

**CRADOCK MIDDLE SCHOOL
2015 – 2016
STUDENT HANDBOOK**



**THE CRADOCK ADMIRALS
“ANCHORED TO EXCELLENCE”**

ANGELA FLOWERS, PRINCIPAL

CRADOCK MIDDLE SCHOOL

Administrative Team

A. Flowers, Principal
V. Benton, 8th Grade Assistant Principal
W. Taylor, 7th Grade Assistant Principal
E. Garcia, Administrative Intern

Guidance Team

C. Tenpenny, Guidance Director
B. Trusty, Guidance Counselor
M. Baker, Guidance Clerk

Instructional Team

S. Dixon, Indistar/ School Improvement Chair
A. Russell, Data Analyst
C. Perry, History Chair
S. Hassell, Math Chair
T. Lee, English Chair
D. Calvin, Science Chair
S. Dixon, Special Needs Chair
L. Ricks, Health and PE Chair

Compasion Resource Team

Mr. Bracy
Ms. Harris
Mr. Adamson

Media Center

N. Dodson, Media Specialist
J. Forehand, Media Clerk

Instructional Technology

D. Smith
T. Brown

Athletic Department

K. Randolph, Athletic Director
L. Ricks, Department Chair
M. Ballard, Health and PE Teacher
D. Jones, Health and PE Teacher

Office Staff

T. Lymon, Office Manager/Bookkeeper
D. Quinerly, Secretary/Attendance Clerk

School Nurse

J. Howard

School Security

E. Johnson
T. Watford

Operations

Mr. Thompson, Head Custodian
TBA, Cafeteria Manager

PTA

TBA, President



CRADOCK MIDDLE SCHOOL

"Anchored to Excellence"

21 Alden Avenue ♦ Portsmouth, Virginia 23702

757.393.8788-Office ♦ 757.393.5020-Fax ♦

Angela Flowers Principal

August 17, 2015

Dear Students and Parents,

Welcome to what promises to be a very exciting school year at Cradock Middle School. Whether you are an incoming seventh grade student or a rising eighth grade student, this year will offer many opportunities for your educational success.

Our number one priority at Cradock Middle School is to help our students gain essential skills to master all Standardized Assessment tests. We want our students to become productive citizens within the community and our nation.

Students, you will be faced with numerous challenges during your middle school years; however, we expect each of you to come to school ready to learn and put forth your best effort. Completing middle school education is not easy, but it should be rewarding for all students. I invite all of you to approach this year with an attitude of "Together, we can achieve".

We ask for your help and support in taking care of our building, grounds, and equipment. Each has been purchased at a great expense to the citizens of Portsmouth so you, and your family and future families can enjoy our school for many years. It is our responsibility to see that our school remains as a source of pride and opportunity for past, present, and future students.

This year we aspire to make our school an even greater place for learning. In an effort to do so, we are asking our students to adopt our grade level dress attire. Our seventh graders will wear a yellow/gold style collared shirt with khaki/tan pants belted to the waist; as our eighth grader students will wear maroon/burgundy/white polo style collared shirts with khaki/tan pants belted to the waist. Skirts are optional for female student; however, they must adhere to the PPS dress code policy and pass the "flamingo fingertip test." Hoodies, large jackets, and coats will not be worn during the instructional day; these items will be placed in assigned student lockers. Students may wear hoodless button down sweaters/jackets to match grade level pants and or shirt.

If you have questions and/or concerns as it relates to the new school year, feel free to contact us; as we will gladly find the answers for you or guide you to locate the answer.

Again, I welcome you to the 2015-2016 school year and hope you have the best year ever!

Sincerely,

Angela Flowers

Principal Flowers

Attendance & Student Information

Opening and closing times

Students are expected to arrive to school on time and leave the school grounds at closing time, unless staying after for prearranged and approved school functions. No students should be in the school building after scheduled school hours unless supervised by school personnel.

Absences from school

Any student absent from a class for more than twenty (20) days may not be eligible to receive credit for that class. However, in exceptional circumstances students with passing grades who have exceeded twenty days of absence will be considered for attendance appeals. Appeals will not be considered for student absences due to class cuts, truancy, and/or out-of-school suspensions.

Absences from school are considered excused for personal illness, death in the immediate family, religious holidays, legal subpoena to court, and family emergencies. All other absences will be considered unexcused with the exception of school related field trips or functions. A note signed by a parent guardian who explains the reason for an absence and the date(s) of the absence is due to the student's homeroom teacher within two (2) days of that absence. Excessive absences are reported to the court system as required by state law.

Students will receive an admit slip from their homeroom teacher which must be signed by each of the student's teachers. The teacher of the student's last class will retain the admit slip.

