

McGee's Crossroads Middle School

Home of the Mustangs



"Mustang Proud, Mustang StrongER"

Student Handbook

2020-2021

13353 NC HWY 210

Benson, NC 27504

919-894-6003

www.johnston.k12.nc.us/mcms

McGee's Crossroads Middle School

Home of the Mustangs

2011 National Schools to Watch
2014 Re-Designated Schools to Watch
2017 Re-Designated II Schools to Watch

Academically Excellent | Developmentally Responsible | Socially Equitable

2020-2021 Student Handbook

13353 NC Highway 210
Benson, NC 27504
Telephone: 919.894.6003
Fax: 919.894.6007

Dr. Eric Bracy, Superintendent
Larkeysha M. Sheppard, Principal
Tim Dugan, Assistant Principal
Centora Holder, Assistant Principal

McGee's Crossroads Middle School was founded in 2003. The Mustang is our mascot.
Our school colors are burgundy, gray, and white.

THIS STUDENT HANDBOOK BELONGS TO:

Name: _____	Grade: _____
Address: _____	City: _____
Home phone number: _____	Parents Cell Phone Numbers: _____
Locker Number: _____	Bus Number: _____
Carpool: <input type="checkbox"/> Yes <input type="checkbox"/> No	

COMMUNICATION BETWEEN PARENTS AND TEACHERS

McGee's Crossroads Middle School will use this student handbook will serve as a guide to familiarizing users with procedures, rules, and regulations for McGee's Crossroads Middle School. Being familiar with our school/district policies will ensure high expectations, academic, and behavioral success.

Johnston County Public Schools' Mission Statement

Johnston County Public Schools will empower our students to enrich their world by facilitating learning through relationships, and relevant, innovative experiences.

Dear Parent/Guardian:

We ask that you please review this handbook with your child. Please sign this form indicating that you and your child have reviewed and understand this handbook for the 2020-2021 school year.

Any student of the Johnston County Public Schools who feels that he or she has been discriminated against because of their sex, race, or handicapping condition should contact: Dolores Gill, PO Box 1336, Smithfield, NC 27577, 919=934-6031.

PRINCIPAL'S MESSAGE

Welcome to McGee's Crossroads Middle School We are pleased to have you as a part of our school family. At MXMS, we want every student to succeed, and we are committed to working with you and your parents/guardians to ensure that you can learn and grow in a safe, orderly, equitable, respectful, caring, and loving environment.

As a middle school student, you will undergo many changes during your years here. There will be new friends, new teachers, new knowledge, and a variety of opportunities. Please get involved! This is YOUR SCHOOL! We encourage you to take advantage of all MXMS has to offer! During middle school, expectations and responsibilities will increase. We have very high expectations for both academic and behavioral excellence. The MXMS team is dedicated to providing a learning environment that is fun, engaging, challenging, and meaningful to meet your needs while developing leaders who will succeed in the 21st century. We hope that with clear expectations, a strong instructional program, and the support of your family and teachers, you will make the most of your middle school experience.

This student handbook has been written to inform you and your family of the policies, procedures, and expectations at MXMS. It contains important information that will allow you to better understand how your school operates. The information included in this handbook is specific to MXMS and all policies included here are in addition to the Johnston County Public Schools policies, procedures, and regulations which are stated in the 2020-2021 Johnston County Public Schools Parent Gazette and district website at <http://bit.ly/JCPSBoardPolicy>. Please don't hesitate to contact us if you have any questions about any of the JCPS policies.

Please refer to our school website and the Johnston County Public Schools' website for additional information throughout the school year. We look forward to serving each of you and we look forward to seeing you achieving and accomplishing great things as we work together as a team to ensure your success! We are Mustang Proud! We are Mustang StrongER!

Larkeysha M. Sheppard
Principal
McGee's Crossroads Middle School

McGEE'S CROSSROADS MIDDLE SCHOOL VISION and MISSION

Vision: Compassionate and competent school innovators will engage each student in relevant and personalized learning experiences in preparation for careers, college, and life.

Mission: To empower our students to enrich their world by facilitating learning through relationships, and relevant, innovative experiences.

COMMUNICATION

Our primary concern is the well-being and education of our students. We are committed to open, honest communication with students and parents. In an effort to resolve matters quickly and effectively, we ask that parents and/or guardians first contact the teacher or their child's student services counselor.

Recommended steps for resolving questions and/or concerns:

- 1. Student - Teacher Contact**
Students may also meet with student services counselor to discuss any questions or concerns they may have.
- 2. Parent - Teacher Contact**
Please contact teacher via phone, during planning block only, email and/or after school hours. Efforts will be made to return calls within 24-48 hours.
- 3. Parent - Teacher Conference**
If questions and/or concerns continue, parents may choose to contact their child's student services counselor to schedule a meeting with the teacher. Unannounced, unscheduled conference requests will be scheduled.
- 4. Parent Administration Contact**
Please contact principal or assistant principal via phone or email to discuss any questions and/or concerns.
- 5. Parent Administration Conference**
If questions and/or concerns continue, parents may schedule a meeting with principal or assistant principal.

Communication From School to Home

Please connect with our school frequently to stay informed by visiting our school website, and social media outlets. ConnectEd calls will be made on a weekly basis or as needed with important school information. Staff will maintain consistent contact with parents via multiple modes of communication.

Parent Calls for Students

Parent calls and messages for their students will be sent to teacher's classroom during his/her planning period in order to avoid interruptions during instructional time. Students will not be called out of class in order to receive a call. Messages taken during planning periods and/or class time will delivered to students as needed.

2020-2021 SEMESTER TIMELINE

	START	END
SEMESTER I	August 17, 2020	December 20, 2020
MID-MARK I	October 18, 2020	
SEMESTER II	January 6, 2021	May 29, 2021
MID-MARK 2	March 13, 2021	

GRADING SYSTEM JCPS BOARD POLICY 3400

A student's grade is based on class participation, homework, class work, quizzes, and tests. The relative value attached to any above activity shall be determined by the importance of the activity toward achieving the course objectives. Grading reflects achievement of competencies taught at each grade level as outlined in the Standard Course of Study. The following letter grading system shall apply

GRADING SCALE		CONDUCT			
A	90-100	B	80-89	S	Satisfactory
C	70-79	D	60-69	N	Needs Improvement
		F	59 and below	U	Unsatisfactory

POWERSCHOOL and STUDENT PROGRESS

Parents and students may access grades through the school website by clicking the PowerSchool Parent Sign In link located in the Parents tab on the homepage. Parents and students are encouraged to log on daily to PowerSchool to monitor academic progress. A username and password are required to gain access to PowerSchool. Please contact our school Data Manager for assistance.

2020-2021 REPORT CARD and PROGRESS REPORT DISTRIBUTION SCHEDULE

Quarter 1	Quarter 2	Quarter 3	Quarter 4
PR: 9/15/20 RC: 10/26/20	PR: 11/17/20 RC: 1/11/21	PR: 2/8/21 RC: 3/23/21	PR: 4/26/21 RC: 6/3/21

PR: progress report
RC: report card

Progress reports will be issued about every 4-½ weeks prior to report card distribution to notify parents of student achievement, attendance, and behavior. Report cards are issued at the end of each nine-week grading period.

HONOR ROLL/PRINCIPALS LIST

Students receiving all A's and a conduct grade of an O or S shall be recognized on the Johnston County Public Schools Principals' List. Students receiving all A's or B's and a conduct grade of an O or S shall be recognized on the Johnston County Public School's Honor Roll.

