

Craigmont Middle School Parent- Student Handbook



“Home of the Chiefs”

3455 Covington Pike
Memphis, TN 38128
Phone: (901)416-7780
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Dr. L. Haywood, Principal
Mr. C. Berry, Assistant Principal
Mrs. Gwendolyn Long, PLC Coach
Ms. C. Carpenter, Instructional Facilitator
Ms. E. Biniakewitz, Optional School Coordinator
Mrs. S. Johnson, Professional School Counselor
Dr. S. Jones, Professional School Counselor
Ms. T. Harris, Professional School Counselor
Ms. J. Morton, Media Specialist
Ms. D. Davenport, Financial Secretary
Mrs. J. Gilliams-Partridge, General Office Secretary
Mrs. D. Cochran, Attendance Liaison
Mr. R. Ellis, Family Engagement Specialist
Mr. D. Wakefield, Building Engineer
Ms. C. Jones, Cafeteria Manager

Dear Students, Parents, and Guardians,

Welcome back to the 2024-2025 school year at Craigmont Middle School! My staff and I are so excited about the opportunity to serve your students. Our new school year is here, and the entire Craigmont Middle School staff looks forward to helping our Chiefs excel. **This year, we will focus on creating a school culture characterized by high behavior and academic expectations.** We will focus on building our students' intellectual, social, and emotional capacities. We will provide practical instruction that prepares students to master rigorous state testing. We believe all children can learn. We encourage and require them to work to their fullest potential, and we will always expect their personal best. It takes a partnership between home and school to see that everyone learns, models, and practices these character traits. Every day all Chiefs at Craigmont will excel to the highest heights. Craigmont Middle School will always strive towards excellence in academic and social development. Please help us achieve our goals for your children; we can continue to make a difference and CHANGE THE WORLD!

Dr. Lakeisha Haywood, Principal



School Mascot: Chief
School Colors: Burgundy and Gray
School Hours: 7:15 A.M. - 2:15 P.M.
Breakfast served at 6:45 A.M.

Important Phone Numbers:

Main Office: (901)416-7780

Attendance Office: (901)416-7780

Fax: (901) 416-1454

2024-25 Student Calendar



2024

First Semester-87 days

AUGUST	
5	First Day for Students 1st 9 Weeks Begins
SEPTEMBER	
2	Labor Day (Students Out)
5	Parent-Teacher Conferences (4-7 p.m.)
OCTOBER	
4	1st 9 Weeks Ends
7-11	Fall Break (Students Out)
14	Students Return 2nd 9 Weeks Begins
NOVEMBER	
5	Election Day (Students Out)
11	Veterans Day (Students Out)
25-29	Thanksgiving Break (Students Out)
DECEMBER	
18-20	1st Semester Exams
20	1st Semester Ends 2nd 9 Weeks Ends
23-31	Winter Break (Students Out)

JULY 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

AUGUST 2024				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 2024				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2024				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2024				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER 2024				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

2025

Second Semester-92 days

JANUARY	
1-3	Winter Break, cont. (Students Out)
6	Students Return 3rd 9 Weeks Begins
20	Dr. Martin Luther King Jr. Day (Students Out)
FEBRUARY	
13	Parent-Teacher Conferences (4-7 p.m.)
17	Presidents Day (Students Out)
MARCH	
7	End of 3rd 9 Weeks
10-14	Spring Break (Students Out)
17	Students Return 4th 9 Weeks Begins
APRIL	
18	Spring Break II Good Friday (Students Out)
MAY	
21-23	2nd Semester Exams
23	Last Day of School 4th 9 Weeks Ends
JUNE	

JANUARY 2025				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL 2025				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY 2025				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE 2025				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

LEGEND: ■ 1st Day of School Students ■ Students Out (Full Day) ★ Parent Conferences ■ Start of Quarter ■ End of Quarter Semester Exams

CRAIGMONT MIDDLE SCHOOL



COMMON MISSION




Craigmont Middle School's mission is to be CMS Chiefs. College and Career Ready Motivated Students who are Collaborative, Helpful, International Learners, Engaged, Focused and Striving for Success.

SHARED VISION

Craigmont Middle School's vision is to provide challenging content. **EVERYDAY**, that promotes **CRITICAL THINKING**, global **COMPETITION**, effective **COLLABORATION**, with diverse peers to develop **WELL-ROUNDED STUDENTS**.

SCHOOLWIDE EXPECTATIONS

Craigmont Middle School, Chiefs will **BE RESPECTFUL, RESPONSIBLE & READY**.

<p>RESPECTFUL</p> 	<p>RESPONSIBLE</p> 	<p>READY</p> 
<p>Chiefs are always respectful to others by listening, being kind, and compassionate for one another and their community.</p>	<p>Chiefs are responsible for their actions, decision-making, and have respect for their school and community.</p>	<p>Chiefs are ready by being fully prepared for school and determined to persevere through obstacles and challenges.</p>

READ AND WRITE: EVERY DAY, EVERY CLASS, EVERY CAMPUS



Title I Parents' Right-To-Know

The Elementary and Secondary Education Act (ESEA) gives parents and guardians of children attending a school receiving Title I funding the right to know the qualifications of their child's teacher(s).

In compliance with the requirements of Every Students Succeeds Act, parents may request the following information:

1. Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.

2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

For information on teacher certification and licensing please visit the Tennessee Department of Education's website at <https://www.tn.gov/education/section/licensing> .

Every Student Succeeds Act (ESSA), which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA), includes additional right-to-know requests. At any time, parents and guardians can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
 - subject matter tested,
 - purpose of the test,
 - source of the requirement (if applicable),
 - amount of time it takes students to complete the test, and
 - time and format of disseminating results.

For more information on the school's and district's assessment results, please visit the Tennessee Department of Education's state report card website at <https://www.tn.gov/education/data/report-card.html>.



Craigmont Middle School 2024- 2025 Family Engagement Plan

Craigmont Middle will encourage a strong home-school partnership to ensure a safe, caring, and challenging environment where all students, parents, and school staff work well together. Both parents and teachers will assume the role of active partners in the educational process at Craigmont.

To achieve these goals, the Craigmont staff will do the following:

1. Parent meetings will be conducted at flexible times to explain the Craigmont Title I School-wide plan. The Parent Policy, School Compact, and parent involvement opportunities for the current year will be clearly communicated.
2. The school will include parents as members of the Title I School-wide Planning Committee and elicit parental input into the planning and implementation.
3. School Messenger, school & teacher web pages, digital electronic communication tools, postal service, marquee, and school flyers will be used to communicate items of general interest, parenting tips, and announcements of upcoming school and district parent meetings.
4. Parent-teacher conferences will be held at flexible times to discuss and interpret individual student progress and address any aspects of parental concerns.
5. An annual review of the school-wide programs and parental involvement documents will be conducted towards the end of the year. Parents will be given an opportunity to offer suggestions and present feedback on the Title I programs.
6. The school will stress the value of parental participation in school activities such as Open House, Career Day, and other school-wide activities.
7. The school will provide opportunities for parental input by posting a suggestion box in the school office and by completing surveys periodically. Parents are encouraged to bring suggestions and concerns to their child's teachers or the administration for discussion.
8. The Administration, PLC Coach, Guidance Counselors, and Social Worker will review and provide support to the overall parent program at Craigmont.
9. Parenting materials and resources will be available to parents in the Parent Resource Room.
10. Craigmont staff and parents will work together to provide a meaningful way to improve our students' education.

Craigmont Middle School

2024- 2025 Parent-School Compact



Craigmont Middle School and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards. This school-parent compact is in effect during the school year.

School Responsibilities

Craigmont Middle School staff will:

- Provide a safe and comfortable learning environment
- Help children grow to their fullest potential and make learning relevant.
- Communicate regularly with parents through email, phone calls, agenda book, conference, notes, websites, parent portal, interims, and report cards.
- Provide extra information when requested so parents can help with assignments.
- Enforce school rules fairly and consistently.
- Demonstrate and model professional behavior.
- Evaluate students based on what is taught.
- Provide regular information with evaluations of progress and achievement.
- Respect cultural similarities and differences of students and their families
- Set high expectations for myself and my students.

Parent Responsibilities

We, as parents, will support our children’s learning in the following ways: _____
Homeroom Teacher’s Signature

- Insist upon daily school attendance and punctuality.
- Encourage my child to eat healthy food and get eight hours of sleep.
- Make sure that homework is completed.
- Stay informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Support the school staff in their efforts to maintain proper discipline.
- Encourage my child’s positive efforts, both academic and social, and be available for conferences
- Remain aware of what my child is learning.
- Volunteer in the school, join PTSA and school committees.
- Communicate with my child’s teacher and school administration as needed.
- Encourage and promote the dress code policy.
- Respect the cultural similarities and differences of others.
- Help my child resolve conflicts in non-violent ways.
- Show respect and support for my child, teachers, and the school.
- Monitor my child’s extracurricular activities (music, books, etc....)

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will: _____
Parent’s Signature

- Attend school daily and report to each class on time.
- Come to school ready to learn with the necessary instructional materials.
- Do my personal best every day.
- Seek help from teachers when I do not understand an assignment.
- Follow the school bus and dress code rules.
- Show respect for the property of others.
- Use Agenda Book to record school events and classroom assignments.
- Spend time each day reading, studying, and completing homework at home.
- Assume responsibility for my actions.
- Resolve conflict in non-violent ways.
- Respect the cultural similarities and differences of others.
- Believe that I can and will learn.

Student's Signature




CRAIGMONT MIDDLE SCHOOL UNIFORM POLICY-SCS 6021



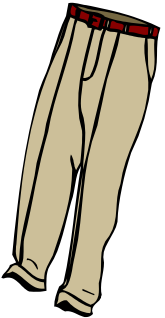
All students at CRAIGMONT MIDDLE SCHOOL are
REQUIRED to wear SCHOOL UNIFORMS!!!!

