



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 2016-2017 school year.

This parent/student handbook has been given to you to inform you of policies and procedures 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! Use the following link to find out more information about PTSA <http://ccmspta.weebly.com/>

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.

Bart Elliott
Principal

2016-2017 School Calendar

*Calendar subject to change

August 2016

22 First Day for Teachers

22-26 Teacher Workdays

29 First Day of School

September 2016

5 Labor Day Holiday

14 Early Release – All Grades

October 2016

13 Early Release – All Grades

14 Teacher Workday

November 2016

1 End of 1st Quarter

8 Late Arrival - Election Day

11 Veteran's Day Holiday

23-25 Thanksgiving Holiday

December 2016

7 Early Release – All Grades

22-30 Student/Teacher Winter Break

23-27 Holiday

22, 28-30 Annual Leave

January 2017

2 New Year's Day Holiday

13, 17-20 High School Only -Exams/Early Release

16 MLK, Jr. Day Holiday

20 End of 1st Semester

23-24 Teacher Workdays

25 Beginning of 2nd Semester

February 2017

15 Early Release – All Grades

March 2017

15 Early Release – All Grades

29 End of 3rd Quarter

April 2017

14-21 Student/Teacher Spring Break

May 2017

10 Early Release – All Grades

29 Memorial Day Holiday

June 2017

2-8 High School Only - Exams/Early Release

8 Last Day of School – Early Release - All

9-16 Teacher Workdays

10 High School Graduation Day

Inclement Weather Makeup Days

Early release days will be used to make-up any snow days.

Early Release Dismissal Times

11:45am High School

12:15pm Middle School

12:45pm Elementary School

Report Card Dates

November 9

April 4

January 30

June 15

Cedar Creek Middle School



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Youngsville, NC 27596
Telephone (919) 554-4848
Fax (919) 570-5143
Bart Elliott, Principal
Marian Ridgeway, Assistant Principal
Jessica Perry, 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.

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 must 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.**

AM/PM CARPOOL PROCEDURES

Our number one concern at Cedar Creek Middle School is the safety of our students. Please adhere to the following procedures.

1. The safest method of dropping off and picking up students is to go through the carpool line.
2. If for some reason you do not use the carpool line you must park your vehicle and walk your child across the street. Students will not be permitted to enter the parking lot without an escort.
3. If you use handicap parking please display your handicap placard.

Car riders should be dropped off between 8:00 and 8:15 only. Students who arrive earlier than 8:00 will not be supervised and are at a safety risk. **Students arriving after 8:15 will need their parent or guardian to sign them in at the main office.**

When going through the car rider line, drivers must 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. Please be prepared to present identification. 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 bus driver (or teacher 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*!**

MAKE UP WORK

It is the responsibility of the student to request and the responsibility of the teacher to give, on the first day the student returns to school following an excused or unexcused absence, assignment of work to be made up for the period of the absence. Students will have two days to complete make up work for every one day absent. Make up work does not have to be the same as the work that was missed. Grades assigned to make up work shall be considered in computing the student's overall grade for the particular grading period. See FCS Board Policy 4400 for more details.

SCHOOL HEALTH

Pediculosis (Head Lice) Procedure

Franklin County Schools recognizes the current recommendations of the *American Academy of Pediatrics*, the *National Association of School Nurses*, and *Centers for Disease Control* for the detection and treatment of head lice. Although a nuisance, head lice do not transmit disease nor are they a sign of poor hygiene. "It is the position of the National Association of School Nurses that the management of pediculosis (infestation by head lice) should not disrupt the education process. No disease is associated with head lice, and in-school transmission is considered to be rare."

School Health Services Guidelines for Exclusion

Listed below are Franklin County Schools' guidelines outlining when to keep your student at home due to illness. Please note, the list does not include every illness and serves as a guideline for parents and school staff on managing the most common illnesses seen in school age children. A general rule for all students – if your student is prescribed antibiotics, they should stay at home for at least 24 hours after starting the medication and may need additional time at home based on how they are feeling.

Symptom/Condition	When to keep student home/return to school guidelines
Fever: A temperature of 100o F or higher may indicate an infection.	Student must remain at home until they are fever free for at least 24 hours WITHOUT fever reducing medicines (Tylenol, Advil or their generic form).
Diarrhea: May be a symptom of a disease or condition that can be spread to others.	Student should remain at home during illnesses causing frequent loose stools. Students with persistent diarrhea should be evaluated by a physician and parents may be asked to provide written documentation from the doctor that no viral, bacteriological, or parasitic condition exists.
Vomiting: Usually caused by a virus	Student should remain at home until at least 24 hours have passed since the last vomiting episode.
Rashes: May be a sign of a contagious condition such as chickenpox, bacterial meningitis, impetigo, or MRSA.	Students who have any rash that is accompanied by a fever or a rash that is blistered or draining must see a physician and may be required to provide written documentation from the doctor to return to school.
Conjunctivitis (Pinkeye): Inflammation (redness) of the covering of the white part of the eye and inside of the eyelids; may be caused by allergens,	Students who are exhibiting these symptoms for more than one day should be evaluated by their physician. Treatment depends on the cause and is not required to return to school. Drainage from the eye that is sticky, thick, and/or yellow may indicate an infection that needs prescription treatment and should be evaluated by a physician. Students should not return to school until these symptoms have resolved.
Impetigo: A contagious skin infection.	This condition requires medical treatment. The student may return to school after receiving medical treatment (minimum of 24 hours) and when the crusting lesions are no longer present.
MRSA (Methicillin-Resistant Staphylococcus Aureus): A type of skin infection caused by a bacteria that is resistant to certain antibiotics. Symptoms may include: redness, swelling, pain at the site, and	This condition requires evaluation by a healthcare provider and medical treatment. Lesions must be kept covered while at school. NCHSAA guidelines must be followed for student athletes diagnosed with MRSA.