Early Release from School

Students leaving school for medical appointments must bring a note from their parent/guardian with a working phone number where the parent can be reached for verification. This notification must be given to the homeroom teacher prior to being excused to the main office to complete sign-out procedures. Parents, guardians, or other specified persons must appear at the main office to sign the student out of school. Photo identification is required to sign a student out of school.

Change of Address

Any change of address and/or telephone number (this includes a work telephone number) during the school year should be reported to the classroom teacher and the office immediately. Address changes require documented proof of residency, (i.e. utility bill, rent/mortgage receipt with the name of the parent/guardian on it, or a house closing document).

2009-2010 Early Release Dates

November 25

January 29

March 8

June 17

Cradock Middle School will dismiss students at 12:20 p.m. on the above dates. Students are not permitted to visit other schools on those dates.

Homebound Instruction

Homebound instruction is an alternative method of providing a free and appropriate education for all students in grades K through 12 and Special Education, and is available to all students enrolled in Portsmouth City Public Schools. The program is designed to provide continuity of educational services between the classroom and home setting for students who are unable to attend school because of a temporary, chronic, or permanent disability. A certified teacher provides homebound instruction in the home or hospital. As a liaison between the home and school, the homebound teacher attempts to keep a student's interest in school and facilitates his or her return to school as soon as possible.

Homebound instruction will be provided if medical documentation indicates that a student will be out consecutively for more than ten (10) days. If a student is out of school due to medical reasons for ten (10) days or less, a note from a doctor should be brought to Cradock Middle School and the parent of the student is responsible for getting the student's work. Medical conditions that keep a student home for ten (10) days or less will not be covered under homebound. Homebound instruction will begin within five (5) administrative days after a student is approved for homebound services.

Forms for requesting homebound services may be picked up by the parent/guardian from the school nurse or from the Homebound Office which is located in the Stephen H. Clarke Building, 2801 Turnpike Road.

Make-up Work

Students are provided one week from his or her return to class from an excused absence to complete make-up work. Teachers are required to provide an opportunity for make-up work if a student's absence is excused. However, the student is responsible for initiating the arrangements for such work. (For example: If a student returns to school on Wednesday, he or she should complete all make-up work by the following Wednesday).

In the event the absence is unexcused (including suspensions), the student must initiate arrangements for make-up work on the first day of his or her return to school. Students who are suspended have the right to make up work missed during the suspension.

Truancy

Students who are truant from school will be subject to disciplinary consequences which may include:

- ✓ Conference and warning
- ✓ Required Parental Conference with Attendance Committee
- ✓ In-School Suspension
- ✓ Out-of-School Suspension
- ✓ Alternative Educational Assignment

Leaving school without Permission

For safety reasons, students are not permitted to leave the school building or grounds during the changing of classes, lunches, or any other part of the school day. This will result in disciplinary action.

Tardiness and Cutting Class

Any student not in class after the tardy bell rings and not in possession of a proper hall pass will be considered tardy to that class upon arrival. Students loitering in halls or caught in the halls during class time or hall sweeps without a proper hall pass will be considered as cutting that class. Tardiness to class and class cuts are unexcused.

Consequences for cutting class

Students may be assigned to in-school suspension for one full day for each class that has been missed without the teacher's permission.

Consequences for tardiness to class are as follows:

- ✓ First Time Tardy to Class – In-School Suspension for one full day
- ✓ Second Time Tardy to Class – ST-5/Mandatory Parent Conference
- ✓ Habitual Tardiness to Class- Administrative action may include out-of-school suspension, required parental conference.

Students arriving to school late must first obtain a written tardy permission slip from the main office prior to going to the cafeteria, lockers, or classrooms. Unexcused tardies will result in one full day of In-School Suspension.

Conferences

Teachers meet with parents/guardians before or after school by appointment only. We are unable to permit conferences during the daily instructional time. Please arrange a mutually convenient time by sending a note to your child's teacher or calling the school at 393-8788 to ask the teacher to contact you.

Contacting students during School Hours

If you need to contact your child while he/she is in school, call the office and give the child's name, grade assignment, room number, teacher's name and message. The message is relayed to your child immediately.

Custodial Documentation

To assist in maintaining a safe environment for your child, we request that custodial papers be on file for any children who have custodial restrictions.

Transfer Procedures

If it becomes necessary to leave school during the school year, please notify the school several days in advance so that we may make your transfer speedy and efficient. Teachers are unable to interrupt their instructional day to complete transfer papers. A MINIMUM OF

ONE SCHOOL DAY IS NEEDED TO COMPLETE THE TRANSFER PROCEDURE. Library books and textbooks must be returned before leaving.

Student Emergency Forms

Emergency forms provide the school with essential information useful in the event that a medical emergency should arise. Emergency contact phone numbers are essential on emergency forms in the event that a student must leave school and a parent is unavailable. Only persons listed on the emergency form are permitted to take ill students out of school.

Emergency forms are distributed to all students at the beginning of the school year. It is essential that emergency forms are completed in a timely manner and returned to homeroom teachers.

