

**C.E. Williams Middle School North Campus**  
1776 William Kennerty Dr  
Charleston, SC 29407

## **2024 – 2025 Student/Parent Handbook**

### **ADMINISTRATION AND SUPPORT STAFF**

#### **ADMINISTRATORS**

Maite Porter, Principal  
Norma Smith, Assistant Principal  
Rodrick Bellamy, Assistant Principal

#### **STUDENT SUPPORT TEAM**

Shywanna Mack, RN  
Officer Sally Pranger, SRO  
Student Concern Specialist

#### **GUIDANCE DEPARTMENT**

Shujuan Shannon, School Counselor  
Tori Hopkins, School Counselor

#### **OFFICE SUPPORT STAFF**

Alia Marks, Student Data Specialist  
Angela Davis, Secretary/Bookkeeper  
Rhonda Gooding, Clerk

#### **MEDIA CENTER**

Helen Gildea, Teacher Librarian

#### **CAFETERIA**

Jackie Kennedy, Supervisor

### **IMPORTANT SCHOOL PHONE NUMBERS**

Main Office:	843-763-1546
School Fax:	843-852-6557
Cafeteria:	843-763-1546
First Student:	843-823-3928

### **SCHOOL HOURS/TIMES**

Main Office Hours:	7:00 AM – 3:30 PM
Staff Hours:	6:50 AM – 2:50 PM
Student Hours:	7:20 AM – 2:20 PM
Early Release Days:	7:20 AM – 12:20 PM
Half Days:	7:20 AM – 10:20 AM

### **IMPORTANT SCHOOL RESOURCES**

School Website	<a href="https://www.ccsdschools.com/Domain/34">https://www.ccsdschools.com/Domain/34</a>
CCSD Website	<a href="http://www.ccsdschools.com">www.ccsdschools.com</a>
Parent Portal	<a href="https://powerschool.charleston.k12.sc.us/public/">https://powerschool.charleston.k12.sc.us/public/</a>

## IMPORTANT DATES

School Closed:	9/2, 9/20, 11/5, 11/26-29, 12/23-31, 1/1-3, 1/20, 2/17, 3/14, 4/14-18, 4/21, 5/26
Early Release Days:	10/4, 3/13, 4/11, 5/28
Half Days:	10/18, 2/14, 5/29
Progress Reports:	9/9, 11/11, 2/10, 4/28
Report Cards:	10/21, 1/7, 3/17, 6/2
Make-Up Days:	11/25, 4/21, 5/30

## C.E. Williams Middle School South Campus Student/Parent Handbook

**\*Please note: the policies and procedures contained herein may change during the school year.**

### Charleston County School District Mission Statement

The mission of the Charleston County School District, a dynamic system of challenging educational choices, is to increase student achievement overall and close achievement gaps in order to prepare all students to compete in a global economy and make a positive contribution to our community and nation.

### CEW Mission Statement

The CEW mission is to support the academic and developmental needs of middle grades learners and prepare them for high school, college, and careers in a global economy.

### A Brief History of Mr. C.E. Williams

C.E. Williams Middle School for Creative and Scientific Arts was built in 1968. The school is named after **Mr. Chalmers Elliott Williams** (September 6, 1908-May 15, 1986). Mr. Williams was from Heath Springs, SC and served as the superintendent of St. Andrew's Parish School District #10 from 1943-1975.

### CEW Student Creed

As a C.E. Williams Wolverine, I will set high expectations by demonstrating PRIDE.

- ☑ I will be **PREPARED**.
- ☑ I will be **RESPECTFUL** to others, my environment, and myself.
- ☑ I will show **INTEGRITY** through my actions.
- ☑ I will be **DEDICATED** to success.
- ☑ I will be **ENGAGED** in learning.

I understand that education is a lifelong process, which I am investing in NOW!

# CEW Student Core Values

We believe in order for students to be successful they should exhibit P.R.I.D.E. (Prepared, Respect, Integrity, Dedicated & Engaged) every day. Each of these core values are an integral part of our Positive Behavior, Interventions and Supports (PBIS) system. Parents should review these core values with their child to support their success. Below are some of behaviors students should exhibit for each of the core values. These expectations and others will be taught at length to students.

