



**Dear Cradock Middle School Families,**

**Welcome to the 2023 - 2024 school year! We are thrilled to welcome our students and staff back to school. We hope that you enjoyed a well-deserved break to make special memories with family and friends over the summer. It is time to look forward to a wonderful new school year where we are Anchored in excellence at Cradock Middle School!**

**Our incredible staff of educators, office staff, and custodial staff have been working throughout the summer to prepare the building and classrooms for the upcoming school year to ensure a smooth transition for everyone.**

**Cradock Middle School is a special place to learn and grow. We are proud of our school and have high expectations for each student. Our students are kind, compassionate, and eager to learn. Together with our dedicated staff, we strive to make connections with students to help them feel accepted, valued and safe. Our overarching goal is to encourage active student engagement to foster a lifetime love for learning.**

**Lastly, partnering with families is crucial to promote a healthy transition to school both socially and emotionally. We recognize that students may be feeling anxious with the start of a new school year and we will continue to place a strong emphasis on social emotional learning while focusing on building classroom community. We encourage families to stay connected so that we can continue to "Run As One"!**

### **IMPORTANT DATES**

**Tuesday, August 31st: 7th Grade Orientation & Open House 3:30-4:30 for all students**

**Tuesday, September 5th: Students First Day of School**

**Please review procedural operations regarding Cradock Middle School. Reach out to us at any time with questions or concerns or email the office [roger.coleman@portsk12.com](mailto:roger.coleman@portsk12.com)**

**Sincerely,**

**Roger Coleman III, Principal**



### **Administrative and Counseling Support**

Our school has layers of support in place for our students during the school year. Students are supported by a direct administrator and a school counselor based upon Grade Level. Those assignments are as follows:

Student Last Name	School Counselor	School Administrator (AP)
8th Grade	Ms. Kelly Williams <a href="mailto:kelly.williams@portsk12.com">kelly.williams@portsk12.com</a>	Dr. Kisha Coleman-Pender <a href="mailto:kisha.pender@portsk12.com">kisha.pender@portsk12.com</a>
7th Grade	Mr. Mickey Evans, Jr. <a href="mailto:mickey.evans@portsk12.com">mickey.evans@portsk12.com</a>	Ms. Joy Coppage <a href="mailto:joy.coppage@portsk12.com">joy.coppage@portsk12.com</a>

### **First Day of School Procedures**

The doors will open at Cradock Middle School on Tuesday, September 5 at 7:45 AM for all students. Students that are walkers and parent drop-off will enter through the front of the school building while bus riders will enter through the bus loop at the side of the building.

Students who attended open house and/or school tours that were offered at the end of August have already received their schedule. After eating breakfast in the cafeteria, students will be permitted to go to their first block class.

Students that did not receive their schedules at open house, through email or through the parent portal will be directed to their home room by a staff member. When the student arrives to his/her homeroom, he/she will receive a hard copy of his/her schedule and will follow it for the rest of the day. Students will also receive their login credentials in their homeroom class on Tuesday so they will be able to successfully login to their chromebooks.

This process eliminated the need to send schedules through physical mailing this school year, so please do not be anxious about your child's first day of school. All of our students are in GREAT hands and we will help them to be successful Admirals even on the first day of school.

As an additional note, all students are required to go through security measures each school day no matter the entrance they use. All students will have their bags searched daily, and also walk through metal detectors. This allowed our campus to be safe and orderly last year, and we are expecting the same this school year. Please note that students that bring large bags of candy or excessive quantities of other types of snacks will have these items confiscated until the end of the day. Personal solicitation of any kind is not authorized on the campus of Cradock Middle School.



### **Bell Schedules**

Click here to see a copy of our daily bell schedule. [☰ Bell Schedule](#) Please note that 7th Grade students eat lunch during the 2nd block and 8th Grade students eat lunch during the 3rd block.