General Information

Accident Insurance

Accident insurance and dental insurance is available. Your child is not covered by Portsmouth Public Schools; therefore, accident insurance is offered through a private vendor. Letters explaining cost and coverage are sent at the beginning of the school year.

Bicycle Parking

Bicycle parking stands are located at the school building. Students should be sure to use adequate locking devices to secure their bicycles during the school day. Although bicycles are permitted at school, the school does not assume any responsibility for theft and/or vandalism that may occur on school grounds. It is strongly recommended that all bicycle riders wear approved helmets while riding.

Bus Transportation to and from School

The provision for bus transportation to and from school is a privilege provided to students who live at least one and one-half (1 1/2) miles from school. Any student riding a school bus is required to comply with guidelines and regulations established by the Portsmouth City School Board. Students not in compliance with those guidelines and regulations may have their bus riding privileges suspended, and may be suspended from school. Students and parents are expected to review the bus guidelines and regulations distributed at school at the beginning of each school year.

The use of profanity, fighting, eating, creating a disturbance, making excessive noise, or distracting the driver on a school bus will not be tolerated. In addition, throwing objects on a bus, from a bus, or at a bus will not be tolerated. Students in breach of such rules may face disciplinary as well as criminal actions.

Cafeteria

To maintain a healthy and safe school environment, all drinks and food items must be eaten in the cafeteria. No open drinks or food containers are to leave the cafeteria for any reason. All students are required to throw away all refuse any uneaten food items and carry their trays and dishes to the tray washing area of the cafeteria. Students are required to keep noise down to a normal tone. Students horsing around and/or creating disturbances in the cafeteria will face disciplinary action. Throwing food will not be tolerated; any student caught throwing food will receive a Level II Discipline for inciting a food fight. Students are only permitted in the cafeteria during their scheduled lunch block and are not permitted in the academic corridors during that block.

Clinic Procedures

All students reporting to the clinic must have a pass from a teacher to do so. Upon leaving the clinic, an excuse to class will be issued to the student by the nurse. The excuse is to be presented to the classroom teacher upon prompt return to class. Students are not allowed to leave school for medical reasons until the nurse calls Parents/guardians or other emergency contacts. Notes explaining the student's absence are due to the homeroom teacher upon the student's return to school. Students taking over-the-counter or prescription medications at school must do so in the clinic with written permission from a parent/guardian. In the event that a school nurse is unavailable, students in need of medical services are to report to the main office.

Visitors

All visitors to the school building must sign-in to school at the main office immediately upon entering the school building. All visitors must be issued a visitor's pass prior to travel through the school building.

Students are not permitted to bring young children, friends, and/or relatives to school without prior administrative permission. Visitors not properly signed in to school or not in possession

of a proper visitor's pass may face criminal trespassing charges. ALL VISITORS MUST HAVE A VISITOR'S PASS

Volunteers

Cradock Middle School considers its parent volunteers a very special resource. Parents are encouraged to help in all aspects of our school, both in the classrooms with programs and with extracurricular activities. Please notify the office if you have time or skills you can share to make our school a better place for students to learn and grow.

Dress Code Policy

One of the fundamental purposes of school is to provide the foundation for the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school.

In order to ensure that our students' education is conducted in an environment where safety risks, disruptions, and distractions are minimized, all students in the Portsmouth City Public Schools will adhere to the following minimal standards of dress. These requirements are in addition to any requirements imposed at individual schools that, with the approval of the School Board, adopt a Uniform Policy pursuant to other provisions of this policy manual.

The superintendent is hereby authorized to promulgate regulations consistent with the provisions of this policy.

In general, students are not to wear or carry items of apparel to school (for example, clothing, accessories, cosmetics, jewelry -including body piercing) that may interfere with the instructional process or present a health or a safety hazard to the student wearing or carrying them, or to others.

The School Board urges parents and students to exercise sound judgment, based upon the standard of appropriateness for the school setting, when choosing clothing, jewelry, and accessories to wear or bring to school, and to recognize that items that might be appropriate attire on nights or weekends are not necessarily appropriate for the school day and the classroom.

Interpretation and Implementation of Policy

The building principal/designee shall use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the interpretation of the building principal/designee shall be final. Principals, administrators and teachers shall use reasonable discretion in enforcing this policy.

Enforcement

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action for violating the Code of Student Conduct.

Temporary Exceptions and Waivers

The building principal/designee and superintendent shall grant waivers where required by law to protect fundamental constitutional rights. The parent(s) or guardian(s) of a student may request a waiver from a specific provision of this policy and any related regulations where the strict enforcement of a provision would violate the student's fundamental rights. Such requests shall be in writing and addressed to the building principal/designee of the student's school. If the building principal/designee denies the request, the parent(s) or guardian(s) may appeal their decision in writing to the superintendent or his designee. There shall be no hearing in such appeals; the superintendent or his designee will review the written record only. The final decision of the superintendent or his designee shall be in writing. There shall be no appeal from the final decision.

