

Crestdale Middle School



**2018 – 2019
Student Handbook**

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Principal**

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This agenda belongs to:

GRADE: _____

NAME: _____

HOMEROOM TEACHER: _____

Dear Crestdale Families,

We are thrilled that you have chosen Crestdale Middle School as your child's school. We continue to set high expectations for our students and our staff. We truly value the commitment of teaching our students in a safe environment, which allows them to grow and learn. We have selected this agenda to help your child with their organizational skills. When used properly, this agenda provides parents with the opportunity of knowing what is expected of your child, and may be used as a communication tool with each of their teachers. We hope that you will monitor their agenda on a daily basis to ensure your child is on a pathway to success.

Our Philosophy:

At Crestdale Middle School, we believe that students need a caring and supportive environment to help them grow socially, emotionally, and academically. Prior to scheduling students in the courses, we recommend them for appropriate levels based on their strengths and weaknesses, ensuring they receive the appropriate academic rigor throughout the school day. We monitor our students' success throughout the school year, and work together with families to provide our students with the support that they need throughout the school year. We make safety and order a top priority by constantly monitoring the instructional environment and making the necessary changes to our safety plans. We believe in regular communication with parents through our school's website, our school's Wildcat Weekly newsletters, PowerSchool Parent Portal, ConnectED phone system, and student agendas. We are a student-centered school and celebrate our students' creativity and diversity each day. We value our parents, and welcome them to be a part of our school environment by attending school functions and volunteering for activities.

Expectations:

Every year, we review our expectations for students, staff members and parents. As a part of the Crestdale family, parents play a major role in the success of our school. Please work with your child to ensure that they know the expectations and continue to live up to them. If your child loses their agenda or uses all of the hallway passes, they will be required to purchase a new one. An agenda is required for all Crestdale students.

Rights and Responsibilities Handbook:

At Crestdale Middle School, we follow the guidelines set forth in the CMS Rights and Responsibilities Handbook. We expect all students to abide by the rules established by the school system. Rule violations will be dealt with as outlined in the handbook. Please read the handbook carefully and make yourself familiar with all the rules and consequences. Also, an appeals process exists to ensure that school actions are fair and equitable. We have your child's best interests at heart and we want them to be a successful learner.

Please review all policies and consequences and continue to work with your child to make sure that everyone understands the policies.



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All Call Policy:

In order to avoid classroom disruptions, students will not be called to the office to pick up personal items dropped off by parents. Student names must be displayed on the articles before they are brought in to be picked up. Items are to be dropped off at the marked table near the school's entrance. Students will not be called out of class to pick up homework, lunches, gym clothes, etc. Crestdale Middle School is NOT RESPONSIBLE for any lost or stolen items that are left for students. Also, Crestdale Middle School does not accept any floral, candy grams, or balloon deliveries for students.

Athletics:

Crestdale Middle School will sponsor the following athletic teams:

BOYS		GIRLS
	<i>Fall</i>	
Cheerleading		Cheerleading
Football		Softball
Golf		Golf
		Volleyball
	<i>Winter</i>	
Basketball		Basketball
Cheerleading		Cheerleading
	<i>Spring</i>	
Soccer		Soccer
Track		Track
Baseball		

Athletic Eligibility Requirements:

Students in grades 7-8 may participate in interscholastic athletic competition. In order to qualify for public school participation, student athletes must maintain a 2.0 GPA, meet attendance requirements, and have excellent behavior. Student athletes are expected to be leaders on and off the athletic field. Dismissal from athletic teams will result if inappropriate behavior occurs in the classroom and/or on the athletic field and if academic expectations are not met. Determinations will be based on the discretion of the Principal and/or Athletic Director.

Attendance:

There is a direct correlation between regular attendance and school achievement; therefore, it is imperative that students are in class every day. The North Carolina Attendance Laws (GS-115C-378) expect every student to be in attendance each school day. There may be times that a student must be absent. In the event of an absence, the student must bring in a parent note and turn it in directly to the Main Office immediately following their return to school. An excused absence is one that falls under the following conditions: illness or injury of a student, death in the immediate family, CMS approved religious holiday, doctor's appointment, court or administrative proceedings, and approved educational leave. In order to be granted approved educational leave, Form 5123.21 must be completed, and approval obtained from the principal in advance. An unexcused absence is one that falls under the following conditions: inclement weather, car trouble, lack of heat or electricity, missing the bus, oversleeping, truancy, no written excuse, unnecessary delay in reporting to school when transferring to a new school, class cutting, and work. It is the student's responsibility to contact individual teachers within five school (5) days for any work missed during the absence that must be made up.

