

Student/Parent Handbook 2019 - 2020

McGee's Crossroads Elementary School



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www.johnston.k12.nc.us/mces



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Office Staff

Mrs. Stephanie Leonard	Principal
Mrs. Vicky Temple-Rains	Assistant Principal
Mrs. Terry Reason	Assistant Principal
Mrs. Candace Westbrook	Assistant Principal
Mrs. Galdina Piedra	Bookkeeper
Mr. Sherman Herring	Data Manager
Mrs. Christina Galindo	Receptionist
Mrs. Dorleen Richardson	Office Support

Mission for Johnston County Public Schools

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

Vision for Johnston County Public Schools

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

Core Values

Relationships

All Johnston County Public Schools will invest in bridging the gap between the whole child and the larger community by engaging all stakeholders in the learning process.

Relevance

All Johnston County Public Schools will create shared learning environments that are safe, encouraging and provide opportunities for reflection and personalized learning experiences for all staff and students.

Innovation

All Johnston County Public Schools will embrace an evolving perspective for meeting the needs of all students through the practices of invention and iteration.

On behalf of the McGee's Crossroads Elementary School family, we would like to extend a very warm welcome to each of you, as we begin the 2019-2020 school year. This is going to be an awesome year! Our teachers, staff, community and pride of our students in being academically successful are factors which assure excellence. We look forward to a wonderful year together!

We believe that every student can learn and be successful if we can provide a positive school culture, build authentic relationships, and encourage parents to work alongside our teachers, staff and administrators. Together, through unified efforts, we can ensure our students get the educational experience they deserve. Please feel free to call and set up a time to talk with any of our administrative team at any time during the school year if you have questions or concerns.

We hope this handbook helps you understand our school rules and policies at MCES. We appreciate your support in helping us have a successful school year! Please refer to our website and the Johnston County Public Schools' website for additional information. We encourage all parents to sign-up for the Blackboard Connect Parent Portal to establish customized settings (phone, email, and text) for automated messages from the school and school system. We also encourage all parents to register for Parent Portal for PowerSchool to view your child's attendance and grades.

(www.johnston.k12.nc.us/parents), and don't forget to sign up for Class DoJo so your child's teacher and the school can send you up to date information on what is happening here at MCES. If you have questions, please call the school office and ask for our school's data manager, Sherman Herring.

Daily Procedures

Office hours: 8:00 a.m. – 4:45 p.m. except during holidays and weather closings

Student hours: 8:20 a.m. – 3:45 p.m.

***No student drop-offs will be allowed before 8:15 am unless they are participating in the *Before School Care* program.**

Morning Procedures

6:30-8:15 am Before School Care
8:15-8:45 am Breakfast served
8:15 am Doors open for students (Buses and car riders)
Students go to breakfast or line up in the hallway
8:20 am Students go to the classroom
8:50 am Tardy Bell

Car rider drop-off is allowed at 8:15 am. **PLEASE do not** drop students off in the parking lot or before a staff member is on duty to safely receive them. Stay in the designated car rider lanes to ensure the safety of all students. **Do not pass cars at any time.** Please unload students using the front entrance of the school.

Parents may escort students to the classroom for the **first two weeks of school**. After this time, students must walk to class by themselves. Parents must always sign in at the office before they go to the class.

Parents must escort their child to the office after the tardy bell at 8:50. Please provide a doctor's note to the office staff if your child has been to a doctor appointment before arriving to school. An adult must come inside to sign students in or out of school. **A picture ID WILL BE REQUIRED** to sign out a student.

Students who leave before 12:20 or report to school after 12:20 will be counted absent.

Afternoon Procedures

3:45-6:00 pm After School Care

Dismissal: 3:30 pm Grades K-1 Car Riders (students load vehicles at the main entrance)
*Do not arrive on campus until 3:20 p.m. (unless you have a middle school child)
Daycare vans (students will load in the bus parking lot)

3:45 pm Grades 2-5 Car Riders (students load vehicles at the main entrance)
*Do not arrive on campus until 3:40 p.m. (unless you have a middle school child)

3:45 pm Bus Dismissal, Buses (load in bus parking lot)

Families with siblings in K-1 and 2-5 grade levels will need to arrive for 3:45 pm car riders.