## Prepared

- In school on time and in class on time.
- Having all materials (includes homework, pencils, pens, paper, etc.).
- Abiding by uniform policy (including the bus).
- Having homework assignments done (includes reading, assignments to turn in, etc.).
- Being organized.
- Being alert and ready to work (demonstrated by posture, attitude, etc.).

## Respect

- Being appropriate in voice level.
- Communicating in appropriate tone and language.
- Making requests appropriately.
- Responding appropriately to requests.
- Accepting “no” and “not now.”
- Disagreeing appropriately.
- Avoiding the use of disrespectful body language.
- Cleaning up after yourself.
- Avoid calling people names to make fun of them or hurt their feelings.
- Avoid hurting others intentionally by excluding them.

## Integrity

- Following rules and procedures without the need for prompting.
- Being honest.
- Asking permission always before using property belonging to someone else.
- Returning borrowed items, paying appropriate fines, or replacement fees.
- Turning in found items to the front office or appropriate adult.
- Reporting inappropriate behaviors.

## **Dedicated**

- Doing your best to be your best.
- Asking for help to become better.
- Attending extra help sessions when needed.
- Showing you care through words and actions.
- Giving extra effort.
- Completing homework and projects.
- Reading for 30 minutes or more at home daily.

## **Engaged**

- Being focused.
- Listening with eyes and ears.
- Following directions.
- Following school rules and procedures.
- Asking questions when you do not understand.
- Paying attention.
- Correcting mistakes as quickly as possible and learning from your mistakes.

# **Recognitions & Celebrations**

## **Academic Recognitions**

### **Honor Roll**

- Gold** - Honor Roll recognizes students with an "A" average in all subjects.
- Silver** - Honor Roll recognizes students with a "B" average in all subjects with at least one "A" in a core content class.
- Awards Ceremonies are held at the end of the first and second semester

### **Birthday**

- Children's birthdays are recognized daily with the school community via the morning news and using our school's scrolling announcements.
- If you would like to bring in a pre-packaged treat for your child's birthday, please contact your child's homeroom teacher beforehand

## **Positive Behavior Interventions and Supports (PBIS)**

- **PBIS/House Points**- These points are often given to students who demonstrate the P.R.I.D.E. values.
- **Verbal Recognition**- CEW Faculty/Staff members use verbal praise as a primary reinforcement of PRIDE.

*\*This list is not meant to be comprehensive and only provides some of the ways we provide positive reinforcement.*

## **Discipline Policy**

CEW follows the Charleston County School District Student Code of Conduct as well as enforcing the policies and procedures specific to CEW. However, our main focus is presenting students with policies and procedures that will ensure their success. We ask that students and parents become familiar with these policies.

### **C.E. Williams Middle School**

#### **2024-2025 Uniform Policy Uniform Requirements**

- Solid (no patterns, stripes, or emblems larger than two inches) navy blue, royal blue, white, or gray polo short or long-sleeved collared shirts. Solid (no patterns, stripes, or emblems larger than two inches) navy blue, royal blue, white, or gray button-down **collared shirts**. **MUST be worn with navy blue or khaki bottoms**.
- Solid (no patterns, stripes, or emblems larger than two inches) white, navy, gray or royal blue crew neck sweatshirts (classic cotton or fleece). **MUST** be worn with navy blue or khaki bottoms.
- Solid (no patterns, stripes, or logos larger than two inches) white, navy, gray or royal blue cardigan-style sweaters. **MUST** be worn with navy blue or khaki bottoms.
- **Navy or khaki** shorts or skirts that are **FINGERTIP LENGTH**
- Any official C.E. Williams top, including CEWN clubs, organizations, teams, current year's homeroom basketball shirts, and approved shirts from school-sponsored events in which CEW learners participate/compete, must be worn with navy blue or khaki bottoms **OR SOLID BLUE OR BLACK** jeans with no rips showing skin above the knee and no inappropriate writing. The CEWN logo must be visible.
- No hats, bandanas, rags, or hair caps.
- Sunglasses may not be worn indoors. Transition lenses are permitted.
- **Hoodies are not permitted**. However, every CEWN student will be provided with a crew-neck sweatshirt that can also serve as a spirit item worn with jeans.
- House shirts can be worn on **FRIDAYS ONLY**
- For safety purposes students should wear closed toed shoes(no sandals, flips flops, crocs, wedges, etc)
- Undershirts must be solid white, navy blue, royal blue, or gray.
- No leggings, jeggings, sweatpants, or athletic type shorts, pants, or skirts
- No clothing, jewelry, or accessories will be permitted that displays profanity, weapons, violence, suggestive phrases, alcohol, tobacco, drug advertisements or other inappropriate phrases or symbols as determined by the administration.
- Learners may not wear accessories or jewelry that may be considered unsafe as determined by the school administration. This includes but is not limited to chains and spikes.