Guidelines:



Tops (shirts, blouses) must be **WHITE, BLACK, NAVY BLUE, GRAY** or **BURGUNDY** with **COLLARS** and **SLEEVES**.

- 
- Acceptable styles include **Polo** or golf-style shirts, Oxford or button-down dress shirts, white blouses with Peter Pan collars.
 - **Shirts must be always tucked in**
 - Long sleeve and short sleeve versions (of the above-mentioned style) are both acceptable.
 - **Sleeveless tops are NOT acceptable.**
 - If t-shirts are worn underneath the uniform shirt, they must be **WHITE** or **BLACK!**

Bottoms (pants, walking shorts, skirts, and jumpers) must be black, navy blue or khaki tan.

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- Acceptable pant styles include *full-length dress pants, boot-cut, or straight-legged pants, cargo pants*, straight-legged Capri pants, cropped pants and knee-length walking shorts.
 - Skirts or jumpers must also be **AT THE KNEE** or **LONGER**.
 - **Jeans, denim material, tight fitting or baggy pants are NOT acceptable.**
 - Pants must be fitted at the waist and **BELTS** worn daily!!!!

Shoes should not have heels higher than an inch and a half.

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1. Athletic or tennis shoes, as well as boots, are acceptable.
 2. If sandals are worn, they must have a heel strap and strap must be in proper place at all times.
 3. House shoes/slippers are **NOT** acceptable.

Outerwear (heavy jackets or heavy coats) cannot be worn in the building.

- **Light jackets** designed for cooler weather must comply with the uniform colors.
- **Light jackets and sweaters** worn inside must be the following solid colors: **White, Khaki, Black, Navy, Gray** or **Burgundy (No exceptions)**.
- **Jackets must be unzipped.**

Clothing should not have any visible logos.

NOTE:

- **TIGHTS** worn underneath bottoms must be the uniform colors: black, navy blue, burgundy, white or khaki color.

- **BELTS** must be black, brown, navy blue or white. Belts should not be studded or bedazzled.

- **PROHIBITED ITEMS INCLUDE:** (1) large, long and/or heavy chains, (2) studded or chained accessories, (3) sunglasses, except for health purposes, (4) sleepwear, pajamas, and/or blankets, (5) skin-tight outer wear material such as spandex, (6) facial jewelry (including tongue, nose and body piercing), (7) head gear (including hoods, hats, bonnets, bandana pattern, sleep scarves and wraps) unless for religious reasons, (8) hair designs (9) gold fronts (grills), and (10) tattoos.

NON-COMPLIANCE WITH UNIFORM POLICY WILL RESULT IN THE PARENT BEING CONTACTED AND THE PROPER ATTIRE BEING BROUGHT TO THE SCHOOL.

CRAIGMONT MIDDLE SCHOOL

SCHOOL RULES AND REGULATIONS



SCHOOL HOURS: School hours are from 7:15 a.m. until 2:15 p.m. Students are to be in their classrooms when the tardy bell rings at 7:20 a.m. A tardy slip from the attendance office is required after 7:30 a.m. Students should be picked up from 2:15-2:30PM. Please be aware that the safety of your child is at risk each time he/she is left unsupervised before and after school. We strongly urge parents to arrange for timely transportation of their child (ren).



ATTENDANCE PROCEDURES:

Tardy to School - Students are expected to report to school and be seated in their homeroom class by 7:20 a.m. daily. From 7:15 a.m. - 7:30 a.m., students will be allowed in class and marked tardy after 7:20 am. Students who accumulate three tardies per grading quarter are subject to progressive discipline aligned with MSCS Board Policy #6022. Frequently arriving at school late impacts the academic performance of students. Students that arrive at school after 7:45 a.m. **MUST** check-in at the check-in station with a parent or legal guardian.



Checking-In School After 7:30 a.m. - A parent or guardian must accompany students checking in after 7:45 a.m. to avoid disciplinary action. Students checking in after 7:45 a.m. without a parent will receive progressive discipline. Students checking in late are considered unexcused except for submitting formal documentation of the following: doctor, dentist, court, death in the immediate family or other circumstances as aligned with district policy.

Tardy to Class - Students are expected to be on time to all classes. Students have five (5) minutes to travel from one class to the next. Students are escorted by staff to all their destinations. To maintain a safe environment and harmonious class transitions, students are escorted by staff to all classes in a straight line to the right of the hallway and for restroom breaks. There are restroom & locker breaks during designated times.



Leaving School/Checking Out - After arriving on Craigmont Middle School's campus, students must remain until instructed to be dismissed unless he/she is checked out by a parent or legal guardian. Students leaving school for any reason during the school day must be checked out by a parent or legal guardian notated in POWERSCHOOL. Any adult coming to check a child out **MUST SHOW PROPER IDENTIFICATION EACH TIME.**

Please refrain from checking students out after 1:30 p.m. Students will be called from his/her class when the authorized adult arrives and provides valid picture identification. Parents/Guardian must come into the school to have their child dismissed. Dismissals **WILL NOT** be approved via telephone or email.

Students will be dismissed each day at 2:15 p.m. Students should be completely off campus by 2:30 p.m., unless accompanied by a teacher for a specific activity. There is no adult supervision of students after this time, unless they are at a specified tutoring or practice.

SCHOOL ATTENDANCE: All students are expected to attend school on each day that school is officially in session. Only the following reasons will be considered for excused absences:



1. Illness or hospitalization of student.
2. Death or serious illness within the student's immediate family.
3. When the student is officially representing the school in a school-sponsored activity.
4. Approved special and recognized religious holidays regularly observed by persons of their faith.
4. Legal court summons because of the student's misconduct.

C.O.M.E. to Win

The C.O.M.E. to Win application provides district and school-level personnel a dedicated place to manage and track attendance supports for each 20-day attendance period. Supports for **Champions**, **Winners**, and **Participants** will be entered every 20-days to ensure that students are being celebrated and/or receiving needed support to move to the next level from both the district and their school support teams.

Every school will enter the supports they are providing for students in the three attendance levels so that district personnel can track their progress in a central location, analyze trends in what is working and what requires improvement, and provide detailed reporting to executive leadership as needed.

Additionally, the C.O.M.E. to Win attendance tracker will be issued to parents and students every 20 days to view progress status.

C.O.M.E. to WIN		Count on Me Everyday to Win Mattox, Destiny (Robert R. Church)					
District Data		Student Attendance Behavior in the School					
# of School days in the Month	Monthly Theme	Elementary	Days of Instruction	Date	Champion 95.5% or Higher (0-8 absences)	Winner 90.1-95.4% (9-17 absences)	Participant 90% or less
20	August	Attend Today, Achieve Tomorrow; Your Future Starts with Showing up Today!	1	20	1-Sep	2	
20	September	Every Day Counts, Every Class Matters!; School Success Begins with Showing Up!	2	40	2-Oct	0	
19	October	Be Present Be Powerful; Be Present, Be Successful!	3	60	6-Nov	0	
14	November	Stay Connected Keep Learning!	4	80	12-Dec	3	
15	December	Winter Wonderland: Journey to Perfect Attendance this December!	5	100	31-Jan	1	
19	January	Show up, Stand out!	6	120	28-Feb	2	
19	February	Fuel Your Mind, Be Here on Time!	7	140	28-Mar	2	
16	March	Rebound with Attendance; March into Attendance, Make Your Mark!	8	160	25-Apr	3	
21	April	April Show-Up: Spring into Attendance; Attendance is the Key to Achievement!	9	179	24-May	2	
17	May	Finish Strong; May Stay, Don't Stray; Attendance Every Day!; Stay True, Attend in May Too!					
			*Numbers are not cumulative.				
School Supports / Daily Information							
Celebration Every 20 Days - Celebratory activities and Monthly Theme TBD by Attendance Working Group							
Winner 91-94%	Data Analysis	92% Overall Attendance rate for 2024-25 school year.					
	Attendance Team Outreach	Example: Student received Tier I support from Counselor and Attendance Specialist including positive recognition for being a winner. Student's status was recognized on school's website/newsletter along with other winners.					
	Mentorship	Example: Student was paired with a mentor during the 4th attendance period and received tutoring and transportation voucher. Student shared some bullying issues with Social Worker.					
		Example: Parent Student Support Plan (PSSP) implemented to track daily attendance and develop strategies					

MSCS views truancy as a community problem, therefore, we will use intervention and collaboration in addressing this problem. The process for addressing truancy concerns is as follows:

- One to two unexcused absences will result in a phone call from school personnel.
- Three unexcused absences will result in a mandatory parent conference.

- Five unexcused absences will result in a SART meeting.
- Ten unexcused absences will result in a District-wide SARB meeting.
- Fifteen unexcused absences will result in a referral to the Juvenile Court and the District Attorney's Office.

A written statement, **within two (2) school days of the student's return to school**, shall be required from the parent or legal guardian explaining the reason for each absence. Students should submit his/her excused absence note to the homeroom teacher. The homeroom teacher will submit all notes to the attendance secretary daily.



SCHOOL BUS TRANSPORTATION: Bus transportation is provided for students (Gen Ed) that live more than two miles away from school. General Education riders must display their transportation bus pass to the driver upon boarding the bus both morning and afternoon. General Education riders must not leave campus after arriving on campus.

Students should be allowed to board a bus in the morning without a bus pass, but the students will be issued temporary passes prior to afternoon dismissal. Students will be denied ridership in the afternoons without a pass. Students must inform, 1st period teacher if he/she needs a replacement bus card.

