementary). When arriving on campus, students should exit the car the first time it stops along the yellow lines. Students then walk down the sidewalk or yellow lines to the cross walk. Bus riders will enter and exit the campus from the west side of the building. Students are not allowed to be picked up in the teacher parking lot. Parents may also pick up their child at Heritage Elementary if the annual application is completed.*

Q: What do I need to do when I need to pick my child up early?

A: *The school would prefer that students bring a note signed by his/her parent to the attendance clerk once school begins. The note should include the date of early release, the time of pick-up and a contact number. The office staff will call the classroom for the student to be released. The student is to report to the main office when released from class. The parent/guardian **MUST** come to the main office to sign his/her child out.*

Q: Can I sign my child out at any time?

A: *The school respectfully asks that students not be dismissed after 2:45 p.m. Please also note that students will not be dismissed during an assembly, except for an emergency.*

Q: What do I do if my child is late for school?

A: *If a student arrives after 8:20 a.m. to school, he/she will be marked tardy and the parent/guardian **MUST** come to the main office to sign the student in. Unless a medical note is provided, the student will be marked tardy. If a student arrives on campus on time but fails to report to homeroom by 8:20 a.m. the student will be marked tardy and will need to get a note from the attendance clerk.*

Q: What are the procedures for riding a different bus other than my child's assigned bus?

A: *All bus changes MUST be arranged through the Transportation Center. Our school is served by the Berea Bus Center. Due to overcrowding, we ask that bus changes only occur during an emergency. Please be mindful that middle school and high school students are on the same school schedule and are transported together.*

Q: How do I contact my child's teacher or request a conference with my child's teacher or guidance counselor?

A: *We encourage teachers and parents to establish communication early in the school year. Teachers can be reached via e-mail, telephone, and during their planning period. We value your child's instructional time and we ask your consideration during class time. Parents are encouraged to leave a message with the main office or on the teacher's voice mail to request a call from a teacher. We make every effort to return calls within 24 hours.*

Q: What information is posted on the school website?

A: *NWMS works hard to keep our website up-to-date and encourage parents to visit the site frequently. Teachers also have class pages where parents can see what homework assignments are given and due dates for important projects. Log onto our website at www.greenville.k12.sc.us/northwst*

Q: Is the school on social media?

A: *YES!!! Please like us on facebook and follow us on twitter! We try to add information and happenings as much as possible. Please also note that we use Remind to send out text messages. You can subscribe to our grade level groups or our school group.*

Q: What do I do when my child is absent from school?

A: *When your student returns to school, he/she is to bring a note containing their name, date of absence, reason for absence, and contact telephone number for verification. If absence is medically related, please provide a doctor's excuse. Notes should be turned in the school Welcome Center (office). Notes must be turned in within 2 DAYS of the absence (policy of Greenville County School District).*

Q: Will my child be issued textbooks?

A: *Textbooks are issued to all students. The student is responsible for all textbooks issued to him/her and will be required to pay for lost or damaged books. Textbook checks are done two times per year. In some classes, the teacher will use a classroom set rather than issue all students a book. If you would like a book to keep at home, please consult with your child's teacher.*

Q: Will the students have a locker and a lock?

A: *All students will be issued a lock and locker for the entire school year. It is the student's responsibility to keep their locker clean and locked at all times. Use of an unassigned locker is prohibited. Locks are issued at the beginning of each school year. There is a \$5.00 replacement fee for locks.*

Q: How long is my child allowed to stay after school?

A: *Unless involved in an after school activity, students must be picked up by 3:45 p.m. each day. Students not picked up on time may face disciplinary action. If a student is remaining after school for an extracurricular activity, he/she should report directly to the destination.*

Q: Does NWMS have a dress-code?

A: *Yes; all students must adhere to the dress code mandated by the Greenville County School District. Please refer to the school website for more information. Failure to comply will result in disciplinary action.*

Q: How much are school meals?

A: *All students at Northwest Middle School can enjoy breakfast FREE OF CHARGE every day. The cost of a school lunch is \$2.10 (regular) and \$0.40 (reduced). Students eat lunch according to their grade level. Extra items may be purchased during lunch. These include chips, Papa Johns, and other items.*

Q: Can my child get snacks at school? Bring Water?

A: *Snack machines are unfortunately not available to students to purchase snacks, however, they may purchase water at any time. Water machines are available in the cafeteria. Many students staying for extra help or clubs find these useful for an afternoon snack, please consider sending one with your child. Students may purchase a water bottle and keep it with them during the day. Students may only bring water in a bottle with a screw on lid to school. No other beverages should be brought into classrooms.*

Q: How will my child see the school nurse if needed?

A: *Students are to report to the school nurse with permission from a classroom teacher. ALL MEDICATION (including Tylenol, aspirin, cold medicine, prescription and over-the-counter medications) brought to school, should be signed over to the school nurse by a parent or guardian. Medications must be in their original container. Parents must provide their own medication for students and must complete a Permission to Dispense form. When the nurse is not on campus, the main office staff will assist your student.*

Q: If a violation of the behavior code occurs, what methods do you use to address the behavior?