**Teachers will issue a referral for Dress Code Violation: Noncompliance with the district and school dress code.**

**Parents will be called and asked for a change of clothes to be delivered to the school if their child is out of uniform.**

**FOUR dress code violations will result in an office referral for Failure to Comply, per the CCSD PDP.**

### **CEW “Dress Down” Policy**

There will be occasions on which learners will be permitted to dress out of uniform. Below are the guidelines for “Dress Down” days.

- All sleeveless tops/straps should be at least three fingers wide.
- Sweatpants should not fit too tightly.
- All shorts and skirts must be fingertip length.
- No jeans/pants may be worn that have rips, tears, or holes that expose skin above knee length.
  - No clothing may be worn with wording intended to draw attention to certain body parts or with suggestive language.
  - Learners should not expose their chest/cleavage or midriff (in standing or sitting positions).
  - Underwear and undergarments of any type shall be covered at all times.
  - Refrain from wearing hats, caps, head stockings, athletic style headbands, bandanas, head kerchiefs.
  - NO HOODIES.
  - No backless shoes, open-toed shoes, bedroom slippers, or flip-flops or wedge heels are allowed for safety reasons. Shoes with laces must be laced and tied at all times.
  - No shoes with wheels in them may be worn.
  - No pajamas or beachwear allowed.
  - No sunglasses may be worn indoors. Transition lenses are permitted.
  - Pants must be worn at the natural waistline.
  - Clothes that advertise alcoholic beverages, tobacco products, drugs, or other suggestive messages/merchandise (i.e. weapons, illegal substances) are not permitted.
  - Leggings/Jeggings, yoga pants or spandex pants may not be worn as pants. Shorts or a skirt that is fingertip length must be worn over them.

## **C.E. Williams Middle School General Information**

### **Breakfast & Lunch**

CE Williams North qualifies for the Community Eligibility Provision. This allows access to free and nutritious meals for ALL students.

No Free/Reduced household applications are required for students attending school on this campus for the 2024-2025 school year.

## Cell Phone Policy

**Phones/electronic devices should be turned off and placed into the cellphone box upon entering homeroom in the morning. Students must abide by the CCSD Technology Acceptable Use Policy and CCSD Student Code of Conduct.**

All electronic devices are the sole responsibility of the student. As we provide a safe, secure, locked location for all electronic devices and cell phones, CEWN will not be responsible for investigating lost or stolen items.

- Cell phones/electronic devices must be turned off (NOT ON VIBRATE MODE) and turned in to the homeroom teacher to be locked up during the entire school day – this includes during lunch, recess, and FLEX.
- Smart watches are not to be worn or used during the school day and must be either left in their backpack or turned in to their homeroom teacher to be locked up for the day. Students are encouraged to leave Smart watches at home.
- Wireless earbuds or headphones may not be worn at all during the school day.
- Students are not to bring Bluetooth speakers or other Bluetooth enabled devices on campus.

### Corrective Action

#### 1st offense

- Student Concern Specialist will be called to collect the phone.
- Student will call home.
- The electronic device is confiscated until the end of the day.
- Teacher Managed Referral for 1st Electronic Device Violation will be entered by the teacher.

#### 2nd offense

- Student Concern Specialist will be called to collect the phone.
- Student/SCS will call home.
- The electronic device is confiscated until the end of the day.
- Teacher Managed Referral for 2nd Electronic Device Violation will be entered by the teacher.

#### 3rd offense

- Student Concern Specialist will be called to collect the phone.
- Admin or SCS will call home.
- The electronic device is confiscated and parents will have to pick it up.
- Teacher Managed Referral for 3rd Electronic Device Violation will be entered by the teacher.

