

**Mac Williams Middle School**

**Student & Parent Handbook**

**2022-2023 School Year**



# WELCOME TO THE 2022-2023 SCHOOL YEAR!

*Mac Williams Middle School – Home of the Mustangs!*

Mac Williams Middle School Parents and Students,

It is my pleasure to welcome you to the 2022-2023 school year! The faculty and staff of Mac Williams Middle School are committed to providing an inclusive, supportive, and nurturing learning environment where high expectations are held for students and staff. This school year will be filled with opportunities for our students to consistently experience success. We will academically challenge our students in addition to providing needed resources to meet their social and emotional needs in a safe and caring environment.

The information in this handbook has been compiled to serve as a reference for you and your child throughout the school year. It will assist you in understanding the day-to-day operations of Mac Williams Middle School and the Cumberland County School System. Our parents and community are key to helping Mac Williams continue on the path to excellence.

**COVID-19 DISCLAIMER : All Cumberland County Schools district-level and school-based communications or guidance (e.g., handbooks, websites, social media communications, etc.) are subject to change at any time due to changing COVID-19 conditions and related health or safety guidance.**

We look forward to a successful school year! Please contact your child's teacher or the school if you need assistance or information.

Sincerely,

*Ardry Adams*

Ardry Adams,  
Principal

**2022-2023 School Calendar:**

<b>Date</b>	<b>Event</b>
August 29	First Day of School
September 5	Student/All Staff Holiday
October 14	End of Grading Period
October 17	Student Holiday/Workday
October 18	Student Holiday/Required Workday
November 8	Student Holiday/Workday
November 11	Student/All Staff Holiday
November 23	Student Holiday/Workday
November 24-25	Student/All Staff Holidays
December 20	Student Two Hour Early Release/End of Grading Period
December 21-December 30	Winter Holidays (Student/Teacher) Required Annual Leave
January 2	Student/All Staff Holiday
January 3	Student Holidays/Workday
January 4	Student Holiday/Required Workday
January 16	Student/All Staff Holiday
February 20	Student Holiday/Workday
February 21	Student Holiday/Required Workday
March 10	End of Grading Period

March 13	Student Holiday/Workday
April 7	Student/All Staff Holiday
April 10-14	Student Holidays/10 Month Required Annual Leave/11 & 12 Month Optional Annual Leave
May 26	Last Day for Students/Two Hour Early Release/End of Grading Period

**Bell Schedule**

7:00am - Students admitted to class

7:30am - Tardy Bell. All students must be in class prior to the tardy bell to avoid being counted tardy.

Please note that all students begin the day with core academic classes at 7:30am.

2:40pm - Dismissal Bell.

**Supervision WILL NOT be provided for students prior to 7:00am or after 2:55pm.**

**Progress Report and Report Card Schedule**  
**Traditional Calendar Schools - 2022-2023**

First Day for Students	Monday, August 29, 2022
Progress Reports Go Home/Grades available in Parent Portal	Wednesday, September 21, 2022
<b>End of 1st Grading Period</b>	<b>Friday, October 14, 2022</b>
Report Cards Go Home/Grades available in Parent Portal	Friday, October 21, 2022
Progress Reports Go Home/Grades available in Parent Portal	Thursday, November 17, 2022
<b>End of 2nd Grading Period</b>	<b>Tuesday, December 20, 2022</b>
Report Cards Go Home/Grades available in parent portal	Wednesday, January 11, 2023
Progress Reports Go Home/Grades available in Parent Portal	Monday, February 6, 2023
<b>End of 3rd Grading Period</b>	<b>Friday, March 10, 2023</b>

Report Cards Go Home/Grades available in Parent Portal	Friday, March 17, 2023
Progress Reports Go Home/Grades available in Parent Portal	Monday, April 24, 2023
<b>End of 4th Grading Period/Last Day for Students</b>	<b>Friday, May 26, 2023</b>
Final Middle School Report Cards Mailed Home/Grades available in Parent Portal	Tuesday, June 6, 2023

### **Absences & Attendance**

**Compulsory Attendance:** North Carolina law requires all children who are enrolled in Kindergarten through 12th grade to attend school on a regular basis. When a child misses a day of school, the parent/guardian must notify the homeroom teacher in writing within three days of the absence.