Students who arrive to school after 12:30pm or depart from school prior to 12:30pm will be considered absent for the entire school day and will not be permitted to participate in CMS sponsored activities on that day.

If your child is out of school for an extended period of time (5 or more days) due to a chronic or extended illness, please notify your child's counselor and our school nurse before your child returns to school. Such illnesses/absences can, and often do, affect academic performance. Sharing this information as soon as possible will help to maintain a team approach in ensuring your child's academic success.

Behavior and Consequences:

All students will be subject to the regulations and disciplinary procedures outlined in the CMS Code of Conduct. The following is a general guide for consequences at Crestdale Middle School.

Action	ISS	OSS	Action	ISS	OSS
ASD – Removal	1		Inappropriate use of Technology (i.e. Texting, Social Media, etc.)	3	
Cursing – Major/Minor	1	1	ISS – Removal		1
Disrespect	1		Physical Contact/Hitting	2	
Disruptions – Chronic	1, 2		Physical Contact/Potential Fight		1
Fighting - Major		3, 5, 10	Skiping Class	1	
Forgery/Misrepresentation/Theft	1	10	Skiping School	2	
Horseplay	1		Vandalism – Major	1	10

Consequences Explained:

Lunch Detention Policy

Students may receive lunch detention as a consequence by their teacher. A total of four lunch detentions will result in a disciplinary referral to the grade level administrator.

Before/After School Detention Policy

Students assigned before/after school detention must arrive on time and work silently on the assignment given by the teacher. Students failing to abide by these rules will be referred to the office and will receive additional consequences. Before school detention is from 8:00am – 8:45am. After school detention is from 4:15pm – 5:00pm. Students with after school detention must be picked up by a parent or guardian at 5:00pm.

ISS/OSS Policy

Students who have ISS or OSS will not be allowed to attend field trips for that semester. Any money already paid will not be refunded. During an OSS, a student may not attend any CMS activity on or off campus that day, including sporting events.

Bus Rules:

The Charlotte-Mecklenburg Board of Education provides transportation to and from school for most Crestdale students. Students who take advantage of this transportation are expected to remain quiet and orderly on the school bus. Students must remain seated while the bus is moving. Students may talk quietly but must avoid shouting or making unnecessary noises. Students also need to keep their hands, feet, and objects to themselves. No food or drink is allowed on the bus. It is imperative that students wait at the assigned bus stop in a safe and orderly manner. In order to maintain safety and order, students who distract the bus driver or are disruptive on the school bus will be reported to the administration. The administration will then determine what disciplinary action is necessary. The student may lose his/her privilege of riding the bus for a period of time.

Cafeteria Accounts:

Students will be issued a pin number to use to purchase food in the cafeteria until they receive their student ID's in September, which must then be used to purchase student lunches. Pin numbers and student ID's should not be shared at any time. Students who owe money must make arrangements to pay the balance in a timely manner. Each month a notice will be distributed to any student whose account is negative.

Cafeteria Rules:

The Crestdale cafeteria provides hot lunches for students and staff on a daily basis. All food is to be eaten in the cafeteria and is not to be taken to other parts of the building or grounds. If an accident or spill should occur, materials may be obtained from the custodian to clean the area. Soft voices and good manners are expected at all times. Items purchased require a tray. Once students are seated, they are expected to remain seated, and areas are to be left clean when lunch has ended. Cooperation from every student is needed to keep the cafeteria and school looking its best. **Parents are not allowed to bring in lunch for students from an outside vendor (fast food, subs, etc.). Parents may not drop off food for their students in the main office purchased from an outside vendor.** Birthday celebrations are not permitted in the cafeteria or the classrooms.

Car Riders:

Students who are car riders in the afternoon are to leave the building as quickly as possible and go to the car rider location in the front of the school. You must pay attention and watch for your ride as we will not be able to hold up the car line. For safety reasons, students are not allowed to walk to a nearby location to meet their ride, including parking lot spaces. All students must be picked up in the carpool lane **no later than 4:15**. Repeated violations of the pick-up time may result in revocation of car rider privileges.

Closings:

School cancellations for emergencies or inclement weather will be announced on local radio and television stations, and homes will be contacted by ConnectED phone message. Please **do not** call the school.

