

NORTHAMPTON COUNTY SCHOOLS

Conway Middle School

STUDENT/PARENT HANDBOOK

2024-2025



Motto- "Building Minds, Transitioning Futures"

Principal-Mr. Darren O. Parker, Sr.

Assistant Principal-Mrs. Ashita N. Harris

CONWAY MIDDLE SCHOOL
400 E. Main Street
Conway, NC 27820
Phone: 252-585-0312 Fax: 252-585-0335

Darren Parker, Principal

Ashita Harris, Assistant Principal

Greetings,

With great pride and honor, I welcome staff, students, parents, and the community to Conway Middle School!

This year, we will strive for excellence. We must become one village; ONE TEAM to ensure the success of ALL students. With one team working together and fulfilling its role, success will happen! As we enter this school year, I charge each team member to become better.

To the CMS Faculty and Staff – I charge you to come prepared every day to provide the best instruction to each and every student who walks through our doors. I encourage you to push students beyond their existing potential and help them to realize and achieve their dreams of being future world changers. I also charge you to be a positive teammate and a helpful colleague.

To the Parents of CMS students – I charge you to be supportive of your children. Encourage them to attend school daily, performing their absolute best! Parents, I invite you to visit the school and keep in constant communication with your child's teachers. It is with you showing interest that your child will achieve greatness.

To the Citizens of Conway and to the Community Partners – I charge you all to be a presence in the school and in the activities hosted by Conway Middle School. As our community leaders, base every decision in the best interest of the future leaders of Conway, which are our students.

To the Outstanding Students – It begins and ends with you! I charge you to come prepared daily, expecting to receive the instruction you seek to be successful. I encourage you to share in the responsibility of making Conway Middle School one of the best middle schools in North Carolina. We expect you to follow the rules and present yourself daily as a responsible and respectable scholar. Remain focused on your dream, and keep your eyes on your future! Remember, PREPARATION ELIMINATES FEAR AND DOUBT!

As the leader of this great establishment, I will provide an environment that is safe, nurturing, and productive! I will strive daily to ensure that students' academic, emotional, and social success is at the core of every decision we make at CMS.

With each person of the TEAM working together, WINNING is not a surprise; it is EXPECTED!

Educationally yours,

Darren O. Parker

Welcome to the 2024-2025 School Year

CMS Motto

Building Minds, Transitioning Futures

CMS Vision

Our vision at Conway Middle School is to prepare students for college readiness and success in a global society and foster strong academic skills to thrive in a rapidly changing and complex world.

CMS Mission

At Conway Middle School, our mission is to collaborate with families and the community to develop and implement strategies that enhance the school's culture and climate, preparing all students for future success by closing the opportunity gap and promoting academic excellence.

CMS Core Values

T- Teamwork

E - Excellence

A - Accountability

M - Mutual Respect

CMS Administrative Team:

Principal – Mr. Darren Parker

Assistant Principal- Mrs. Ashita Harris

Counselor-Mrs. Tamaiya Allen

Instructional Coach-Mrs. Tiffany Gant-Shephard

ELA Lead Teacher- Mr. Randy Artis

Math Lead Teacher- Mrs. Chanda Cofield

Science Lead Teacher-Mrs. Ratasha Benton-Manley

Social Studies Teacher-Mr. Shea Johnson

Health and P.E. Teacher-Mr. Kenneth Alston

School Hours:

- The school day is from 7:40 AM to 3:10 PM.
- Students may arrive at school NO earlier than 7:30 AM. All students will report to the cafeteria for FREE “Grab & GO Breakfast “, once arriving at school. Students will be dismissed to Homeroom by the breakfast duty staff.
- For both student safety and building security, we will ask unattended students not to loiter or be on campus after 3:10 pm each day.

Student Drop off/Pick up:

Students who do not ride buses must be dropped off in the mornings at the designated area using the front school entrance and remain in the lobby until directed to the cafeteria.

In the afternoon parents are encouraged to pick up students between 3:00 and 3:10 pm. Unless a student is staying for tutorials or a planned practice that

is supervised by school personnel, all students should be off campus by 4:00 PM. Students are not allowed to wait at school unsupervised. Students need to make arrangements to be picked up immediately after school or immediately following your school sanctioned event.

During pick-up times, in order to ensure student safety, we ask that a single line be formed on the school side of the driveways so that students do not need to cross in front of cars in order to get to their ride.

As always, your help is appreciated in making this area as safe as possible for our students as they arrive at school and return home.

Sign Out Procedures

If it is necessary for you to leave during the school day, parents or legal guardians must sign the student out in the office.

*All students must leave the building accompanied by the parent or guardian(s) who has signed them out. Students will not be released to meet rides in the parking lot without following the above procedure.