All students are expected to attend school regularly and expected to arrive on time. *A student must be counted present for that day to participate in special school events such as concerts and athletics.* Students must be present for at least half a day to be counted present. **The half day time is 10:42am.** Notes are required after any absence. If the note is not received explaining the absence within 5 days after the student returns to school, the absence will be coded as an “unlawful” absence.

**Tardiness:** Any student who is not in his/her assigned classroom seat when the tardy bell rings is considered tardy. Students who are late to class have committed a Class I violation of the CCS Code of Conduct and will be assigned the appropriate consequence.

**Checking-In:** Students who arrive at school after the morning tardy bell must check-in at the front office and receive a pass to class. Parents must sign their child in if the student arrives after 7:30am.

**Checking-out:** Students who need to check out must follow these procedures: \* Parent or an authorized person must come into the office and sign student(s) out of school. \* An authorized person will be the person(s) listed on the Verification of Address form. A parent may add someone to the check out list at any time by coming to the front office. \* A photo ID will be needed to check out any student each time the student is checked out.

\* Parents are not allowed to check out a student **after 1:55pm** to ensure effective instruction in our classrooms. If you arrive after 1:55pm, you must wait until 2:40pm when your child is released. We ask that parents consider the check out time when scheduling appointments for your child.

\* *Under no condition* will a student be permitted to leave school once he/she has arrived on campus unless he/she is checked out by an authorized adult.

### **Athletic Requirements**

Our athletic program consists of football, baseball, basketball, soccer, track, wrestling, softball, and

volleyball. In order to participate in the athletic program, students must meet the following guidelines and requirements.

- A student must be in attendance at least 85% of the previous semester or miss no more than 13.5 days of school in one semester to be eligible to participate in athletics the following semester.
- A student must reside in the school district or meet local BOE policy.
- Must have a weighted 2.0 GPA or a 70% average or better for the previous semester. ● A physical must be completed and received by the athletic director **PRIOR** to the first practice.
- A student may not turn 15 on or before August 31st of the current year.
- Voluntary transfer students may not participate in sports for 365 days from the first approved date of the first year of eligibility.
- Students may not fail more than 1 core class (Math, English, Science, Social Studies) during the previous semester. Students must pass four classes during the previous semester.
- Student athletics may not attend practice or games on days they are marked absent for the day.
  - Any student athlete who is in ISS or suspended from school may not attend practice, play, or attend any school functions on the school campus on those given days. Students with discipline issues are subject to removal from any athletic team.
- All student athletes are to be picked up on time after the practice or contest ends or they may be in jeopardy of forfeiting their right to be on the team.
- Refer to the Middle School Athletic Handbook located on the CCS Website for additional guidelines.

### **Awards**

Awards Assemblies occur every semester. Recognition will be given to students excelling in academics, and other designated areas as determined by staff. Teachers will send notices to parents of special events at school, by way of their students.

### **Bullying/Cyberbullying**

Students and teachers at Mac Williams Middle School should be able to attend school and function in a bully-free zone. For an act to be considered bullying, it must meet certain criteria. This includes hostile intent, imbalance of power, repetition, distress, and provocation. Bullying will not be tolerated and will be handled by the teacher and/or administrator at the occurrence.

A computer or electronic device used to intimidate or torment a student or school employee is considered cyberbullying. If someone repeatedly posts (through social media, chat, or text) information or photos of or about someone else, makes statements, whether true or false, intended to provoke or harass an individual, they are participating in cyberbullying. If the acts happen at school or affect another student's performance in school, our school resource office will be called in to assist with the incident.

### **Bus Regulations/Transportation**

**Safety rules:** Safety of students is the first and most important concern of bus operation at Mac Williams Middle School. Listed below are some safety rules that must be followed by students, as they are involved with the transportation system. Students may only ride the bus assigned to them based on their address in PowerSchool. Due to overcrowding, students cannot ride another bus. Students are to be at their assigned stop at least 10 minutes before pick-up time. Wait for the lights and stop arm to extend before boarding and unboarding the bus.

**Misconduct:** Bus safety rules are for the protection of all students. Misconduct on school buses will not be tolerated. A student who violates rules of conduct on a school bus will be taken off the bus

and it will be necessary that his/her parents provide transportation to and from school. **Bus suspensions may vary from 1-5 days, 10-15 days, or for the remainder of the year, depending upon the type of violation and the number of prior violations.** Riding a school bus is a privilege, not a right, granted to students. The principal or assistant principal has the authority to suspend a student from riding the bus for misconduct. Questions about bus transportation, safety questions, or bus suspensions should be directed to Dr. Daisha Sales, Assistant Principal.