CLASS ATTENDANCE: Students are expected to arrive on time and attend ALL classes. Unexcused absences will affect a student's course grade and conduct. Suspension is unexcused absences. **Students must be present at school for the entire school day to participate in after-school activities and sporting events.**

MAKE-UP WORK: BOE Policy #5015 Students should make every effort and be afforded the opportunity to make up work missed due to excused and unexcused absences. In case of an excused absence, students are expected to make up work missed within a reasonable time (e.g., at least 1-3 days of makeup for each day).



In the event of an unexcused absence (including short-term suspensions), **one day of makeup time shall be allowed for each day of unexcused absence**, unless otherwise extended by the school or extended based on law or policy. Students and/or their parents should work with the teacher for assistance in makeup work (e.g., obtaining make-up work/assignments, participating in available tutoring/requesting tutoring, etc.).

Parents who would like to obtain class assignments for extended absences should contact the guidance counselor. The absence must be for an excusable reason per MSCS policy and for at least a week. The parent must notify the guidance counselor in a reasonable amount of time to gather the assignments. Assignments will be ready for pick up or emailed within 24-48 hours (about 1-2 school days).

HALL PASS PROCEDURES: Students **MUST** have a hall pass to be out of class. The 10/10 rule must be followed unless in extreme emergency cases. For the first and last 10 minutes of class, students will not be issued hall passes. Students in the hall **without a hall pass will be considered as cutting class** and will receive the consequence associated with class cutting. Students must have a hall pass every time he or she is in the hall. This includes reporting to any location - including guidance, the nurse's office, and the main office.

TEACHERS LOUNGE: Students are NOT allowed in the Teachers' Lounges for any reason. This includes before, during, and after school.

ACCIDENTS AND ILLNESS: If a student is injured or becomes ill at school, we will make him/her comfortable and then call parents immediately. If the parent cannot be reached, we will attempt to contact the emergency number listed in PowerSchool. Be sure to update any changes in numbers in PowerSchool or call the main office as the year progresses. Please remember that seriously ill students cannot remain at school.



CHRONIC ILLNESSES: The office needs to know of chronic illnesses such as asthma, rheumatic fever, diabetes, allergies, etc. We need definite written instructions on file should an emergency arise. Parents, please make sure homeroom teachers also have a written note on file explaining any chronic illness your child may have.



MEDICATION: If your child receives medication at school, all medication must be brought to the Office by the parent (not the child), **with written directions from the physician, which indicate the frequency and dosage of the prescribed medication.** The medicine must be in the original container prepared by the pharmacist. The parent/guardian must also complete an **Authorization for Medication During School Hours** form requesting that the school administer the medication. Forms are available in the school's main office. The student is responsible for coming to the office at the appropriate time and taking the medicine in the office. Note: medicine to be taken three times daily does not need to be administered at school. It can be given before and after school and at bedtime. Approved possession of a student's own prescription medication during the school day is limited to life threatening conditions (e.g., asthma medications and epi-pens for severe allergic reactions). Selling and/or giving away one's prescription medication will result in expulsion. Prescription medications are only appropriate for the person to whom the doctor issued the prescription. Medication can only be dispensed through the Main Office.

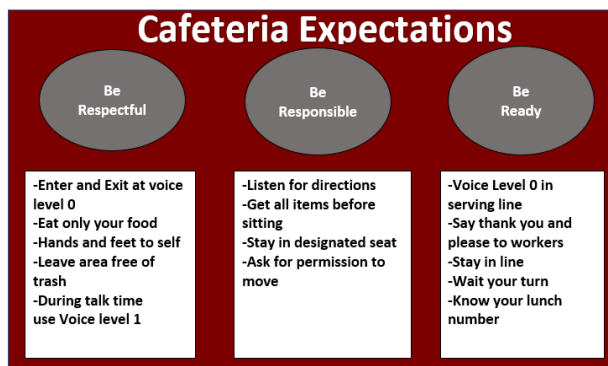
WITHDRAWAL OF STUDENTS: If a student moves out of the Craigmont Middle district and must withdraw from school. The Withdrawal Process will be completed by the school. *The student must turn in textbooks, technology devices, uniforms, etc.*

PARENT CONFERENCES: *Conferences are encouraged and welcomed by the faculty. Parent Teacher Conferences and Suspension Clearance are held on Monday and Friday with administration and Tuesday-Thursday with teachers at 2:30PM.* Teachers cannot be interrupted during class time for unscheduled conferences. *Two specific times have been designated as parent/teacher conferences dates. Parents are encouraged to meet with their child's teachers on one of these dates.*



BREAKFAST/ LUNCH PROGRAM: All students in Memphis Shelby County Schools are entitled to free breakfast and lunch. Students are welcome to bring their lunch if they choose to do so in a **lunch bag.**

CAFETERIA EXPECTATIONS



TELEPHONE AND ANNOUNCEMENTS: Telephones in the school office are for school business only and are not available for personal use except in the case of an emergency. Students will not be called from classes to answer the telephone. **Parents please do not call the office and ask that a message be given to your child. To do so would interrupt class and interfere with all students' learning. Only emergency messages will be delivered.**

MATERIALS DELIVERED TO THE OFFICE FOR STUDENTS: When students arrange to have something delivered to the Office from home, it is their responsibility to pick it up. When students forget their lunch, money, and/or articles of clothing, they should ask the teacher or admin during lunch to buzz the office to check for delivery. **The office personnel will not interrupt classes to inform students of these deliveries.**

ANNOUNCEMENTS: Public address announcements will be made at the end of the first period and at the end of the day. Announcements will not be made for personal items lost by students.

SCHOOL VOLUNTEERS: **Parents interested in becoming school volunteers should call the school and ask for the assistant principal or leave their name and telephone number for the PTO Liaison to contact you about your area of interest** (Note: 24-72 hours (about 1-3 school days)). Parental involvement is always welcomed and appreciated.



TEXTBOOKS, LIBRARY BOOKS, ETC.: Students are responsible for all textbooks and library books issued during the school year. Books will be issued after parents/guardians sign the textbook rules form. Parents must pay for all lost or damaged books. Textbooks should be covered to protect them from damage during the school year. Textbooks are very costly, and students will be responsible for paying the cost to replace them.

FOOD ITEMS OUTSIDE THE CLASSROOM: To maintain the cleanliness of our building and prevent pest control problems, **NO** food items of any kind are allowed outside the cafeteria, **this includes candy, chips, and sodas.** If these items are seen in classrooms or halls, they will be taken and discarded. **NO GUM CHEWING.**

LOCKERS: Lockers are available to all students. Students should not allow others to share their lockers. Lockers are school property and may be opened by authorized personnel at any time. It is always the student's responsibility to keep the locker locked and to report locker problems to the 1st period teacher. Students can enter their lockers only before homeroom and after lunch (the team will set the time).

Entering lockers at unauthorized times, hanging out at the lockers and failure to abide by teachers' directions when at the locker will result in the student losing locker privileges.

LOCKER TIMES:

Arrival Locker Break 7:10 a.m. – 7:30 a.m.
Designated Time Team leader will set time.



PARENT TEACHER ORGANIZATION: The P.T.O. encourages families to help their children, their school, and their community by becoming a member of the P.T.O.

Craigmont Middle School's Parent Teacher Organization (PTO) seeks the involvement of all parents, teachers, and students. Craigmont's PTO is committed to all children receiving a quality education. Through monthly meetings on the 3rd Wednesday of each month at 6:00 p.m., parents are kept abreast of school news and community events.

FIRE, TORNADO AND EARTHQUAKE DRILLS: Drills are necessary for the safety of the students, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from wherever he/she may be in the building. Specific information for drills is posted in each room. Failure to comply with school faculty and administration during drill will result in an automatic parent conference and/or suspension.

FIRE ALARMS

Our goal at Craigmont Middle School is to provide an excellent learning environment for our students. To achieve this goal, various measures are in place for the safety of our young warriors. Fire alarms play an integral part in the safety of our school. Fires have affected the lives of thousands in the mid-south in recent years. Therefore, false fire alarm pulls at Craigmont Middle School is a zero-tolerance offense. Any student who pulls a fire alarm without just cause will be subjected to the following:

- Receive a 10-day suspension or expulsion from school.
- Arrest and transportation to juvenile criminal authorities
- Possible felony charge
- Monetary fine imposed by the Memphis Fire Department

The administrator reviews each incident carefully - "It was an accident" is not acceptable. Every student will be dealt with accordingly.

Students who are 8 years of age or older and expelled for a Category A violation will be assigned to an alternative program, based on space availability. The principal shall consult with SCS Office of Security when determining whether the Shelby County Sheriff's office, Memphis Police Department or other investigatory agencies should be contacted regarding violations of the Code of Conduct.

The principal shall report to SCS Office of Security and the Shelby County Sheriff's Dept. any documentable or suspected incident involving illegal drugs, firearms, explosives, or other weapons as outlined in **TCA 39-17-1307, 39-17-1309, or of title 39, chapter 17, part 4.** Similarly, school personnel shall report any reasonable suspicion involving illegal drugs, firearms, explosives, or other dangerous weapons outlined in these laws to the principal, or, if the principal is not available, to the principal's designee. School personnel may report such incidents to the Sheriff's/MPD office only if neither the principal nor the designee is available.



INCLEMENT WEATHER: Parents and students should have a plan in case of early dismissal due to inclement weather. Please listen for alerts from the local media regarding school closing on days when threatening weather exists. Students will be released **ONLY to parents/guardians in PowerSchool only.**

FIELD TRIPS: Students attending field trips sponsored by the school must submit a signed permission slip before participating in the activity. *Telephone calls for field trip permission will not be accepted.*



MEDIA CENTER: The school library is available for student study and research. A variety of audio-visual equipment is available for classroom use and is stored in the library. Books are checked out for two weeks, except for reference books, which are used on an overnight basis. Encyclopedias are not allowed to leave the school. **Lost library books must be paid for, or report cards will be held.** Students must have a library pass to enter. If a student wishes to use the library during lunch to complete an assignment, see the librarian to sign up for a library pass, reflecting that you will visit the library during your assigned lunch period. After-school hours are on Wednesdays from 2:30-3:30 PM.