If the person picking you up is not your parent or guardian, the identity of that person must be established and written permission from the legal guardian granted before you may be released. In an effort to maximize instruction time, students will be called to the office for dismissal once a parent or guardian arrives to pick them up.

**** All Visitors to Conway Middle School must show ID.****

Attendance:

It is important that you make a real effort to be here every day. Student success is closely tied to attendance. After any absence, please submit a note to the homeroom teacher and this will be keyed into our attendance system. If you are out for a medical appointment, be sure to bring an office visit slip in order to excuse the time missed. Students have 3 days to submit a written note or email to excuse an absence. If a note is not submitted in 3 days, then the absence will be unexcused.

Regular and punctual attendance is the greatest single factor in school success; therefore, a student's first concern should be to attend class regularly. Being absent unnecessarily from school impairs a student's opportunity to succeed in studies and also indirectly encourages the development of poor attitudes toward schoolwork and other obligations. That being said, we do understand that there are extenuating circumstances that cause a family to choose for their student to be absent. Some of those are unplanned. In such a case we ask that students get their missed work when they return. Teachers are not required to give out makeup work in advance.

Discipline

At Conway Middle School, we believe in fostering a safe, respectful, and inclusive learning environment where every student is encouraged to grow academically, socially, and emotionally. Through consistent discipline practices rooted in fairness, accountability, and positive reinforcement, we aim to empower our students to become responsible citizens and lifelong learners.

Behavior Expectations

T- Take Responsibility

E - Exhibit Respect

A - Achieve Excellence

M - Maintain Safety

Bus Management Plan

Riding the school bus is a privilege in the state of North Carolina. The following guidelines are necessary to provide the safest and most comfortable conditions possible for students.

1. The driver is in charge of the bus, and students must obey the driver.
2. Students shall sit in assigned seats at all times with arms and head inside the bus.
3. Eating, drinking, or chewing gum will not be allowed on buses.

4. Anything that compromises student safety will not be permitted on the bus, including, but not limited to, perfumes, body sprays, horseplay, wrestling, fighting, spitballs, use of alcohol or drugs, and throwing things.
5. Students should maintain a reasonable noise level and refrain from using profanity.
6. Students must ride their assigned bus and may only get on or off the bus at their designated bus stop. If students do not have a bus note from the front office, they will not be permitted to ride another bus. If you wish for your child to ride another bus, please submit a note requesting that your child be dropped off at a different location. The note should include the following: date, name and grade level of child, location the child needs to be dropped off at, parent signature, and parent phone number.

Grading Scale and Policy

Grading Scale	Category Weights in PowerSchool
A 90-100	Assessments 45 %
B 80-89	Classwork 45%
C 70-79	Homework 10%
D 60-69	<i>Total</i> 100%
F 0-59	

Parent Expectations:

- Obtain your login information for PowerSchool through the Data Manager and/or counselor
- Actively monitor student performance by checking grades in the Parent Portal at least every 2 weeks. Families without internet access may request grade reports from the school data manager.
- Speak to the teacher of record for clarification of student grades.
- Stay abreast of any missing assignments and work with your child to submit his/her work in a timely manner.
- Sign all Progress Reports and Report Cards and return them to school. If your child is failing, please call and schedule a Parent Conference.

- Contact your child’s teachers at least once a months

Progress Reports and Report Cards:

These are designed to keep you and your parent/guardian aware of your academic progress. Progress reports are issued to students at the midpoint of each marking period. Report cards are sent home with the student at the end of the grading period. Student academic progress can be monitored through the PowerSchool Parent Access Portal.

Progress Reports	End of Grading Period	Report Cards
September 25, 2024 Wednesday	October 25, 2024 Friday	November 1, 2024 Friday
December 4, 2024 Monday	January 24, 2025 Friday	January 24, 2025 Friday
February 20, 2025 Thursday	March 27, 2025 Thursday	April 4, 2025 Friday
May 1, 2025 Thursday	June 6, 2025 Friday Final Report Cards	June 16, 2025 Monday

Communication:

In an effort to involve parents and the community in the academic success and activities at Conway Middle School, we utilize a variety of methods of communication. PowerSchool Parent Access Portal, e-mails, Parent Square, web-based newsletters, phone calls, parent teacher conferences, progress reports, report cards, Parents as Partners, CMS Facebook Page and Open House nights are all ways to stay updated on your student’s academic progress and extracurricular activities.

Cell Phones:

To limit the distraction from instruction during the school day, students who choose to bring a cell phone to school must turn it off and place it in the students backpack until the end of the school day. Students will be prohibited from using or activating a cellular phone during the school day without permission from a teacher for an in class activity. If a student uses such a device when not permissible, it will result in confiscation of the device. The following consequences will be enforced to students who violate this rule:

First offense = the phone will be confiscated and returned to the student with a warning being issued at the end of the school day.