Confiscated Items:

Crestdale Middle School faculty and staff will strictly adhere to the policies outlined in the Student Rights and Responsibilities Handbook as they pertain to personal property. The use of cell phones, iPods, iPads, Apple watches and other personal technology devices are not permitted during school hours. The use of such devices during school hours (9:00am – 4:00pm) will result in the confiscation of the item.

- The first time an electronic device (including cell phones) is confiscated, the student's parent must pick it up at the end of the day.
- The second time an electronic device (including cell phones) is confiscated, the device will be held for three (3) consecutive days, beginning the day it is confiscated.
- The third time an electronic device (including cell phones) is confiscated, the device will be held for five (5) consecutive days, beginning the day it is confiscated.
- The fourth time and any additional infractions will be the grade-level administrator's consequence.

Crime Stoppers Program:

Campus Crime Stoppers is part of a comprehensive response plan to keep our schools safe. Students work with Officer Warren to provide information about crime in the community or the Crestdale Middle School campus. All information is kept confidential. Crime Stoppers provides money for cash rewards for relevant information.

Dress Code:

At Crestdale Middle School, we expect all student to adhere to the intent of the dress code policy as well as the specific wording. We want to ensure that students' dress and grooming do not serve as a distraction to the learning environment in any way.

In accordance with the Charlotte-Mecklenburg Schools Rights and Responsibilities Handbook, the following dress code for students at Crestdale has been established:

1. Students are required to wear shoes at all times for health and safety reasons.
2. Students are required to wear shirts at all times.
3. Abusive, suggestive or profane language, symbols of illegal drugs, or any other words, symbols or slogans that disrupt the learning environment (i.e. Confederate flags or beer advertisements) may not be worn on clothing or as jewelry.
4. All clothing must be worn in an appropriate and tasteful manner as originally intended by the designer.
5. The following items will NOT be worn at school:
 - Pajamas or sleepwear, bedroom shoes/slippers, blankets, pillows.
 - Pants worn below the waist or showing clothing beneath the main outerwear.
 - Shirts exposing the stomach (when standing or sitting), being excessively tight, see-through or low-cut in the front or in the back.
 - Shirts exposing undergarments.
 - Headgear, hats and hoodies pulled up will not be worn in the building.
 - Shorts, rompers, and dresses should not be worn if they are excessively short or tight.
 - Anything not listed, but deemed disruptive to the learning environment will be addressed individually by a staff member.

Consequences for Not Following Dress Code:

- 1st Offense: Warning
- 2nd Offense: Lunch Detention
- 3rd Offense: 1 Day Before/After School Detention
- 4th Offense: Administrative consequence

Early Dismissal:

Students are not authorized to leave campus after their arrival without strictly adhering to Crestdale's checkout procedures. In order to leave campus during the school day, students must have written permission from a parent/guardian. The note must be brought to the Main Office prior to first block starting. To protect the instructional environment within each classroom, students cannot be called out of class if a note is forgotten or for last minute early release requests. There are no early dismissals **after 3:30pm**. All parents/guardians **must show their photo ID** when signing out their child.

For the protection and safety of our students, no phone calls or emails for early release will be accepted. All student early release notes must include the following:

- Student first and last name
- Student grade
- Student ID number
- Reason for early dismissal – all dismissals will be coded as unexcused until proof of dismissal (i.e. doctor's appointment) is presented
- Telephone number where a parent/guardian may be reached
- Date and dismissal time
- Parent signature

Field Trips:

Field trips may be scheduled by classroom teachers throughout the school year. These field trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign necessary field trip permission forms. Payment may be requested from each student to help defray transportation or facility use cost. Students will need to have all passing grades and not have excessive absences in any class in order to participate in any field trip. In addition, their disciplinary record will be reviewed by administration. **All money/fees will be forfeited if a student loses the right to attend a field trip after money has been paid.**

Fire Drills:

Fire drills will be conducted at least once per month. Students are expected to exit the building quietly and go to their designated evacuation areas. Teachers will take attendance. Any student who deliberately activates a fire alarm is subject to exclusion from school and to legal prosecution.

Forgotten Items:

If a forgotten item is brought in from home for a student, it may be dropped off at a table located in front of the Main Office. The item should be labeled clearly with your child's name. Students will only be called to pick up items at the end of the day. If your child forgot something (i.e. lunch, homework, PE uniform) please remind them to check the front desk on their way to lunch.