Grades K-1 Car Rider traffic should not arrive on campus prior to 3:20 because this will cause traffic congestion on campus with middle school car rider dismissal beginning at 3:10. Grades K-1 Car Rider traffic flow will enter from Hwy. 210 and turn into the parking lot. Cars will proceed to make your first left into the back lane of our parking lot and drive around to the corner to the front lane of the parking lot stopping at the stop sign

until a staff member signals when to proceed to the loading area in front of the school. **This will keep the front of our school clear of all traffic until we begin dismissal.** K-1 Car Rider traffic flow will exit campus towards the back side of the building onto Hwy. 50. At no time will K-1 Car Rider traffic intermingle with Grades 2-5 Car Rider traffic. Grades 2-5 Car Rider traffic should arrive on campus at 3:40 waiting for their 3:45 dismissal time to begin. **Grades 2-5 Car Rider traffic should not arrive earlier than 3:40 because this will cause traffic congestion on campus.** Grades 2-5 Car Rider traffic flow will enter from Hwy. 210 and exit campus onto Hwy. 210.

Parents will be assigned a car tag number for carpool to hang from the rear-view mirror. All children who ride in that car will be assigned the same number. **If a family has multiple children attending MCES, the oldest child will be assigned a car number for the entire family to use.** When the number is called, the children will move quickly with an adult to the vehicle. You may sign up for a car tag number by visiting <http://bit.ly/1920CarTagInfo>.

Students may not use rolling backpacks in the building without documentation from a doctor. All bookbags must be able to fit into the cubby storage areas along with coats and other items needed by the student.

Please make all transportation/attendance arrangements with your child prior to leaving in the morning. **NO CHANGES IN TRANSPORTATION WILL BE PERMITTED WITHOUT CONSENT OF THE PARENT.** A PHONE CALL ASKING FOR A CHANGE WILL NOT BE PERMITTED unless we can properly identify the parent/guardians on the phone in some other manner.

Afternoon Carpool will stop at 4:15. Parents should come inside after 4:15 to pick up their child. Repeated late pick-ups (more than twice) will be sent to After School Care and parents will be charged a \$10 drop-in fee.

Students who ride child care vans/buses begin dismissal at 3:30 p.m. and will load in the bus parking lot. **PLEASE NOTIFY YOUR DAYCARE PROVIDER IF YOUR CHILD IS ABSENT OR LEAVES EARLY, so your child care provider is not expecting your child at dismissal.**

No cars may enter the loading area directly in front of the school before 3:35 p.m. in order to keep emergency lanes open. Staff will signal when to pull forward for car rider dismissal. **Please do not park vehicles in emergency fire lanes at any time.**

SAFETY ISSUES

Park in the Staff/Visitor parking lot, not at the curb when visiting the school, even if visiting for a short time. When leaving **please look ahead and behind** when moving your car. We appreciate you not using your cell phone while going through the carpool line so you can be aware of all children moving. Be considerate of other cars when dropping off or picking up your child. Have your child's money, notes, books, etc. ready before you enter the drop-off area. If you need to get out of the car, please park in the parking lot. Please remember to be patient. Children are precious cargo.

CHANGES IN TRANSPORTATION

Make all transportation/attendance arrangements with your child prior to leaving home in the morning in order to prevent disrupting class. **Send a written note to your child's teacher with the changes. If an emergency occurs and changes need to be made during the day, they must be made before 3:00pm to ensure the message is properly communicated. These changes must be in writing (no phone calls).**

HERE COMES THE BUS



Johnston County Public Schools will begin using Here Comes the Bus in the 2019-2020 school year! Here Comes the Bus is a school bus tracking app that gives parents real-time bus location information and alerts to get students to the bus stop on time.