ATTENDANCE JCPS BOARD POLICY 4110

Daily school attendance is essential for student success. NC State law requires every child attending school between the ages 7 (or younger if enrolled) and 16 to attend school. The Johnston County Public School's Board of Education Attendance Policy Code 4110 states, "all students must be present for a minimum of 91% of all class meetings to receive credit for a course during any grading period. That is, if absences from class exceed four per nine weeks, eight per semester or sixteen per year, the maximum grade a student may receive for the grading period is F or 59, regardless of the reason(s) for the absence. At the discretion of the principal, the 91% attendance requirement may be waived.

Revised May 19, 2019

In order to be considered in attendance, a student (except for hospital/homebound) must be present in school or at a place other than school with the approval of the appropriate school official for the purpose of attending an authorized school activity, such as a field trip, student council meeting, athletic contest, etc.

In the event of an absence or tardiness, the student has the responsibility of bringing a note signed by the parent or guardian to their first block teacher on the day he/she returns from an absence. Student absences cannot be properly coded as excused without a parent note. Excused absences include, but are not limited to the following:

- Illness or serious injury of student
- Medical or dental appointment
- Death in the student's immediate family
- Court summons
- Exceptional circumstances
- Participation in a valid educational opportunity

In the event of an excused absence, a student shall be entitled to twice the number of school days absent to make up all work missed during the absence in order to receive full credit. Any student returning to school without a parent note will be given an unexcused absence until a note is provided. Parents may be contacted to verify notes and absences.

Attendance is recorded daily by class. Students who participate in school-sponsored field trips will be counted present. In order to be counted present, a student must be in attendance until 12:00 pm.

Attendance Records

School officials shall keep an accurate record of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

Excessive Absences

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. The Principal shall notify parents and take all other steps required by G. S. 115C378 for excessive absences.

Appeal

Decisions of the principal with regard to attendance may be appealed in accordance with the Student and Parent Grievances policy. Legal References: G.S. 115C-378, GCS-M-001.

TARDINESS

It is important that efforts are made to attend school regularly and to arrive to school on time daily. Students that arrive to school after 8:05 a.m. are required to sign in by their parent at the Attendance Office. Teachers will record class tardies. Two class tardies will constitute one absence. Continuous class tardies may be brought to the attention of the administration and may result in disciplinary action.

CONSEQUENCES FOR TARDIES

- **First Tardy** – Warning by teacher
- **Second Tardy** – Recorded as an absence, parent notification by teacher
- **Third Tardy** – CHOICES referral, parent notification
- **Fourth Tardy** – Recorded as a second absence, CHOICES referral, parent notification

DISCIPLINE

One of the most important lessons education should teach is self-discipline because it underlies the entire educational structure. It is these lessons that develops cooperation, respect, self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for the rights of property and others. Student behavioral expectations will be communicated daily. Students are expected to adhere to all school and JCPS Board Policy behavioral policies, procedures, and regulations. All school policies, procedures, and regulations are consistent with [JCPS Board Policy Student Code of Conduct 4304](#).

DISCIPLINARY ACTION

Incidents of misconduct may result in suspension based on the Johnston County Public Schools Student Code of Conduct. The length of the suspension is determined by the severity of the offense. Please reference [JCPS Board Policy 4304](#) for detailed Student Code of Conduct information.

STUDENT CODE OF CONDUCT

JCPS BOARD POLICY 4340

The use of profanity, obscene language or gestures, possession of obscene literature, disrespect to the faculty and/or other staff members, skipping school or any type of conduct that will disrupt learning during the school day and that is unbecoming to ladies and gentlemen is prohibited and will not be tolerated. Any of the above may result in suspension from school. Parents will be notified as soon as a discipline problem arises in the classroom. Please review [JCPS Board Policy 4304](#) for complete Student Code of Conduct in the Parent Gazette as all students are expected to adhere to student conduct expectations.

FIGHTING

Incidents of fighting may result in a 10-day Out of School Suspension and/or Long Term suspension, and/or charges brought forth by law enforcement.

CONSEQUENCES FOR DISRUPTIVE BEHAVIOR

- **Silent Lunch** – Students will be assigned to sit at in a designated area and remain silent during lunch
- **In Class Suspension** – Students are assigned to another class to complete work.
- **AFTER SCHOOL DETENTION** – Assigned by administrators or teachers as a consequence for an infraction. Parents will be notified at least 24 hours in advance.

- **IN SCHOOL SUSPENSION** – Assigned by administrators only to CHOICES for class blocks or full day(s).
- **OUT OF SCHOOL SUSPENSION** - Major Student Code of Conduct violations or repeat offenses may result in an Out of School Suspension.

CHOICES

McGee's Crossroads Middle School is a learning community, and students are expected to focus on learning and academic growth. We expect disruptions during the school day to be limited. When it becomes necessary to refer a student to the office for disruptive behavior, a referral to the CHOICES ROOM may occur. CHOICES, or in-school suspension, is an alternative to out-of-school suspension. Students will be assigned to in-school suspension for sufficient reasons including, but not limited to: behavior which adversely affects the safety and well-being of other students, behavior which disrupts learning and/or a class or school sponsored activity, and behavior harmful to good order, discipline, and safety occurring in class and/or school sponsored activities. While assigned to CHOICES, students are expected to reflect on behavior, counsel with school designee regarding behavior, and be on task to complete academic assignments to maintain course grades and responsibilities. A suspension could result based on the Johnston County Public Schools Student Code of Conduct during the discipline process. It is our goal for students to remain in the classroom with a focus on learning; CHOICES grants students the opportunity to improve and correct behavior so the focus on learning can continue.

CHEATING

The first time a student is discovered cheating, his/her work will be given a zero if the violation pertains to school work. A conference with the teacher and/or administration will follow. If a second such offense should occur, the infraction may result in an out of school suspension. Please see [JCPS Board Policy 4304](#), Number 8 for more information.

SCHOOL REGULATIONS

1. Follow the McGee's Middle Behavior Matrix - Remember to Be Safe, Be a Learner, Be Respectful, and Be Responsible.
2. Read and abide by the [Johnston County Public School's Student Code of Conduct Board Policy 4304](#).
3. Be in your class and in your seats when the tardy bell rings. High time on task is the expectation.
4. Come to class prepared with all needed supplies including textbooks, classroom materials, completed homework, assignments, and/or projects.
5. Follow grade level hallway and individual classroom teacher procedures, and processes.
6. Students are expected to properly conduct themselves in the hallways as they move to and from classes. Running and/or loitering in the hallways is not permitted. Any student in the hall during class time must have a pass.
7. Walk quickly, quietly, and on the right side of the hall to and from classes.
8. Students are not permitted in the hallways or the gyms during lunchtime without written permission from a teacher or school personnel.