#### 4th offense

- Student Concern Specialist will be called to collect the phone.
- SCS/Admin will call home.
- The electronic device is confiscated and parents will have to pick it up.
- Teacher Managed Referral for 4th Electronic Device Violation will be entered by the teacher.

#### 5th and following offenses

- Student Concern Specialist will be called to collect the phone.
- SCS/Admin will call home.
- The electronic device is confiscated and parents will have to pick it up.

- The teacher will enter an Office-Managed Referral for Failure to Comply. The district PDP will be followed for consequences.

## **Textbooks/Media Center Books**

- The State of South Carolina, CCSD and CEW issues textbooks to each student. Once textbooks are issued they are the responsibility of the student and parent. Students are financially responsible for lost, abused, and/or damaged books. Payment should be made to the front office. No additional textbooks or workbooks will be given to a student until payment is made for a lost or damaged book. Students may be ineligible for certain privileges until all obligations are satisfied.
- When students check out a book from the CEW media center, they are responsible for any fines, damaged, or lost books. Students may be ineligible for certain privileges until all obligations are satisfied.
- Fees may be paid by cash or check in the Main Office
- ALL fees (including library books) must be paid in order to attend end-of-the-year events

## **Make-Up Work**

When returning from excused absences, it is the responsibility of the student to request make-up work from their teachers or check the teachers' web page for missed work upon returning. Parents can also check the Parent Portal for student grades on these assignments. For full credit after an excused absence, makeup work should be completed and turned in to the teacher within **five days** of the student returning to school.

## **Attendance Regulations**

To be promoted to the next grade level, students must attend school 170 days out of the 180-day school year. Students who have 10 or more unlawful (unexcused) absences can be retained.

Attendance is taken for each individual class. A student who has missed an entire day will have 8 period absences. Any class absence will remain an absence even if the student attends other classes during the same day. Accumulating more than 10 absences in the same class has the same effect as missing 10 days of school for that class. Class absences must have the same documentation as daily absences in order to be excused.

### **Unexcused Absences are issued if:**

- Student is absent from class for an extracurricular activity not approved by administration
- Student is absent without parental knowledge (cutting school) or with parental knowledge for an unacceptable reason
- Student is absent for a family vacation
- Student does not return promptly following a suspension for parent/student/school conference
- Parental notes for student illnesses in excess of 10 days which medical statements cannot validate
- Routine appointments for medical, dental, or counseling services once a student has exceeded 5 absences per semester or 10 absences yearly.

When students are on track to have 10 unexcused absences, truancy paperwork will be filed with the district office and proper authorities.

## **Tardies**



The CEW late arrival bell rings at 7:20 a.m. Students arriving after 7:20 a.m. must be walked in and checked in by an adult. During class changes, if a student is not in their assigned seat by the time the tardy bell rings, he or she will be marked tardy for that class. A student who is tardy more than five minutes and does not present a pass signed by an adult will be considered cutting.

**Excused Tardies:**

Medical excuses  
Certain family emergencies  
Late bus arrivals

**Unexcused Tardies**

Missing the bus  
Oversleeping  
Traffic (under normal circumstances)

## Parent/Guardian Contact Information

It is imperative that the school be able to reach a parent or guardian via phone or U.S. Mail. Please notify our student data clerk, located in the front office, of any change of address or telephone number.

## Parent/Student Portal

The Parent/Student Portal allows you to access up-to-date information on your child's grades and attendance. You will be able to simply click on your child's grade in a class and see the complete list of assignments and grades; and be able to email your child's teachers by simply clicking on their name within the grade book. To access the Portal, you will need a computer with internet access and a working email account, to which you alone have access.

Send the following information to:

Alia Marks at [alia\\_marks@charleston.k12.sc.us](mailto:alia_marks@charleston.k12.sc.us)

1. Your child's or children's full legal names – as they appear on their birth certificate
2. Your full legal name
3. Your child's grade level
4. If you already have a Parent/Student Portal guardian account for a child at another school, please provide that information. Your existing account can access multiple students.

We will verify your information and email you a Private Access ID (username) and Password along with information on how to access and maximize the PowerSchool Parent Portal.

