

CRAMERTON MIDDLE SCHOOL

Student/Parent Handbook
2023-2024



Administration

Kevin M. Doran, Principal
Beth Crosby, Assistant Principal
Michael Hewitt, Assistant Principal

Counselors

Brinkley Rhodes (A-K)
Kristin Hedrick (L-Z)

Athletic Director

Chad Mosteller

Message from our Principal

Dear Students,

On behalf of the faculty and staff at Cramerton Middle School, I would like to welcome you back to school. I hope that you have had a fantastic summer and are excited for the upcoming school year. It is my honor to welcome you into the Eagle Family. Your experience at CMS is going to be among the most rewarding and memorable of your life. We hope that you choose to take advantage of the vast academic, athletic, and extracurricular activities that our school offers.

This handbook is provided so that you and your family have all the information you will need concerning school activities, rules, policies and procedures. This will help ensure that you have the most successful school year possible. It is important that all students, with their parents/guardians, read and understand the policies and procedures in the handbook.

This is going to be a great year! Please do not hesitate to let me know if there are any ways I can help you with your educational experience here at CMS.

Go Eagles!

Kevin M. Doran

Principal

Cramerton Middle School

Vision

Our school's vision is to prepare our students and ourselves to soar like an eagle through higher standards, higher learning, and higher achievement.

Mission

The mission of Cramerton Middle School is to provide a safe, positive environment in which each child is empowered to develop his or her intellectual, physical, social and emotional potential.

Updates to our policies and procedures may occur throughout the school year. Please check our website for the most updated version.

School Pride

Cramerton Middle School is where you will spend a great part of your day. Each student is a valuable member of our team and carries a responsibility to contribute to our team's success. Just as you should take pride in your academic, athletic, and other school organization's success, you should take pride in your school. To show our pride, we ask that trash goes in trash containers, walls are not damaged, our restrooms are kept clean, and the school grounds are kept neat and litter-free. You can make a difference by doing your part in respecting our school facilities.

Student Information

It is extremely important that Cramerton Middle School be made aware of any changes to your demographic information. We must have reliable contact information in case of an emergency. If you have a change of address, home phone number, parent/guardian work phone number, or emergency contact information, please inform your teachers and/or the office staff immediately.

Visitors

For the safety of our staff and students, all visitors **must check in at the front door**. A state-issued photo ID is required. Pre-approved visitors are not allowed anywhere in our building without permission from the office and a visitor's badge. Students not enrolled at Cramerton Middle School are not permitted to visit during instructional time.

Arriving at School

Supervision for all students begins at 7:30am. All students will report to the gym upon arriving on campus. Students wishing to eat breakfast at school should report to the cafeteria beginning at 7:45 am.

Student Drop-Off and Pick-Up Areas



Car riders - Before and after school, cars with **one student** should use the back drive; cars with **two or more** riders should use the circle drive in front of the school. Students arriving after 8:30 am should use the front entrance; parents picking students up for early dismissal should use the front entrance as well.

Bus riders - Bus students are dropped off and picked up in the front of the school. At no time should anyone pass a school bus that is stopped for the loading or unloading of students.

All parents, guardians and visitors are asked to drive slowly, allow all pedestrians the right-of-way, follow directions, and keep **student safety** as the top priority. **In addition, we ask that all occupants including younger children remain in the car while waiting to pick up middle school students.**

Tardy Policy

The school day begins at 8:30am and ends at 3:30pm. In order to maximize student learning, it is important for students to arrive at school on time. If you arrive after school has begun, you must report to the front office to sign in and receive a permit to class.

Tardies are classified as excused or unexcused. Excused tardies are determined by the principal and include reasons such as illness and medical or dental appointments. We understand that occasionally families run late in the morning; however, students who are chronically tardy to school without a valid reason may face disciplinary consequences or may be referred to the school social worker.



Leaving School

In order to receive the full benefit of school, all students should remain in school until school is dismissed. However, if it is necessary for you to leave during school hours, parents/guardians must come to the school's front door to sign their student out of school. Parents/guardians should bring a photo ID with them to the office to sign out a student. **If anyone other than a parent/guardian is to pick up the student, we must have permission in writing from the parent/guardian.** That person must have a photo ID with them as well. Failure to sign out in the office before leaving is considered skipping and may result in disciplinary action.

Inclement Weather



Gaston County Schools will be closed when the Superintendent considers the weather conditions unfit for the safe operation of school buses. School closings or delays will normally be announced with an automated phone call.

