



# Cedar Creek Middle School



## Parent/Student Handbook

Dear Parents and Students,

Welcome to Cedar Creek Middle School! We are delighted to have the opportunity to work with you during the 2011-2012 school year.

This parent/student handbook has been given to you to inform you of policies and procedures at CCMS. Unfortunately, we are unable to provide individual student planners this year; however, we hope you have purchased a week by week calendar for your child to write down his/her assignments. Students should write their homework assignments in their calendars daily. Teachers may also write notes home to you in this calendar. Parents are asked to check their child's homework assignments each night.

This handbook contains many of the policies and procedures used at CCMS. This handbook is not inclusive of all possible situations, rules, or consequences. The *Franklin County Student Code of Conduct* also lists many rules, guidelines, and consequences that will be enforced at Cedar Creek Middle School. Please take time to read all administrative policies/procedures contained in this handbook, as well as those listed in the *Franklin County Student Code of Conduct*.

The faculty and staff at Cedar Creek Middle School are committed to excellence. We are committed to serving our students and helping them reach success. We have seen great success in the past few years; however, the support of an involved parent cannot be emphasized enough. One of the most important things you can do is to communicate with your child's teachers. Teachers are available through email, phones, and written communication. Please keep in frequent contact with your child's teacher regarding behavior, grades, and daily assignments. Also, we greatly encourage parents to volunteer at CCMS as often as possible. Please communicate with your child's teachers about opportunities to volunteer or join the PTSA. We need you!

We encourage parents to visit Cedar Creek Middle School often throughout this school year. We, along with the faculty and staff, are honored to assist you in the education of your child.

Geoffrey Hawthorne  
Interim Principal

Aaron Jones  
Assistant Principal

## 2011-2012 School Calendar

\*Calendar Schedule subject to change\*

August 25	First day of school for all students
September 5	Holiday (Labor Day)
September 14	Early Release Day (Students will be dismissed at 12:15)
September 20	Progress Reports Go Home
October 11	Progress Reports Go Home
October 13	Early Release Day (Students will be dismissed at 12:15)
October 14	Teacher Workday
November 3	Report Cards (Parents <u>must</u> pick up report cards between 5:00 and 7:00 p.m.)
November 11	Holiday (Veteran's Day)
November 23	Teacher Workday
November 23-27	Student Thanksgiving Holidays
November 28	Progress Reports Go Home
December 7	Early Release Day (Students will be dismissed at 12:15)
December 20	Progress Reports Go Home
December 21	Teacher Workday
December 21-January 2	Student Winter Break
January 16	Martin Luther King, Jr. Day
January 20 <sup>th</sup> and 23 <sup>rd</sup>	Teacher Workdays
January 25	Report Cards Will Be Sent Home
February 8	Early Release Day (Students will be dismissed at 12:15)
February 16	Progress Reports Go Home
February 20	Teacher Workday
March 7	Early Release Day (Students will be dismissed at 12:15)
March 9	Progress Reports Go Home
March 16	Teacher Workday
April 3	Reports Cards (Parent must pick up cards between 5:00 and 7:00 p.m.)
April 6-15	Spring Break
April 25	Early Release Day (Students will be dismissed at 12:15)
May 1	Progress Reports Go Home
May 9	Early Release Day (Students will be dismissed at 12:15)
May 23	Progress Reports Go Home
May 28	Holiday (Memorial Day)
June 8	Last Day of School & Report Cards Will Be Sent Home

### My Daily Schedule

	Time	Class	Teacher
<b>Enrichment</b>			
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			

My Lunch Time is \_\_\_\_\_ - \_\_\_\_\_.



# Cedar Creek Middle School

2228 Cedar Creek Road  
Youngsville, NC 27596  
Telephone (919) 554-4848  
Fax (919) 570-5143



Geoffrey Hawthorne, Interim Principal  
Aaron Jones, Assistant Principal

## SCHOOL COLORS

Black and Gold

## SCHOOL MASCOT

Jaguar

## SCHOOL HOURS

8:15 a.m. – 3:15 p.m.