In order to allow appropriate attire for a particular educational or school activity, the building principal/designee has the authority to grant temporary exceptions to specific provisions of this policy and related regulations. An example of such an exception might be where a specially scheduled school event required a group of students to dress unusually on a particular day.

The parents/guardians of inappropriately dressed students will be notified by the school to bring the proper clothing. In the event that the parent is not available to do so, the student will be placed in In-school Suspension for the time remaining.

Students who repeatedly violate the dress code policy will be subject to disciplinary consequences which may include:

- ✓ Conference and warning
- ✓ Required Parental Conference with Attendance Committee
- ✓ In-School Suspension
- ✓ Out-of-School Suspension
- ✓ Alternative Educational Assignment



Cradock Middle School



8th Grade Dress Attire

1. Khaki/Tan Pants (Skirt)
2. Maroon/Burgundy/White Polo Shirt with collar
collared /Blouse
(Button Down and/or 3 button Pullover)
3. Optional Necktie (males) to match
4. All Black Shoe (Closed Heel/Toe)

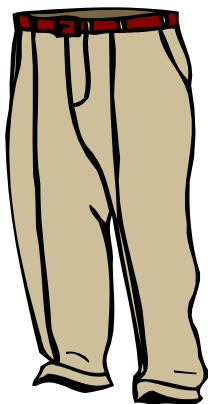
7th Grade Dress Attire

1. Black Pants (Skirt)
2. Yellow/Gold Polo Shirt with
collared /Blouse
(Button Down and/or 3 button Pullover)
3. Optional Necktie (males) to match
4. All Black Shoe (Closed Heel/Toe)

(*Tennis Shoes are acceptable; however, must be all black/No Checks or Stripes etc.)

5. Hoodies, sweat-shirts, jackets, and/or coats are not to be worn during the instructional day. All coats and jackets etc. must be removed upon entering the building. Students may wear a light weight hoodless sweater/button down jacket to match color of dress bottom (preferably).
6. Shirts shall be tucked in. If students wear undershirts or T-shirts, they must be white or the same color as the student's uniform shirt. T-shirt sleeves should not extend beyond the uniform shirt and the T-shirt must be tucked in. No clothing should extend beyond the outer garments.

Note: Grade level summer wear to reflect grade level dress attire may be worn from September 8th thru October 15th; and resume from May 1st thru June 17th. Summer wear consists of Shorts and Capri Pants with grade level shirt.



School Uniform Philosophy

It is the belief of the faculty and staff of Cradock Middle School that school uniforms promote a productive and positive school environment. Research indicates that school uniforms provide many benefits to schools including:

- A safe school environment
- A sense of pride and school unity
- A decrease in peer pressure and bullying among students
- A focused school environment

Consequences

Non Compliance with Cradock Middle School uniform policy will have the following consequences.

- 1st Offense: Warning Parent Notification
- 2nd Offense: Warning Parent Notification
- 3rd Offense: ST5 Mandatory Parent Conference
- 4th Offense: In – School Suspension All Day
- 5th Offense: In – School Suspension All Day
- 6th Offense: After – School Detention
- 7th Offense: After – School Detention
- 8th Offense: Out of School Suspension

Students must adhere to all policies covered in Cradock Middle School's Code of Conduct in addition to Cradock's Uniform Policy. Students who choose not to be appropriately dressed will be asked to contact parents/ guardians to bring them a change of clothing. Students will be sent to In – School Suspension for the remainder of the day if parents / guardians are unable to bring him / her a change of clothes. Please read the uniform policy very carefully and discuss it with your child.

Academic Program of Instruction

Academic classes are scheduled to last 75 minutes for a period of nine weeks each. All students are scheduled to take Health and Physical Education courses, with exception to band students. In addition to their academic courses, students have the opportunity to participate in a number of elective and exploratory courses. Those classes are scheduled to last 75 minutes for a period of eighteen or thirty-six weeks. Requests to schedule elective and exploratory courses or change schedules are considered, as class space is available.

Progress Reports & Report Cards

The interim progress report is generated by the school district. Students will receive this progress report midstream the nine weeks. This report is a cumulative average of how the student is progressing in each course. Teacher comments are also reflected in this report.

Report cards are issued at nine-week intervals. They report academic grades, student attendance, and teacher comments concerning student behavior. All students are required to take their report cards home and have them reviewed and signed by a parent/guardian. Signed report cards are due back to homeroom teachers in a timely fashion.