7th Grade Immunization Requirement

In accordance with North Carolina state law, all incoming seventh grade students are required to receive a booster dose of the TDAP immunization as well as the Meningococcal vaccine. Any child who does not receive both immunizations will not be allowed to attend school after **September 14, 2023**. Please see the school nurse or an administrator if you have questions regarding immunization requirements.

Student Health Information

If you have any changes in your health status, or if you have any medical conditions or situations that the school should be aware of, please report them to the School Nurse immediately.

Withdrawal Procedures

If you need to withdraw from school, your parent or guardian needs to come to the office to complete the necessary paperwork. You will need to return your chromebook, all textbooks, library books, uniforms and any other items that belong to the school and pay any fees or charges you still owe. Upon completion of all of these requirements, your withdrawal process will be finalized.

School Sales

No items may be sold on the Cramerton Middle School campus unless they are part of an authorized school sale or club/athletic project.

Asbestos Information

Cramerton Middle School was constructed without asbestos; documents to that effect are available in the office.

K-8th Grade Student Attendance Gaston County Schools

The following summary provides key information on ten significant statements from the Gaston County Schools' Board of Education policy on student attendance. To view the full policy, please visit our GCS website at www.gaston.k12.nc.us

School Day Attendance

- The school year is 180 days. Students must be in attendance at least 168 days. Only 12 absences, including excused and unexcused absences, are permitted each school year.
- In order for students to benefit from the instructional day, it is very important for students to **arrive on time** and **remain at school** for the entirety of the school day.
- For students who exceed twelve absences, the principal will review information on these students and make a determination regarding the student's promotion or retention status.

- In order to be recorded present, a student must be present at least one-half of the school day which is 12pm noon.

Absence Documentation

- Following any absence(s), a student is required to present a written document from the parent, guardian, or doctor stating the reason for the absence.
- All absences will be coded unexcused in the computer until a written note is received from the parent or guardian.
- Written documentation must be presented within **two school days** after the student returns to school; otherwise, the absence(s) will be recorded as unexcused.

Communication

- After each absence, excused or unexcused, the principal/ principal's designee shall inform the parent/ guardian/custodian by the way of a personal or computer-generated telephone message.
- Prior to six (6) cumulative absences of any type the principal shall notify the parent/guardian by mail for the purpose of sharing information regarding the Gaston County Schools attendance policy.

Make-Up Work

- Upon the student's return to school, arrangements for make-up work for excused or unexcused absences shall be made within three (3) school days. Due dates for make-up work will be at the discretion of the teacher.

CMS Attendance and Make-Up Work Procedures

On the day you return from an absence, you must bring a note to your Homeroom teacher that contains the following: your first and last name, date(s) of absence, reason for absence and parent/guardian signature. You should also immediately make arrangements for any make-up work.

Academic Information

Report cards are sent home with students at the end of each nine-week grading period. Interim reports are sent home with students at the midpoint of each nine-week grading period (4 ½ weeks). Interim reports are a good indicator of a student's progress during a grading period. If parents have questions or concerns about a report card or interim, call your child's teachers to set up a conference.

In addition, parents can access the Parent Portal online to review their child's academic progress and performance. Parents can receive a secure login from our school office for this purpose. Both parents and students are strongly encouraged to routinely monitor students' grades and performance throughout the year. Teachers, counselors and administrators are available to address any concerns or questions you may have.



GCS Grade Reporting Dates

Interim Reports: September 14th, November 16th, February 8th, April 18th

**Report Cards: October 19, January 11,
March 14, Mailed Week of June 3rd**

Conference Requests

Every staff member who works at CMS is committed to working with parents and guardians to ensure the success of each student. Regular communication and meetings between parents and teachers, counselors and administrators are an integral part of this effort.

We welcome the opportunity to meet with parents and guardians to discuss any concerns or issues that may arise. We do request, though, that parents and guardians call to schedule these conferences and appointments in advance. This will ensure that your concerns are addressed in the best manner possible. You may contact the school office at (704) 836-9603 to schedule conferences.

Guidance

The guidance counselors- Mrs. Rhodes (Student last names A-K), and Mrs. Hedrick (Student last names L-Z), are available to see students in small groups or individually. Sessions can focus on such areas as peer conflicts, substance abuse, depression, career planning, etc. Students who want to see a counselor must secure a pass from his or her teacher. Parents are welcome to contact the counselors by telephone, and we ask that you make an appointment if you wish to see the counselors in person.