**CCMS VISION:** Cultivate, Challenge, Motivate all Students!

**CCMS MISSION:** CCMS is committed to meeting the academic, emotional and social needs of students by modifying curriculum, altering teaching styles, engaging students in authentic work, and providing a safe and supportive environment.

## GENERAL SCHOOL INFORMATION

### INSTRUCTIONAL DAY

It is important that each child be on time in order to receive maximum benefits from the instruction presented in class. To receive a tardy slip, the student must sign in at the office. Excessive tardies will result in parents being called in for a conference, and could be reported to the school social worker. Disciplinary action may also be taken for tardies. In order to minimize disruptions, students may not be checked out of school during the last 30 minutes of the school day

### **CCMS School Hours: 8:15 a.m. – 3:15 p.m.**

The school opens at 8:00 a.m. Students are tardy at 8:15 a.m. The school day ends at 3:15 p.m.  
Supervision will be provided for student dropped off between 7:30 and 8:00 in the school cafeteria.

School personnel will not be responsible for students who are dropped off before 7:30 a.m. or left at school after 3:30 p.m.

### ARRIVAL, DISMISSAL AND TRAFFIC GUIDELINES

In order to provide a safe and orderly environment for students, staff, parents and visitors, it is vital that we work as a team to reduce the chances of an accident during arrival and dismissal. Car riders should be dropped off and picked up in the front of the school only. Please be mindful of vehicle speed and students at all times. **Please read carefully and follow all traffic rules as follows.**

When going through the car rider line, drivers should follow the car rider pattern, stopping at all stop signs and slowing down for speed bumps. After stopping at the first stop sign, drivers should merge in an alternating pattern. In the mornings, students should exit vehicles in all six marked drop-off spaces. In the afternoons, students should watch for their vehicles and get into the car as soon as it enters one of the six marked drop-off spaces. **Any driver who does not wish to go through the car pool line is required to walk across at the crosswalk, get the student, and walk him/her back across at the crosswalk to your vehicle.** No students will be allowed to cross the carpool lane without a parent/guardian/driver. Adults and students are allowed to cross only at the crosswalk. Please do not attempt to cross anywhere but the crosswalk for safety reasons.

Drivers with handicapped parking passes should display their handicapped parking pass when parking in handicapped parking spaces. It is illegal for drivers who are not in possession of a handicapped parking pass to park in a handicapped parking space.

Drivers are not allowed to park in a traffic lane for any reason, even for brief periods of time. Parking in a traffic lane for any period of time can slow traffic patterns and cause accidents.

## **BUS GUIDELINES**

Bus transportation is a privilege. It is vital that we work as a team to provide a safe and orderly ride for our students. Appropriate behavior is expected and required in order to ride the bus. Bus restriction is likely to occur if inappropriate behavior is displayed. Please read the bus and bus stop rules and information in the *Franklin County Schools Student Code of Conduct*.

By the time a student reaches middle school, it is expected that he/she knows and understands bus procedures and rules. There will be no tolerance for disruptive behavior or rule breaking while on buses. Warnings are not likely to be issued for bus offenses. Rather, in the case of students exhibiting disruptive behavior or rule breaking on the bus, students are likely to lose bus rider privileges for a period of time. In the case of multiple infractions, students may lose bus rider privileges for the remainder of the school year.

## **EARLY PICKUP FROM SCHOOL**

Before a student may leave school, a parent (or other authorized adult listed on the emergency locator card) must come to the office and sign the student out of school. The student will then be called to come to the office. For safety reasons, teachers have been instructed not to release students unless a student has been called from the office.

Per Franklin County Schools' policy, students may not be checked out within the last 30 minutes of school, except in the case of an emergency. Therefore, please do not attempt to check your child out between 2:45 and 3:15 without a valid emergency reason.

## **CHANGING TRANSPORTATION**

Whenever students need to change their transportation to/from home, written parent permission is required. Telephone calls will be accepted only in emergencies. The date(s) of the change, the method of transportation, the address where the changed drop-off/pickup will be, and the parent's signature and phone number should be included in the note. All changes must be approved by the administration. The original note will be kept on file in the office and a copy will be given to the student to present to the teacher (or bus driver if applicable). Bus changes must be received in the office prior to 9:00 a.m. each day.

