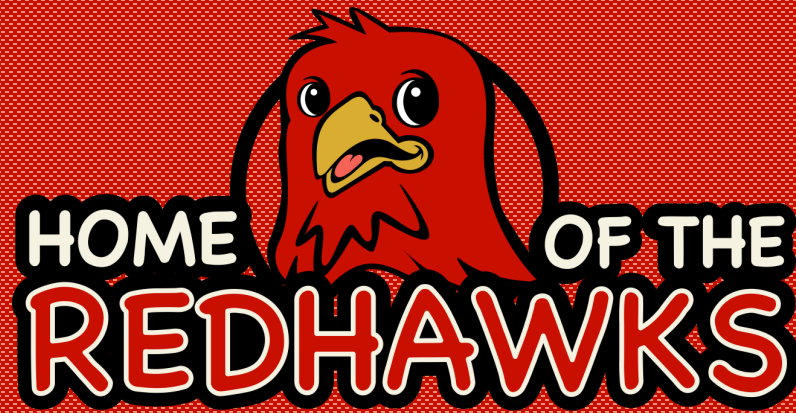


MARY C. WILLIAMS ELEMENTARY



"WHERE OUR STUDENTS SOAR TO SUCCESS!"

2019 • 2020

SCHOOL YEAR CALENDER

Mrs. Amy Oots - Principal

Mrs. Stephanie Smith - Assistant Principal

801 Silver Lake Road • Wilmington, NC 28412 • 910-350-2150

www.nhcs.net/williams

DISCIPLINE POLICY

Mary C. Williams Elementary is a quality school where the teaching and learning process is of utmost importance. In cooperation with parents and faculty, students are responsible for maintaining a positive learning environment.

Students are expected to exhibit acceptable conduct toward each other and school personnel.

Teachers will handle minor infractions of the rules. If the student's conduct continues to need improvement, the teachers will conference with the parent and involve administration.



**The complete New Hanover County Discipline Policy can be found at
*www.nhcs.net/policies/series8000/8410.pdf***

SCHOOL DAY

The School day is from 8:00 a.m. to 2:30 p.m.
Our doors will not be unlocked until 7:30 a.m.

MORNING ARRIVAL PROCEDURES

- All students must be in their classrooms by 8:00a.m.
- Students should go quickly and quietly to their classrooms.
- Students eating breakfast should go directly to the cafeteria.
- Upon entering the classroom, students will remain in the classroom and complete morning assignments.



If transportation changes must be made, please submit by telephone or written note **BEFORE 12:00 noon** on the day of the change. If the change is ongoing, please inform the Front Office.

AFTERNOON DEPARTURE SCHEDULE

All students are dismissed at 2:25p.m.

Bike riders and walkers exit the campus by walking on the sidewalk to the crosswalk and cross with the crossing guard. State Law requires that all students wear a bike helmet and should walk their bicycle while on the school campus.

Parents should pick up their students between 2:30pm and 2:45pm. Car pick-up is located on the right side of the campus. Car students will load from that area.

Students will not be dismissed to the office after 2:15p.m.

BUS REGULATIONS

- Students must sit in their assigned seat all times.
- Remain seated until the bus comes to a full stop.
- Talk in a soft voice
- Enter and exit the bus in an orderly manner.
- Keep arms and heads inside the bus
- Obey the instructions of the bus driver
- There is no eating or drinking on the bus unless prior arrangements are made
- At no time should students throw any thing from the bus windows.
- Any problems should be report the bus driver and the school administration.
- Cell phones should remain turned off and in student's book bags until students exit the bus.





ATTENDANCE

Williams Elementary and the New Hanover County Board of Education, in compliance with the state compulsory attendance law (G.S. 115C-381) and the rules and regulations of the N.C. Department of Public Instruction believe that regular and punctual attendance at school is imperative for educational success. In order to comply with the state compulsory attendance law and the ensure students are present in school.

- **A note should be sent with your child stating the reason for his or her absence when returning to school.**
- **If it is necessary to check your child out before the end of the school day, report to the front office to sign them out.**

INFORMATION

Please notify the office ASAP of any address, contact information or medical changes. It is very important that the Williams Elementary Staff be able to contact you in case of emergency or for general information purposes.

MEDICATION

- Only medication prescribed by a doctor may be given by the administrative staff.
- Parents must obtain a Physicians' Authorization of Medication Form from the school office. This form must be signed by the physician and the parent before medication can be administered.
- All prescription medication must be in a container that is appropriately labeled by the pharmacy or doctor.
- All medication will be kept in a locked cabinet and dispensed through the office.



FIRE AND EMERGENCY DRILLS

- When a signal is sounded, follow the directions as given the classroom.