Grading Policy:

The CMS Middle School grading scale is used across the system to measure student performance for the purpose of reporting progress to parents.

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

Assignments

A student who misses homework or other assignments due to an absence, whether excused or unexcused, must be allowed to make up the work. Students will have 5 school days to complete the work. For middle school, students must initiate contact with the teacher. Any assignment that is not made up by the end of the quarter will receive a 0.

Missing/Late Work

Late work for students who were not absent from class will be accepted for up to 5 days after the due date for 50% credit. Any work more than 5 days late will receive a 10%.

Retests

Students who do not initially demonstrate mastery (79% or higher) on a standards based assessment must receive additional support and show their ongoing growth through a retest. The initial test score will be replaced with a retest score up to a 79%.

Gym Uniforms:

All students must wear school PE uniforms while in gym class. These uniforms may be purchased through the gym class. If there is a financial need, requests can be made in writing through PE teachers or the child's school counselor. This request will remain confidential.

Health Room:

Our school's Health Room is located in the Main Office. It is for emergency use and minor first aid treatment only. Students must have a pass from their teacher to report to the Health Room. Students will not be permitted to remain in the Health Room for longer than **10 minutes** unless it is determined that he/she is too ill to return to class. If it is determined that a student is too ill to return to class, a parent or guardian will be notified and asked to pick up their child. If a student is unable to leave school, he/she must return to class.

Medication Administration – For safety purposes, medication will only be administered to a student if a Medication Authorization Form is completed by a Physician and signed by a parent, then returned to the school nurse; this includes over the counter medications.

Homework:

Homework is important and is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and provides opportunities for independent study, research, and creative thinking. Parents can help their child by arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed. The student agenda, as well as the teachers' websites, should be the vital communication link between school and home, as it relates to homework. Please support your child by ensuring homework is completed when it is assigned and turned in to the teacher.

Honor Code:

At Crestdale Middle School, we believe that part of education is learning and practicing responsibility, respect, integrity and honesty in behavior as well as academic study. Therefore, the students, parents, teachers and administrators must strive to preserve these fundamental values in all of our academic endeavors. This includes a commitment to the work of each individual to ensure that work completed is done fairly and honestly.

Academic honor code violations include:**Cheating:**

- Giving or accepting answers on a test or quiz including spoken or unspoken signals.
- Taking or attempting to take a test or quiz for another student or discussing the details of a test or quiz before other students have had the opportunity to take the quiz.
- Using unauthorized materials during a test or quiz, including cheat sheets, sneaking a look at another student's paper, using electronic information (cell phones, Chromebooks, etc.).
- Copying another student's homework or giving your homework to another student to copy.

Plagiarism:

- Using another person's work, whether it is verbatim (word for word), with some changed words or paraphrased without giving the author credit with appropriate citations.
- Signing another person's original idea and submitting them as one's own work.
- Submitting material taken from the internet and or any unauthorized materials and submitting it as one's own work.
- Using materials or pictures, graphics, etc., without appropriate citation.

Forgery

- A parent or guardian name on a progress report, note, etc.
- A staff member's name on a pass.

Consequences for Honor Code Violations:

1st Offense: Student retakes alternate assignment with max grade opportunity of 79%, parent contact, referral to administration

2nd Offense: 0 on assignment, parent contact, referral to administration, 3 days Lunch Detention

3rd Offense: 0 on assignment, parent contact, referral to administration, 1 day In School Suspension

4th Offense: Determined by grade-level administrator

Internet Use:

The Charlotte-Mecklenburg Board of Education Policy #6160 will be followed for student and faculty use and access to the Internet. CMS offers an Internet network (CMSNET) accessible to students, parents, and staff. CMS users will sign an "Internet Acceptable Use Agreement" prior to being given access to CMSNET. This agreement will define the educational objectives and guidelines for use as well as unacceptable uses which will result in revocation of access to the Internet and possible legal action. CMS has installed centralized software to control, monitor, and filter inappropriate material. Students under the age of 18 must have written parental permission before being given access to CMSNET.

Late Arrivals:

When a student arrives late to school, **a parent/guardian is required to sign the student in at the main office.** If a student is arriving late on a consistent basis, their grade-level administrator will require a parent meeting to determine what steps can be taken to ensure they are on time, minimizing the loss of instructional time.