### **Schedule Changes**

Students/parents may request schedule changes through the school counseling department until September 22. Schedule changes are based on appropriate requests for new placement or a different course all together, not to get a new teacher or to rearrange blocks based on personal preferences. After September 22, the only schedule changes that are able to be made are based on administrator approval. Schedule change forms will be made available to students and must have a parent signature to be approved.

### **Parent Drop-Off and Pick-Up**

As mentioned above, parent drop-off students will be allowed to enter the building starting at 7:45 AM and should be brought to the front of the school. As you come to the entrance of our school, you will drive up and drop off your child at the sidewalk adjacent to the front entrance of the school.

It is recommended that you budget your time appropriately as the time it normally takes to drop off your child averages about five minutes. During rush hour (7:30 - 7:45 AM), the average time could increase to seven to eight minutes. This gets better as the year progresses, so please remain patient and know that our drop-off team is here to help however we can.

Pick-ups are conducted in a similar manner to drop-offs, with students being dismissed at 2:50 PM. Students find their parent's car in the loop, and all parents follow the one-way traffic flow and exit in the right lane of the loop.

### **Student Expectations for Attendance**

Students that are well and are able to attend school should do so daily and be on time for instruction. The instructional day begins at 8:00 AM, and any student that is not in first block class by 8:00 AM is considered tardy. Students arriving to school late should be accompanied by a parent or guardian into the building or have a note from a parent or guardian to be marked tardy excused. Students also should be on time to each of their academic classes during the day, and have three minutes to transition to each class. Students with excessive tardies will face disciplinary consequences. Also, any student that is absent for 18 or more days during the school year (including all absences-- excused, unexcused, and suspensions) are considered chronically absent and will be in danger of retention at the end of the school year.

### **Student Discipline Procedures for Major Violations**



Cradock Middle School prides itself on being a safe campus where students are able to learn and excel in their academic and social pursuits. There are times where everyone is not on the same page with this expectation, creating challenging environments that are not conducive to learning. The following procedures are in place for major disciplinary violations:

- 1) Fighting is not tolerated at Cradock Middle School. It is dangerous, irresponsible, and causes campus disruptions. Students that fight anywhere on school grounds (including restrooms, hallways, school buses, classrooms, or any common space) will be suspended from school a minimum of five days on the first offense. Second violations carry a minimum of seven days of suspension and third violations will carry a ten day suspension with recommendation for alternative placement.
- 2) When an altercation occurs, and students decide to stand around to watch the fight and use their cell phones to record the fight, that is considered instigating. Students that are seen doing this (in person or on camera) will be suspended a minimum of three days for instigating and causing a campus disruption.
- 3) Bullying is defined as unwanted behavior that is persistent in nature towards another defenseless individual. Cradock Middle School has a zero tolerance stance on bullying, and first time offenders will be suspended for five days, second time offenders for seven days, and third time offenders for ten days with recommendation for alternative placement.
- 4) No person in the school is allowed to wear head coverings of any kind during the school day. Students will have their hats, bonnets, scarves, and other head coverings confiscated if they are seen during the day, and students that continue to wear a hood or other head covering on their head when reminded to remove it will spend the day in ISS, and can eventually be suspended for defiance if it continues.
- 5) Cell phones are not allowed to be used or seen during any part of the school day according to Portsmouth Public Schools policy. Cell phones will be confiscated if they are seen during the day, and failure to comply will result in a three day suspension for defiance. Confiscated cell phones must be picked up by a parent or guardian. The first and second offenses will result in a warning. The third offense or more will result in a three day suspension.
- 6) Portsmouth Public Schools issued chromebooks are monitored by a third-party called Gagggle. When messages, images, or content that is inappropriate is shared during any part of the day (to include when students are at home), this content is shared with the administrators. Please be mindful of the kind of messages that are sent via email or chat on the school device, and know that you can receive disciplinary action for inappropriate conversations and content on your chromebook.