Homework

Homework is an important part of each student's academic life and has a definite and useful place in learning. It is defined as those activities that provide the child with preparation, enrichment, and reinforcement through independent practice and through use of skills and concepts taught in the classroom. Homework may include reading, writing, research, and preparation for oral activities. Homework assignments serve as a vital link between parent/guardian, student, and teacher. Portsmouth Public Schools homework policy requires students in grades 7-12 a minimum of two hours of homework daily.

Honor Roll

Students who achieve a grade-point average of 3.00 or higher are included on the Honor Roll. Students are eligible for Honor Roll status at the end of each nine-week grading period. Honor Roll students are given special recognition during Honor Roll celebrations.

National Junior Honor Society

Students in the seventh- and eighth- grades are eligible for membership in the National Junior Honor Society (NJHS). Inductees to the NJHS are selected by specific criteria based on national standards in the areas of scholarship, leadership, service, character, and citizenship. Students must have a Grade Point Average (GPA) of at least 3.0 to be considered for membership. Induction into the NJHS occurs during the spring of each year.

Guidance and Counseling Services

Academic Counseling

Academic counseling consists of assisting students and their parents to acquire knowledge of the curricular choices available to students, to plan a program of study, to arrange and integrate academic testing, and to help seek post-secondary academic opportunities.

Career Counseling

Career counseling helps students to acquire information concerning future employment, apprenticeship programs, and post-secondary educational opportunities.

Personal & Social Counseling

Personal/social counseling consists of helping students to develop an understanding of them by recognizing the rights and needs of others, learning to resolve conflicts, defining and working to reach goals, and to reflect upon their interests, abilities, and aptitudes. Such counseling may be provided individually and/or in groups.

Students are provided with permission forms for parents to sign in order for their children to participate in counseling activities. Parents have the right to request that their children do not participate in counseling sessions (opt-out). In addition, parents may change requests concerning counseling at any time during the school year.

The Guidance Department is open daily from 8:00 a.m. until 2:30 p.m. Students must have a pass from a teacher, administrator, or counselor in order to see their guidance counselor.

Library Policies and Textbook Regulations

The library is a resource center, housing all types of media to meet the needs of students, faculty, and staff. Its function is to promote learning by making materials and services easily

available. In order to ensure a smooth, fair, and equitable operation, certain practices are necessary. They are as follows:

- The library is open during each school day.
- Students are admitted to the library from class with a pass from their teacher.
- Books may be checked out for a specified period of time. They may be renewed once for an additional period of time.
- Certain reference materials and current magazines may be checked out over-night. These materials may be checked out after school and must be returned at the beginning of the following school day.
- Overnight materials may be renewed once.
- Fines are charged on materials returned late at a rate of five cents (.05) per school day.
- Lost or damaged library materials must be paid for by the responsible student.
- Failure to return materials or pay fines results in the loss of checkout privilege.
- Students are expected to maintain proper library behavior. Any student not complying with library policies will lose library privileges.
- Faculty members are requested to encourage library use by individuals, as well as small groups of students.
- A maximum of eight (8) students is considered a small group. Teachers are encouraged to schedule class use in advance. Classes may be scheduled for 55-minute periods.
- Upon request, materials may be reserved for use by students working on projects or assignments.

Textbooks

Textbooks are loaned to students by the Portsmouth City School Board and must be returned at the end of the school term, or upon withdrawal from school. Students are responsible for purchasing consumable books and materials required for specific classes.

Each student is responsible for the proper care and maintenance of all textbooks. Students will be charged for damaged or lost books assigned to them. Students are expected to properly enter their name and their teacher's name in the appropriate spaces provided on the inside cover of each textbook.

Lockers and Locker Assignments

Lockers are the property of Portsmouth City Public Schools. Lockers are provided for students to use for storage of school related materials only. For health and safety reasons, food is not permitted in lockers. Lockers and their contents are subject to random inspection or searches if reasonable suspicion exists that they are being misused. Students may or may not be present during locker inspections. Contraband found in a student's locker is the responsibility of the student to whom the locker has been assigned.

Lockers will be assigned to each student at the beginning of the year. Students must provide a lock for their locker. Locks may be purchased from the school for \$3.00 each. Homeroom teachers will maintain a current list of locker assignments and lock combinations. Lockers must not be shared with anyone. Although every attempt is made to ensure that lockers are secured at all times, the school accepts no responsibility for articles lost or stolen from lockers.

Students must use lockers at the beginning and end of their school day and after lunch only. It is each student's responsibility to ensure their preparedness to class between times when lockers may be used.

Locker Procedures

1. Students will only be allowed to go to their lockers three times daily.
 1. After breakfast
 2. After lunch
 3. Before dismissal
- Students found in lockers during times not designated by the staff will have their locker privileges revoked.
- Reminder any locker found without a lock will be cleaned out by security and the contents placed in the lost and found

Physical Education & Lockers

Students are assigned physical education lockers to store their physical education uniforms and sneakers. Students must provide a lock for their locker.