white/yellow drainage.	
Scabies: A common skin condition caused by small insects (mites) burrowing under the skin. This causes a very itchy rash.	Student/family must be treated before returning to school. Treatment is usually completed overnight and repeated in a week.
Strep Throat and Scarlet Fever: Symptoms may include sore throat, fever, rash, upset stomach.	Any student with a sore throat and fever for more than 24 hours should be seen by a physician. If strep throat or scarlet fever is diagnosed, the student should remain at home until 24 hours after treatment is begun and until fever free for 24 hours without fever-reducing medications.
Varicella (Chicken Pox): A viral illness that causes a blister like rash (which may appear in different stages), fever, and fatigue.	Any person suspected to have chicken pox should be evaluated by a physician for diagnosis. Students may not return to school until all blisters have formed scabs. **Unvaccinated students (due to medical or religious reasons) who may have had contact will also be excluded for up to 21 days after the last diagnosed case.
Reportable Communicable Diseases: There are other diseases that may occur in the school age population that must be reported to the Health Department. Examples are: Measles, Mumps, Pertussis (whooping cough), Hepatitis B, Meningitis, etc.	Return to school for these diseases will depend upon guidance from the local health department. **For all vaccine preventable illnesses, unvaccinated students (due to medical/religious beliefs) will be excluded from school based upon recommendations/guidelines from the local Health Department and the CDC.
Other:	Students may also be excluded from school for any illness that prevents them from participating comfortably in school activities, any illness that results in a need for care that is greater than the school staff can provide without comprising the health and safety of other students, any condition that may suggest possible severe illness (fever, lethargy, irritability, persistent crying, difficulty breathing)

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. ***Parents will be required to pick report cards up at school after the first and third nine weeks (5-7 pm).** On these occasions, report cards will not be sent home for any reason.

Progress Report	End of Quarter	Report Cards
October 3	November 1	November 9
December 12	January 20	January 30
February 27	March 29	April 4
May 8	June 8	June 15

*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 = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

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 FMWNCN TV 17

WTRG 100.7 FMWYRN 1480 AM

WRAL 101.5 FM

WRAL TV 5

WTVD TV 11

WLFL TV 22

Subscribe to the Franklin County Schools Text Message Alert System:

https://docs.google.com/a/apps.fcschools.net/spreadsheet/viewform?hl=en_US&formkey=dDhRZUxZeUpSZ1c2RFozTndsVW0wUXc6MQ#gid=0

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 will 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.

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 can be submitted online through at <https://appgarden6.app-garden.com/VolTrackNC350.nsf>. 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 chaperon field trips must have submitted a volunteer application at least one month prior to the date you wish to volunteer. The volunteer application can be submitted online through <https://appgarden6.app-garden.com/VolTrackNC350.nsf>. 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 SUPPORT

Positive Behavior Intervention 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.

Students will be rewarded for following the expectations periodically. When students are "caught" following the expectations appropriately, they will be given a "CCMS Positive Paw" ticket. Students can collect the "Positive Paw" tickets and exchange them for entries into drawings, extra privileges, or other choice prizes.

PLAGIARISM

Cedar Creek Middle School maintains a zero tolerance toward plagiarism. Students found to be taking, using, or copying another student's work and submitting it as one's own may receive a zero on the assignment and may be subject to disciplinary action.

LOCKERS AND LOCKS

Each student will be assigned a locker and a lock for personal use. If a lock is lost, the student will be required to pay \$5.00 in order to get another one. The student will be responsible for all materials and books. The school does not assume any responsibility for the loss of property. 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.

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.

- A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct.
- Clothing must be age appropriate, not disruptive to the teaching-learning process, and cannot be provocative, revealing, indecent, 17 vulgar, or obscene.
- Students should be covered from mid-chest to mid-thigh.
- Appropriate undergarments must be worn.
- No shorts higher than mid-thigh.
- No skirts and dresses more than three inches above the top of the knee.
- No shirts and blouses that expose waist, midriff, or cleavage.
- No bare midriffs or see-through garments.
- Shirts and blouses may not be tank top, spaghetti straps, or sleepwear.
- Clothing is not to be sheer or mesh and cannot have excessive holes.
- No leggings/jeggings unless a dress, skirt or shorts are worn over it within dress code.
- No sagging pants are allowed. All pants should be worn at the waistline.
- Holes in jeans, pants or shorts above mid-thigh are not allowed.
- No clothing which promotes alcohol, tobacco, or the use of controlled substances, or which depicts violence, sexual, or disruptive nature.
- 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.
- No excessively baggy clothing or visible underwear.
- No hats, sunglasses, sweatbands or bandannas.
- No chains on clothing.
- Bulky jackets and coats are not to be worn in the building.
- 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.
- 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.
- 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.
- All bags (book bags, purses, lunch boxes and string 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 be sent to In School Intervention.

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.

REQUEST TO OPT OUT OF PHOTOGRAPHS

If you do not want your child's picture to appear on the school website or in the newspaper, you must submit a signed written statement to the school stating this.

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 Administrator 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 3rd 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.

LUNCH ACCOUNTS

Meal prices:

Breakfast: \$1.25

Lunch: \$2.60

Reduced Breakfast: Free

Reduced Lunch: \$0.40

Students that forget their lunch money will be sent to the office to obtain an IOU. The student will then be able to contact their parents to let them know that an IOU has been issued. Students will be allowed to eat lunch first on that particular day.