Homework Responsibilities	
<p style="text-align: center;">Student Responsibilities</p> <ul style="list-style-type: none"> ● Understand homework assignments before leaving school and record them accurately in your agenda/notes. ● Take home all necessary materials to complete assignments. ● Schedule and organize time for homework assignments. ● Schedule time free from distractions. ● Confer with teachers about homework concerns. 	<p style="text-align: center;">Parent Responsibilities</p> <ul style="list-style-type: none"> ● Provide encouragement and support and show interest in your child's work. ● Assist students in developing good study habits by providing a comfortable, well-lighted area free from distractions. ● Evaluate your child's activities to be sure he or she has enough time to study and participate in family and outside activities. ● Encourage students to complete homework independently, unless otherwise instructed. ● Acknowledge good effort and work habits!

Cheating

Any attempt to obtain credit for work done by another person is unacceptable and is also part of our Gaston County Student Code of Conduct Rules. Cheating includes copying someone's work, giving someone your work to copy, getting or giving help on a test, and plagiarism including the use of Artificial Intelligence. For instances when a student cheats, the student's grade will be affected and a parent will be contacted.

Student Awards

Students should always strive to do their best, and school staff provides emphasis on recognizing student success. CMS recognizes students for achievement in academics, athletics, attendance, character education, and other special areas of our school.

Clubs and Organizations

CMS has a variety of clubs for student participation. Membership in these organizations is subject to the requirements available from each teacher sponsor. Club offerings at CMS include: Student Council, Battle of the Books, Math Elite, Junior Beta Club, Bible Club, Robotics, Eagle Pride, and Environmental Club, and others. Through these clubs and organizations, CMS works to offer a total school program where students can explore social, academic, and extra-curricular opportunities outside the norm of a classroom. We encourage all students to take part in one of our many organizations.

Beta Club

The purpose of establishing a Junior Beta Club is to encourage high academic achievement, reward merit, and to promote high moral character. This club is open to all students who qualify. The qualifications for membership are:

- Students must have a yearly average of no less than 90% and no grade below an 80 for initial placement in the Beta Club.
- Students may not have any grade below an 80 during the time of their membership in the Beta Club.

- Students must have no conduct grades of “unsatisfactory” for any classes.
- Students must follow all Beta Club bylaws.

Failure to maintain the required grades will result in a 9-week probationary period. If grades fail to comply with these standards at the end of the probationary period, the student shall be removed from the Junior Beta Club. Probation will be granted for one 9-week grading period in any given academic year. Eligible students are inducted into the club in the spring of the school year. There is a fee for national dues that will be collected when students are inducted into the club.

Safety Drills

Fire, tornado, and safety drills are held periodically throughout the school year. When these occur, students should listen carefully to any instructions from your teachers or administrators and walk silently and quickly to your designated area. **Note:** Pulling the fire alarm without cause is not only a danger to people in the school and fire department personnel, it is also a crime. For these reasons, CMS will suspend and/or seek criminal prosecution against any student endangering students, faculty, staff, or fire department personnel by falsely pulling the fire alarm.

School Security

All persons entering the school campus and buildings are subject to search by metal detecting devices. In addition, the school campus is monitored by surveillance cameras at all times. These measures are in place to ensure the safety and security of all students, staff and visitors.

Students should only use designated entrances and exits. Also, students must not be in any unauthorized area of the building or campus at any time. This applies during school hours and at after-school events.

Finally, in accordance with School Board policy, school officials may conduct random classroom or locker searches at any time, including the usage of walkthrough metal detectors. School officials may also conduct other searches based on reasonable suspicion.

Cell Phones

Students are to keep their cell phones **off and away** during the school day.

1st offense: Teacher confiscates phone and student picks it up in main office at the end of the day.

2nd offense: Teacher confiscates phone and parent picks up in the main office.

3rd offense: Office Referral, Teacher confiscates phone and parent picks up.



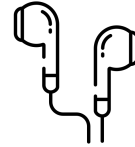
Headphones

Headphones/earbuds must be corded and are only permitted to be used with teacher permission. Wireless headphones and AirPods must be **off and away** during the school day.

1st offense: Teacher confiscates the device and student picks it up in the main office at the end of the day.

2nd offense: Teacher confiscates device and parent picks up in the main office.

3rd offense: Office Referral



School Telephones

Students may use school telephones **only** in emergency situations, such as illness. You must have permission from both your teacher (in writing) and the secretary to use the office phone. **We safeguard our students' instructional time; therefore, students will not be called out of class to receive phone calls.** Phone messages for students will be delivered at the end of the day.