It is the expectation of Cradock Middle School that all students dress out and participate in Physical Education. Physical Education is not a time for socializing and horseplay. Gym uniforms which include a shirt and shorts are available for purchase for \$17.00.

Student Code of Conduct & School Safety

To ensure the safety of all persons in the school building, random inspection with metal detectors, "pat downs," and searches of bags is conducted daily. Coats, hats, and book bags must be placed in lockers upon entering the building. They are not to be worn during the day. Random inspection does not imply suspicion or guilt. Any student who refuses to submit to required inspection faces disciplinary consequences.

School authorities reserve the right to search lockers, desks, vehicles, and/or other storage facilities when there are reasonable grounds for believing that items will be found therein may violate state, federal, and/or school rules and regulations, or may present a hazard to the school and/or its occupants. Students may also be subject to search in situations where reasonable suspicion that state, federal, and/or school rules have been violated exists. Any contraband items discovered during an inspection or search is seized.

Student Code of Conduct

The primary mission of the Portsmouth City Schools is to provide a learning environment where each student is expected, encouraged, and assisted to perform at the highest level, both academically and socially. Within Cradock Middle School, conduct procedures are strictly enforced to ensure safety, responsibility, and respect among students, teachers, and staff. Each member of the school community is required to accept responsibility for one's actions. In this orderly and disciplined atmosphere, the business of learning can be carried out.

Student Passes

Each student will receive a hall pass folder/agenda to be kept in their possession. Properly completed official passes are color-coded by grade and must include the student's full name, destination, date, time departed, and the sending teacher's signature. Passes are to be presented to any person in authority, upon request, at any time during the school day. Any student spending inordinate periods of time out of class with or without a pass, found to be in an area of the school building not en route to their destination, or who fails to present a proper pass to those in authority upon request will face disciplinary action.

Student Responsibilities

- A student is expected to conduct oneself as a responsible member of the school community and is expected to comply with school rules including prompt and regular attendance.
- A student is expected to obey all federal, state, and local laws. It is imperative that each student put forth the effort necessary to maximize one's potential by utilizing the educational opportunities available.
- A student is expected to observe the rights of other students, of school employees, and of visitors.
- A student is responsible for one's own conduct and for helping to safeguard the school by sharing knowledge with school staff of violations involving drugs, weapons, or firearms.
- A student, while under school jurisdiction, will be expected to comply with all reasonable requests and directions given by those in authority.
- Students are subject to corrective action for any misconduct that occurs in school, on school property, on a school vehicle, or while participating in or attending any school sponsored activity or trip. Any action taken at the school to correct misbehavior will not preclude a student, parent/guardian, or school employee from filing a criminal or civil suit against the accused.
- Any student on suspension is not to visit any school without permission from the school administration and will not be allowed to participate in or attend any school functions.
- Parents have the right to appeal decisions made concerning their child. Appeals must be made to a school administrator on the next school day or as soon thereafter as possible.

Upon request, the teacher is expected to provide make-up work missed (except directed teaching) for a student who receives a suspension.

Student Rights

A student has all the rights expressed and guaranteed by the United States Constitution and by federal, state, and local laws. These rights do not permit a student to disrupt the educational process, to break school rules, to present a health or safety hazard, or to

disregard directions of those in authority. Individual rights end when they infringe upon the rights of others.

Students have the right to:

- Expect that school personnel concentrate on the business of teaching and learning benefit from a school climate that provides a safe and orderly environment.
- Due processes before privileges are denied. Due process includes a student's right to know the accusations made against him or her and the opportunity to respond to the accusations. Any student whose presence poses a continuing danger to persons or property, or presents an ongoing threat of disruption, may be removed from the classroom or school immediately.
- Use of an assigned locker for the storage of school materials. This does not include stolen or illegal items. If there is reason to believe that a locker contains stolen or illegal items, the students will be required to open the locker or an administrator may have it opened.
- Have rules and procedures applied equally without regard to race/ethnicity, religion, sex, social, or national origin.

Electronic Devices

Please refer to the Student Code of Conduct for specific information related to electronic devices. Note, there is some exception with regard to cell phones. However, remember that any student found using a cell phone school property during the instructional day shall be subject to having the item confiscated.

Corridors

All individuals are to walk to the right side of school corridors. Students are expected to transition directly to classes and other approved destinations in a quiet, direct, and orderly fashion. When walking with classes to and from the cafeteria and other approved destinations, students are to walk in straight lines and remain with their teacher(s). Unless with a teacher, students are to have properly completed hall passes in their possession. Upon request by school personnel, students are to identify themselves and present their hall pass for review.

Cradock Middle School-Wide Expectations

Cradock Middle School sailing the C's of success.