Some examples are:

\*Fighting, smoking, using profanity, or refusing to obey instructions given by school officials including the bus driver.

\*Playing, throwing trash, paper, or other objects, or otherwise distracting the driver while the bus is in operation.

\*Failure to observe safety rules, regulations, or policies.

\*Vandalizing seats, windows, or buses in general.

\*Refusing to meet the bus at the designated bus stop or attempting to ride a bus to which he/she is not assigned.

\*Misconduct on a school bus is a violation of the Cumberland County Code of Conduct.

Appropriate action will be taken for this offense.

### **CCS Code of Conduct**

Teachers and administration at Mac Williams Middle School believe that an atmosphere of safety and order is essential if learning is to take place. All Mac Williams Middle School students and staff have the right to expect to be able to learn and teach in an atmosphere free from unreasonable and unwarranted disruptions. We value our class time and our activity time. Each student is required to enter class prepared with pencils, pens, paper, chromebook, and all class-related materials necessary for each class. Non-instructional items are not permitted at school unless **directed** by a staff member. Each student will receive a Code of Conduct as outlined by Cumberland County Schools. These are specific rules and consequences that each student is expected to follow as set by the CCS Board of Education. Please read and discuss the code with your child. School codes and rules are applicable on the school premises, on any school bus or during any school activity, function or event on or off school property. In School Suspension and/or after school detention may be used prior to out of school suspension.

### **Cafeteria**

Payment for pre-paid lunches is collected on Monday or the first day of the school week. Payment can also be made online. ([www.mylunchmoney.com](http://www.mylunchmoney.com)). Parents must complete the Free and Reduced Lunch Form during the first week of school. You may request this form again at any time during the school year. The form must be filled out yearly. Designations do not carry over from year to year. Please note breakfast is provided free of charge for all students. Middle School Lunch - Full paying students \$2.75; reduced lunch \$0.40. Lunch is full price without a lunch application filled out for review. Applications can be filled out online.

### **Calculators**

Math 1 students are strongly encouraged to purchase a T183 plus calculator for at home use.

### **Car Riders - AM Drop Off & PM Pickup**

Student safety while entering and exiting a vehicle is top priority! There are several hundred vehicles dropping off and picking up students. We recognize schedules are important to all, however, we must ensure that vehicles do not move too quickly at the expense of ensuring a smooth and safe entrance to and exit from vehicles. Staff will be on duty during these times to direct vehicles as needed. Please be patient and follow the directions of staff. You may visit the Mac Williams website for directions for the AM

flow of traffic. **Please do not drop off students on Clinton Road. Students are not allowed to be dropped off or picked up in the Mac Williams staff parking lot next to Cape Fear High School or the Cape Fear High School parking lot.** Student dismissal during the pm is by grade level. As grade levels are dismissed, students will exit through the front and side of the building. All grade levels will wait for their vehicles at the front of the school. Please ask your student to be watchful for their vehicle so that traffic can flow quickly and safely.

### **Cell Phone Policy**

Cell phones must be locked in the student's locker at all times during the instructional day (7:30am - 2:40pm). Students using a cell phone in violation of the cell phone policy will be subject to the following:

**1st offense:** Phone will be confiscated and signed for by the student at the end of the school day.

**2nd offense & any further offenses:** Phone will be confiscated, and the student will be referred to administration for disciplinary action. The phone must be picked up in the front office by the student's parent/guardian. Taking pictures/videos of other students/staff is prohibited at all times.

### **Clubs & Extracurricular Activities**

We offer a variety of clubs designed to complement our educational program. The club sponsors will inform students of these opportunities after school begins. Students have opportunities to develop special skills, talents, and interests by participating in extracurricular activities. Students who have been suspended, assigned in-school-suspension, or have an excessive amount of unexcused attendance issues will not be allowed to attend or participate in any after school activities.

### **Dress Code**

High standards of dress promote good citizenship and a positive, wholesome, and safe learning environment. The appearance of our student body reflects upon the climate of our school. Students are expected to adhere to standards of dress and grooming that are acceptable in a positive learning environment. Teachers and administrators have discretion in making judgements relating to the appropriateness of dress. Board Policy 4316 prohibits appearance on clothing that does the following:

1. violates a reasonable dress code adopted and publicized by the school, including a uniform dress code approved by the board;
2. is substantially disruptive;
3. is provocative or obscene;
4. endangers the health or safety of the student or others;
5. promotes products or activities that are illegal for use by minors or
6. is destructive to school property.