LOST AND FOUND: **Students who have lost articles may claim them in the Lost and Found area in the cafeteria during lunch.** Students who find articles belonging to other students should turn them into the school office.



GUIDANCE: The Guidance Department is available to students for help with academic or personal problems. The guidance counselors can also help advise students about their career goals and opportunities. Students who want an appointment should contact the Guidance Department. Parents **may request a conference** by either sending a note, emailing the counselors, or requesting a meeting by calling the Office and making an appointment with a member of the Guidance Department.

SCHOOL VISITORS: All visitors and parents are welcome and are encouraged to visit the school. **EVERYONE MUST GO THROUGH THE METAL BEFORE ENTERING THE MAIN OFFICE. ONCE IN THE MAIN OFFICE STATE THE NATURE OF THE VISIT AND SIGN IN. ALL** visitors must have a Visitor's badge to walk around the building.



STUDENT CLUBS and ATHLETICS: Various athletic teams and clubs are offered to enrich students and teach valuable "life lessons." We highly encourage all students interested in any sport to try out for that sport. There are a variety of sports and other clubs and activities that may interest you at Craigmont Middle School.



ATHLETIC HANDBOOK: Craigmont Middle has an athletic handbook that details the policies for participating in most interscholastic or extracurricular activities within our school. Please be aware and mindful that all parents of

students participating in activities must sign off on this handbook and follow all prescribed rules and procedures.

IMPORTANT ATHLETIC INFORMATION

Craigmont Middle School offers extracurricular activities which will enhance any student's physical and sociological growth. These activities include football, soccer, volleyball, baseball, softball, basketball, track & field, and cross country.

Eligibility for Athletics

Memphis Shelby County Schools policy 6051 states students desiring to participate in interscholastic athletic activities are encouraged to maintain, at minimum, a semester grade point average (GPA) of 2.0 **and earn a passing grade in at least five (5) courses the previous semester or the equivalent thereof to be eligible for the next semester.** Also, students must comply with Tennessee Secondary Schools Athletic Association (TSSAA) eligibility criteria and earn five (5) credits the preceding school year to participate in the current school year. Credits earned during the summer program may also be used to determine academic eligibility for the fall semester. (Revisions to academic eligibility standards for student athletes are effective January 2012.)

Also, middle school students must have been academically promoted to the next higher grade to participate in athletic contests. The school does check student's **attendance and behavior.**

All students desiring to participate in an athletic activity must also meet the following criteria each year:

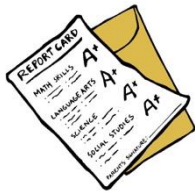
- Submit the following documents signed by a parent or guardian:
 - ✓ Athletes Health Record
 - Emergency Contact Information
 - Informed Consent & Assumption Risk
 - Physician Signature (providing clearance, may be located on p.1 of the Athlete Health Record) - **Physicals must be dated after APRIL 15, 2024.**
 - ✓ Signed Sudden Cardiac Arrest Information Sheet
 - ✓ Signed & Initialed Concussion Information Sheet
- Provide evidence of coverage under an insurance policy (Each athlete must also be covered under a MIAA-approved secondary insurance plan for each sport.).
- Abide by the guidelines outlined in this policy and its administrative rules and regulations; by TSSAA; and by SCIAA (whose policies/rules may be more prescriptive than TSSAA).

Students identified for special education for which an Individualized Education Plan (IEP) has been prepared can participate in an athletic activity according to their IEP. They also must meet the academic requirements of their IEP to be eligible for interscholastic activities.

Also, MSCS shall facilitate the opportunity for transitioning military parents' students to be included in interscholastic athletics, regardless of application deadlines to the extent they are otherwise qualified.

IMPORTANT ACADEMIC INFORMATION

Craigmont's curriculum is designed to stimulate creativity to develop critical thinking. Opportunities are offered to individual group projects, scientific experiments, and field experiences.



REPORT CARDS: Report cards will be issued to students at the close of each nine - week grading period. Report cards will contain both academic and conduct grades. Attendance will also be reported on the report cards.

PROGRESS REPORTS: Progress Reports are distributed to students in the 5th week of each nine-week period (see calendar).

HOMEWORK: Homework is an essential supportive activity designed to promote academic achievement, reinforce, or apply a skill previously taught, and extend activities into the home. Craigmont Middle School encourages meaningful homework assignments. Teachers will provide homework regularly throughout the school year.

MAKE-UP WORK: Make-up work is given for all absences. However, the length of time students must complete the work is determined by the type of absence. Please refer to the attendance policy for more detailed information on completing the make-up work. Students should make up any missed assignments. Students are responsible for inquiring about missed work.

STATEWIDE COMMON ASSESSMENT:

- **Schoolwide Common Assessments** – Common assessments will be administered regularly in all ELA, Math, Science and Social Studies courses. Scores from the assessment will be averaged into students' quarter grade as an assessment grade.

STATE ASSESSMENTS:

Semester averages are calculated using the district's student management system and are based on a formula that accounts for quarter grade averages.

Memphis Shelby County Schools Policy 5015 states for students in grades 6th - 8th, scores on the state of Tennessee Student Assessment System shall comprise a percentage of a student's final spring (second) semester grade in Mathematics English/language arts, science, and social studies. The weight of the

assessment on the students' final average shall be based on the minimum requirement established under State Board of Education policy 2.102.

However, if the district does not receive its students' scores at least five (5) instructional days before the end of the course, then the district may choose not to include its students' scores in the students' final grades in the subject areas of mathematics, English language arts, science, and social studies.

CONDUCT GRADING SYSTEM: Shelby County Schools grading protocol for middle school categorizes conduct grades as:

Conduct	E	Excellent
	S	Satisfactory
	N	Need Improvement
	U	Unsatisfactory

GRADING CATEGORIES AND WEIGHT: grading protocol for middle school determines academic grades, categories, and weights as:

DISTRICT REQUIRED GRADING CATEGORIES & WEIGHTS (PER NINE WEEKS)

The District believes that a sufficient number of grades should be earned and recorded to accurately reflect a student's progress. Students in grades 6-8 must be provided an opportunity to earn **at least 17 grades per nine-weeks (quarter)** distributed among the following categories with the following weights. With the exception of projects, portfolios, and presentations, **two grades for each required category (totaling eight grades) must be earned and recorded by the interim of the nine-week period.**

- Homework: 10% (min. of 4 grades)
- Class Participation: 5% (min. of 4 grades)
- Classwork: 40% (min. of 4 grades)
- Projects/Portfolios/Presentations: 5% (min. of 1 grade)
- Assessments: 40% (min. of 4 grades)

SCS Grading Scale

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

SPECIAL EDUCATION

Students receiving special education services in Functional Skills Programs [Adaptive Functional Skills (AFS) and Functional Skills (FS)] will receive a "Report Card of Progress" based on progress towards goals stated in their Individualized Education Program (IEP). Students with disabilities enrolled in inclusion courses where grades and/or credits are awarded will receive a report card for those courses.



HONOR ROLL: The Honor Roll is determined from the student's report card and is set by Board of Education policy.

Middle School Honors:

Principal's List - The numerical equivalent of A's in all courses.

Honor Roll - The numerical equivalent of A's and Bs in all courses (with no grade below 80)

To qualify for all academic honors listed above, students must demonstrate satisfactory conduct of E or S in each subject/class. Parents may appeal to the school principal to request review of the conduct provisions associated with academic honor rolls.

Citizenship Honors (academic grade is not included)

High Citizenship Award - All E's in conduct

Promotion and Retention Decisions

Promotion and retention decisions should consider what is best for the student and should include consideration of the following: 1. Ability to perform at the expectations of the current grade-level standards; 2. The student's age; 3. Overall academic achievement level/potential; 4. Previous performance; 5. Evaluative data; 6. Chances for success with more difficult material if promoted to the next grade or when current skills are inadequate; 7. Number of absences/attendance record; 8. Previous retention; 9. Social and emotional maturity level; 10. The results of local assessments, screening, or monitoring tools and, if applicable, state assessments and standardized tests; and 11. What benefits can be accomplished by retention.

Pursuant to the Tennessee State Board of Education Promotion and Retention policy (#3.300) **schools shall identify students considered for retention by February 1** but may identify students for retention after the February 1 in limited situations as outlined in the Administrative Rules and Regulations to this policy.

PROMOTION STANDARDS

Grades 6 - 8 - Promotion should be based on attainment of a grade of below 60 in:

1. Both Language Arts and Mathematics and
2. Either Science or Social Studies.

SAFETY NETS PROVIDED BY CRAIGMONT MIDDLE SCHOOL

Academic Tutoring - After school tutoring is available weekly to all students, provided by the classroom teacher. Please refer to the school wide tutoring schedule for specific teacher tutoring day(s).