- Collaboration
- Citizenship
- Courtesy
- Courage

SCHOOL-WIDE RULES

1. Be respectful to yourself and to others
2. Be on time and enter the room quietly
3. Be positive and use appropriate language
4. Be prepared and work productively
5. Refrain from physical contact and horseplay

HALLWAY RULES

1. Stay to your right and go directly to destination
2. Use appropriate tone and language
3. Refrain from physical contact and horseplay

SCHOOL-WIDE CONSEQUENCES

1. Verbal Warning
2. Loss of a privilege
3. Parental contact (phone/letter)
4. Intervention Procedures Cluster Meeting with student, parent, & administrator
5. Referral to office

HALLWAY PROCEDURES

- While in the hallway students must walk quietly on the right hand side of the hall. There should be NO talking or loitering in the hallway.

- Mandatory hall sweeps will be conducted by the administration and security daily. Students found wandering the halls without a pass will receive a referral and a Level I discipline infraction.

BREAKFAST PROCEDURES

- Students will exit buses at 7:45 a.m.
- Students in the 7th and 8th grade, who are not eating breakfast, will enter the building through the backdoor by the gym.
- All students eating breakfast will walk around the building toward the cafeteria door from the bus ramp.
- 7th and 8th grade students eating breakfast will enter through the cafeteria door and proceed to the serving line, receive their breakfast, sit down and eat.
- Staff assigned cafeteria duty will start dismissing students at 8:00 a.m. through both side exit doors.
- Breakfast should be over by 8:00 a.m., all students should be in class by 8:05 a.m.

LUNCH PROCEDURES

- Teachers must walk their students to lunch. Have them sit down until security directs them to the serving line.
- After students are served they should sit at their assigned tables. Students are not allowed back in the serving lines after they have received their lunch (all snacks must be purchased when lunch is purchased)
- After eating students should dump their trash in the garbage can and place their tray at the end of the table.
- The teacher will designate one student to take the trays to the washing station.
- Security will dismiss classes from the cafeteria using both side exits.

CAFETERIA RULES

1. Follow line procedures
2. Speak in conversational tones
3. Remain seated with your class
4. Clean up your area
5. Refrain from physical contact and horseplay

Discipline Mission Statement

Cradock Middle School is a viable part of the community. Our goal is to foster a safe environment for enjoyable learning that promotes cooperation, tolerance, honesty and responsibility.

Guiding Principles

Cradock Middle School Discipline Plan is designed to help create a climate of cooperation, academic excellence, respect and safety at our school. The plan is based on four guiding principles. We believe these principles will help create an optimal learning environment for our students.

The four guiding principles for our Discipline Plan are:

- Clear expectations and standards for student behavior
- Clear and consistent strategies for teaching appropriate behavior
- Clear and consistent strategies for encouraging appropriate behavior
- Clear and consistent consequences that discourage inappropriate behavior

EXPECTATIONS FOR STUDENT BEHAVIOR

Students are expected to demonstrate appropriate behavior in the classroom and in common school areas. Students are expected to contribute to a safe, caring learning environment by cooperating in work and play, doing their best to achieve academic excellence, respecting themselves, others and the environment, and conducting themselves in a safe manner at all times.

TEACHING APPROPRIATE BEHAVIOR

In an effort to help students meet or exceed academic, social and behavioral expectations, all staff will teach those expectations in a clear and concise manner. Students will learn the

mechanics of Cradock Middle School Discipline Plan: expectations for appropriate behavior, specific classroom and school rules, consequences for violating school rules, and support services available to students. More importantly, students will learn how the Cradock Middle School Discipline Plan can help them excel academically and contribute to a safe, caring learning environment.

Praise and encouragement combined with effective instruction are the cornerstones of Cradock Middle Schools Discipline Plan. Although negative consequences are sometimes necessary to change inappropriate behavior, students are more likely to learn and demonstrate appropriate behavior in an encouraging and supportive learning environment rather than an environment that stresses mistakes and corrective action. Appropriate behavior will be encouraged and reinforced formally and informally on a regular basis in all school settings.

DISCOURAGING INAPPROPRIATE BEHAVIOR

As a staff we are committed to using consistent correction procedures and appropriate consequences to discourage students from engaging in inappropriate behavior. Inappropriate behavior will be viewed as an opportunity to teach appropriate behavioral skills and to motivate students to behave in a mature and responsible manner. Consequences for inappropriate behavior will increase in severity based on the number of previous offenses.

The main activities of school occur in the classroom. Each teacher will determine what behavior is appropriate for their room. Teachers are responsible for communicating expectations and classroom rules, including any positive reinforcements for appropriate behavior. This may be accomplished by posting classroom rules and / or through written notice to students and parents. Though the rules may differ in eighth grade from room to room, there will be similarities. The rules in the seventh grade should be developed by each individual team and should be the same for each team. It is the student's responsibility to know these rules. Most actions for non – compliance will be handled in the classroom between the teacher and student. If the teacher decides that the student is not changing behavior as a result of the consequences or reinforcements normally used, he or she may choose to use the school's referral system.