### **Dress Code Guidelines**

· Hoodies are allowed, however, wearing the hood portion over the head is **not** allowed. Persistent violations will result in an administrative referral.

Coats may be worn to and from school, but may not be worn in the building or from class to class. Please store these items in the student's locker. Students may wear light jackets, sweaters, or sweatshirts in class.



**Book Bags** – Book bags **may not** be worn or carried during the school day. They must be left in the lockers until needed. No rolling book bags allowed, unless a doctor's note is provided. All PE clothes may be kept in a small drawstring bag but must be left in lockers until elective time.

- No oversized purses or book bag type purses are allowed.
- No clothing will be worn that is offensive to any race or sex, or which displays profanity, weapons, alcohol, or drugs in any form. Also, no clothing that advertises inappropriate movies, cartoons, or activities will be permitted. Clothing should not cause a disruption to the educational environment.
  - Hats, hoods, bandanas (all colors), head wraps, headbands with ornaments such as ears, puffballs, stars, or other decorations will not be worn for any reason during the school day. Slide on headbands, plain or patterned, are permitted. Note: Head coverings for religious purposes are permitted.
- Sunglasses or non-prescription glasses may not be worn during the school day.
- “Sagging” pants are not permitted, this also includes low-rise pants. Boxers or gym shorts should not be seen below waistbands.
- No clothing is to be worn that will allow a student's undergarments to be visible.
- Any form of gang evidence is prohibited. This includes bandanas, rolled up pant legs, and specific markings on clothing or body.
- Pants with rips or holes above fingertip length may be worn ONLY if leggings are worn under the pants. Rips or holes below fingertip length are permitted.
- Leggings, stretch pants, and yoga pants will be allowed when they are covered by long shorts, a dress, or a skirt of appropriate school length.
- Skirts, dresses, and shorts must pass the fingertip test and meet administrative approval. Long t-shirts are not allowed in place of a dress. They may however be worn with shorts that pass the finger-tip test.
- Sheer, see-through, or lace shirts are not permitted, the body's midsection/torso should be covered at all times. Strapless/spaghetti straps, shorts with cutouts on the body, or that show the midriff are not permitted.
- For males – no tank tops or sleeveless shirts will be allowed. All female tops without sleeves must be at least 2” wide at the shoulder to be allowed without a cover-up.
- Bedroom clothes, pajamas, lounging pants, or slippers may not be worn. · All new fashion trends or fads will be reviewed at the administration's discretion.

***All dress code violation consequences are at the discretion of the administration, students who break the dress code repeatedly may receive In-School Suspension.***

*All Cumberland County Schools will make any necessary religious accommodations for any type of headgear or head coverings otherwise restricted or prohibited under existing individual school dress codes. No student shall be suspended out of school based solely upon violation of an existing individual school dress code.*

If a student is thought to be out of dress code, they will be asked to report to the grade level

administrator where they may call home to get an appropriate change of clothing. If a parent/guardian cannot provide more clothing, the student will have the option to borrow items from the school clothes closet OR spend the rest of the day in ISS.

### **Due Process**

The Board of Education mandates and the law requires that all students be treated fairly and honestly in resolving grievances, complaints or suspensions/expulsions. Please refer to the CCS Code of Conduct for a detailed description of due process rights.

### **Educational Items**

Only items necessary for use during the instructional day should be brought to school.

Prohibited items include but are not limited to:

Blankets

Stuffed animals

Pillows

Gifts for other students

#### **Water Bottles**

Students are allowed to have clear, plastic water bottles in school. Only plain water is allowable. Students are not allowed to enter the building with but not limited to coffees, carbonated drinks, etc.

### **Educational Opportunity/Deployment Activity**

Educational opportunity leave will only be granted for educational events or competitions. Family trips, while they may be an educational experience, will not be marked as excused. Military connected students will be granted up to five days of excused absences for military connected activities, including the deployment or return from deployment of an immediate family member (father, mother, brother, sister).