With “Here Comes the Bus”, you and your children will now know when your bus has entered your neighborhood/radius. With a customizable map you can see in real time exactly where your children’s bus is located. And with your smartphone or tablet, you can even customize the Here Comes the Bus app to send you notifications when your bus is near, or to let you know when there has been a schedule change. There will be a letter coming home about how to set up this feature. If you have questions or concerns once you set up your account, please email them to hctb@johnston.k12.nc.us.



The Johnston County Public Schools Attendance Policy (Board Policy 4110) reads as follows:

Regular attendance is required. In the event of absence or tardiness, it shall be the responsibility of the student to bring the teacher a note signed by the parent or guardian giving the reason for such absence or tardiness. **All students must be present for a minimum of 91% of all class meetings to receive credit for a course during any grading period.** Excessive absences will be referred to the school social worker.

Parents are asked to notify the teacher if your child is going to miss consecutive days. A note to the teacher is expected on the day of return. A doctor’s note is requested for absences which exceed the 91% attendance policy (maximum of 4 absences per nine week academic quarter) and for which a waiver is sought. The Principal may waive the 91% (4-days per nine weeks) requirement in extremely unusual circumstances. Actions of the Principal may be appealed to the Superintendent and the Board of Education.

Please remember that instruction interrupted is instruction lost. Please do not check children out early, report late or remain home for frivolous reasons. This disrupts learning for all children.

Excused absences...may be:

- Illness of the student
- Medical or dental appointment
- Death in the immediate family
- Quarantine by the Health Department
- Religious Holidays
- Court summons
- Immediate demands of the home which in the opinion of the Principal merit absences
- **One family -sponsored field trip per year, if that trip has educational value (Request absence five days in advance and complete work while away.**

Generally, students shall be entitled to twice the number of school days absent to make up all work as arranged by the student at the convenience of the teacher. For example, a student missing five school days will have ten school days to turn in all make up class work.

Repeated unexcused tardies and unexcused early pick-ups could negatively affect a child's recognition for the perfect attendance award each nine weeks and end of the year awards.

EARLY PICKUPS

If a student is to leave school during the school day, a parent must come into the office to sign the student out. If the early dismissal is planned, please send a note to the teacher with the time of expected dismissal and the name of the person signing out the student. We cannot release a student to a non-parent/guardian without **written consent** from the parent.

Proper identification must be provided when signing out a student. Teachers may only release a student from class with permission from the main office staff. Only doctor's appointments or an emergency situation will allow a student to be dismissed after 3:15 pm. Students having excessive amounts of early departure from school will be addressed by the Administration and the Social Worker.

MEDICATIONS, HEALTH CONCERNS

Parents are responsible for notifying the school of any health issues relating to the student (i.e., allergic reactions to bee stings, asthma, diabetes, hearing loss, etc). An emergency kit, contingency plan, and release form for instituting emergency procedures is required for students with life-threatening conditions. A registered school nurse is on campus one day per week, generally for screening, and not medical care.

School personnel are prohibited by law from giving medication to students without the following criteria having been met (Board Policy 4520):

1. A doctor's authorization if the medication is to be given for more than five days. (Forms are available in the school office).
2. All medications must be in the pharmacist's original container.
3. Parents may bring the medication to the front desk. Parents of students who ride buses should hand the medication to the bus driver who will deliver the medication to the office.
4. **Students MAY NOT bring medications to and from school. Violations carry serious consequences up to and including suspending the student from school.**

Head Lice (Board Policy 4510):

Classroom teachers or assistants will check students as needed. Students with signs of head lice will be referred to the office to be checked. Parents will be contacted to pick the student up for treatment. **Parents will be required to escort the child back to school for re-entry. The student must be free of any signs of head lice to return to the classroom.** Head Lice cases that have not been resolved within three days per occurrence will be counted as unexcused absences after a three-day period. Letters will be sent to parents of all students in any classroom with a case of head lice as a preventative measure.

Accident Reports:

Staff will contact parents when a child has an accident or is injured. The accident report will be sent home with the child. Parents may choose to come to school and pick the child up if needed. Medical emergency (911) will be called if needed.

