



# M.C. Williams Middle School

Courtney Clark | Campus Principal

6100 Knox Street

Houston, Texas 77091

(713)696-2600 (office) • (713)696-2604 (fax)

Dear M.C. Williams Middle School Parents and Community Members,

I am pleased and honored to continue serving as the principal of M.C. Williams Middle School. Having joined the Wolverine staff in December of last year, I am excited to start the 2024-2025 school year and my eleventh year as a school principal.

Last year we worked extremely hard to implement systems that ensure students success. Thanks to the dedication of our teachers, staff, and the support of parent and community members, we accomplished a lot toward our goal of becoming an A-rated school. We showed STAAR growth in Math and Reading at every level, increased both teacher and student attendance, reduced out-of-school and in-school suspensions, and lowered the total number of disciplinary incidents during the school year.

While these accomplishments make me very proud, our work is far from done. Under the continued leadership of our superintendent, exceptional changes have been made this year, and I am convinced we will see even more improvements in all areas. As an NES campus, we will take full advantage of all the resources provided to us to deliver exceptional, high-quality instruction to all our students.

There are a few reminders for parents and students to ensure a smooth and productive school year:

**1. School Hours:** Our school is open from 6:30 am to 5:30 pm every day. Students must be seated and ready to learn in class by 8:25 am. Please note that the school day begins at 8:30 am and ends at 4:30 pm. It is crucial that students are on time every day, as absences and missing portions of instruction puts them at risk of failing the class and being retained. Any students arriving prior to 7:15 am are expected to attend tutorials for additional support or academic advancement. Tutorials are offered from 6:30-8:15 am.

**2. Student Dress Code:** Student dress code will be strictly enforced. The guidelines for acceptable attire are very clear and will be strictly enforced. Dress code also includes wearing their student ID everyday once they have been issued. Please review the dress code on our website at <https://www.houstonisd.org/williamsms>

**3. Student Cell Phones:** Per district policy, cell phones are not allowed on campus during the instructional day. This minimizes distractions and ensures students are focused on receiving instruction. M.C. Williams will be using the Yondr pouches for cell phones. A staff member will lock their cell phone in their assigned pouch each day. The pouch will be unlocked at the end of each day. If a cell phone or smart device is seen in school, it will be confiscated and only returned to the parent after a meeting to reinforce our expectations. Complete details can be found on subsequent pages of this letter.



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**4. Student Drop-off and Arrival:** Students will enter through the Knox Street gate entrance every morning. Any students arriving prior to 7:15 am are expected to attend tutorials for additional support or academic advancement. Breakfast is served until 8:10 am. Students cannot be check-out of school early after 3:30 pm.

**5. Student Dismissal Expectations:** All students should be picked up from school in a timely manner. Students should only remain on campus past 4:50 pm if they are in tutorials, have practice, and must be with staff member at all times.

- **Car Riders** will be picked up in the East parking lot. **Car riders cannot walk to be picked up on Knox Street.**
- **Walkers** are expected to leave campus immediately after being dismissed. There is no lingering around the campus.
- **Bus riders (HISD, Metro, etc.)** must go directly to their bus when dismissed by an administrator and follow the directions of the bus driver at all times. **Students who exhibit inappropriate and/or unsafe behavior on the bus will be issued disciplinary consequences. The first failure to comply with the bus driver and/or rules will result in a warning. Each additional incidents will result in removal from the bus for a set length of time.**

I am excited about the experiences we will share this upcoming school year and I look forward to connecting with you all through in-person conversations over the coming weeks.

The best way to stay up to date with campus news, events, and important information is to visit our website, read my weekly newsletters sent on Sundays, and ensure your information in the system is updated and accurate. You can save this website to view the newsletters all year. <https://secure.smore.com/n/ah498>

If you have any concerns or comments, please contact my office at 713-696-2600 or email me at Courtney.Clark@houstonisd.org.

Through our collective efforts, M.C. Williams Middle School will transform from the good school it is today into the premier school that our students and community deserve; because “Working and Winning is the Wolverine Way!”

Sincerely,

Courtney Clark, Principal