9. Students are not permitted to be excused from any class without permission and an appropriate pass from a teacher. If a teacher keeps a student after class, that teacher is responsible for providing a pass to the next class.
10. Students are not permitted in the teachers' lounge at any time during the school day unless permitted by a teacher or other school personnel.
11. The selling of outside items by students is forbidden without permission from administration.
12. Cell phones, headphones, earbuds, cameras, trading cards, expensive jewelry, large amounts of money, laser pens, iPods, mp3 players, CDs, CD players, and other electronic devices are strongly recommended to remain at home. Items will be confiscated and kept in the office for parents to retrieve. Disciplinary action will result if items are confiscated multiple times. MXMS will not be responsible for the loss, theft, or damage of these prohibited items.
13. Headphones, earphones, earbuds and/or any other items pertaining to such devices are not permitted to be worn during the school day.
14. Respond to all school peers, faculty/staff members, other adults, and visitors with respect. Faculty/staff members include teachers, teacher assistants, substitute teachers, office professionals, custodians, and cafeteria assistants. Failure to respond in a respectful manner to all will result in disciplinary action.
15. Please do not bring gum or candy to school to sell, or share.
16. Hazing of students by others, individually or collectively is not permitted and will not be tolerated. This includes birthdays and/or other special occasions.
17. Excessive public displays of affection will not be permitted on campus.
18. Gang related activities, including but not limited to signs, symbols, conversations, drawing, etc., are prohibited on campus and will not be tolerated. Students participating in gang related activities will be short term suspended with the possibility of long term suspension.
19. Theft will not be tolerated and will result in disciplinary action.
20. It is strongly recommended to leave all personal property at home. MXMS is not responsible for personal property lost, stolen, stored on campus or on the school bus, or not allowed on campus. All students are responsible for their personal property.
21. Students who knowingly and willfully damage or destroys school property will be expected to pay for the property. Damage to school property may result in disciplinary action.
22. Students are not permitted to loiter on the school property when school is not in session. If they do, they must assume the responsibility for any damages and will be subject to prosecution. Students who remain after school should be under the direct supervision of a teacher, coach, or other school employee.
23. Report all issues that are prohibited by the school or JCPS Board policy to an adult or administration. Be a leader and make a difference for your fellow classmates!

Disciplinary action may result for students who do not adhere to all school policies, procedures, and regulations as well as [JCPS Board Policy Student Code of Conduct 4304](#).

JCPS BOARD POLICY RELATED TO SUSPENSION AND EXPULSION

The expressed objective of the Johnston County Public Schools Board of Education and administration of McGee's Middle High School is to recognize and protect the individual rights of all students and to ratify, as its expressed policy, the maximization of these rights commensurate with an orderly, efficient operation of the Johnston County Public Schools System.

The North Carolina Public School Law provides as follows:

G.S. 115-147. The principal of a school will have authority to suspend any student who willfully and persistently engages in conduct that violates a provision of the JCPS Board Policy Student Code of Conduct

The Johnston County Public Schools Board of Education recognizes and supports the legal authority and responsibility of the school administration for maintaining good order and discipline in their respective schools. Please reference JCPS Board Policies [4351](#) and [4353](#) to review short-term suspension, long-term suspension, 365-Day suspension, and expulsion details.

STUDENT DRESS CODE VIOLATIONS

Students that violate dress code policy will be asked to remove or correct the inappropriate item and the parents/guardians will be notified. Students will be assigned to CHOICES if they are unable to correct, or refuse to correct the violation.

MXMS will maintain guidelines to assist students in determining appropriate dress and appearance for school, copies of which will be made available to parents and students. Reasonable accommodation will be made by the school principal or designee for those students who, because of a sincerely held religious belief, cultural heritage, or medical reason request a waiver of a particular guideline for dress or appearance. Reasonable accommodations shall be made by the principal to accommodate students involved in special duties, activities, or projects approved by the school. This would include but not be limited to: athletics, vocational classes and projects, special events, or other activities that would allow for non-conforming dress on a school campus. **To review the complete JCPS Student Dress and Appearance please see Policy [4220](#) and [4220-R](#).**

CELL PHONES/ELECTRONIC DEVICES

Cell phones, unless authorized by teachers to support learning, are not permitted for use during school hours of the school day. This includes but is not limited to phone calls, text messaging, social media posts, playing games, recording video footage, etc. Teachers will give students and parents prior notice if cell phones are planned for instructional purposes in the classroom. Teachers and/or school personnel have the authorization to confiscate cell phones and/or other electronic devices to turn in to administration if they become a distraction or disruption to the school environment during the school day. The administrative team will not investigate damage to or theft of electronic devices. MXMS is not responsible if devices are lost, damaged, or stolen.

In the event that the parent has given a student a cell phone for safety reasons, the phone needs to be turned off, and remain in the student's locker or book bag during the school day.

Cell Phone Infractions

First offense: Cell phone will be taken by teacher and/or other school personnel. Student will receive a behavioral mark and may pick retrieve phone from the office at the end of the school day.

Second offense: Cell phone will be taken by teacher and/or other school personnel. Student will be referred to CHOICES for the block in which cell phone was taken. Parent/guardian must pick retrieve phone from the office.

Third offense: Cell phone will be taken by teacher and/or other school personnel. Student will be referred to CHOICES for an in school suspension. Parent/guardian must pick retrieve phone from the office.

Fourth offense: Cell phone will be taken by teacher and/or other school personnel. Student will be referred to CHOICES for the remainder of the day and will be out of school suspended for one day. Parent/guardian must retrieve cell phone from the office.

Refusal to turn over cell phones when directed by a teacher and/or other school personnel will result in an out of school suspension.

TAKE PRIDE IN OUR CAMPUS

We take pride in our school! Please work hard each day to keep our building clean. All students are expected to respect the building by cleaning up after themselves and by keeping the grounds free of trash, graffiti, etc. **Remember to TAKE PRIDE AND MAKE A DIFFERENCE!**

CARPOOL PICK-UP AND DROP OFF

Due to supervision concerns, carpool students will be permitted to exit their vehicles at **7:30 am**. The front entrance will be used as the designated location for all carpool students.

All carpool students are expected to be picked up within 15 minutes after school is dismissed at 3:05 pm. Due to safety concerns, students picked up after 3:40 pm for a total of three times will be assigned to a bus. Students are not allowed to walk unescorted to McGee's Crossroads Elementary School. To protect and give students the most instructional time possible, office professionals will not check out students after 2:45 pm without the approval of the school principal or designee.

CARPOOL PICK-UP AND DROP OFF

Parents should drive through the carpool area at 10 mph or less. Violators will be reported to law enforcement.

1. Parents are not to drop students off in teachers/staff parking area.
2. Parents should pull up to the farthest available space. Staff will be on duty to assist and expedite the process.
3. As a safety precautions, all students must exit on the passenger side of the vehicle - never on the driver's side.
4. As a safety precaution, parents are asked not to pass any cars during Carpool loading and/or unloading during time.
5. Parents are not permitted to pick students up at the flag pole. All pickup must be made in the car line with parent in the vehicle.

Note: Please schedule all transportation needs prior to coming to school.

BUSES

Riding the school bus to and from school each day is a privilege. Students are expected for behave appropriately while on the bus and follow all bus procedures.

Students are expected to comply with the JCPS Code of Student Conduct while being transported on the bus and at the bus stop. Inappropriate behavior on the school bus will not be tolerated. Students are expected to follow all bus rules, policies, and procedures. Bus drivers are responsible for reporting misbehavior. The rear entrance of the school will be used as the designated location for all bus students. Students must board and depart the bus at their assigned stops. Please note the bus stop and the ride to and from school are both considered an extension of school property and the school day. Students may ride their assigned buses only. Parents who desire to pick up a student in carpool who normally rides a bus must have those arrangements finalized in the main office prior to 2:30 p.m.

BUS CONDUCT

1. Be at your designated bus stop on time. (10 minutes prior to assigned bus arrival time).
2. Behave appropriately, and speak respectfully. Unacceptable, rude, and profane language and behavior are not permitted and will not be tolerated.
3. Respect the bus driver, yourself, other student peers, and school property.
4. Remain in your assigned seat at all times. Standing, walking in the aisle, or horse playing is not permitted.
5. Eating and/or drinking on the bus is not permitted.
6. Weapons (or anything in resemblance to a weapon) are not permitted on the bus.
7. Fighting is not permitted and will not be tolerated.
8. Vaping, smoking, or any tobacco products are not permitted on the bus.
9. Keep all body parts and belongings inside the bus at all times.