CAFETERIA PROCEDURES

Free or reduced-price lunch applications will be provided to all students. Eligibility is determined by family income. **The applications must be completed every school year if you wish for your child to be considered for this program. Applications submitted online are approved faster.**

Student:	Breakfast:	Full price - \$1.40	Reduced price - Free
	Lunch:	Full price - \$2.30	Reduced price - \$0.40
Adult:	Breakfast:	A la carte per item	
	Lunch:	A la carte per item	

Additional lunch items such as ice cream, chips, and cookies may be purchased when available.

Per Johnston County Public Schools' policy: No charges may be made for students, staff, or guests. Students who do not have lunch money or a bag lunch from home will be given a fruit and vegetable tray with a cup of water at no charge. Students receiving a fruit and vegetable tray may not purchase additional items. Staff may not loan money to students. ***If there are repeated instances of a student not having lunch money and no lunch was brought from home, then the parent will be reported to the school social worker and/ or Department of Social Services for neglect.***

Please pay by the week or month. Checks should be written to: **MCES Cafeteria. Include the teacher and child's full name with the child's lunch number** on the check or piece of paper with cash. **The money MUST be sent in an envelope to school.** If the school receives two returned checks, the parent will lose check writing privileges. An automated phone message and/or written notices will keep parents informed if your child has a low account balance. In addition, parents can log into www.k12paymentcenter.com to monitor their child's cafeteria account and/or add funding to this account online. **It takes 24 hours for the money to post on-line.**

We welcome adults to join us for lunch. **Due to Federal guidelines, food from local restaurants shall not be permitted in the cafeteria when parents visit their child for lunch. This could result in fines for our school.** Therefore, please support our cafeteria when you visit children at lunch. If you wish to eat with your child in the cafeteria, we ask that you sit at his/her class table if there is space available.

Snack: Snacks can be brought to school to be eaten at an assigned time. Parents who choose to send snack items are asked to please send healthy snack items. We do request that drinks not be sent that might stain the carpets and glass bottles or jars are prohibited for safety reasons. Water is the best choice for drinks in the classroom. Students should make sure to bring in only a single-sized portion. Leftover snacks will be thrown away due to county pest control concerns. The cafeteria will sell fruit, juice, and milk for snack.

In order to maximize attention to academics, classroom celebrations are limited to snack time. Only items purchased from a *bona fide* food vendor may be served. No homemade food items are permitted. PLEASE AVOID SENDING ITEMS WITH NUTS AND OTHER ALLERGENS! THANK YOU FOR HELPING KEEP OUR STUDENTS SAFE!

SCHOOL INSURANCE

There is a link to the K-12 Student Insurance website via the JCPS webpage. The link is under District>Central Service>Financial Services> Student & Athletic Insurance.

ACADEMIC POLICIES

We strive daily to provide a quality education for all students. Parents and students are partners in establishing a purposeful, positive, and productive learning environment. To foster this teamwork, regular parent communications are provided for all grade levels.

Kindergarten – 5th Grade Students are assessed through specific criteria in reading, mathematics, spelling/writing, and social development. Kindergarten – 5th grade students receive Core Content Standard Indicator marks:

M	Indicates that the student consistently and independently demonstrates mastery of/proficiency in the grade level standard.
P	Indicates that the student is progressing toward consistent and independent mastery of/ proficiency of the grade level standard.
B	Indicates that the student is beginning to progress toward the grade level standard.
N	Indicates that the student is not yet demonstrating progress toward grade level standards.

Quarterly Effort Grades (Art, Music, PE, etc.):

3	Masters required objectives with consistent high quality.
2	Masters most required objectives and does what is required.
1	Has not mastered required objectives and does less than required.