A: *Northwest Middle School will use a proactive approach to behavior. Interventions used will include: verbal warning, notes home, parental contact via telephone and/or e-mail, parent/student/and/or team conferences, lunch detention, after-school detention, Behavior Intervention, In-School Suspension, Out-of-School Suspension, Alternative School, or Expulsion.*

Q: May I visit my child's school?

A: *Parents are always welcome to visit NWMS. We ask that the following guidelines are followed:*

- *All visitors must report to, and sign in, at the main office.*
- *Parents who wish to visit a class should make an appointment through an administrator.*
- *Conferences may be set up through the Guidance Counselor, Welcome Center, or teacher.*

Q: How can I get involved with my child's school?

A: *Studies show that involvement in your child's school often results in improved behavior and grades; therefore, we encourage you to be active in our school. There are several ways to get involved:*

- *Keep lines of communication open with teachers and administrators via phone, e-mail, and notes.*
- *Join the School Improvement Council (SIC).*

- *Join the Parent Teacher Association (PTA) or volunteer to serve on one of the many committees that support our NWMS Panthers.*
- *Contact the school and add your name to the volunteer list. Please note that all volunteers must first complete a volunteer application (per GCSD policy).*

Q: When is the first day of school?

A: *The first and last day of school are established by the school district and will be published at a later time.*

Q: Will Northwest Middle School offer athletic programs?

A: *Yes. We will offer the following athletic programs at NWMS for 7th and 8th grade students: Football through TR High School D Team program, Volleyball, Basketball, Baseball, Softball, and Soccer*

**Unfortunately, 6th grade students are not eligible to participate in middle school athletics per the guidelines from the High School League. If a sport is not offered at Northwest Middle, a student may elect to play for a high school team.*

Q: Will Northwest Middle School offer clubs and extracurricular activities?

A: *Yes; we work to add activities each year. In the past, we have offered: Robotics Club, Beta Club, Student Council, Yearbook, Band, Chorus, Nook Book Club, Drama, German, Pep Squad, Chess. Interest clubs are offered during the school day as a way to allow students to participate in various topics. Specific club topics are decided annually.*

Q: How does NWMS communicate with parents/guardians and students?

A: *NWMS uses a variety of methods to communicate with NWMS families including:*

- *Daily announcements are made in the morning and at the end of the school day.*
- *Important information is posted on the school website.*
- *Weekly automated phone messages to announce upcoming events.*

Q: Can I send flowers, gifts, or lunch to my student?

A: *NWMS will **not** accept any flowers or gifts for students. Delivery of such items will be denied. Occasionally, parents may choose to have lunch with their child or drop off/deliver a lunch from an outside restaurant. Please make arrangements to do this through our main office and we respectfully ask that this be kept to a minimum.*

Q: Will my child need money during the school day?

A: *The NWMS School Store is managed and operated by our Media Center. Students can shop at the school store daily from 7:45 – 8:30 a.m. for school supplies at a discounted rate. Occasionally there may be other treats that students can purchase for a nominal fee.*

Q: Are there opportunities for my child to get extra help?

A: *All teachers at NWMS offer small group tutoring. A full schedule is available in various locations around the building. Each teacher provides these times to their students. Please consult with teachers about specific days and times.*

Q: Can my student's schedule be changed?

A: *Schedule changes are made through a request process. A student/parent can make a request for a change in related arts class only if there is a space available in the class the student request.*

Changes in teacher assignments are never permitted. If there is an error, the schedule will be changed.

Q: What is International Baccalaureate (IB) Middle Years Program?

A: *The Middle Years Program is a middle school academic program that is part of the International Baccalaureate Organization (IBO). The IBO is a chartered foundation that is a private non-governmental organization recognized by the council of Europe. Because of the high standards and global accountability the IBO has gained worldwide prestige and acceptance. We infuse activities that expose students to international themes and activities.*

Q: Does my child have to wear an ID card?

A: *Yes! Students must wear an ID card at all times. Failure to wear an ID can result in disciplinary action. Students who lose their ID card may purchase a new one for \$5.00. ID cards must be worn around the neck.*

Who to Contact at NWMS

1606 Geer Highway
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Phone: 864-355-6900
Fax: 864-355-6920

Dr. David D. McDonald, Principal

Ms. Stephanie Yarbrough, Assistant Principal
Dr. Heather Gordon, Instructional Specialist

Mr. Brett Foster, Assistant Administrator
Ms. Angela Bruce, Instructional Coach

Guidance Counselor Grade 6.....	Ms. Kayla Warfield
Guidance Counselor Grade 7.....	Ms. Katie Godchaux
Guidance Counselor Grade 8.....	Ms. Phyllis Barber
IB Program Coordinator.....	Ms. Jamie Burgs
Athletic Director.....	Mr. Tariq Caudle
Cafeteria Manager.....	Ms. Robbie Reeves
Media Specialist.....	Ms. Keri Reaney
Administrative Assistant/ Bookkeeper.....	Ms. Mary Holmes
Attendance Clerk.....	Ms. Kim Woodward
Receptionist.....	Ms. Elizabeth Goodwin
Nurse.....	Ms. Jaime McLees
School Registrar/ Guidance Clerk.....	Ms. Sharon Smith
School Resource Officer.....	Deputy Alan Johnson
School Psychologist.....	Ms. Marsha Wong

Updated 1/13/16