BUS INFRACTIONS

Students who are reported for such actions may be subject to the following consequences:

- **First offense:** Student conference, parent notification, may result in a 3 day suspension from bus.
- **Second offense:** May result in 5 day suspension from bus.
- **Third offense:** May result in 10 day suspension from bus.
- **Fourth offense:** May result in 10 day suspension or suspension from the bus for the remainder of year.

Severe misbehavior will result in immediate suspension of bus privileges.

SCHOOL HOURS/MORNING PROCEDURES

Students are not permitted to enter the building prior to the 7:30 am bell. A warning bell will ring at 8:00 am, and the tardy bell will ring at 8:00 am. Students must first report to their first block class. Students may report to the office to drop off bus notes. **Bus notes turned in after 11:00 am will not be approved.**

HALL PASSES

When not in the presence of a teacher, students must have a hall pass. The hall pass represents teacher permission for students to go to different locations in the building without teacher escort. Students are not permitted to enter teacher workrooms unless accompanied by a teacher.

TELEPHONE USE

Telephones are reserved for business and/or emergencies. Permission to use the phone in the office must be obtained from an office staff member or administrator. Students may be permitted to use the phone in the classroom when granted permission by the teacher. Permission will be granted in cases of sickness and/or emergencies. Students will not be called to the office to speak to anyone. All emergency messages may be given to an office staff member to be communicated to students.

CAFETERIA

Students are expected to use good manners and etiquette, clean up after themselves, and remember that other students will be eating after they have finished. Our cafeteria must remain as clean as possible at all times. Hot lunches are served in the cafeteria or students may bring their lunch to school. All food and drinks must be consumed in the cafeteria. Students may pay by the day, week or month by bringing a check or cash to school. Parents may utilize www.k12paymentcenter.com which is an online payment and monitoring system for your student's lunch account. Checks must include student's name and phone number. **Please make checks payable to McGee's Crossroads Middle School Cafeteria.** Students will not be permitted to charge breakfast or lunch at any time. Students are not permitted to share their lunch numbers with other students. Students are expected to sit and remain seated with their assigned class during their allocated lunch time. After going through the lunch line students will remain in their assigned area. The cost of breakfast is \$1.40 and the cost of lunch is \$2.30. Lunch applications can be found under the Child Nutrition tab on the Johnston County Public Schools website.

CAFETERIA REMINDERS

- Go directly through the serving lines before placing items on tables or sitting down.
- Purchase all food items at once.
- Do not cut in line, save places for others, or buy food for others.
- Food, drinks, or other cafeteria items are not to be taken from the cafeteria.
- Leave the table and floor neat and clean for those who will be eating after you. Push chairs under the table.
- Students who do not have funds to pay for lunch are only permitted to have a vegetable tray. **Students are expected to reimburse the school for nonpayment.**
- All lunches must be purchased in the cafeteria or brought to school from home.
- Opened bottles from home are not permitted.
- **Energy drinks are not permitted.**
- **Restaurant food is not permitted and may not be brought to school or consumed at school.**

SNACKS AND FOOD

All food and drinks must remain in the cafeteria area. Parents and students are not permitted to bring store bought/prepackaged snacks and food for celebrations unless authorized by the principal.

SPORTSMANSHIP

All students are expected to act the part of ladies and gentlemen at every school activity. Misbehavior at or away from school that discredits and is a negative reflection on our school is not acceptable and will not be tolerated. MXMS students who fail to conduct themselves properly at school functions will be referred to the administration for disciplinary action.

ASSEMBLY CONDUCT

Certain standards of auditorium conduct are applicable in every audience situation and should be followed by students in and outside of the school. Students are expected to respect performers and student peers to hear performances. A quiet environment, as applicable, is expected. Students are not permitted to leave or begin to leave an auditorium until the program has been dismissed. For our assembly programs, this means that students will leave when the designee in charge dismisses them. Inappropriate behavior during an assembly will result in disciplinary action.

STUDENT SCHEDULES

Student schedules have been created to most appropriately meet the academic needs of each student. Therefore, all schedules will remain as is. Requests to change student schedules will not be considered unless there is a specific and significant academic concern and/or need.

ATHLETICS

McGee's Crossroads Middle School Athletic Department adheres to all guidelines listed in the Johnston County Public Schools' Student/Parent Athletic Guide. The athletic program is designed to support academics.

Academic Eligibility: Student athletes must maintain an overall "C" average during the previous grading period as indicated by his or her PowerSchool generated report card for the specified grading period. The student must also have been promoted at the end of the previous school year. A student shall not participate on a middle school team if he/she becomes 15 years of age on or before October 16 of said school year.

Student athletes are expected to travel to and from games using transportation organized by the Athletic Director. Team managers must be approved by the administration. We consider student athletes ambassadors of our school. We take pride in their efforts and representation of our school. Their success comes from hard work, dedication, and sportsmanship. We expect only the best from our athletes in academics, athletics, and behavior.

Good sportsmanship is expected to be shown at all times. Inappropriate behavior by athletes may result in suspension from the team or removal for the remainder of the season. Athletes assigned CHOICES or in school/out of school suspension will not be allowed to participate on those days. **The head coach has the sole responsibility for selecting team members.** Athletes and students staying after school for extracurricular activities must be picked up within 15 minutes after the scheduled event or after school activity. A parent may be contacted and the student may not be allowed to attend future after-school events if the student is left on campus for more than 15 minutes after the extracurricular activity. Students will not be allowed to walk to and from campus for extracurricular events.

STUDENT SERVICES

Trained counselors provide counseling services for students at McGee's Crossroads Middle School. These services include individual, small group, or classroom sessions with the counselor. Students may request a conference with a counselor by completing a request form. A counselor will contact the student as soon as possible to serve their needs.

STUDENT SUPPORT PROGRAMS

Academically Intellectually Gifted (AIG)

Exceptional Children (EC)

Guidance and Support Services (Academic/Career Planning)

Multi-Tiered Support System (MTSS)

Positive Behavioral Intervention and Support (PBIS)

MEDIA CENTER

Our mission is to empower students and staff to become effective and ethical users of information and ideas. The goal of the media program is to prepare students to be lifelong learners able to identify their information needs; to access, search, and evaluate relevant information, solve problems, make decisions, and communicate new knowledge and ideas in a variety of formats.

Expectations for Students – The media center promotes an environment conducive for reading, researching, and studying. Students visit the media center for a regular book circulation time scheduled through the English/ Language Arts (ELA) classes. Students may visit the media center independently during the school day with permission.

STUDENT HEALTH

During the first week of school, your child's teacher will send home a Student Information Form for you to complete. Having this information returned promptly and correctly is of the utmost importance. Please make sure all telephone numbers and addresses are accurate and clearly written. **Please contact us if your address or telephone number changes during this year.** You may call the Data Manager to give updated information throughout the year. **We ask that you please do not send students to school who has a fever and/or is vomiting.** Students who become ill or are injured at school should report to the office after receiving permission from the teacher. **For this reason, it is important that Student Information Forms remain updated with all necessary parent contact.** North Carolina Student Immunization Law requires all students to be adequately immunized according to their age and grade level. If an immunization is incomplete, a student will be excluded from school until documentation is provided.