Progress Reports and Report Card Distribution Dates:

Quarter	Progress Reports Date	End of Quarter Date	Report Card Dates
1st	September 20, 2019	October 18, 2019	October 29, 2019
2nd	November 19, 2019	December 20, 2019	January 10, 2020
3rd	February 7, 2020	March 13, 2020	March 24, 2020
4th	April 24, 2020	May 29, 2020	May 29, 2020

MTSS plans with interventions are developed during the first twenty days of school for at-risk students. Parents participate in developing this plan. Conferences are held when developing the plan and as needed during the year to monitor progress. **All parents are asked to attend semester conferences to review the progress of the student. Student-led conferences will be held in the fall.**

JCPS Board Policies

Listed below are some JCPS Board policies that pertain directly to parents and students. Please visit www.johnston.k12.nc.us and review policies 2100, 2600, 3130, 3330, 3340, 3400, 3435, 4200, 4000/5125, 4225, 4500, 4620, 5130, and 5140. Feel free to call if you have any questions concerning any of these policies. The JCPS Parent Gazette also contains these policies as well.

COMMUNICATION

Communication between home and school allows for a positive learning environment and enhances the academic and behavioral success of the student. Effective communication can provide consistency with meeting objectives and monitoring student progress.

- Parent news will be shared through our webpage (<https://www.johnston.k12.nc.us/mces>), and our social media accounts: *Twitter (@McGeesElem)*, *Facebook (@McGeesElem)*. You will also receive phone messages through our *ConnectEd* system when we have special events and reminders. You can adjust your contact preferences in ConnectEd by visiting our school's Data Manager for directions, username, password, etc.
- Parents are also frequently asked to participate in surveys. These give us very helpful feedback and contribute to our improvements.
- Teachers will communicate through the daily folders and agendas. Progress reports and report cards will be sent home each nine weeks to inform you of your child's progress.
- You are welcome to call your child's teacher to set-up a conference or communicate through the Homework folders and/or agendas as well. Teachers ask that you check your child's folder or agenda each night.
- Each teacher has voicemail on our phone system that is available 24/7. Staff will respond to your voicemail within 24 hours.

VISITORS and VOLUNTEERS

Volunteers are always welcome. For the safety of all of our students, we require that all visitors and volunteers:

- . Complete a volunteer registration form for service as Level I or Level II volunteers online. Volunteer status must be renewed every year. (www.jcsvolunteers.com.)
- . **Report to the office upon arrival**
- . Provide identification to receptionist
- . **Wear an identification badge (Visitor or Volunteer) at all times**
- . Sign in as **VOLUNTEER** or **VISITOR** so we can track volunteer hours and recognitions.

LEVEL I VOLUNTEERS are supervised at all times in a public setting with no solitary time with students. Examples of level I volunteers are resource speakers, fundraisers, field day helpers, etc...

LEVEL II VOLUNTEERS are approved to work with students and may be outside the view of school employees for periods of time. Examples of Level II volunteers are field trip chaperones, tutors and classroom helpers, mentors, health room assistant, test proctors and classroom volunteer assistants.

*** Parents should only go to the classrooms during the day if they are volunteering. Teachers should expect the volunteers to be coming to the class. Parent "observations" are not allowed unless the teacher invites the parent to the class.**

FIELD TRIPS

The grade level teams will develop a plan of field trips for their grade level.

- Permission slips (including approval for medical treatment in the event of an accident or injury) must be completed for students to attend any field trips.
- Payments for field trips are non-refundable.
- On some trips, it is necessary to limit the number of chaperones due to limited space at sites. ***Parents who chaperone field trips must be registered as Level II Volunteers*** with the Johnston County Public Schools system and will generally be asked to be responsible for a small group of students or individuals.
- No non-grade level siblings are allowed on field trips. **Parents may not bring pre-school age children on a field trip.** On some field trips, parents who chaperone may sign their children out after the trip to return home with the parent.
- **Parents cannot ride the bus for field trips using JCS activity buses.** There are some field trips that require leased transportation (charter buses) where parents may be allowed to ride the bus with administration approval.
- The School Nutrition staff provides food for all field trips, or students may pack a lunch from home.
- In general, no field trips occur after April 30th each school year.