In order to make these guidelines work, we need support from home. Parents are encouraged to learn the school's expectations and work with their child at home. The *Franklin County Schools Student Code of Conduct* has been issued to all students. It contains the rules/regulations and actions taken if rules are violated. This document will be strictly followed.

## **\*ABSENCES AND TARDIES**

Whenever a student is absent from school, he or she must bring a note from the parent/guardian the next day explaining the reason for the absence. The note should contain a date, reason and the parent's/guardian's signature with a phone number for verification. The following constitute valid excuses for a child's absence from school:

- (1) illness or injury;
- (2) quarantine;
- (3) death in the immediate family;
- (4) medical or dental appointment;
- (5) court or other administrative hearings;
- (6) religious observances; and
- (7) educational opportunity (must be approved by the principal at least two weeks prior to the trip)

Any student in an elementary or middle school must be in attendance for a minimum of 160 days to be eligible for promotion. A student must be in school for at least one-half of the school day to be counted present. Once a student has accumulated fifteen (15) absences, excused or unexcused, the principal shall notify the student's parents that the student is in jeopardy of retention. Any student who attends fewer than 160 days may appeal to an attendance committee, which may consist of the principal, teacher(s), school social worker, school counselor, and school nurse or other appropriate personnel designated by the principal. *Medical or other compelling reasons must support such an appeal.*

Students failing to meet attendance requirements necessary for promotion shall neither be promoted nor be allowed to participate in promotion exercises.

**\* Please read the attendance policy in the Franklin County Schools Student Code of Conduct!**

**\*EDUCATIONAL ABSENCES FROM SCHOOL**

Parents wishing to request an educational absence for their child should provide a written request two weeks in advance of the planned absence to the Principal. The request should explain the reason for the educational absence and all possible educational experiences the student is likely to experience. The Principal will then approve or disapprove of the absence as educational. In the case of an approved absence, the student is responsible for attaining all makeup work and completing all makeup work within the allotted period of time following the absence. Requests for educational absences provided later than two weeks in advance of the absence will not be approved.

**\* Please read the attendance policy in the Franklin County Schools Student Code of Conduct!**

**REPORT CARDS/PROGRESS REPORTS WILL BE SENT HOME EVERY 9 WEEKS**

Report cards will be provided every **nine weeks**. FCS Board Policy mandates that schools require parents to pick up report cards twice per year. Those dates are provided below in order to help parents plan for those occasions. Progress reports are sent home every three weeks.

	<u>End of 9 weeks</u>	<u>Report Card Date</u>	
First Nine Weeks	October 28, 2011	November 3, 2011	<b>Report Card Pick-Up Night (5-7 p.m.)</b>
Second Nine Weeks	January 19, 2012	January 25, 2012	Report Cards Sent Home
Third Nine Weeks	March 28, 2012	April 3, 2012	<b>Report Card Pick-Up Night (5-7 p.m.)</b>
Fourth Nine Weeks	June 8, 2012	June 8, 2012	Report Cards Sent Home

- **Parents will be required to pick report cards up at school after the first and third nine weeks. On these occasions, report cards will not be sent home for any reason.**
- The end of the nine weeks may be adjusted due to inclement weather or other missed days of school.

**GRADING SYSTEM**

Letter grades have the following numerical values:

- A = 93-100
- B = 85-92
- C = 77-84
- D = 70-76
- E = Below 70

**SCHOOL CLOSINGS/EARLY DISMISSAL**

The following radio and TV stations will broadcast the Franklin County Schools information on days of inclement weather:

WHLQ 102.5 FM	WNCN TV 17
WRAL 101.5 FM	WRAL TV 5
WTRG 100.7 FM	WTVD TV 11
WYRN 1480 AM	WLFL TV 22

**VISITORS**

To protect all of our students, visitors are required to check in at the office upon arrival. Visitors will be issued a visitor’s badge to wear while on campus. Please wear the badge in a visible place and remember to sign out and return the badge prior to leaving. As always, parent involvement is encouraged.