## Leaving School Early

- Students who need to leave early must be picked up no later than 1:45 p.m. This minimizes disruption to the dismissal process and allows the front office to operate and prepare for dismissal. **All visitors must have an official photo ID.** Only parents or guardians listed on the emergency card will be allowed to sign out students who leave early unless a note signed by a parent is submitted.
- If there are excessive instances of a child being signed out, the school may contact parents/guardians.

## First Student Bus Services

Delayed Bus Notification Sign Up: To receive notifications about bus delays, sign up using the Remind App. Be sure to use the sign up code for your child's specific bus route.

First Student Services will be using a text message notification system for regular education students to notify you when your bus is going to be 15 minutes late. If you would like to receive these messages, go to [www.ccsdschools.com](http://www.ccsdschools.com)> Divisions> Operations> Transportation> Remind App> Delayed Bus Notification Sign Up: [FCJG](#)

## **Food & Student Celebrations**

All food served or brought to students must be store-bought and pre-packaged. Please contact your child's homeroom teacher before sending in any food.

Parents who wish to provide outside food or eat lunch with their students will eat in the front office or other designated areas chosen by the school administration. Parents will not be permitted to eat in the cafeteria.

Balloons and/or flowers will remain in the main office until dismissal.

For safety reasons, balloons are not allowed on buses.

## **School Sports**

Contact St. Andrew's Parks and Playground at 843-763-4360 to inquire about the following sports: football, cheerleading, softball, volleyball, soccer, and baseball. Students interested in basketball will need to listen to morning and afternoon announcements for sign-up and try-out information.

## **Use of School Phones**

If a child is permitted to use a landline from CEW, they should leave a message via voicemail. All phone numbers from our school will ring to the main office, which does not allow us to always know who made the call.

## **Fire Drills/Disaster Alerts**

In case of fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm. An evacuation plan is posted in each room, showing the evacuation route for that particular room. In any emergency situation, students are to remain quiet and follow teacher instructions concerning moving to a designated area, etc.

## **Electronic Devices Policy**

In accordance with SC State Law, section 59-63-280, and the CE Williams North Cell Phone Policy, no student may use a cell phone or portable communications device on school property during the day. Students using or seen with electronic devices during the school day shall receive a discipline referral, and have their electronic device confiscated and turned into their team administrator. (Please refer to the CCSD Student Code of Conduct). Lost or stolen devices are the responsibility of the student.

At C.E. Williams North, we believe lunch and recess are opportune times for students to focus on social skills, create positive relationships with peers, and build community.

## **Searches on School Premises**

In accordance with the laws of the State of South Carolina, any person entering the premises of any school shall be deemed to have consented to a reasonable search of his or her person and effects. Any weapons, alcohol, stolen property, contraband, or controlled substances found in such search shall be seized by the school official, the appropriate police agency notified, and the student referred to the District 10 Constituent Board.

## **Technology & Internet Use**

Students should use technology and the Internet in an appropriate manner. Technology includes but is not limited to: computers, other hardware, electronic devices, software, Internet, e-mail, all other networks, etc. Student use of technology is a privilege. Students are responsible for appropriate use of all computers to which they have access. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, web pages, and use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community is prohibited, even if such use takes place off school property (i.e. home, business, private property, etc.) Violations will be addressed according to CCSD Student Code of Conduct.

Students must have a signed technology agreement to use CEW technology including Chromebooks.

### **General Terms and Conditions of Use:**

- Transmission of any material in violation of federal, state, local law, or School Board policy, regulation of the Student Code of Conduct is prohibited. This includes, but is not limited to the following: copyrighted material, threatening, violent, obscene, or pornographic material, material protected by trade secret, and uploaded or created computer viruses.
- Use of technology for commercial activities is prohibited unless explicitly permitted by the School Board. Commercial activity includes, but is not limited to, the following:
  - Any activity that requires an exchange of money and/or credit card numbers
  - Any activity that requires entry into an area of service for which the school will be charged a fee
  - Any purchase or sale of any kind
  - Any use for product advertisement or political lobbying
- Students are prohibited from accessing or attempting to access instant messages, chat-rooms, forums, e-mail, message boards, blogs or personal hosted web pages.
- Students are prohibited from obtaining pornographic, obscene, or vulgar images, sounds, music, videos, language or materials including screen savers, backdrops, etc.