Because the behavioral problems of students vary in the degree of seriousness, the corrective actions to be taken must be determined by professional judgment of the teacher and / or administrator. Often a telephone call or written notice to parent enables the parent to help the student correct the behavior.

SCHOOL ASSIGNED CONSEQUENCES

When a student repeatedly violates classroom rules or engages in inappropriate behavior outside the regular classroom, an administrator may assign logical consequences or make referrals consistent with the nature and frequency of the violation.

Cradock Middle School Discipline Philosophy

Schools belong to the parents, community, students and teachers. The school community serves as a common ground allowing students and teachers to form partnerships, which will foster learning in a positive and caring environment. The teacher serves as a guide to the student traveling along the path to knowledge and learning.

A successful learning atmosphere is created when students and teachers are able to interact in a positive and safe environment. Discipline and self-discipline are important tools, which help students, and teachers create an optimum learning environment.

The Cradock Middle School Discipline Plan has been created to help students and teachers create an optimum learning environment. The content of the discipline plan is based on the right of the teacher and student to teach and learn in a safe and positive environment. Students, school staff, and parents share the responsibility of promoting and maintaining this environment.

Students are expected to be positive participants in relation to the school community. The same behavior that is expected of students at school is also expected of them both before and after school hours on school grounds and at all school sponsored activities. The student expectations that the school community has of students today teach them the same expectations the community will have of them as responsible citizens.

Rules and guidelines for behavior are not designed to be traps to "catch" students doing something wrong so that a student can be punished. These rules and guidelines are established to provide structure to help students develop a sense of self-discipline.

A student's actions should be directed to improving the school and the school's learning environment. There may be times when a student has difficulty acting in a positive manner. When students create a problem for themselves or someone else, they will be guided with concern and respect through owning and solving the problem.

Incident Response Procedures for Chronic Disciplinary Problems

Students who have been identified with four or more suspensions in a school year will be referred to the Discipline Committee. The Discipline Committee is made up of an Administrator, Teacher, Security Officer, School Resource Officer, and Special Education

Chair. The committee will meet on the first Monday of each month in the conference room to discuss students, review discipline data and meet with teachers who are having discipline or classroom management problems. The committee will also meet periodically to hold discipline hearings for students who receive four suspensions.

The Discipline Committee's main responsibility during hearings is to meet with parents and students to implement interventions and strategies to successfully prevent suspension reoccurrences. After a student's fourth suspension the parent will be notified and instructed to attend a discipline committee hearing. The discipline committee hearing will act as the student's reinstatement conference. An Administrator will head the hearing and designate a faculty member to take the minutes. During the hearing an audit will be done on the student's discipline history. The committee along with the parents will develop interventions that when implemented will make the student successful.

The following interventions or recommendations will be made during the Discipline Committee meeting.

1. Behavior Intervention Plan (B.I.P.)
2. Child Study
3. Mentorship Program
4. Daily Progress Report
5. Student Liaison recommendations
6. Alternative Placement

When a student receives five suspensions he or she will be referred for alternative placement.

Gangs

Gangs for school purposes, means any group of three or more students that has any of the following attributes:

- initiation practices
- hand signals
- call names
- symbols
- styles of dress

These practices are not sponsored, sanctioned, or approved by the School Board, School Superintendent, or Building Principal while on school property to: meet; discuss

membership or activities; conduct activities; show visible; representation of membership; engage in any other conduct while on school property or at a school sponsored event.

A Gang fight, for school purposes is defined as any fight between two or more groups of two or more students on school property.

Students caught participating in gang related activity while on school property will receive disciplinary consequences which may result in suspension or expulsion.

Consequences:

- In-school suspension (up to three days) / out of school suspension (up to seven days)
- Ten days out-of-school suspension and referral to the Disciplinary Hearing Officer
- Parents shall be notified
- Police, and juvenile authorities shall be notified when appropriate

**Incident Response Procedures for Students with
Chronic Absentee Problems**

Students who receive 5 or more unexcused absences will be referred to the Attendance Committee. The Attendance Committee is made up of an Administrator, Guidance Counselors, Attendance Clerk, and District Attendance Coordinator. The Attendance Committee members will meet with students who have attendance issues and implement strategies to improve student attendance. The Attendance Committee members will also meet with teachers and parents and discuss attendance issues and strategies.

The Attendance Clerk will monitor students with chronic attendance problems. The Attendance Clerk will run a weekly report of all students with 5 or more unexcused absences. Teachers will be notified via email of all students who are in need of an attendance letter or an attendance referral. Blank letters and referrals will be placed in the teachers' mailbox.

The following interventions and recommendations will be made during the Attendance Committee Meeting.

1. C.H.I.N.S. referral
2. Attendance Academy
3. Mentorship Program
4. Student Liaison referral