- Students should line up quietly and walk in an orderly manner.
- Follow the exit route as directed by the teacher.

SCHOOL COUNSELOR & SOCIAL WORKER

Students may see the counseling staff regarding personal concerns and school related matters. The staff is also available as a resource for parents.

SCHOOL VISITATION & VOLUNTEERING

Parents are strongly encouraged to visit and if possible, volunteer at our school. If you would like to have a conference with the staff, please call to schedule an appointment. In order to ensure the safety of all students, everyone visiting our school MUST sign in at the office and receive a visitor/volunteer badge prior to going to a classroom.

We Love Volunteers!

LOST AND FOUND

To help with finding your child's clothing, **PLEASE** put your child's name in all belongings with permanent marker. Lost items are turned into the office and stored on the lost and found rack for a period of time before being donated. Please check this rack during your visits.

TRANSFERS

Please notify the office as soon as possible if you are moving. All books and materials must be returned.

LIBRARY & MEDIA CENTER

- Our library is open daily from 7:30a.m. until 2:15p.m. for all students.
- Our schedule provides all students an opportunity for check-out, skills instruction, and research throughout the school day.
- There are parent materials available for

check-out.

- Lost and damaged books must be paid for so they may be replaced.

HOMEWORK & CLASSWORK

- Successful students are well organized. It is the student's responsibility to come prepared for class with the necessary supplies, homework and appropriate attitude for learning.
- Each student needs a quiet, organized area for doing homework, supplemental reading and studying.
- Each student needs a designated time each night for homework, which will provide a routine and structure.



Please check your child's folder each evening for homework & returned classwork and any papers that need to be signed and returned.

WILLIAMS UNIFORM DRESS CODE

SHIRTS & TOPS

- Williams T-Shirts - Any Color
- Collar with sleeves - Any Color
- Williams T-Shirt
- Turtlenecks are acceptable
- All shirts must be free of graphics

PANTS & BOTTOMS

- Solid Navy, Khaki or Black
- Plain blue or black jeans.
- Pants, Capris, Jumper Dress, Skorts, Skirts, Shorts (Skirts, skorts, and shorts no shorter than 3 inches above the knee)
- No jean shorts, skirts and jumpers.
- Leggings can be worn under uniform dresses or skirts.

THE BENEFITS OF UNIFORM DRESS

- Lessens Distractions to the Learning Environment
- Is Cost Effective
- Creates School Spirit
- Sets High Expectations for Student Performance

OUTERWEAR

- Sweatshirts or sweaters must be worn over a collared uniform shirts.

SHOES

- Flat, rubber sole, closed toe shoes only. "Tennis shoes are highly recommended.
- No open backs, spike heels, platform, wedge heels, sandals, crocs or flip-flops).

All clothing should fit the body and not be **“oversized”** or **“undersized”**.

STUDENT RECOGNITION

At the end of each 9 weeks, a ceremony is held to recognize student achievement. Awards that students are eligible for are the following.

- **Reading Award (K-2)** - Completing Reading requirement of each 9 week period.
- **Math Award (K-2)** - Completing Math requirement of each 9 week period.
- **Honor Roll (3-5)** - Completing requirements in each curriculum area with an A or A/B average.
- **BUG Award (K-5)** - “Bringing Up Grades” - Awarded in the 2nd 9 weeks and following improvement in grades
- **Specialists Awards** - Art, Music, PE, AIG, Student Council and other awards that are apart from the regular academic awards.
- **Attendance:** - Perfect attendance for each 9 week period,.
- **Hawk Hero** - Achievement for the different character traits that are discussed during the school year.
- **Principal's Award** -(4th, 9 weeks only) Students are recognized for perseverance in academics, dedication to others, responsibility and friendship.



Award Assemblies times are on the monthly calendar.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS (FERPA)

- A federal Law that governs the maintenance of school records, Under the law, parents or guardians of students (or students who are 18 years of age or older) have the right to inspect all records kept by the school about the student and the right to correct inaccuracies in those records.
- New Hanover County School Board Policy #8700 on this issue is available for review in the Principal's office.
- Decisions by the principal with respect to the request

may be appealed to the Assistant Superintendent for Student Support Programs, Federal Programs and Test.

SCHOOL NETWORK AND INTERNET POLICY (NHCS Policy #6086 and #7188)

It shall be the responsibility of all members of the New Hanover County School System's staff to educate minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response, as we as, supervise and monitor

appropriate usage of the online computer network and access to the internet in accordance with this Policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act

CELL PHONES

Students are permitted to bring cell phones to school, however, they must be kept in their book bags, **turned off**, at all times.