#### ***Students riding in private vehicles***

**Before school:** Students arriving by private automobile should be dropped off in front of the school between 7:00am and 7:30am. Students are not to be dropped off on the road, or before they reach the sidewalk in the designated drop-off area. For safety, **students will not be allowed to exit or board private vehicles in the parking lots between Cape Fear High School and Mac Williams Middle School.** Students are not allowed to operate any motorized vehicle to or from school. Students are not to be on campus before 7:00am. Students will be allowed to enter the building at 7:00am.

**After school:** Students leaving by private automobile between the hours of 2:40pm and 2:55pm should have their rides wait for them in the circle driveway. Students must be picked up/dropped off in front of Mac Williams Middle School. The side parking lot is for staff only. The Cape Fear High school parking lot is for staff and students attending Cape Fear High School only. Students remaining after school for scheduled supervised activities **must have pre-arranged transportation** for departure at the announced ending time. Students are not allowed to walk to the Clinton Road Library for pickup.

### **Emergency Data**

It is essential for the school to have parents' home, work, cell and emergency telephone numbers along with any change of address. Any changes need to be given to the office as soon as possible. For security purposes, changes may only be made in person. Your cooperation in this matter is of vital importance.

## **Emergency Procedures**

Fire Drills: Regular Fire Drills are required by law and are conducted each month throughout the school year. Routes for the nearest fire exit are posted in each room. Students should vacate the building in a quiet and orderly manner in a single file line.

Tornado Drills: A tornado watch or a tornado warning will be announced using the PA system. Students are to follow their teacher, report to a designated area, and assume a seated position facing away from possible flying objects. Students must sit close together and remain quiet. Bomb Threats: Students follow the same procedures as in a fire drill. Routes for the nearest fire exit are posted in each room. Students should vacate the building in an orderly manner in a single file, and should remain with the class so that the teacher may call roll. Students and faculty will remain outside until local safety officials have swept the campus.

Lockdowns: Code Yellow and Code Red lockdowns will be used when necessary to secure the school building. Lockdown drills will occur during the school year as announced and needed.

During a Tornado Warning, Fire Drill, or Code Red lockdown the office will be closed and no students will be checked out.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents of students or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the students is limited and generally requires prior consent by the parents of the student.

## **Field Trips**

We offer several field trip opportunities to support our curriculum. When students attend field trips or any other school activity they are expected to abide by the same policies as during the regular school day on campus. Any money collected for field trips is nonrefundable.

## **Grading Policy**

A student's grade will be determined by his/her performance on tests, class participation, homework, classwork, quizzes, projects, labs, and attendance. The grading scale is as follows: A = 90 – 100 B = 80 – 89;  
C = 70 – 79 D = 60 – 69; F = Below or equal to 59

Parents can review updated grades for their child(ren) through the PowerSchool online program weekly. Please take advantage of this opportunity to review your child's progress as needed in between progress reports and report cards. If you fail to find updated grades weekly for your child or if you have any questions or concerns, please do not hesitate to contact your child's teacher and/or administration for assistance.

## **Homework Policy**

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Mac Williams Middle School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should not exceed an hour total on a daily basis. This may vary depending on the grade level. Projects and long-term assignments are not included in this time frame. Instructional teams will coordinate assignments to ensure students do not exceed this limit. Teachers should take into consideration the differences in financial, educational, and technological resources of students and their parents or guardians when making assignments. In addition, the amount of time necessary to complete the tasks should be reasonable in light of the age and maturity of the students and other assignments given to the students. Please contact your child's teacher and/or

grade level administrator if your child is exceeding this allotted time. Make up Work when Absent: Students are responsible for securing make-up assignments for absences on the day they return to school. All work missed due to a lawful absence must be made up within five (5) school days upon the student's return to school. Assignments that are not made up will be reflected in the student's grade. A student who is present when a test is announced is expected to take the test as scheduled or upon returning to school. In laboratory classes such as cultural arts, physical education, computer technology, and science, which do not lend themselves to make-up work, the teacher will determine the make-up procedure.

### **Inclement Weather**

Listen to your local radio and television stations for information regarding school closing or delays. The automated phone system will also be utilized to keep parents informed.

### **Internet Access**

**Web Page:** <http://www.mwms.ccs.k12.nc.us>

The Mac Williams Middle School web page is available for all parents, students, and faculty to reference for information about events and more. While we celebrate student achievement, please be aware that certain safety laws limit our use of photos and such as a part of child protection. For more background please read the COPPA Statement at:

[www.ftc.gov/privacy/privacyinitiatives/childrens.html](http://www.ftc.gov/privacy/privacyinitiatives/childrens.html)

### **Internet Use - Guidelines**

At Mac Williams Middle Schools, students who have turned in an Internet Use Agreement will be allowed to access the Internet. Cumberland County Schools' networks are to be used in a responsible, efficient and legal manner and must be in support of the educational objectives of the Cumberland County Schools and the N.C. Standard Course of Study. Transmission of any material in violation of any federal or state regulation is prohibited.