Second offense = confiscation of the phone, it will be powered off by the student, labeled and sealed in an envelope by the student and secured within the office of the school administration. The device will then only be returned to the parent/guardian at an agreed upon time.

Possession of Electronic Devices:

Students who choose to bring electronic devices, such as, iPods, game devices, CD players, cameras, etc. to school must remember to turn them off and secure them within a book bag, coat or pockets before entering the school building. If a student uses the device outside of the above regulations, it may result in confiscation of the device and will be returned to the parent or the student at the end of the day. Repeated violations will result in further disciplinary consequences. However, please be advised that we do not have the personnel to spend time investigating if these devices are lost or stolen, so if it is valuable to you, please do not bring it to school. We are not responsible for lost, stolen or damaged devices.

Food and Drinks during the School Day:

Students are not allowed to have any type of food or drink in the classroom or hallways at any time. If the student has a special medical situation where they need a snack during the day, the nurse should be made aware of this situation and special arrangements can be made. Once breakfast or lunch is over, any leftover food or drink must be disposed of before returning to class.

Guidance and Counseling

Guidance services are available to each student to help facilitate academic success, social adjustment, and self-understanding. The counselor works closely with

teachers, home, and community agencies in implementing the program. Counseling is a process by which a student is helped by conferences to understand himself in relation to the developing and changing world. Although students may sometimes meet in groups, the emphasis is always upon the individual.

Cafeteria

he following are *not* allowed:

- o Trading or sharing food items
- o Any food that needs to be microwaved
- o Energy or soft drinks/soda
- o Seafood (due to the severe allergies of some students and staff members)
- o Outside food from restaurants that are in the restaurant packaging

Students are expected to exhibit respect and responsible behavior in the cafeteria.

EMERGENCY DRILLS

Fire, tornado, and bomb threat drills are conducted periodically as a safety factor to ensure that each student knows what action to take in the event of an emergency. At the beginning of the school year teachers will explain the procedures for the drills to the students.



2024-2025 Traditional Schools Calendar

Progress Reports

September 25, 2024
December 4, 2024
February 20, 2025
May 1, 2025

End of Grading Period

October 25, 2024
January 24, 2025
March 27, 2025
June 6, 2025

Report Cards

November 1, 2024
January 24, 2025
April 4, 2025
June 16, 2025

Graduation Ceremonies

May 17, 2025 10:00 am NCEC
June 7, 2025 10:00 am NCHS

Northampton County Schools

Changing Lives of Children

August 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2024				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May 2025				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June 2025				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

July 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
30				

Convocation

■ District Required
■ Professional Development

First/Last Day of School

■ Holiday
■ Early Release

Required Workday

■ Optional Workday
■ Annual Leave

Northampton County Schools

701 N. Church Street
Jackson, NC 27845

www.northampton.k12.nc.us

Phone: 252-534-1371
Fax: 252-534-4631

ONLY COMPLETE THIS FORM TO DENY ACCESS!!

**Northampton County Schools
Parental Request to Deny Access**

You have the option of denying your child's access to the Internet and/or prohibiting them from obtaining an email account. **To deny access to one or both services, please complete this form** as appropriate, sign, date and return to your child's school. Please remember that some school services must be provided via the Internet.

Parents will be notified when the school receives the signed form.

Student Name _____ Grade _____

Conway Middle School

I have read the Northampton County Public School System's Acceptable Use Policy and hereby request to deny Internet access for my child.

I DO NOT give permission to issue an account for my child and DO certify that the information contained in this form is correct.

Parent Signature _____ Date _____

I have read the Northampton County Public School System's Acceptable Use Policy and hereby request to deny Electronic Mail access for my child.

I DO NOT give permission to issue an account for my child and DO certify that the information contained in this form is correct.

Parent Signature _____ Date _____

Parent Name _____

Home Address _____

Phone _____

CONWAY MIDDLE SCHOOL PARENT/STUDENT HANDBOOK

Parents/Legal Guardians and Students: **Please sign, date, and return this form to your school after you have read and discussed the handbook.**

Parents/Legal Guardians and Student Verification: To verify that you have reviewed the handbook, please sign the following statement:

Parent/Guardian: I have reviewed the Parent/Student Handbook with my child(ren).

Signature: _____

Date: _____

Student: I have reviewed the Parent/Student Handbook with my parent.

Signature: _____

Date: _____

Teacher Name: _____

This school and its staff thank you for your review of the Parent/Student Handbook and will solicit your support throughout the year.