Contact Persons: Classroom Teacher

CRAIGMONT MIDDLE SCHOOL

"Home of the Chiefs"

SCHOOL-WIDE BEHAVIOR EXPECTATIONS



Be Respectful

Be Responsible

Be Ready

CRAIGMONT MIDDLE SCHOOL SCHOOL-WIDE BEHAVIOR EXPECTATIONS

EXPECTATION CMS WILL BE:	CLASSROOMS	HALLWAY	CAFETERIA	RESTROOM	BUS	LOCKER	MORNING ENTRY/ AFTERNOON DISMISSAL
RESPECTFUL	<p>KEEP FLOOR FREE OF OBJECTS/ TRASH</p> <p>HANDS AND FEET TO SELF</p> <p>STAY IN ASSIGNED SEAT</p> <p>RAISE HAND TO GAIN ATTENTION</p> <p>WHEN LEAVING DESK/TABLE PUSH CHAIR UNDER DESK/ TABLE</p>	<p>WALK</p> <p>HANDS AND FEET TO SELF</p> <p>ARM'S LENGTH FROM THE PERSON IN FRONT OF YOU</p>	<p>ENTER AND EXIT AT VOICE LEVEL 0.</p> <p>EAT ONLY YOUR FOOD</p> <p>HANDS AND FEET TO SELF</p> <p>LEAVE AREA FREE OF TRASH</p> <p>DURING TALK TIME USE VOICE LEVEL 1</p>	<p>WAIT YOUR TURN</p> <p>HANDS AND FEET TO SELF</p> <p>REPORT WATER ON THE FLOOR OR ANY ISSUES</p>	<p>HANDS AND FEET TO SELF</p> <p>FEET ON FLOOR</p> <p>REPORT PROBLEMS TO DRIVER OR ADMINISTRATION</p> <p>GRAFFITI FREE</p>	<p>WAIT YOUR TURN</p> <p>GET NEEDED MATERIALS</p> <p>RETURN TO DESIGNATED AREA</p> <p>WALK</p>	<p>ENTER AND EXIT AT VOICE LEVEL 0</p> <p>HANDS AND FEET TO SELF</p> <p>REPORT ANY CONCERNS OR ISSUES</p>
RESPONSIBLE	<p>BE ON TIME</p> <p>TURN IN HOMEWORK</p> <p>FOLLOW DIRECTIONS</p> <p>COMPLETE ASSIGNMENTS</p> <p>STAY ON TASK</p> <p>WATCH FOR VOICE LEVEL CUES</p> <p>PLACE EQUIPMENT/ MATERIALS IN DESIGNATED LOCATIONS</p>	<p>LISTEN FOR DIRECTIONS</p> <p>WALK TO THE RIGHT</p> <p>STAY IN LINE</p>	<p>LISTEN FOR DIRECTIONS</p> <p>GET ALL ITEMS BEFORE SITTING</p> <p>STAY IN DESIGNATED SEAT</p> <p>ASK FOR PERMISSION TO MOVE</p>	<p>COMPLETE BUSINESS IN TOILET OR URINAL</p> <p>PLACE TISSUE IN TOILET</p> <p>FLUSH</p> <p>WASH HANDS</p> <p>TURN OFF WATER</p> <p>PLACE TRASH IN TRASH BIN</p>	<p>STAY IN ASSIGNED SEAT</p> <p>KEEP PERSONAL BELONGINGS IN LAP OR AT FEET</p> <p>WATCH FOR STOP</p>	<p>USE ONLY YOUR LOCKER</p> <p>KEEP COMBINATION TO SELF</p> <p>REPORT ISSUES WITH LOCKERS</p>	<p>CHECK-IN AND CHECK-OUT COMMUNICATION DEVICES</p> <p>LISTEN FOR DIRECTIONS</p> <p>REPORT TO DESIGNATED LOCATION</p>

	PERSONAL ITEMS LEFT AT HOME						
READY	HAVE SUPPLIES LISTEN STORE SUPPLIES IN DESIGNATED LOCATION CHAIR LEGS ON FLOOR FEET ON FLOOR	ENJOY WALL ART WITH EYES ONLY VOICE LEVEL 0	VOICE LEVEL 0 IN SERVING LINE SAY THANK YOU AND PLEASE TO WORKERS STAY IN LINE WAIT YOUR TURN KNOW YOUR LUNCH NUMBER	GIVE PRIVACY ONE PERSON PER STALL GRAFFITI FREE WALLS VOICE LEVEL 0 3 STUDENTS AT A TIME	GREET THE DRIVER VOICE LEVEL 1 LISTEN TO BUS DRIVER DIRECTIONS HAVE PERSONAL ITEMS WITH YOU	FOLLOW ASSIGNED LOCKER SCHEDULE CLOSE LOCKER DOOR GENTLY VOICE LEVEL 0	GREET THE STAFF VOICE LEVEL AT 0 IN THE HALL HAVE SUPPLIES AND MATERIALS FOR CLASS

"Home of the Chiefs"

Arrival and Dismissal Expectations

Be Respectful	Be Responsible	Be Ready
<ul style="list-style-type: none">-Enter and Exit at Voice Level 0-Hands and feet to self-Walk-Report any concerns or issues	<ul style="list-style-type: none">-Check-in and Checkout electronic devices-Listen for directions-Report to designated location	<ul style="list-style-type: none">-Greet the staff-Voice level at 0 in the hall-Have supplies and materials for class

Cafeteria Expectations

Be Respectful	Be Responsible	Be Ready
<ul style="list-style-type: none">-Enter and Exit at voice level 0-Eat only your food-Hands and feet to self-Leave area free of trash-During talk time use Voice level 1	<ul style="list-style-type: none">-Listen for directions-Get all items before sitting-Stay in designated seat-Ask for permission to move	<ul style="list-style-type: none">-Voice Level 0 in serving line-Say thank you and please to workers-Stay in line-Wait your turn-Know your lunch number

Locker Expectations

Be Respectful

- Wait your turn
- Get needed materials
- Return to designated area promptly
- Walk

Be Responsible

- Use only your locker
- Keep locker combination to self
- Report issues with lockers

Be Ready

- Follow assigned locker schedule
- Close locker door gently
- Voice level 0

Quiet



Zone

Classroom Expectations

Be Respectful

- Keep floor free of objects/trash
- Hands and feet to self
- Stay in assigned seat
- Raise hand to gain attention
- When leaving desk, push chair under desk

Be Responsible

- Be on time
- Turn in homework
- Follow directions
- Complete assignments
- Stay on task
- Watch for voice level cue
- Place equipment/materials in designated locations
- Personal items left at home

Be Ready

- Have supplies
- Listen
- Store supplies in designated locations
- Chair legs on floor
- Feet on floor

Restroom Expectations

Be Respectful

- Wait your turn
- Hands and feet to self
- Report water on the floor or any issues

Be Responsible

- Complete business in toilet or urinal
- Place tissue in toilet
- Flush
- Wash hands
- Turn off water
- Place trash in trash bin

Be Ready

- Give privacy
- One person per stall
- Graffiti free walls
- Voice level 0
- 3 students at a time

Quiet Zone

Hallway Expectations

Be Respectful

- Walk
- Hands and feet to self
- Arm's length from the person in front of you

Be Responsible

- Listen for directions
- Walk to right
- Stay in line

Be Ready

- Enjoy wall art with eyes only
- Voice level 0

ZONE 0

Bus Expectations

Be
Respectful

- Hands and feet to self
- Feet on floor
- Report problems to driver or administration
- Graffiti free

Be
Responsible

- Stay in assigned seat
- Keep personal belongings in lap or at feet
- Watch for stop

Be
Ready

- Greet the driver
- Voice level 1
- Listen to bus driver directions
- Have personal items with you



RTI2-B Student Acknowledgments

Homework Pass

Faculty and Staff will issue homework passes to students displaying expectations and doing the right thing at school. Pass may be used on approved homework assignments.

Bragg Students of the Month

Criteria- Positive behavior, good attendance, assist peers and teachers, display expectations and do the right thing at school. Students will be selected by team.

School Store

Students will receive Class Dojo Points for positive behavior, completing & mastering assessments, participating in school activities/sports, and doing the right thing at school from staff and administration. Points will be issued weekly. Points will be used to purchase items in the school store or school sponsored event.

TRANSPORTATION RULES



TRANSPORTATION RULES General and Special Education

The following student behavior and safety standards have been established as a guideline for all students eligible for transportation.

BEHAVIOR EXPECTATIONS

1. Students in grades K through 12 shall display their transportation bus pass to the driver upon boarding the bus both morning and afternoon. Parent Initials _____
2. Students in grades K through 1st are required to be met at the bus stop in the afternoon. These students will not be allowed to exit a school bus in the afternoon if a parent, guardian, approved adult, or a sibling **11 years old or older** is not present to receive the student.
3. Special education students must have a parent or guardian at their residence to receive them when dropped off. If there is no one present, they will be returned to their school for supervision until picked up by a parent or guardian.
4. Cooperate with the driver. Students should be respectful and not use obscene and/or abusive language.
5. Use of aerosol sprays, perfumes, etc. is prohibited.
6. No screaming or yelling on the bus.
7. Students will not throw items in or out of the bus. This behavior can cause serious safety consequences.
8. No fighting, bullying, harassment, or horseplay on the bus or at the bus stop.
9. Students will not deliberately stand on private property while waiting for the bus. **(If the bus stop does not allow enough space, please contact MSCS Transportation).**
10. Students will load and unload the bus in a safe and timely manner. Be at your bus stop at least 5 minutes prior to your assigned pick-up time.
11. Students must stay seated and not turn around in their seat. Nothing should ever block the aisle.
12. Smoking and use tobacco and/or drugs on the bus or at the bus stop is prohibited.
13. Students will not extend hands, arms, head, or any body parts out of the windows.
14. Students will not tamper with equipment or vandalize the bus. Parents/students will be charged with repairing damage to the interior/exterior of the school bus.
15. Students should keep the bus clean. Eating and drinking on the bus is prohibited.
16. Students may not use electronic devices including cell phones, cameras, iPods/MP3 players, etc. on the school bus. Cell phones and electronic devices may not be used for phone calls, texting or taking pictures at any time while on the bus.
17. Students may only ride the bus which serves their home address and may only board or de-board at assigned stop unless approved by the school principal and/or MSCS Transportation.
18. Large band instruments are not allowed on the school bus. **(See Addendum)**

SAFETY

1. Students will stay off the streets while awaiting the arrival of the bus.
2. Students must remain seated until the bus has come to a complete stop and the stop arm has been extended.
3. Students shall cross the street in front of the bus and under the direction of the driver. Look both ways then proceed to cross when the driver signals to them and the bus stop arm has been extended.