Deliveries

School policy prohibits the delivery of flowers, balloons, food from delivery services, etc., to students. Our office staff will refuse any such deliveries. The goal of this policy is to free the instructional day from interruption or distraction.

Lost and Found

Articles found should be taken to the front office. Owners may claim their property by identifying it in the front office. Students are encouraged to mark clothing,

pocketbooks, book bags, books, etc., with their name so that lost items may be returned to them. Unclaimed lost and found items will only be kept in the office for two weeks. **Students should never leave items unattended in classrooms, locker rooms, halls, etc.**

Lockers

Lockers will not be issued for the 2023 - 2024 school year.

Cafeteria



Students may bring lunch or one can be purchased in the school cafeteria. Daily lunch menus are available on the Gaston County Schools website. Students are not permitted to order outside food and have it delivered to the school. We ask that all students maintain pride in their cafeteria by leaving tables, chairs, and floors clean, and properly disposing of trash.

Students who require modifications to their school meals for a diagnosed medical condition (allergies, diabetes, celiac disease, etc.) must have a completed *Diet Order* form on file at the School Nutrition office. *Diet Order* forms may be obtained from the School Nutrition office, cafeteria manager, or school nurse. The parent or guardian of the student requiring a special diet will be notified by School Nutrition regarding the effective date of the diet order. To ensure safety and sanitation, all foods served to students in the school must be obtained from a commercial food service entity which is subject to local rules, regulations, and inspections.

Breakfast is \$1.40

Lunch is \$3.00

Free and Reduced Lunch online applications are available on the Gaston County Schools website. Paper applications are available in the CMS office and cafeteria.

Parents/Guardians may utilize Family Portal Link <https://family.titank12.com> to pay with their credit or debit card.

Medication



Cramerton Middle School strictly enforces the Gaston County Board of Education's policy concerning medication. Accordingly, CMS will not give medication to students without written permission of the student's parent or guardian. **All** medications (including over-the-counter ones) must be in the original container and must include a pharmacy label indicating the type of medication and dosage.

Additionally, your doctor and parent/guardian must complete an *Authorization of Medication for Students in School* form which is available in the school office. **This form is required for all medications, including over-the-counter and short-term medications.** Also, parents are responsible for picking up all medications within one week after the last requested administration; otherwise the medications will be destroyed.

Students may not carry any type of medication on their person during school, including aspirin, cough medicine, and similar items. All such items must be kept in the school office in accordance with the guidelines listed above.

Athletic Information



CMS offers a variety of athletic activities for students in all grades, including softball, football (7th and 8th grades only), golf, volleyball, soccer (girls and boys), basketball (girls and boys), wrestling, track (girls and boys), baseball and cheerleading. To be eligible for athletic participation, a student must:

- be a resident of the school administrative unit in which he or she is assigned or have a valid transfer;
- meet local promotion standards for the previous school year;
- have no more than one failing grade in the preceding semester;
- receive and pass a physical exam, and have documentation on file with the school office; or DragonFlyMax.com
- not be 15 years old on or before August 31 of the school year.

If you are absent from school, or have OSS or ISS, you are not allowed to practice or play in a game or match on that day. In addition, each coach will set forth team rules in accordance with school and school system rules, and each student-athlete is expected to follow those rules.

Students wanting to try out for a sport must complete and submit all forms using DragonFly MAX, an online system provided by Gaston County Schools. If you have any questions, please contact our Athletic Director Chad Mosteller at jcmosteller@gaston.k12.nc.us

Behavior Guidelines

One of the most important lessons education should teach is discipline. This does not appear as a subject; however, it underlines the entire educational structure. Good discipline is the key to developing self-control, character, orderliness, and efficiency. Students are expected to exhibit good citizenship at all times and to follow instructions of any teacher or staff member. Students who misbehave will be dealt with firmly and fairly in order to protect the rights of all students and staff members.

The Gaston County Board of Education has adopted Student Behavior Guidelines that have been provided to each student. Please take the time to review the rules and the consequences of violating each rule. The school system code of conduct is strictly enforced at each Gaston County middle school.