Lockers:

Each student is provided a locker at the beginning of the school year. Parents will need to sign and return the locker agreement form located in the back of the CMS Student/Parent Handbook. Students are responsible for keeping their lockers clean. Students may not share their locker combinations with each other and are warned **not to bring any money or valuables to school.** The school is not responsible for items lost, stolen, or misplaced. Periodically, there will be scheduled locker checks. Students are not permitted to change or share their lockers with other students. Lockers are the property of CMS officials. School officials are authorized to open and search any locker to remove unauthorized articles or any other items which may endanger the health, welfare, or safety of students or school personnel.

Lost and Found:

Items that are lost, such as articles of clothing, book bags, and lunch boxes should be placed in the lost and found area located outside of the Registrar's Office. Students may check Student Services before or after school, or on the way to and from lunch. Please label your coats, gloves, sweaters, purses, sports equipment, etc. This will help us to identify the owner if items are in the lost and found. Unclaimed items will be donated to a charity on a monthly basis.

Progress Reports and Report Cards:

Report cards are issued four times per year. The school's Treasurer will hold report cards if money is owed for media fines, lost textbooks, etc. Progress reports will also be issued four times, midway between report cards. A schedule of these dates may be found on the CMS website.

Security:

The following items are required for all Crestdale Middle School students:

Agenda: Every student is required to purchase a Crestdale Middle School agenda and have it on him/her during the school day. The agenda is a great tool to help students stay organized and informed of daily class assignments. Also, it is a hall pass for anywhere a student goes in the building during class time.

Student ID: Every student is required to have their student ID on a daily basis. A student ID is required for entrance into all classes. Student ID pictures will be taken at the beginning of the school year. The student ID provides access to each students' Media Center account, lunch account, and is an overall security measure to help identify our students throughout the school day.

School Access: All school doors are locked from 9:00am – 4:00pm. Please enter the building through the far left door at the front of the building. In addition, we have a parking lot specified for "Visitors", to the right side of our school's entrance.

Students who lose their agenda and/or student ID or do not bring it on a regular basis will be required to purchase a new one. Replacement agendas are \$5 and replacement student ID's are \$2.

Student Disruption to Class:

Disruption of class will result in disciplinary action. Teachers have been instructed to have any student who is keeping others from learning removed from class by an administrator and will be subject to disciplinary action.

Student Services:

The Student Services department provides the following services to assist students in acquiring the attitudes, information and understanding needed to make positive decisions.

- Individual Counseling
- Social or School Concerns
- Crisis Intervention
- Referral to Community Agencies
- Educational Planning
- Occupational Information
- Assistance with Study Skills

Tardy Policy:

Students are expected to be in their class prior to the bell ringing. If a student is not, they will be marked tardy for class. Students that are tardy three times to class during the school year will receive a verbal warning. On the fourth tardy and any subsequent tardy, students will receive lunch detention from the teacher. A student who is habitually tardy will receive a referral to their grade-level administrator and may receive further administrative consequences.

Telephone Use:

We encourage parents to work with us in requiring students to make all transportation arrangements necessary for after school activities prior to arriving to school. This teaches responsibility and planning. A student telephone is available in the Main Office. **Students may not call parents to ask for early dismissals using personal phones.** The phone may not be used when class is in session or between classes. Students are not permitted to use other office phones.

Textbooks and Financial Obligations:

At the start of the school year, students are issued textbooks for some classes. If a textbook is misused or lost, the student will be required to pay the replacement cost of the book. At the close of the year, students will be charged for the cost of any book they were issued which is not returned, even if another book is now in their possession. All fines for lost and damaged text and library books, overdue library fines, lunches, etc. must be paid before the end of the school year. Students will also be responsible for all electronic equipment used, including Chromebooks and school calculators. If these items are damaged in any way, students will be responsible for their replacement or repair and a disciplinary consequence may be assigned by administration.

Tutorials:

Our teachers at Crestdale offer an extensive tutorial program that is available to all students free of charge. Students may receive additional help in all of their subjects before or after school. Please contact your child's teacher to learn when tutoring is available.

Visitors:

All visitors must sign in at the Main Office immediately upon arrival on the school's campus in order to secure a pass. Passes will be issued only to those persons with legitimate business on the campus. Visits to friends and/or teacher are not permitted during the school day. Any person volunteering on campus must complete the CMS Volunteer process in compliance with CMS Board Policy.