REGLAS DE TRANSPORTE Educación General y Especial

Los siguientes estándares de comportamiento y seguridad del estudiante se han establecido como una guía para todos los estudiantes elegibles para el transporte.

EXPECTATIVAS DE COMPORTAMIENTO

1. Los estudiantes en los grados de Kindergarten a 12 deben mostrar su pase de transporte escolar al conductor al subir al autobús tanto por la mañana como por la tarde. *Iniciales de los padres _____*
2. Los estudiantes de los grados K a 1º deben ser recibidos en la parada de autobús por la tarde. A estos estudiantes no se les permitirá salir de un autobús escolar por la tarde si un padre, tutor, adulto aprobado o un hermano de **11 años o más** no está presente para recibir al estudiante.
3. Los estudiantes de Educación Especial deben tener un padre o tutor en su residencia para recibirlos cuando están dejados en casa. Si no hay nadie presente, serán devueltos a su escuela para la supervisión hasta que sean recogidos por un padre o guardián.
4. Cooperar con el conductor. Los estudiantes deberán ser respetuosos y no usar lenguaje obsceno y / o abusivo.
5. Está prohibido el uso de aerosoles, perfumes, etc.
6. No gritar en el autobús.
7. Estudiantes No deben tirar objetos desde adentro del autobús o desde afuera al autobús. Este comportamiento puede causar serias consecuencias para la seguridad.
8. No pelear, acosar, atormentar, o jugar en el autobús o en la parada del autobús.
9. Los estudiantes no atravesarán deliberadamente propiedad privada mientras esperan el autobús. **(Si la parada de autobús no permite suficiente espacio, comuníquese con la Oficina de Transporte de MSCS.)**
10. Los estudiantes subirán y bajarán del autobús de manera segura y oportuna. Deben estar en su parada de autobús al menos 5 minutos antes de la hora asignada de la recogida.
11. Los estudiantes deben permanecer sentados y no voltear para atrás en sus asientos. Nada debe bloquear el pasillo.
12. Está prohibido fumar y usar tabaco y / o drogas en el autobús o en la parada del autobús.
13. Los estudiantes no extenderán las manos, los brazos, o cualquier parte del cuerpo fuera de las ventanillas.
14. Los estudiantes no manipularán el equipo ni destrozarán al autobús. Padres / estudiantes serán cobrados por la reparación de daños al interior / exterior del autobús escolar.
15. Los estudiantes deben mantener el autobús limpio. Comer y beber en el autobús está prohibido.
16. Los estudiantes no pueden usar aparatos electrónicos incluyendo teléfonos celulares, cámaras, iPods, reproductores de MP3, etc. en el autobús escolar. Los teléfonos celulares y los aparatos electrónicos no se pueden utilizar para llamadas telefónicas, mensajes de texto o para tomar fotografías en cualquier momento mientras estén en el autobús.
17. Los estudiantes sólo pueden viajar en el autobús que sirve a su domicilio y sólo pueden abordar o bajar en los lugares de parada asignados a menos que sean aprobados por el director de la escuela y / o la Oficina de Transporte de MSCS.
18. No se permiten instrumentos de banda grandes en el autobús escolar. (Véase el apéndice)

SEGURIDAD

1. Los estudiantes permanecerán fuera de las calles mientras esperan la llegada del autobús.
2. Los estudiantes deben permanecer sentados hasta que el autobús se haya detenido completamente y se haya extendido el brazo de parada.
3. Los estudiantes deben cruzar la calle delante del autobús y bajo la dirección del conductor. Mire en ambos sentidos, luego proceda a cruzar cuando el conductor les señale y el brazo de parada del autobús se ha extendido.

Remember: School Bus Transportation is a Privilege

FIELD TRIPS

Students may participate in district and school sponsored field trips during the school year. The expectation is that students will follow all school bus behavior and safety rules as established by the Office of Student Transportation Services.

STUDENT CONDUCT POLICIES & PROCEDURES

STUDENT CONDUCT, BOE POLICY #6022



Appropriate Student Conduct within a school is necessary to ensure a proper learning environment. It is the responsibility of parents, the Board of Education, the administrative staff, and school personnel to take the measures necessary to provide the proper atmosphere for the instruction of students. Developing citizenship is one of the major

functions of education. The faculty and staff are responsible for using any board policies or procedures necessary to provide an atmosphere for learning.

One of the most important lessons that education teaches is discipline. While discipline does not appear as a subject, it underlies the whole educational structure. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Therefore, it is the responsibility of each student to operate as a responsible citizen. Shelby County Schools establishes the policies governing student conduct. These policies are upheld by the administration and faculty of Craigmont Middle School.

Discipline Plan

Teaching and Modeling of Expectations & Procedures

Step 1 - Verbal Warning & Re-direction of Inappropriate Behavior (Behavior Log)

Step 2 - Written Warning/Conference with Student (Behavior Log)

Classroom strategies may include but are not limited to:

- written warnings
- a letter of apology
- seat change
- parent contact
- teacher conference with student
- in-class time out
- student problem-solving activities
- classroom service activity
- reinforcement of appropriate behavior

Step 3 - Parent Telephone Conference/ written documentation (Behavior Log)

Step 4- Guidance Referral/BIP developed/referral documentation (Behavior Log)

Step 5 - Parent Conference w/ teacher or team/ written documentation/BIP developed (Behavior Log)

Step 6- Grade Level Detention (Behavior Log)

Step 7 - Referral to office (with attached Behavior Log)

Possible Disciplinary Consequences

- Confiscation of Items
- Loss of Privileges
- After School Detention/Saturday
- Assigned Supervise Study
- Out of School Suspension
- Expulsion
- Suspension from the School/SCS Bus

Mandatory Parent Conferences will be held at the discretion of the Principal or Assistant Principal and can only be cleared following a personal conference with the parent or legal guardian of the student involved.

Students must attend conferences with parents or legal guardian. Parent conferences will not be cleared by telephone. All class time missed due to a mandatory parent conference is unexcused. Failure to answer a parent conference will result in progressive discipline.

Detention will be issued at the discretion of the administrator for minor infractions. Detention will be held on Wednesday after school from 2:30-3:30 p.m. Students must report to the assigned area on time. Students will not be allowed to talk or sleep while in detention. Failure to participate in the detention process will result in further disciplinary action. Arriving late or failure to show up for detention will be referred to administration for progressive discipline.

Saturday School will be issued at the discretion of the administrator for minor infractions. Saturday School will be held on Saturday from 7:45-11:00 a.m. Students must report to the assigned area on time. Students will not be allowed to talk or sleep while in detention. Failure to participate in the detention process will result in further disciplinary action. Arriving late or failure to show up for detention will be referred to administration for progressive discipline. Students must wear school uniform!

In-School Suspension will be issued at the administrator's discretion for minor infractions. The in-school suspension program includes a behavior management component that teaches students skills to improve their behavior and make good choices while allowing students the opportunity to complete their regular classroom assignments in an isolated environment.

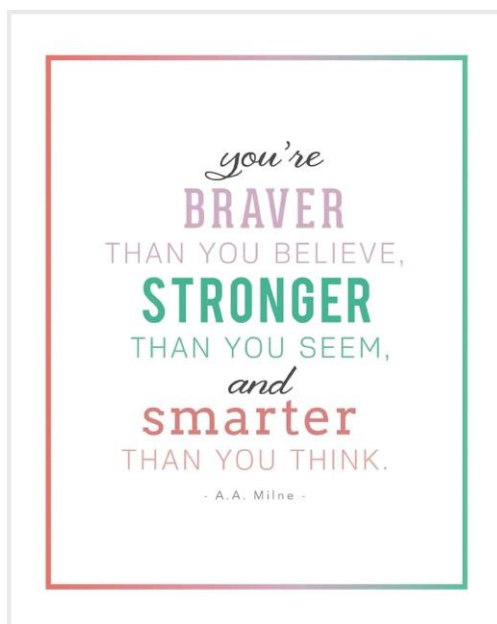
Suspensions/Expulsions will be issued at the discretion of the Principal or Assistant Principal and can only be cleared following a personal conference with the parent or legal guardian of the student involved and the student. To preserve instructional time, all suspensions must be cleared at 2:30PM with the teacher or team who wrote the referral, leading to the suspension.

All suspensions not cleared promptly will be referred to the truancy office.

Students may not participate or attend school sponsored activities until the suspension is cleared. All class time missed due to a suspension is unexcused. Suspensions of 10 days or less may be appealed to administration. Suspensions of more than 10 days may be appealed to MSCS board with 5 business days of the issued suspension.

Rewards - A reward will be given to any person for information leading to proof of another person's involvement in vandalism, theft, destruction of school property, possession, selling, or use of drugs and/or alcohol, and information concerning students with weapons or any criminal act.

Trust Pays - Rewards up to two-hundred dollars (\$200.00) for information regarding drugs, alcohol, gang related activity, weapons and/or information which lead to stopping a potentially dangerous situation (i.e., fight). It is confidential, and students may approach any staff, teacher, or administrator with information. The information is forwarded to principal & school security.



STUDENT CODE OF CONDUCT

(For assistance determining the appropriate category for an offense, schools should contact the district office responsible for student discipline.)