### **Lockers**

For safety purposes, all students must purchase a lock from MWMS for his/her locker. The first period teacher will assign lockers at the beginning of the school year. Locks may be purchased during open house for \$6.00. Backpacks must be placed in a student's locker upon arrival at school. Students will not be allowed to carry backpacks around throughout the school day. Please keep in mind, having a locker is a privilege at Mac Williams Middle School. Students are reminded that their lockers may be subject to inspection by school personnel at any time. Students are not allowed to mark on a school locker or place any decal or sticker on their lockers. Students are not allowed to share lockers. Valuables such as band instruments, personal property, etc., should never be left in your lockers overnight. The school accepts no responsibility for personal property left in the lockers or at school.

### **Loitering**

Students are not permitted to loiter on school property before school hours, after school or on non-school days. Students are not allowed to arrive at school before 7:00am. as there is no adult supervision before that time. Students are not to be on campus after 2:55pm, unless involved in extracurricular activities under the supervision of a teacher.

### **Lost & Found**

Students who find lost articles are asked to take them to the office where the owner can claim them. A lost and found receptacle is located outside the guidance area for lost clothing items. Lost

items will only be held for 30 days.

## **Medications**

All medications are kept in the Medicine Clerk's office. We are not allowed to dispense any first aid items other than soap and water, ice packs, and band aids. If a student needs any other medical treatment, a parent/guardian will be notified.

If your child needs to take his/her prescription medication during school hours the following must be done:

- Complete the "Physician's School Medication Form" (forms available in the office).
- The Medication Form requires written instructions, student's name, name of medication, dosage, time of day medication is to be given, and signatures of the physician and parent.
- Parents are responsible for transporting to and from school all medicines to be administered by school personnel in a container properly labeled by the pharmacy or physician.
- The pharmacy label on the bottle must match the Physician's Medication Form exactly. All medications must be kept in the office.
- No student is to have any medication(s), whether prescription, or over-the-counter medication in his/her possession at any time during the school day.
- However, if a student has an emergency self-medication authorization form on file with the office to self-carry an asthma inhaler or an EpiPen, then that student may have that item in their possession at all times.

See CCS Protocol for Administration of Medications for specific details.

## **Media Center/Library Services**

The media center is open from 7:05am until 2:40pm. In order to be admitted to the Media Center, students must present a pass from a teacher. Books may be borrowed for a period of three weeks. Anyone who loses a book will be expected to pay for it.

Destiny, the online library catalog, can be accessed at <http://destiny.ccs.k12.nc.us>.

## **Non-Discrimination Statement**

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified students with a disability are entitled to a free appropriate public education. Schools actively seek to locate and identify disabled persons ages three through twenty. Compliance with the requirements of Section 504/ADA is coordinated by the Director of the Exceptional Children's Program of Cumberland County Schools.

## **Parent Conferences**

If issues arise concerning students at Mac Williams Middle School, parents may make appointments for conferences with teachers, counselors, or the principals, by telephoning the school office. All conferences will be scheduled after school hours or during a teacher's planning period. Please allow the school sufficient time to schedule conferences.

## **Parent Portal**

**Keep track of your child's attendance and grades by accessing the parent portal at <http://www.homebaseportal.ccs.k12.nc.us/>. You will receive sign-in information from your**

**child's homeroom teacher or you may ask for a copy of this information at the front desk.**

## **Physical Education**

Physical Education is a required class. Students are required to dress out for participation.

**“Dressing out”** means changing from your school clothes into appropriate clothing for physical activity and changing back into your school clothes after class. To be successful in physical education class, it is imperative that you dress-out and participate. The items that you need are as follows:

\* **T-shirt** - A clean white, royal blue, gray or black pullover shirt. Tank tops and half shirts are not permitted.

\* **Shorts** - A pair of clean royal blue athletic shorts. They must be acceptable length and fullness for freedom of movement. They must stay in place without being held by hand, zippers or belts.

\* **Pants** - Sweat pants or jogging pant suits may be worn during cold weather only.