MEDICATION

All medications administered in JCPS whether over the-counter or by health care provider prescription, must be authorized in writing by a health care provider. All medications administered by school personnel must have a written request/permission signed by the parent or legal guardian. (GS 115C-307). If medication is necessary and cannot be scheduled outside regular school hours, doses can be given at school under the following guidelines:

- A parent must complete a Request for Prescribed Medication Administration Form accompanied by a physician's signature certifying that the prescribed medication must be dispensed during school hours.
- The **parent or guardian** should deliver medication with the completed request form signed by the physician to the school.

It is the parent or guardian's responsibility to alert school personnel of any possible adverse reaction to medication. Students cannot carry medications. At the end of the school year any medication not picked up by the parent or guardian will be discarded two weeks after school ends.

HEALTH INFORMATION

- **Asthma** – Any student with an asthma diagnosis who needs an inhaler at school must have a written asthma action plan from the student's health care practitioner. (GS 115C-375.2)
- **Diabetes** – Senate Bill 911 addresses the need for a Diabetes Care Plan written by the student's health care practitioner for all students with diabetes. The parent or guardian is responsible for having this care plan and any diabetic supplies necessary in place prior to the student beginning the school year.
- **Immunizations** - North Carolina General Statute (GS) 130A-152 requires "every child present in this state" to be immunized against certain diseases, according to a timeline that is established by the state Commission for Health Services and published in the North Carolina Administration Code (NCAC). Parents/Guardians are advised to contact their local health care provider or the Johnston County Health Department for more information concerning any immunizations.
- **Tdap Vaccine** – A booster dose of tetanus/diphtheria/pertussis vaccine is required for all children before entering 7th grade that are enrolled in public school if five years or more have passed since the last dose of tetanus-containing vaccine.
- **Human Papilloma Virus** – Vaccines are available for students to prevent the spread of this virus that is a known precursor to certain cancers. Influenza – The flu vaccine prevents the flu, a common and highly contagious disease that can cause serious illness, and even death. The peak season for flu is November through April. The ideal time for students to get a flu shot is October.
- **Meningitis** – A rare but sometimes deadly disease which strikes adolescents and young adults. Vaccination can prevent most cases of the disease and is recommended for children and adolescents 11 through 18 years of age.
- **Head Lice** - If school personnel discovers a case of head lice during the school day, the parent will be called immediately to pick up the student. Potentially infected areas will be disinfected. Parent notification will be made regarding head lice discovery. Before the student can return to school, lice nits must be removed. School personnel will inspect student's hair before they are admitted to class. Head lice cases that have not been resolved within three days per occurrence will be counted as unexcused absences after the three-day period. The school Social Worker will be contacted if the case has not been resolved in a timely manner.

EDUCATIONAL OPPORTUNITIES

The principal must approve all trips classified as educational opportunities one week in advance. **Approval will be limited to one five day educational opportunity per school year.**

TEXTBOOKS and OTHER SCHOOL PROPERTY

Students are responsible for all textbooks, books, Chromebooks, and other school property issued by teachers and/or staff. Lost and/or damaged textbooks, books, and Chromebooks must be paid for by student responsible for lost item or damages and will be charged at full replacement value. Students are responsible for storing their textbooks, books, and Chromebooks in a secure location. **Students are encouraged to place a temporary protective cover on their textbooks.**

SCHOOL MATERIALS

Students are expected to be prepared daily for class and learning. This means having appropriate books, pens, paper, assignments, etc. A class supply list will be provided. If a student enters class unprepared to work, the teacher may mark this on the student's behavior log located in this student handbook.

SCHOOL PROPERTY

Any student who knowingly and willfully damages or destroys school property will be expected to pay for the property. Additional discipline will be administered according to the seriousness of the offense. It is the responsibility of everyone to see that our school is clean, neat, and free of graffiti and trash.

PERSONAL PROPERTY

MXMS will not be responsible for any personal items lost, stolen, or stored on campus or on the school bus. Lost items may be turned in at the main office. All students are responsible for their personal property and for making sure their personal property is in safekeeping when unattended. It is recommended that all valuable personal property remain at home. Students are urged not to leave books, purses, jackets, or other belongings unattended. All personal items need to be marked with the student's name. Students are encouraged to bring only enough money to school for food, or for special occasions such as book fairs, dances, etc. **Money for fundraisers should be provided to the appropriate personnel upon arrival to school daily.**

TECHNOLOGY USE AND SERVICES

Technology services and computer hardware provided during the school day is the property of MXMS. Students are expected to use technology services and computer hardware appropriately; inappropriate use is not permitted and will not be tolerated. Failure to use technology services and computer hardware appropriately will result in loss of technology services and computer hardware use, and/or disciplinary action. Disciplinary action may include financial reimbursement of technology services and/or computer hardware damages. **Please review JCPS Board Policy [3340/3340-R](#) for detailed information.**

BAND INSTRUMENTS

Students may keep instruments in the band room during the school day, but instruments need to be taken home at the end of the day. **School personnel will make every attempt to prevent theft, but are not responsible for the loss or theft of band instruments.**

Lost and Found

All Lost and Found items will be kept in the back of the gym. At the end of every nine week grading period, items will be donated to the MXMS Clothes Closet.

LOCKERS

Homeroom teachers will issue lockers to students at the beginning of the school year. For security reasons, students may not exchange lockers, or combinations. Students are responsible for keeping their lockers clean. Any locker malfunction should be reported to homeroom teachers. Any personal property placed in the locker is the responsibility of the student. Lockers should be locked at all times. Lockers are not an appropriate place to store money, jewelry or other valuable items.

Lockers are the property of the school and subject to be searched by school personnel at any time. School authorities have a responsibility and a right to examine the contents of a locker for health, safety, and/or security reasons. Failure to comply with all rules relating to lockers will result in disciplinary action.

HOMEWORK

Independent practice is the purposeful continuation or extension of the instruction that takes place in the classroom. Teachers may assign at least 30 minutes of independent practice per subject area to assess student ability. It is the responsibility of each student to record homework in his/her planner/agenda and turn in all assignments.

PROMOTIONS & RETENTIONS

Students must meet three standards in order to be promoted to the next grade. Those standards are as follows:

- 91 % attendance
- Score at or above achievement Level III on the EOG Tests
- Pass 3 of the 4 core academic subjects

Summer Academy will no longer be offered.

TRANSFERS

Parents must notify the office when transferring students to another school and/or system. On the last day of attendance all books and school materials must be returned and outstanding fees must be paid.

FIRE DRILLS

At the sound of the fire alarm, students should proceed through the nearest exit silently and in a single file line. When outside, students should follow the directions of school personnel. Students are to remain orderly and attentive so that they may hear directives and announcements. Students should enter the school building in the same orderly fashion that they exited the building. Students will only return to the school building when it is safe to do so and when it is communicated by authorized school personnel.

EMERGENCY EVACUATION

Students will be directed by authorized school personnel to gather belongings and quickly evacuate the school building silently and in a single file line. Students should not go to any other areas to secure belongings, including lockers. Students will follow MXMS evacuation procedures and are to remain orderly and attentive so that they may hear directives and announcements.

EMERGENCY LOCKDOWN

Students will be notified by authorized school personnel of an emergency lockdown. Students are to move quickly into lockdown mode. Students are to remain in their classrooms or designated areas until an announcement is made by authorized school personnel. Students are to remain orderly and attentive so that they may hear directives and announcements.

EXTRACURRICULAR ACTIVITIES/CLUBS/GAMES

Students are encouraged to actively participate in school extracurricular activities and sports according to Johnston County Public Schools participation policy. Students assigned to CHOICES detention, in school suspension, or out of school suspension may not practice or participate in athletic or extracurricular events on the day in which an infraction was violated.