SCHOOL DISCIPLINE PROCEDURES

Character Education:

Character education is stressed with emphasis on the need for personal responsibility. Individual or small group counseling may be requested for students. The counselors will meet with students referred to time out. A Behavior Support Team will assist classroom teachers with behavior interventions to help students be successful, and an MTSS plan will be written for support. Classroom teachers will integrate the ethical principles for character education in classroom activities by:

1. Focusing on one character trait each month: cross cultural proficiency, growth mindset, problem solver and value creator, communicator and collaborator, balanced self-directed learner, critical thinker and inquirer, ethical, grit, knowledgeable.
2. Modeling for problem solving skills.
3. Assigning school and community projects.
4. Identifying character themes in literature.

The behavioral expectations and consequences are defined clearly in the JCPS Code of Student Conduct in the Parent Gazette provided to all parents at the beginning of the school year. The JCPS Code of Student Conduct is available on the JCS website (www.johnston.k12.nc.us). Below is a matrix of our school-wide expectations for student behavior at MCES.

McGee's Crossroads Elementary School Expectations and Rules Matrix

	<i>Move in an appropriate way</i>	<i>Control your actions</i>	<i>Everyone deserves respect</i>	<i>Strive for excellence</i>
Classroom	Walk when moving around the classroom. Be aware of your surroundings.	Keep hands and feet to yourself. Use voice level determined by your teacher.	Listen and follow directions. Raise your hand to speak. Wait for your turn. Clean up your area. Throw trash in trash can. Use materials properly.	Be prepared to learn. Be proactive. Be respectful of others and their property.
Hall	Walk on 3 rd block on the right side of the hallway. Step out of line to tie shoes.	Voice level 0. Keep hands and feet to yourself. Eyes forward. Always walk.	Follow directions. Walk quietly without disturbing other classes. Respect hallway displays.	Strive to earn compliments.
Bathroom	Flush toilet. Wash hands. Use 1 pump of soap and 2 paper towels. Throw trash in trash can.	Voice level 0. Keep feet on the floor.	Respect privacy. Wait your turn. Knock on the door before entering.	Leave classroom supplies in classroom. Keep area clean. Use equipment properly. In and out quickly.
Cafeteria	Bring lunch box with you. Walk in a single file line. When leaving, line up quietly on 3 rd block.	Voice level 0 while in lunch line. Get all condiments and utensils while going through the line. Voice level 0 when you see a red cup. Voice level 1 when you see a green cup.	Wait your turn. Keep food on your plate. Clean up your area. Throw trash in trash can.	Know your lunch number. Be aware of your lunch account balance. Help others.
Playground	Exit the building and enter the playground safely. Stay in designated play area.	Keep hands, feet, and objects to yourself. Be aware of your surroundings. Keep wood chips on the ground.	Share equipment. Include others. Wait your turn. Show good sportsmanship.	Follow directions. Use equipment properly. Stay in designated area. Include others.
Arrival	Walk on the right side of the hallway. Follow classroom morning procedures.	Enter school ready to learn. Report directly to your homeroom.	Greet adults/students using Voice Level 2. Arrive on time.	Come to class prepared with materials, folder, agenda, and homework. Turn in your lunch money.
School Assembly	Enter and exit quietly.	Listen and follow directions. Keep hands and feet to yourself.	Arrive on time. Listen and sit quietly. Applaud at appropriate times.	Be ready and willing to participate. Celebrate each other's success.
Car Rider Dismissal	Walk and wait for cars to stop. Stay on the sidewalk.	Voice level 0 - 1. Keep hands and feet to yourself. Stay seated.	Follow directions. Pay attention.	Listen for your name/number.
Bus Dismissal	Make sure you stay in line to get on the bus and stay in your assigned seat during the ride.	Control your volume and use your manners.	Be nice to your friends and your bus driver.	Follow all bus rules in the student code of conduct.