Category A – State Zero Tolerance Offenses	Parent – Principal Conference	Detention Saturday School	ISS	OSS	11 to 180	Required 180
Aggravated assault or an assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, or any other school employee						•
Unlawful possession (including distribution), sale, or evidence of use of drugs/narcotics at school or at a school-sponsored activity						•
Unauthorized possession of a firearm on school property or at a school sponsored activity						•
<i>NOTE: For Category A Offenses, notification will be made to law enforcement authorities. Any modification of this penalty can only be made by the Superintendent.</i>						
Category B	Parent – Principal Conference	Detention Saturday School	ISS	OSS	11 to 180	Required 180
Possession of a knife or any potentially lethal weapon, Taser, or explosive on school property or at a school-sponsored activity				•	•	
Being under the influence of and/or evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity				•	•	
Off campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony if the student was charged as an adult or if adjudicated delinquent for an offense that would be classified as a felony if the student was an adult, or if the student was convicted of a felony, and the student’s continued presence in school poses a danger to person or property or disrupts the educational process				•	•	
Gang activities - Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and or intimidating				•	•	
Being under the influence of illegal substance (without possession) or legend drugs, intentional misuse or excessive consumption/distribution of over-the-counter drugs with the intent to intoxicate and/or evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization				•	•	
Possession, use or distribution of counterfeit money on school property or at any school sponsored activity.				•	•	
Assault and/or battery upon any teacher, principal, administrator, school resource officer, or any other school employee				•	•	
Continuous and/or severe Category C Offenses				•	•	
<i>When appropriate, for Category B Offenses notification will be made to law enforcement authorities. Modification of this penalty can be made by the Superintendent or the Disciplinary Hearing Authority.</i>						

<i>Category C</i>	<i>Parent – Principal Conference</i>	<i>Detention Saturday School</i>	<i>ISS</i>	<i>OSS</i>	<i>11 to 180</i>	<i>Required 180</i>
Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention			•	•		
False accusations against school personnel			•	•		
Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive, or destructive device, including chemical weapons, on school property or at a school-sponsored event			•	•		
Smoking/use and/or the possession of tobacco products or electronic/vapor type products (e.g., e-cigarettes) or unauthorized consumption/distribution of non-prescription drugs by students while (1) in school or on school properties, (2) under school's jurisdiction during school hours, or (3) participating in a school-sponsored event			•	•		
Gang activities - any gang related activity not specified in Category B			•	•		
One (1) or more students initiating a physical attack on an individual student on school property or at a school-sponsored activity			•	•		
Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school			•	•		
Stealing or misappropriation of school or personal property (regardless of intent to return)			•	•		
Immoral or disreputable conduct			•	•		
Continuous and/or severe Category D Offenses			•	•		
When appropriate, for <i>Category C Offenses</i> notification will be made to law enforcement authorities.						
<i>Category D</i>	<i>Parent – Principal Conference</i>	<i>Detention Saturday School</i>	<i>ISS</i>	<i>OSS</i>	<i>11 to 180</i>	<i>Required 180</i>
Open or continued defiant attitude or willful disobedience toward a member of school staff	•	•	•	•		
Vulgar, profane, immoral/disreputable, or rude remarks or non-verbal action to staff member or fellow student	•	•	•	•		
Physical or verbal intimidation or threats to other students, including hazing	•	•	•	•		
Threatening bodily harm to another student, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention	•	•	•	•		
Fighting in or on school property unless, in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another	•	•	•	•		
Possession of mace or disabling sprays	•	•	•	•		

Inappropriate use of electronic media, including, but not limited to, all calls (land line, cellular or computer generated), instant messaging, text messaging, video/audio recording devices, iPods, MP3s or any type of electronic music or entertainment device, and cameras and camera phones		
Sexual, racial, ethnic, or religious harassment/discrimination		
Bullying/cyberbullying, intimidation, and harassment		
Refusal to produce an object identified by metal detectors		
Inciting, advising or counseling of others to engage in any acts in Categories A, B or C using any means to send or receive spoken or written messages, including, but not limited to, notes, letters, texts, online or in-person group chats or conferencing, electronic messaging, audio messaging, video messaging, social media posts/streams, or other similar forms of communication		
Continuous and/or severe Category E Offenses*		
Category E	Parent – Principal Conference	Detention Saturday School	ISS	OSS	11 to 180	Required 180
Habitual and/or excessive tardiness	.	.	.			
Class cutting*	.	.				
Intentional disturbance of class, cafeteria, or school activities	.	.	.			
Leaving school grounds without permission	.	.	.			
Being in an unauthorized area without permission	.	.	.			
Tampering with grades or report cards	.	.	.			
Possession of lighters or matches	.	.	.			
Possession of and access to beepers, cellular phones, or other electronic communication devices during school hours without permission of the principal or in violation to district/school policy	.	.	.			
Inciting, advising or counseling others to engage in any acts in Category D using any means to send or receive spoken or written messages, including, but not limited to, notes, letters, texts, online or in-person group chats or conferencing, electronic messaging, audio messaging, video messaging, social media posts/streams, or other similar forms of communication	.	.	.			
Dress code violation, including wearing, while on school grounds during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment	.	.	.			

CRAIGMONT MIDDLE SCHOOL IS A FIGHT-FREE SCHOOL!

Fighting:

Fighting on school property (this includes the Boys & Girls Club and High School parking lot) will not be tolerated for any reason (1-180 more days OSS). Craigmont Middle School will become a "Fight-Free School," which means everyone will work together to create an atmosphere where no fights or verbal put-downs will be tolerated.



The **Fight-Free School** mission is: "to teach the youth of today, the future leaders of our nation, appropriate interpersonal behavior skills. The focus is to provide an improved school environment which will enhance the learning process and allow our children the optimum advantage to excel in their academic careers."

At Craigmont Middle School, we will put systems and incentives in place to encourage students to remain fight free and proactively solve their conflicts through communication. We will have a peer counseling program that will help students collaborate to solve their problems productively. Students are expected to solve problems intelligently, instead of violently.

Administrators and/or teachers should be immediately informed of possible conflicts and students should work to solve all problems peacefully. Fight-free days will be tracked and an incentive program in place to reward students, classes and grade levels that abstain from fighting.

Horseplay- At times, it is difficult to tell the difference between "playing" and fighting. Many fights start as playing. With all the violence on television and the martial arts (karate, etc.), we have what children call "play fighting." All too often, such play causes someone to get hurt; tempers flare and a real fight result; therefore, play fighting will not be tolerated at any time.

Checking- Many times a student checks another student to get a laugh from other students or in some cases just to be mean. Checking is often hurtful and can provoke another person to anger. However, even when a student gets angry, he is expected to behave in an appropriate manner. Checking is considered a form of bullying and or harassment and will not be tolerated at Craigmont. All students are entitled to a safe school environment free from other students making hurtful comments. Checking will be disciplined according to MSCS' bullying policy.

If two or more people are involved in a fight, all will be given up to a **10-180 days Out of School Suspension**, Expulsion, or possible MSCS intervention.

CELL PHONES/PERSONAL COMMUNICATION DEVICES, BOE POLICY # 6024



The increase in use of cell phones and personal communication (including Bluetooth and Smart Watches) devices by students during the school day has become far more than a distraction in the school environment. These devices are being used by students as a means of cheating on tests, taking inappropriate pictures and video of students and staff for sharing and posting across the internet, threatening and/or bullying other students, and engaging in an excessive amount of social interaction during instructional time. Therefore, all students are **banned from possessing any type of phone or personal communication during the school day. All devices must be checked in upon arrival and checked out during dismissal.**

For this policy 6024, possession means being found in any article of clothing, purse, book bag, carry bag, or in any location on school property other than the approved storage location as written and approved by school officials.

THE APPROVED STORAGE LOCATION FOR CRAIGMONT MIDDLE SCHOOL IS THE STUDENT'S LOCKER!

District security officials may, if they have reasonable suspicion to do so, search any cell phone brought onto any MSCS property, which includes but is not limited to parking areas. For this policy's purposes, the school day includes the entire day from the school start time or bell that indicates the start of the school day until the final dismissal time of the school day.

A student found in unauthorized possession of any type of cell phone or communication device during the school day shall have the device **taken from him or her** and kept by the school Principal or designee until the parent is notified. The parent may pick up the device at the time and location designated by the principal **at the close of the next school day** following the day that the parent received notification or earlier at the principal's discretion.

Parents may **ONLY PICK** up the device after school at 3:30 pm in the Main Office, the following day. School staff will notify parents about confiscated phones. Moreover, for continuous violation of this policy, the student shall receive additional consequences per the district-wide cellular policy.

The district/school does not take responsibility for confiscated items and will not compensate the owner for any lost, stolen, or damaged confiscated items while in the custody of the district/school.

GANG PREVENTION, INTERVENTION AND ENFORCEMENT, POLICY #6030



Gang Defined - A formal or informal ongoing organization, association, or group consisting of three or more persons that has as one of its activities the commission of criminal or delinquent acts; and has two or more members who, individually or collectively, engage in or have engaged in a pattern of criminal or delinquent gang activity.

Policy Statement

Gang-related activities are prohibited at schools, school activities, and school sponsored events.

Gang-related activities are activities implying gang affiliation or membership.

They include:

- Gestures/Signals
- Possessing or distributing gang information
- Actions
- Participating in gang recruitment or solicitation
- Participating in gang initiation/hazing activities

- Literature
- Verbal or nonverbal communications
- Clothing apparel or colors
- Writings including graffiti
- Manner of grooming
- Gang-related threats, intimidation, and extortion
- Signs
- Coordinating and ordering gang-activities at school
- Drawings
- Gang fights
- Jewelry
- Any other gang activity or acts that imply gang affiliation or membership.

Middle and high school students shall be expelled for a period between 11 and 180 days if found engaging in gang-related activity. Students shall also receive mandatory gang prevention counseling and may receive an adjustment transfer and/or remand/alternative placement. Decisions regarding expulsion may be appealed in accordance with board policy.

Vandalism

Vandalism of any kind will not be tolerated in the school. Students found guilty of vandalism will be issued a suspension on the first offense. Rewards will be paid to students who provide information to the apprehension of any student guilty of vandalism.