DANCES

Only MXMS students are allowed to attend middle school dances. Students may not participate in a school dance if they have been assigned in school or out of school suspension on the day or week in which an infraction was violated. All school and [JCPS Board Policy Student of Code of Conduct 4304](#) apply to dances and social activities. Students are not permitted to leave early unless accompanied by a parent or guardian. **Administrators reserve the right to prevent a student from attending a dance based upon an ongoing discipline investigation or other extenuating circumstances.**

SCHOOL SPONSORED TRIPS

Students are required to have written permission from their parents before going on any school-sponsored trip. Permission forms may be obtained from the sponsor in charge of the trip. Students participating in school trips must travel to and from school sponsored trips with the school group. Younger or older siblings are not permitted to attend school sponsored trips with students. To participate in a school sponsored trip, students must have good attendance and complete all assignments including make-up work four days prior to the trip. Students that have discipline infractions and have been in school or out of school suspended before or after trip information has been distributed will not be permitted to attend. Students that have discipline infractions before the trip will not be permitted to attend. Parents will be notified well in advance prior to the trip date. Non-school personnel are not permitted to ride activity buses for field trips because of school liability issues.

PARENT VISITS

Visits During the School Day - Parents and guardians are welcome and encouraged to visit MXMS! Visitors must report to the office to sign-in and obtain a visitor's badge. In the interest of maintaining order, preventing loss of instructional time, and ensuring maximum safety and security of staff and students, the following guidelines will apply to school visitors:

- All visitors shall report to the principal's office and gain approval before visiting within the school building or on school grounds.
- All visitors wishing to visit a classroom must provide 24 hours notice and be granted permission from the principal.
- All visitors shall be required to present their reasons for visiting before being allowed to proceed.
- Parents/guardians shall abide by the same rules as all other visitors.
- Parents/guardians who request to observe a classroom must have approval from the principal.
- Visitors may only visit those areas for which approval has been granted.

Visits are not considered parent conferences. When visiting a student's classroom, please do not interrupt class or ask to speak to the teacher in the hall. Request for a parent/teacher conference can be made in the office with a Student Services counselor.

VOLUNTEERS

Parents, guardians, and community members are strongly encouraged to volunteer at MXMS! We need you! We welcome you to assist as test proctors, or to supervise field trips, games, dances, and other activities. Volunteers must sign-in at the office and receive a volunteer/visitors badge. Before becoming a volunteer, you will be required to complete an online application through the www.jcsvolunteers.com.

PARKING

Special visitor parking spaces are located in front of the school. During school hours the bus parking lot is for buses only.

PARENT TEACHER ASSOCIATION

MXMS is supported by the Parent Teacher Association (PTA). We believe it to be crucial to the student's education that open and cooperative relationships be maintained between the school, home, and community. We will continue to cultivate the positive working relationships with our stakeholders to ensure that our students will be provided relevant, innovative, learning experiences. PTA will work to provide fundraising parent activities during the year. The fundraising projects will be directed towards specific needs within the school. The PTA, along with the principal, will identify additional resources and opportunities for the children and their parents. We encourage all parents to become members of the PTA.

INCLEMENT WEATHER

The JCPS Superintendent will make the decision as to any adjustment in the school schedule or the closing of school. Public announcements will be made on local radio stations, (WMPM in Smithfield, WPYB in Benson, and WPTF in Raleigh) and Channel 5 News. If the decision is made during the school day, announcements will be made in all schools in addition to public announcements.

FORMS OF SCHOOL COMMUNICATION

- MXMS Website
- ConnectED messages
- Morning announcements; posted on Twitter and Instagram daily
 - Twitter: @MXMSmustangs
- Facebook: McGee's Crossroads Middle School
- YouTube Channel: McGee's Crossroads Middle School
- Remind

Our Pledge to You

We pledge to give you our very best in providing you with a learning environment that is rigorous, excellent, caring, collaborative, respectful, and equitable. We desire to see students excel academically, behaviorally, and in extracurricular activities. Let's have a great and successful school year Mustangs! We are Mustang Proud and Mustang StrongER!

PLAN C – VIRTUAL/REMOTE LEARNING STUDENT HANDBOOK ADDENDUM 2020-2021

During this extraordinary time, we find ourselves shifting in how we learn and how we define ourselves as a school. While we will not be together in our physical building, we will still be together collaborating and learning as a remote community of learners. I want to stress that our school values are more important than ever as we navigate managing our time and work and doing so in a way where our integrity, perseverance, collaboration and responsibility shine. As a result of COVID-19, McGee's Crossroads Middle School has transitioned to a "virtual campus" until further notice. We will remain in this state until a safe return to campus is possible and decided upon by the JCPS Board of Education. This document is an addendum to the MXMS 2020-2021 Student Handbook to address and focus our expectations of our students in a virtual/remote learning format. Some of the policies included are intended to complement the student handbook, and some are intended to reinforce the student handbook. Please feel free to contact the principal or an assistant principal at 919-894-6003 with any questions related to the virtual/remote learning experience at MXMS.

A NOTE TO OUR FAMILIES ON REMOTE LEARNING

Virtual/remote learning is a huge paradigm shift from the in-person instruction we are accustomed to. We know that the road ahead will have challenges; but we are dedicated to respond and overcome these challenges and offer a meaningful and engaging educational experience for your student to the fullest extent possible.

We are retooling educational practices to be fully engaged virtual/remote classes, with an appropriate balance of synchronous class time and asynchronous activities to balance high impact student learning with student health and wellness and required non-academic responsibilities. During synchronous learning students learn live, real time with their teacher and peers at the same time. Asynchronous learning takes place when students learn the same material as their peers; it is not live, real time teaching and learning. Our staff is working and will continue seeking ways to optimally and equitably support our students while at home, and the administration has crafted remote learning policies that we think will best serve all marvelous Mustang students.

That being said, it is important to acknowledge the challenges distance learning will put before our students, and acknowledge that those challenges will look different for every student. While at home, our students will have more responsibility for their education because teachers won't always be able to pick up on their puzzled look or glance over their shoulder to quickly determine how they are coming along. We recognize our students may have greater distractions and increased non-academic responsibilities while at home.

As such, we need your help to ensure our students find ways to make virtual learning work while also prioritizing their health, safety, and wellness. This will mean:

- Daily attending class
- Creating a daily routine, with significant protected time for school work
- Finding a low-distraction physical space within your home for students to learn
- Being fully attentive when meeting virtually with teachers and classmates daily and; being particularly mindful of their class content and upcoming assignments
- Regularly checking forms of communication for class announcements and/or other communications from MXMS
- Reaching out to their teachers and MXMS staff when they face issues - academic or otherwise
- Establishing support systems through our school Student Services program
- Abiding by all school and district [Student Code of Conduct Policy 4304](#)

Our faculty and staff promise to be there every step of the way to guide and encourage students, and we count ourselves fortunate to have the opportunity to educate your students and to partner with you in this work during these unprecedented times.

VIRTUAL/REMOTE LEARNING EXPECTATIONS

- Students must visit their teacher's virtual classroom, learning management system (Google Classroom or Canvas), Google Meet session daily.
- Students are required to attend school daily. Attendance is taken daily. Students must verify their attendance daily for each class. Attendance will be verified and reviewed the following morning by support staff and data manager.
- Students must attend all classes following the daily school virtual/remote schedule.
- Students report to school on time each day beginning at 8:30 am. Students will be dismissed at 2:50 pm daily.
- Assignments, activities, projects are expected to be turned in on time. All classwork from the week is due Sunday at 11:59 pm.
- Predetermined absences should be reported to the teacher.
- Students must make up missed work when returning from an absence and utilize asynchronous learning resources to get caught up.
- Students are expected to uphold academic integrity and submit their own work.
- Students are expected to practice appropriate behavior in accordance with JCPS Board policy [Student Code of Conduct 4340](#) and the MXMS student handbook.
- Students are expected to be engaged and participate in class. Students are required to keep their sound on and encouraged to keep their cameras on during class sessions.