Guidelines:

Bus discipline follows the JCS Student Code of Conduct Policy in which repeating minor offenses, threats to the safety of the bus, and refusing to follow instructions will result in suspension of bus privileges. Cumulative suspensions may lead to suspension from the bus for the remainder of the school year. *Parents are required to provide transportation during any bus suspension. Failure to transport the student to school may result in notification to our School Social Worker.*

STUDENT DRESS AND APPEARANCE

All students will adhere to the Johnston County Public Schools' Dress Code Policy 4220 which is included in the Parent Gazette distributed to all parents at the beginning of the school year. This information is also found on the Johnston County Public Schools' website. Teachers and administration are required to enforce the policy during the school day and at all school functions. **Please be reminded that "spaghetti straps" and "tank tops" are not permitted on school grounds for girls or boys. We encourage students to wear athletic/tennis shoes every day for their safety, but it is required that students wear them on Physical Education Enhancement Class days. Also, please be careful to watch the length of your child's shorts, particularly after the winter season. Children can grow over the winter and shorts can be too short to**

wear. If a student arrives to school dressed in a manner that does not follow the county's dress code, a parent will be contacted to bring appropriate clothing.

REGISTRATION / IMMUNIZATIONS

Only a parent or legal guardian can register a child for school.

Documentation required at the time of enrollment:

- **Proof of Residency** - proof of home ownership, signed lease agreement, utility bill (gas, water, electric, cable), bank statements and payroll stubs addressed to residence.
- **Proof of Age** - birth certificate, hospital certificate, etc...
- **Grade Placement** - withdrawal form, transcript, or report card.
- **Immunization Record** - must meet NC immunization requirements and the Board of Education's immunization policy.
- **Photo I.D.** - Photo I.D. of person enrolling.

If you move during the school year, please notify the office and provide a new proof of residence. Also, notify the office of your new phone number.

TRANSFERS

If a student has already been enrolled in another school, please request that the previous school transfer records directly to the new school. Parents will also be asked to provide proof of residency such as a utility bill or land contract.

WITHDRAWALS

Parents must notify the school prior to withdrawal of students. Students transferring must obtain a withdrawal form from the office. This will ensure student admittance into a new school with current information.

CUSTODY ARRANGEMENTS

Parents must notify the office receptionist and school counselor or administration when there are custody concerns or Court documents relating to visitation, transportation, or communications with the school. Legal documents will be confidential and filed to alert office staff and teachers of the custody arrangements. If there are no Court documents concerning the custody of the child, either parent or legal guardian will have the same rights to see the child at school, obtain academic records for the child, and to have the child released to him/her.

PTA

At MCES, we are supported by a strong PTA. We strive to maintain a strong relationship between the school and home to best meet the needs of our school community. Our PTA works to provide parent engagement activities, community events and fundraising opportunities throughout the school year to support our students. The fundraising projects will be directed towards targeting specific needs within our building with the ultimate goal of serving our students.

PTA OFFICERS

President –Misty Byrd
Vice President – Missy Mabry

Treasurer – Kimberly Denning
Secretary – Ann Marie McClean

Important PTA Dates for 2019-2020

PTA General Assembly Meetings @ 6:30

September 19

November 1

January 24

May 8

Oct. 11 Mother/Son Night 6:00-8:30 PM

Nov. 22 Boosterthon Fun Run Fundraiser

Dec. 14 Breakfast with Santa 9:00-11:00 AM

Feb. 7 Father/Daughter Dance 6:00-8:30 PM

Please join us at our monthly PTA board meetings to assist with planning or volunteering at events for our school community. The meeting dates are posted on the MCES online calendar (www.johnston.k12.nc.us/mces). Meetings are usually held at 5:30 pm the first Thursday of each month in the media center. Thank you for your support! We welcome parents to help us!

LOST AND FOUND

Please write the name of your child on all items such as sweaters, jackets, lunch boxes, and notebooks. Items not claimed at the end of the quarter will be given to charity. Items that are found will be on display in the cafeteria.

NON-DISCRIMINATORY STATEMENT

Employees or students of Johnston County Public Schools who feel that they have been discriminated against because of their gender, race, age, or handicapping condition should contact:

Dolores Gill
Johnston County Public Schools
P.O. Box 1336, Smithfield, N.C. 27577
(919) 934-6031