Violation of these regulations will result in disciplinary action and may also result in criminal charges if the violation or the regulation is also a violation of state law.

## **PTSA**

The PTSA would like to ask all motivated and interested parents to join the PTSA Board as we plan events and support our students, teachers, and administration at C.E. Williams Middle School. Information will come home in the student's welcome folder.

## Payments & Refunds

We do not accept postdated checks, as funds are deposited daily.

Please send the correct change. Change cannot be given for checks written over the amount.

All refunds issued will be in the form of a school check if payment was made by cash or check. Please allow 2-3 days to process; add 10 days from date of deposit if original payment was made by check.

Refunds for fees/field trips using RevTrak will be credited back to the credit/debit card that made the payment.

Fees for lost textbooks, Library fines, Chorus, Band, Orchestra fees can be paid online at <https://cewilliams.revtrak.net/>.

## Field Trips

Students are required to submit a signed permission slip for each field trip.

In order for your child to attend a field trip, the school **MUST** have a signed emergency card. The school nurse **MUST** have doctor orders and any required medications for any medical condition listed on your child's emergency card.

Please keep an eye out for more information on field trips and fundraising throughout the year.

Field trips are an extension of CEWN. In order to attend field trips, students must follow the behavior guidelines set for each trip. If these guidelines are not followed students will not be able to attend the trip and will not receive a refund.

## Visitors

- For safety reasons, all visitors must report to the main office upon approval and have a state or federal issued picture I.D. or Driver's License and obtain a visitor's pass from the receptionist.
- Visitors should schedule conferences with their child's teachers.
- Visitors should only go to the destination to which they are authorized and then check out by stopping at the front office before leaving.
- If an occasion arises requiring a shared responsibility visit, your child's administrator will contact you regarding the proper procedures for the visit.
- The school has the right to deny classroom visits which may cause a disruption to the learning environment or interfere with instruction.
- Volunteers who have been asked and received permission to come must present a state or federal issued picture I.D. upon arrival and should report to their designated area(s).

## Health Services

- **Medical Concerns:** Parents/Guardians of students with specific health problems such as diabetes, asthma, allergies, etc. need to contact the school nurse. A health status card will be kept in the clinic and should be filled out by the parent/guardian.
- **Medications:** Only medications (including over-the-counter medicines) accompanied by a physician's prescription are allowed. These medications must be brought to school in the pharmacy container with the student's name, name of medication, dosage, times to be given and

the physician's name. A form from the physician giving the school permission to administer medication is required. Contact the front office or clinic for the form.

- **No over-the-counter medication (cough syrup, aspirin, cough drops, etc.) can be given without a doctor's prescription on file in the nurse's office.**
- Students CANNOT have any type of medication in their possession. Students with prescription or over-the-counter medications in their possession are subject to the CCSD Code of Conduct. Medication must be brought to school by a parent/guardian, then counted and inventoried with the nurse or office staff member. It also must be signed by a parent and a witness.
- Clinic Visits: Students must have a pass from a teacher to be admitted to the clinic. The only exception is in cases of emergency.

## **Special Education Services**

C.E. Williams Middle School will provide a continuum of services to any student with exceptionality. If you feel that your child has special needs, you may contact the school.

## **School Counseling Services**

Students are included in classroom and individual guidance/counseling unless a parent contacts the counselors and requests that a student not participate. If you have questions about your child participating in counseling activities, please call (843) 763-1546.

## **Bus Regulations**

Students must ride the bus to which they are assigned and use their assigned bus stop. If a student wishes to ride home with another student, a parent should send a written permission slip with their child. Children should then come to the front office in the morning to obtain a bus pass. Students are expected to follow school PRIDE on all CCSD transportation as they are an extension of CEW North. Bus referrals will be processed using the district Progressive Discipline Plan and consequences will be assigned accordingly. Please note bus referrals do impact students attending school festivals and field trips.

## **Harassment Policy**

Bullying, harassing, threatening, or intimidating another person by means of any gesture, written, verbal, or electronically mediated communication, emotional or physical act is prohibited by CCSD. Please see the CCSD Student Code of Conduct for additional information.