STUDENT ACADEMIC INTEGRITY

McGee's Crossroads Middle School maintains a strict academic behavior expectation. In a typical classroom setting, there are many built-in norms that naturally encourage students to remain academically honest. In an online course, many of these barriers are removed. It is imperative that students self-monitor their academic progress, hold themselves accountable to appropriate conduct, and be honest with the level of their own understanding. To do otherwise deprives themselves of a true learning experience. Academic integrity is expected for students.

ATTENDANCE AND TARDINESS

Attendance during this virtual teaching and learning time frame is mandatory and required. Attendance is based on daily direct engagement with the teacher and completion of classwork tasks. All students are expected to log in daily to Google Meet and be engaged in their work every day. Attendance is monitored by teachers, and support staff daily. Please reference the attendance policy in the 2020-2021 Student Handbook. Attendance will be taken by teachers during each class and verified by students during each class each day.

Students are expected to be present, on time, and ready to work and engage all scheduled classes during live, real time instruction as it is most effective for the teaching and learning environment. Examples of engaging the content:

- Attending and participating in live, real time class sessions
- Completing and submitting class assignments, projects, and other classroom activities on or before Sunday at 11:59 pm.
- Completing check-in forms or tasks
- Receiving additional assistance from teachers

Attendance will be taken and verified daily during this virtual/remote learning time frame. Unexcused absences and tardies will be given, per JCPS Board policy. Students found to "fake" attendance during virtual/remote learning will be held accountable and may be subject to disciplinary action. Parents will be notified of student absences. Physical sign-outs will not be necessary during virtual/remote learning. All other attendance policies will be applicable and are highlighted below:

- Teachers will take attendance at the beginning of each class and report it via PowerSchool
- Pre-arranged absences need to be approved by a parent and communicated to the teacher or data manager at least 24 hours in advance
- Unscheduled absences due to illness need to be reported immediately to teachers or the data manager by the parent/guardian and no later than 9:00 AM the day following an absence
- Parents/guardians should report absences to the teacher or data manager via email.
- Pictures of doctor's and other attendance notes can be emailed to teachers and/or data manager.
- Any absence, excused or unexcused, will be reported and recorded in PowerSchool by our school data manager. Families will have access to attendance information via PowerSchool

GRADING

During this virtual/remote learning time frame grades are mandatory and required. Please review the grade system as outlined in the 2020-2021 Student Handbook. Students will have a minimum of 9 grades per nine week grading period with the exception of the first nine week grading period as the first week of school will focus on supporting students' social emotional well-being, and onboarding students to virtual teaching and learning environments to include norms, processes, and procedures. Grades will be entered in PowerSchool weekly for student review.

TURNING ASSIGNMENTS IN ON TIME

Submitting work by the assigned due date is very important and allows for teachers to provide timely, meaningful feedback. All student work is due on or before Sunday, at 11:59 PM weekly.

DAILY SCHEDULE

At this time, all students whether enrolled in the JCPS Virtual Academy or not, will follow our school virtual/remote learning daily schedule as all middle school students in JCPS are virtual students until further notice. Our school [virtual daily schedule](#) will begin each day at 8:30 am and end each day at 2:50 pm.

Throughout the week students will engage synchronous and asynchronous learning. During synchronous learning students learn live, real time with their teacher and peers at the same time. Asynchronous learning takes place when students learn the same material as their peers. Teaching and learning; it is not live, real time.

On Mondays, Tuesdays, Thursdays, Fridays students will engage in "live, real time" instruction with their teacher and peers for each subject (***synchronous learning***). On Wednesdays students will participate in Google Classroom and/or other lessons for each subject (***asynchronous learning***) to accompany synchronous learning sessions. This time may be used to meet with students one-on-one or in small groups to provide more direct instruction to accommodate academic needs outside of the dedicated class time. Students will be notified by teachers if they are scheduled to meet on asynchronous Wednesdays. Changes to this schedule may be necessary from time-to-time, as dictated by our school calendar and needs.

STUDENT SCHEDULES

Student schedules can be found on PowerSchool and will follow the virtual/remote school schedule. Requests to change student schedules will not be considered unless there is a specific and significant academic concern and/or need.

SCHOOL DEVICES

McGee's Crossroads Middle School owned materials (e.g., Chromebooks, hotspots, etc.) may be provided to students for use in classes during this time. These materials are the property of the MXMS. Students will be charged for any damaged, lost or not returned Chromebooks and/or hotspots devices. Students are expected to adhere to the device's guidelines and JCPS Digital Citizenship. Return of Chromebook and/or hotspot devices will be issued in communication forthcoming.

TECHNOLOGICAL NEEDS

MXMS and JCPS are able to provide some resources for technology needs. If you have any such requests, please see the following resources below or contact our school tech team at 919.894.6003.

- **NEED TECHNOLOGY ASSISTANCE?**

Students and families can visit the JCPS Tech Help page to receive assistance on a variety of technology related issues. Click this [JCPS Tech Help link](#) for assistance. For direct assistance with our school tech team please complete this [Tech Help for McGee's Middle Families form](#).

- **RESETTING PASSWORDS**

Click on this [Link](#) for assistance in resetting passwords.

SUPPLY LIST

The 2020-2021 supply list for all grade levels can be reviewed by clicking this [supply list link](#). Along with requested teacher supplies by grade level, students are required to have the following to participate in virtual/remote learning:

1. Computer device - laptop computer, Chromebook device
2. Webcam (often built-in on laptop and/or Chromebook device)
3. Microphone (often built-in on the laptop and/or Chromebook device)
4. Reliable high-speed internet access

Other Recommended Supplies:

- Headset/earphones
- Mouse

TEACHER COMMUNICATION

While reaching out to teachers with questions through email is encouraged, it is also important to note that teachers should focus on teaching their classes and planning lessons during the school day. Parents and students can expect a response within 24-48 hours of their inquiry. Teachers will have office hours throughout the week to assist student needs. Office hours and office hours procedures will be shared by your teacher.

STUDENT COMMUNICATION

Students are expected to regularly check their JCPS student email, Google Classroom and/or Canvas platforms, and other modes of communication daily. Faculty and staff will assume that any communications or announcements posted to these platforms have been seen by the student. We strongly recommend that students and parents set up email and/or push notifications so that they are notified of new incoming email messages.

INFORMATION FOR PARENTS

Parents can actively monitor their student's class progress through the following platforms:

- PowerSchool (MXMS's Student Information System)
- Google Classroom or Canvas

Please email teachers to contact them directly. Staff email addresses can be found on our school website in the Classroom section.

VIDEO CONFERENCING

MXMS utilizes Google Meet as our primary video conferencing software - which allows us to meet face-to-face with our students. Staff will provide the appropriate links to join these sessions daily as needed. Teacher Google Meet links can be accessed in the [grade level virtual hallways](#).

In Google Meet sessions, students are **encouraged** to keep their cameras on. This helps to build community and relationships between staff and students. We recommend that students:

- Find a space in their home with good lighting but minimal objects in the background. A table, with a blank wall behind them works great for this.
- Mute their microphones until instructed to do differently by their teachers.