SEXUAL HARASSMENT, POLICY #6046

Any incidents of sexual harassment that occur in the school should be reported to administration immediately. Examples of sexual harassment include but are not limited to:

- Unwelcomed sexual flirtation or sexual propositions
- Offensive jokes, drawings, cartoons, graffiti, pictures, or gestures
- Making graphic comments about a person's body
- Sexually insulting remarks about race, gender, socio-economic class, disability, or sexual orientation
- Spreading sexual rumors
- Cornering/blocking normal movements, threatening, or stalking behavior
- Unwelcome person-to-person contact including bumping and/or rubbing against a person
- Sexually exposing oneself
- Sexual battery: making contact in sexual private areas
- Rape

All students have the right to learn in an environment free of discrimination, including freedom from student-to-student harassment. **Therefore, Memphis Shelby County Schools will not tolerate sexual harassment.** The school will take gradual disciplinary actions up to and including expulsion will be taken against any student who violates this policy. Any retaliation taken against the complainant is illegal.

Mandatory Reporting Procedures

Mandatory reportable criminal offenses shall be reported in accordance with state law and Board policy (see 7005 Mandatory Police Reporting). The principal shall consult with department responsible for security when determining whether local law enforcement should be contacted regarding any violation of the Code of Conduct that does not require mandatory reporting to law enforcement or other agency. For reporting discrimination and sexual harassment, any student or parent/legal guardian who believes s/he is experiencing student-to-student discrimination or sexual harassment shall report such circumstances to a teacher, counselor, or principal immediately. If the report is made to a teacher or counselor, s/he must notify the principal immediately.



HARRASSMENT, INTIMIDATION, BULLYING OR CYBERBULLYING POLICY #6046:

Student harassment, intimidation, bullying or cyberbullying will not be tolerated.

- Conduct aimed at defining a student in a sexual manner
- Conduct impugning the character of a student based on allegations of sexual promiscuity.
- Conduct motivated by any actual or perceived characteristic, including but not limited to, race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity and expression, a mental, physical, or sensory disability, socio-economic or familial status.

Definition- Tennessee law defines “harassment, intimidation, bullying or cyberbullying” as acts that substantially interfere with a student's educational benefits, educational opportunities, or educational performance, and: 1. If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop, the act has the effect of:

- a. Physically harming a student or damaging a student's property.
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property.
- c. Causing emotional distress to a student or students; or
- d. Creating a hostile educational environment. or

2. If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

Cyberbullying means bullying undertaken by electronic devices. “Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, personal digital assistants, computers, electronic mail, instant messaging, text messaging and websites.

Alleged victims of harassment, intimidation, bullying, or their parents or guardians shall report these incidents immediately to the principal or building level administrator. Any reports made to staff should be forwarded to the principal or building level administrator immediately but no later than 24 hours after the expressed concern. Anonymous reports may be made, however, disciplinary action may not be based solely on an anonymous report.

The Memphis Shelby County Board of Education has adopted the “Safe School Tips” program which allows any parent, student, teacher, or employee to report information about illegal or inappropriate activities, including but not limited to bullying, theft, distribution or sale of drugs, possession of weapons, etc. “Safe-School Web-Tips” should be sent to <http://www.tipsubmit.com> or text to 274637, you will then be asked to type in a “code”, the code is SCS, then start typing the text message.

Any complaints of harassment, intimidation or bullying should include the following information:

- Identity of the alleged victim and the person accused.
- Location, date, time, and circumstances surrounding alleged incident.
- Description of what happened.
- Identity of witnesses.
- Any other evidence available.

The investigation of the accusation will be conducted by an administrator. The complainant must submit a detailed written statement to facilitate the investigation. The administrator will collect statements from witnesses and suspects of on campus incidents and refer non-school issues to MSCSO or MSCS officers.

Students and parents are expected to refrain from retaliation and allow school authority to handle the problem.

SEARCHES BY SCHOOL PERSONNEL, BOE POLICY #6027



Any principal (or designee) having reasonable suspicious may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (*Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons*), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct.
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students and are subject to inspection, access for maintenance and search. *Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.*

A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All the following standards of reasonableness shall be met:

1. A student has violated policy.
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug.
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students.
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive considering the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

Metal Detection and Search

The administration will carry out regular and impromptu metal detector searches daily. Students are to cooperate with the searches and make no effort to delay or avoid the search. Students who refuse to produce objects identified by metal detectors will be suspended. Items confiscated will be submitted to the main office and recorded. Parents may retrieve confiscated items that can be returned by contacting the office. Lockers and other storage areas, containers, and packages brought into school by students or visitors are subject to search by authorized personnel.

PLEASE NOTE: THE SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR ANY ITEM CONFISCATED BY THE SCHOOL PERSONNEL, WHICH IS KEPT OVER FIVE DAYS.



SUPERVISION OF STUDENTS, BOE POLICY #6067

During School Hours: Students will be under the supervision of school personnel or persons appointed by authorized school personnel during school. All students must follow their class schedule. Students are not allowed to stay in a teacher's classroom unless it is part of their official schedule. Any student observed violating this rule will be subject to progressive discipline for class cutting.

Personnel supervising students may be certified employees, educational assistants, or other non-certified personnel approved by the principal. Contracted persons, including bus drivers, nurses, and other such persons shall supervise students in accordance with the duties prescribed by their employment duties and/or their contracts. Non-school personnel appointed to supervise students must comply with Board policies regarding the care of and interaction with students, including the policies on School Volunteers (#7010) and Field Trips (#6004).

Non-School Hours: Students should not arrive on campus before scheduled breakfast supervision starts and leave campus immediately after school dismissal. Students must refrain from loitering on campus or returning to the school building.

It is the parents' responsibility to ensure adequate supervision of their children before and after school hours. Students found at school unsupervised will be subjected to receiving a parent conference to establish a plan to eliminate this unsafe activity from reoccurring. Repeating behavior will result in progressive discipline and habitual cases will result in progressive discipline and a written notice to MSCS Security and/or the Shelby County Department of Children's Service.

Sponsors and Coaches are expected to maintain a schedule of activities so that parents know the practice schedule. Students must leave immediately after their supervised activity ends or remain with his/her adult supervisor until transportation arrives.

Smoking: Smoking, vaping, and the use of any other tobacco products will always be prohibited in the school buildings and on the grounds of all Memphis Shelby County Schools, including school activities, athletic events, etc.

PARENT COMMUNICATION



We have several options available if you are unable to make an appointment to schedule a conference with your child's teachers. We look forward to working with you as a team for your child's success:

Complaints/Concerns: You may email the teacher to discuss any inquiries or concerns. The teacher will respond within 24 hours. If the teacher has not responded within that time frame, please notify the principal for assistance. You may also follow the same process to schedule an appointment with the principal, assistant principal, or counselor. Please notify the school at (901)416-7780 if your concern is an emergency. We have an open-door policy, but scheduling appointments will prevent you from waiting for an extended amount of time when administration is adhering to other duties and tasks related to school operations.

We thank you in advance for your support and encourage the scheduling of appointments with the administration and counselors. Also, administration and counselors are available on Monday- Friday and teachers on Tuesday-Thursday at 2:30PM, no appointment is needed.

Remember we are trying to educate our students to learn how to resolve problems or concerns appropriately, please use appropriate language on school premises. All staff at Craigmont Middle School will practice exemplary customer service to help address your questions or concerns.

Although it is very rare that a parent exhibit escalated and threatening actions, it is discouraged and prohibited in the presence of students and towards school staff or other parents. In cases where the safety of the students, faculty, and school are in question, the parent or visitor exhibiting threatening, derogatory, or inappropriate behavior, may be prohibited from the campus and security personnel contacted.

PowerSchool Parent Portal: The Parent Portal is an online system for parents. Parents can view grades, attendance, and conduct for their child at any time. In addition, the parents can see the students' schedule, receive messages, and have instant access to a variety of valuable information. The parents will set up their own log in and password during the registration process. If additional help is needed, please contact the school counselor: Mrs. Johnson, Dr. Jones, or Ms. Harris.

Blackboard: is an automated calling system that will communicate pertinent school and individual student information to parents. The following are examples of what type of information to expect: progress report dates, when a student is not present at school, report card dates, district-wide announcements, and meeting dates. To ensure all messages from Blackboard are received, it is imperative that all parent/legal guardian contact information is up to date and correct.

EMAIL: Please make sure your email address is updated so you may receive information via email for updates and reminders.

SCHOOL WEBSITE: Check out the school's website for information and resources.

REPORT CARDS - Reports Cards will be issued on Wednesday following the close of each nine-weeks grading period.

PROGRESS REPORT - Progress reports will be issued at the four-and-a-half-week point of each nine-week grading period.

TEACHER CONFERERNCES - The district dates for conferences are September 5, 2024 (4pm to 7pm) and February 13, 2025 (4pm to 7pm). It is requested that all other conferences be held after school at 2:30pm on Tuesday-Thursday to protect instructional time during the day.

Follow us on:

 *Facebook: @Craigmont Middle School*

 *Twitter: @CraigmontMiddle*

 *Instagram: @CraigmontMiddleSchool*

APPENDIX B- BOARD POLICIES

Parents, please refer to the following Memphis Shelby County Schools student policies online at scsk12.org. These policies are adhered to when educating and/or disciplining your child at Craigmont Middle School. Please feel free to print these policies for future reference.

Memphis Shelby County School Board Policies cover all aspects of school business from administration, personnel, support services, instruction, and school-community relations. The most important policies are those related to students. Everything Craigmont Middle school does is aligned to these policies and the desire to improve students academically and socially during their time with us. Thank you for allowing us to educate your child. If you have any questions, please refer to the administrative team or refer to MSCS Board Policy.

<http://www.scsk12.org/policy/?p=students>