### **Student Dress Code Expectations**



**CRADOCK**  
MIDDLE SCHOOL

**Portsmouth City Public School students shall not wear the following items:**

- Clothing, pins, jewelry, accessories or other items of adornment displaying obscene, profane, derogatory, violent or gang-related messages, themes, designs or pictures;
- Clothing, pins, jewelry, accessories or other items of adornment conveying messages related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities.
- Clothing, pins, jewelry, accessories or other items of adornment depicting obscene, salacious or sexually suggestive messages.
- Clothing that is transparent or exposes the midriff, navel or cleavage.
- Clothing that has holes or cuts that expose areas of the body above the knee and closer to the groin, thigh or backside area. Students will be given the opportunity to change into something appropriate or contact the parent for appropriate clothing. The student will not be allowed in the classroom until the dress code issue is resolved and the student will be placed in ISS.
- Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands.
- Underwear as outerwear garments or clothing that exposes underwear (including, but not limited to, stretch lycra, spandex or nylon tights, leotards, biker pants, biker shorts, bathing suits, pajamas).
- Tank tops, halter tops, garments with spaghetti straps, tube tops, fishnet tops, strapless dresses, or other clothing that is not appropriate because of slits, rips or holes in the garment.
- Accessories which could in some way pose a danger to the wearer or others; and/or could be used as weapons (including, but not limited to, two-or-three finger rings, chains hanging from clothes, picks, hair chopsticks).
- Clothing that is too tight and/or is inappropriate in length as determined by the building principal/designee.
- Inappropriate footwear (including, but not limited to, shower shoes and beach shoes, such as thongs, bedroom slippers, and unfastened shoes or shoes missing appropriate closures). Shoes like crocs must be secured by a heel strap while in the school building.
- Head coverings or accessories that are not related to or required by student's bona fide religious practices (including, but not limited to, stocking caps, do rags, wave caps, scarves or bandanas).
- Items that are intended for outdoor use (including, but not limited to, hats, caps, and similar head coverings, scarves, jackets and coats).



### **Standards for Promotion and Retention**

Cradock Middle School prides itself on preparing our students for high school and beyond. Because of this, we have a retention policy in place for our students. Please take note of the following circumstances that will place your child on the retention list:

Students that fail one or more classes and/or have accumulated 18 or more absences do not meet adequate academic progress, and will be recommended for retention. The Virginia Department of Education has provided guidance that a student that misses 10% or more of the school year is considered chronically absent, and is severely limited in his/her ability to stay on grade level. A student failing any class or classes shows additional interventions are needed to prepare the student for the subsequent grade.

Please be sure to monitor the PowerSchool Parent Portal often as it is the best communicator of your child's academic and attendance progress at Cradock Middle. Also, our teachers make themselves available to you to discuss any concerns with your child's progress. We will have organized parent-teacher conference dates available as well for you to discuss your child's progress with his/her teachers as needed. As a form of communication, we will send warning letters out each quarter to parents through the mail for any student that is in danger of retention based upon their academic or attendance progress.

We are here to help and believe that your child will be able to recover and be promoted to the next grade. If you have any questions that I can answer directly, please feel free to contact me.

### **Cell Phone Policy:**

The goal of this policy is to ensure that our students come to school free from distractions and ready to learn. During the instructional day cell phones and any personal communications devices are expected to be turned off and put away.

### **What is considered a personal communication device (PCD)?**

Any device that can connect using Wi-Fi or cellular data including, but not limited to:

- Cell phones
- Tablets and e-readers
- Handheld gaming systems/consoles
- Smart Watches
- Bluetooth devices including headphones

### **What are the consequences of violating this policy?**





School administrators will review these expectations clearly with students during the first week of school. Consequences for violation may include verbal warnings and confiscation of the PCD including the requirement for a parent or guardian to retrieve the device. Multiple infractions may lead to more severe consequences. School administrators may adapt consequences to suit the nature or number of infractions. The school is not responsible for any damaged, lost, or stolen electronic device either directly or indirectly related to the enforcement of this policy.

**Consequences:**

- 1st offense - Warning
- 2nd offense - Phone confiscated for day
- 3rd offense - Phone confiscated and parent pick up
- Refusal to surrender phone immediate OSS