Teachers may record any synchronous sessions to be used by students who miss a class to catch up. **Student identity, names and faces, will not be revealed.**

STUDENT BEHAVIOR

McGee's Crossroads Middle School's student behavior policy is one way to ensure the safety and welfare of each member of our school. Students are responsible for the MXMS student behavior policy and JCPS Student Code of Conduct while under the jurisdiction of our school, meaning while they are on campus, representing MXMS off-campus, or during virtual/remote learning. While some infractions that could only take place if a student were on campus would not apply during virtual/remote learning all other behavior policies will be enforced during virtual/remote learning, including the appropriate consequences that would be incurred if found responsible for a policy violation. Please take care to review all aspects of the student behavior policy in the 2020-2021 Student Handbook and in the [JCPS Student Code of Conduct Policy 4304](#). Should a policy violation be suspected in which an investigation must take place, the investigation will be conducted virtually. Proper notification and procedures will be shared with the student and the student's parent/guardian. If a student is found responsible for a policy violation, appropriate consequences, per the [JCPS Student Code of Conduct Policy 4304](#) will be administered.

Video conferencing and live class sessions are essential components of the teaching and learning process and help improve the connectedness of virtual/remote team members. As with the use of social media, students are required to adhere to school and district policies pertaining to these areas in [JCPS Student Code of Conduct Policy 4304](#) and to observe the following regarding the virtual/remote teaching and learning environment:

- Students must be punctual to the synchronous (live, real time) sessions scheduled by the teachers. Teachers will be recording and reporting attendance and students must verify attendance daily.
- Ensure your technology works properly.
- Good online manners are vital to a productive and supportive online teaching and learning environment. Students are to practice appropriate student behavior in the synchronous (live, real time) online session as expected in the regular in-person class. The following netiquette guidelines apply to all online communications:
 - Dress appropriately according to the JCPS Student Dress Code

- Use appropriate pictures to represent you in Google Meet and your email. Use appropriate language when communicating in Google Meet and via email and all other school platforms. Inappropriate images and language is not permitted and will not be tolerated.
- Be mindful of inappropriate surroundings or potential interruptions to teaching and learning sessions
- Sessions are intended for the learners in the particular class and should not include students who are not part of the regular class
- Be kind, be polite, and be respectful to the teaching and learning environment and to everyone in the teaching and learning environment.
- Remember that there are real people reading your messages and watching your image on the screen. Be respectful. Be kind.
- When reacting to someone else's message, address the ideas, not the person. Again, remember that there are real people on the other end of the internet modem.
- Avoid using sarcasm and humor, and don't include any obscenities in your messages. Without face-to-face communications, people may take your humor personally, and you never know who may be offended by expressions that are commonplace to you. Keep in mind that online forms of communication are absent of any emotion. Many times, the instructor cannot determine how a particular comment should be taken. Be sure to word your communications kindly and carefully.
- Think carefully about what you write about others. Always assume that your electronic messages will be forwarded. Do not write anything that you do not want broadcast to the entire class.
- Chat boxes in Google Meet are intended to align with teaching and learning. Inappropriate communication, including but not limited to profanity and sexual obscenities, in Google Meet Chat boxes is prohibited and unacceptable. The same expectation is applicable for communication in Google Classroom/Canvas platforms, and email.
- The same expectation applies to messages shared in Google Classroom/Canvas platforms and via email.
- Do not spam your classmates. Spamming occurs when you or your instructor or classmates receive numerous unwanted messages. To avoid spamming your class members, do not send email to the entire class when it is unnecessary and do not send commercial advertisements or electronically forward "chain mail" to your classmates.

Inappropriate virtual/remote behavior is not permitted and will not be tolerated. Inappropriate behavior will result in disciplinary action.

STUDENT ENGAGEMENT AND INVOLVEMENT

Athletics: Due to the COVID-19 pandemic and the phase our state is in to respond to the pandemic, fall athletics is delayed until further notice. Decisions regarding the winter and spring athletic seasons are to be determined by the North Carolina Athletic Association.

School clubs and extracurricular activities: Involvement in school clubs and co-curricular activities will be available virtually during this virtual/remote learning time frame. Club sponsors will communicate club information and activities to students and parents. These activities will be scheduled after school hours virtually.

STUDENT SERVICES PROGRAM

Student services counselors are available to provide virtual, 1:1 counseling to a student struggling with emotional and/or academic challenges. Students may refer themselves to the counselor simply by contacting a counselor for an appointment using the MXMS Student Services Counselor Request Form. All scheduling and counseling meetings will be done virtually via Google Meet. When possible, students are encouraged to schedule counselor meetings outside of synchronous class times. If a student is experiencing a crisis, school counselors can excuse the student from classes. School counselors will maintain confidentiality standards. School counselors will also engage students in social emotional learning this school year. Social emotional learning is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. Questions regarding school counseling services can be directed to Lynne Miller and/or Christopher Hieb.

HEALTH CARE SERVICES

MXMS continues to provide student health care services by our registered school nurse during virtual/remote learning. While students are engaged in distance learning, parents/guardians will be responsible for contacting the teacher and/or data manager if a student is ill and unable to participate in synchronous or asynchronous classes. Our school nurse or designee will contact the family if a student is absent due to illness or injury for three or more days to check on the student's recovery and assist with the student's transition back to learning.

Additionally, during virtual/remote learning, all students will continue to register prescribed medication with the school nurse. The nurse is available to discuss prescription medication questions and treatment plans with students and families as needed. Questions regarding health care services can be directed to our school nurse Brenda Morley.

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HEALTHCARE SERVICES

MXMS continues to provide student health care services by our registered school nurse during virtual/remote learning. While students are engaged in distance learning, parents/guardians will be responsible for contacting the teacher and/or data manager if a student is ill and unable to participate in synchronous or asynchronous classes. Our school nurse or designee will contact the family if a student is absent due to illness or injury for three or more days to check on the student's recovery and assist with the student's transition back to learning.

Additionally, during virtual/remote learning, all students will continue to register prescribed medication with the school nurse. The nurse is available to discuss prescription medication questions and treatment plans with students and families as needed. Questions regarding health care services can be directed to our school nurse Brenda Morley.

SPECIAL CIRCUMSTANCES

We recognize that many of our students face unique challenges during virtual/remote learning. While many situations may be remedied by engaging with one of the aforementioned support systems, if you are experiencing any special circumstances, please reach out to our school principal, an assistant principal, or a student services counselor at 919-894-6003. We are committed to working with each student to determine the best path during this time.



2020-2021 Traditional and Restart Student Calendar

July				
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

August				
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				

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

October				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15 Q	18 OFF
19	20	21	22	23
26	27	28	29	30

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

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

January '21				
M	T	W	T	F
				1 OFF
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
OFF				
25	26	27	28	29

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

March				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12 Q
15 RL	16	17	18	19
22	23	24	25	26
29	30	31		

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

May				
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 Q ED
31				

June				
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		

HOLIDAYS	Labor Day—Sept. 7, 2020	New Year's Day—Jan. 1, 2021	Q	First/Last Day for Students	ER	Early Release Day		
	Veterans Day—Nov. 11, 2020	Martin Luther King, Jr. Jan. 18, 2021		Q	End of Each Grading Period	ED	Early Dismissal Day	Inclement Weather 12/14/20, 12/21/20, 2/15/21, 3/15/21, 4/9/21
	Thanksgiving Holidays Nov. 25-27, 2020	Spring Break April 2-9, 2021		OFF	No School for Students	RL	Remote Learning	
	Christmas Holidays Dec. 21-31, 2020	Memorial Day— May 31, 2021						
Adopted: 12/16/19								