Coats, hoodies, or heavy jackets are not acceptable.

\* **Socks** - Clean white athletic socks only.

\* **Shoes** - Rubber-soled tennis shoes. No open-toed shoes, boots, or other casual shoes will be allowed.

The PE department will sell uniforms at the beginning of the school year.

## **Programs and Services**

Cumberland County Schools (CCS) complies with Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 (Section 504) by providing services, programs and activities offered to qualified individuals.

## **Questioning of Students by School Personnel**

School officials (as designated by the principal) possess the legal authority to question students in any reasonable manner in order to investigate student misconduct, student health, safety or academic issues, possible child abuse or neglect, or dependency or possible violations of Board of Education policy.

## **School Counselors**

**Guidance Department:** Comprehensive school counseling programs promote students' academic careers, as well as their personal-social development. Our counselors are: Ms. Amy Hutchinson serves the 6th grade; Ms. Annette Correale serves the 7th grade, and Ms. Franceda Herbin serves the 8th grade. Students are encouraged to arrange conferences with a counselor about such things as grades, personal problems, and educational vocational planning. The counselors will see students as quickly as possible to assist with the needs of our students.

## **Search Policy**

School officials have the authority to conduct reasonable searches and seizures in accordance with Cumberland County Board of Education Policy 4342 – Student Searches for the purpose of maintaining a safe, orderly environment and of upholding standards of conduct established by the Board or school. Policy 4342 may be viewed at the CCS website, [www.ccs.k12.nc.us](http://www.ccs.k12.nc.us).

## **Searches Desk/Locker**

Student desks, lockers, and other school owned tangible property and equipment are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their desks and lockers. School owned property and any other items or equipment issued to the student may not be used to store illegal, unauthorized or contraband materials. Periodic general (suspicionless) inspections of desks, lockers and other school-owned equipment may be conducted by school authorities for maintenance or

health/sanitation reasons or for any other reason consistent with board policies or school rules at any time, without notice, or consent, so long as such searches are conducted pursuant to established procedures and in a nondiscriminatory manner.

### **Student Fees**

There will be no fees or charges for instructional courses. However, charges will be assessed for lost and damaged books, materials, supplies, equipment, athletics and property in accordance with established replacement or repair costs.

### **Student Withdrawal from School**

Parents should contact the school two (2) days prior to your child's last day at school for withdrawal procedures.

### **Technology**

Each student will be issued a Chromebook for their exclusive use during the school day for instructional purposes. It is the student's responsibility to take proper care of the device and follow school guidelines for the use of technology. Please be aware that the privilege of computer use depends on your ability to use them correctly. You may lose that privilege if you are unable to act responsibly. All laptop computers are the property of Mac Williams Middle School and Cumberland County Schools. Students are held responsible for damages to laptops assigned to them by the school. These laptops are to be handled carefully. A device damaged due to misconduct or negligence will result in the student being billed for the cost of repairs or a replacement device.

### **Telephone Use**

At Mac Williams Middle School, we value all of our instructional time. Therefore, we do not interrupt classes to put calls through to individual students. Students are not allowed to make personal phone calls unless it is an emergency as determined by the classroom teacher. School phones are used for sickness and emergencies only. Messages about a change of afternoon transportation will need to be in writing and presented to the front office by 7:30am the morning of the change. Students need to make appointments, bus plans, alternate car rides, etc. before leaving home for school. Pre-planning is essential. Student cell phones and pagers are not permitted to be in use during school hours. Refer to the Mac Williams cell phone policy.

### **Testing**

All students are required to take the North Carolina End of Grade Test at the end of each school year. Please note that these test results can and will be used for placement in advanced classes and/or placement in high school courses.

### **Visitors to school**

Parents and other persons visiting the school on official business must utilize the buzzer located outside the building. You will be asked to state your name and nature of business prior to entry. Visitors will report directly to the main office and sign in for authorization before proceeding through the school to volunteer or attend events or conferences. A visitor's pass will be given at the front desk. All visitors must complete the CCS volunteer form, found on the CCS website ([ccsvolunteers.com](http://ccsvolunteers.com)) before they will be permitted to volunteer in classrooms or on field trips. Students may not bring visitors to school to attend class. Parents are also encouraged to make arrangements to see their child's teacher(s) during his/her planning time so that all teachers will be given the opportunity to attend. Visitors must also be a parent/guardian of a student to visit a classroom.