Parents who wish to attend their child’s classes must make an appointment with the teacher prior to the date they wish to attend. Parents attending classes can be disruptive to the learning environment when not expected.

## **TELEPHONE USE/PHONE CALLS**

Students are not allowed to use the phones at school, except in the case of an emergency. School time is instructional time; therefore, we request that parents refrain from calling students, except in the case of an emergency. Phone calls are a disruption to the classroom environment. Please make afternoon transportation arrangements before coming to school.

When calling a teacher, you may be directed to voicemail if it is during instructional time. Please understand that the teacher will return your phone call as soon as possible. Please also understand that teachers may not have time to check his/her voicemail before the end of the day, as they are teaching children.

## **VOLUNTEERING**

Parents are encouraged to volunteer in the school. Volunteers can become involved in a number of ways: tutoring, special events, preparing materials, helping in the office, helping in the classes and many other ways. Interested volunteers should contact the office for more information.

In order to volunteer in our school, attend a school function, or attend a field trip with your child, all volunteers are required to submit a volunteer application at least one month prior to the date you wish to volunteer. The volunteer application is required by the Franklin County Schools Board of Education. Once an application has been received, a background check will be run for each applicant. The FCS Board of Education will either approve or deny all volunteer applicants.

## **FIELD TRIPS**

Field trips are an educational experience; however, they do not exempt a student from being accountable for what was covered in the missed classes during the absence. Students and parents will be informed when a field trip is planned. Appropriate behavior is required in order to attend field trips. Any student who has excessive or severe discipline incidents may be excluded from field trip opportunities for the safety of other students.

Parents who would like to chaperone field trips must have submitted a volunteer application at least one month prior to the date you wish to volunteer. The volunteer application is required by the Franklin County Schools Board of Education. Once an application has been received, a background check will be run for each applicant. The FCS Board of Education will either approve or deny all volunteer applicants.

## **POSITIVE BEHAVIOR INTERVENTION and SUPPORT**

Positive Behavior Intervention and Support (PBIS) is an initiative that our school faculty and PTSA have chosen to adopt. PBIS is a proactive systems approach to school-wide discipline designed to be responsive to current social and educational challenges.

PBIS has an instructional focus where emphasis is placed on:

- Teaching behavioral expectations directly
- Teaching social behaviors like academic skills
- Maximizing academic engagement and success

Our goal through PBIS is to create a school environment that is positive, proactive, and focused on solving problems. CCMS has a consistent list of expectations that will be taught, modeled, and positively reinforced. There are four expectations that are school-wide. These expectations will be taught to the students in each area where they are expected to follow them.

**Just be responsible.**

**Always be respectful.**

**Got to be kind.**

**Safety is essential.**

Students will be rewarded for following the expectations periodically. When students are “caught” following the expectations appropriately, they will be given a CCMS ticket. Students can collect these tickets and exchange them for school supplies, drawings, or privileges.

## **LOCKERS AND LOCKS**

Each student will be assigned a locker and a lock for personal use. The student will be responsible for all materials and books in that locker. The school does not assume any responsibility for the loss of property from student lockers. Lockers are school property and, therefore, may be subject to a search without reason at any time. Any inappropriate items that may be found in a searched locker may be confiscated. If a lock is lost, the student will be required to pay \$5.00 in order to get another one.

## **DRESS CODE FOR STUDENTS**

Students should come to school properly dressed. The principal or designee in accordance with the Student Code of Conduct and the school's student handbook shall handle student violations.

- Clothing must be age appropriate, not disruptive to the teaching/learning process, and cannot be provocative, revealing, indecent, vulgar or obscene.
- Hats, sweatbands, bandannas, or sunglasses will not be worn inside the school buildings.
- Shorts may be no higher than mid-thigh.
- Skirts and dresses must be no higher than three inches above the top of the knee.
- Shirts and blouses may not be tank top or spaghetti straps.
- Shirts must be tucked in if they fall below the hips.
- The hem of sweaters, sweatshirts, jackets and other heavier clothing may not fall below the wrist.
- Clothing will not be allowed which promotes alcoholic beverages, tobacco, or the use of controlled substances; depicts violence; is of a sexual nature; or is of a disruptive nature.
- Shirts and blouses must cover the waist, midriff, and go past the waistline.
- Clothing is not to be sheer or mesh and cannot have excessive holes.
- No sagging pants are allowed. All pants should be worn at the waistline.
- Tight clothing such as knit or spandex bicycle/biker pants or overly tight pants are not allowed.
- Proper footwear is required. Shoes that have laces must be laced, tied and fit.
- Abnormal hair coloring or hairstyles that disrupt classroom or education activities will not be allowed.
- Undergarments are not to be visible.
- Clothing must be worn appropriately; for example, nothing may be worn inside out or backwards, pant legs may not be rolled up, bib overalls must be fastened, suspenders must be worn over the shoulders, belts must be buckled and worn at the waistline.
- Clothing articles commonly recognized as being related to a group or gang and can provoke others to act violently or be intimidated by fear of violence shall not be worn on the campus or at any school activity.
- There shall be no jewelry affixed to a student's nose, tongue, lips, cheek, eyebrow or other areas of the student's body, if the jewelry so worn disrupts classroom or educational activities.
- Book bags are to remain in lockers during the school day.
- This list may not cover every dress code violation. It is the role of the Principal/Assistant Principal to determine appropriate clothing in a questionable situation.

## **DRESS CODE VIOLATIONS**

Every effort will be made to help students understand the CCMS Dress Code.

Students who violate the dress code will be given the opportunity to call home and have the parent/designee bring clothing that is appropriate. If the student is unable to get appropriate clothing to wear, he/she will remain In School Intervention for the remainder of the day.

Repeated dress code violations will be handled according to the *FCS Student Code of Conduct*. This infraction could result in a suspension.

## **CONFERENCES WITH TEACHERS**

We invite and encourage parents to schedule conferences with your child's teachers as needed. Parents are welcome and encouraged to call and talk with teachers or come in for a conference with one or more of your child's teachers. To schedule a conference, please call the team leader for your child's team or the specific teacher that you wish to conference with.

Parents who wish to meet with teachers are asked to call or email the teacher and make an appointment. Teachers are regularly in meetings or planning with other teachers and cannot necessarily accommodate parents who come to school unexpectedly.

Parents will not be allowed to go to their child's classroom during the school day without an appointment. However, we do encourage parent/teacher communication and encourage parents to make appointments regularly or as necessary with your child's teachers.

## **EMERGENCY LOCATOR CARD**

Each student's parents should complete the emergency locator card and the parent contact form. We urge you to keep contact information updated if phone numbers or persons authorized to pick up your child should change during the year.

## **DISCIPLINARY PROCEDURES**

Good discipline is an absolute necessity in the school setting. We are committed to creating a safe and orderly environment for our students and for our employees. We believe that a good discipline code should address four very important expectations of its students: (1) To show respect at all times, (2) To be responsible at all times, (3) To be safe at all times, (4) To be kind at all times. The *Franklin County Schools Student Code of Conduct* has been issued to all students. It contains the rules/regulations and actions taken if rules are violated. This document will be followed explicitly.

CCMS has no tolerance for disruptive behavior. School discipline may be harsh when needed. Please read The *Franklin County Schools Student Code of Conduct* in its entirety for further information about school discipline.

When a parent has questions or concerns about discipline actions taken, the parent should contact the teacher or Assistant Principal who administered the discipline first. If the parent still has questions or concerns, then the parent should contact the Principal.

## **SCHOOL IMPROVEMENT TEAM**

The CCMS School Improvement Team is a group of people made up of teachers, staff members, parents, and administrators from the school. The purpose of this team is to make decisions about our school that are in the best interest of the students. These meetings are public meetings and are held on the 3<sup>rd</sup> Monday of each month at 3:45 p.m. Parents are invited to attend.

## **OVER-THE-COUNTER & PRESCRIPTION MEDICATIONS**

Absolutely no medication, including over-the-counter medication and prescription medication, is allowed at Cedar Creek Middle School without the proper paperwork being filled out. To inquire about required paperwork, please contact a school nurse or a school receptionist.