In addition to the school system behavior guidelines, CMS has specific expectations/rules outlined on the preceding page and below:

1. Any item brought to school that interferes with or distracts from the school's mission of maximum student learning is prohibited. As a rule, if there is a question of whether or not to bring it to school...leave it at home. Such items will be confiscated and returned only to the student's parent/guardian. Continued violation of this policy will result in appropriate disciplinary consequences.
2. Unless otherwise authorized by teachers and/or staff, electronic devices, such as cell phones and speakers, etc., must be off and away at all times during the school day. The school accepts **no responsibility** for lost or stolen items. If students bring these items to class they will be confiscated and returned only to the student's parent/guardian after the first offense. **Beginning with the third offense, students will be assigned ISS or OSS for repeated violation of school rules.**

3. Students that are assigned ISS or OSS cannot attend field trips, athletic events, dances or any other school events on the day of their suspension.
4. Misbehavior at school or athletic events may result in removal from the event, loss of the privilege to attend future events, and additional school consequences, up to and including suspension.
5. Students should walk on the right side of the halls at all times. Pushing, shoving, picking, name-calling, loitering and running are not allowed.
6. There will be no bodily contact between students on our campus. Students should keep their hands, feet and objects to themselves.
7. After you arrive on campus, you are not to leave unless you have permission and sign out through the office. Once you have left campus after school, you are not to return except for athletic or other school events.
8. The administration retains the right to issue penalties for acts of discipline not specifically stated and to alter any penalties as deemed necessary.

Procedures for Handling Student Discipline

Gaston County Schools has adopted a comprehensive Code of Student Conduct. All students will receive a copy of this at the beginning of the year and sign a document to acknowledge that they received it. All students are expected to abide by all of the rules.

Teachers will handle minor misconduct in the classroom. However, if a student's behavior does not improve with the teacher's efforts, he or she will be referred to the administration for appropriate disciplinary measures.

Teachers will use consequences such as, but not limited to: a warning, a conference with the student, parent conference, detention, or a student may be sent out of the room for a period of time.

In addition, teachers may send a student to Redirect for the remainder of the class period for certain behaviors, including but not limited to:

- abusive language
- classroom disruptions that interfere with the learning of others
- talking back to a staff member
- defiance
- repeated minor offenses when the teacher's interventions did not work

When a student is sent to Redirect, parents/guardians will be contacted. In addition, students may be referred for additional behavior interventions such as counselor referrals or behavior plans. Students who receive four referrals to Redirect during a semester will also be assigned one day of ISS. More than four Redirect referrals may result in additional ISS, OSS, alternative placement, or other consequences as determined by the school administration.

Students referred to the administration for misbehavior will be subject to the following disciplinary measures:

- In-school disciplinary measures such as a verbal warning, behavior plan, parent conference, detention, or in-school suspension (ISS); or,
- Out-of- school suspension (OSS). OSS is the exclusion of a student from the regular school program for a period of one to ten school days.
- Loss of transfer, lottery seat or academy seat.

Repeated school violations may result in the administration referring a student for alternative placement, including the Warlick Academy, or in seeking a long-term suspension. Long-term suspension is the exclusion of a student from school for the rest of the school year. However, the school administration reserves the right to refer students for alternative placement or long-term suspension at any point.

Gifted and Talented Academy

Cramerton Middle School's Gifted and Talented Academy strives to ensure that we create a learning environment that inspires success and a lifetime of learning. Our approach to learning requires students to be actively involved in cooperative learning activities where students work together to solve real world problems. Attendance, engagement, and problem solving are components of student success. Students attending Cramerton through the academy must remain in good standing with attendance, grades, and behavior.

Bus Rules



Bus transportation is a privilege, not a right. Therefore, all students are expected to follow school rules from the time they begin waiting for the bus in the morning until they leave the bus stop area in the afternoon. Bus riders must follow bus rules and the Gaston County Schools Student Code of Conduct; otherwise they may face suspension from the bus and/or suspension from school. Students must wear a mask to ride the bus. Food and drink are not permitted on the bus. For safety and liability reasons, students may not ride a bus other than their assigned one. Students are only allowed to be dropped off at the location listed in power school.

Dress Code

Students are expected to maintain appropriate dress and appearance that will not, in any manner, disrupt class or school-related activities. While trying to be understanding of today's styles, we must provide an atmosphere that is conducive to learning. The school system's dress code contained in the Gaston County Code of Student Conduct will be enforced.

Disciplinary Action: If a student violates the stated dress code the student will be required to change into appropriate attire. If necessary, a parent/ guardian will be contacted to bring the appropriate attire to the student. Repeated violations will be considered non-compliance and will result in appropriate disciplinary measures.

Final Note

During the year, all Cramerton Middle School staff members are at school to help you achieve success. In order for this to occur, it is absolutely necessary for you to take an active role in your education and comply with the directions and procedures set forth by any teacher. The best way to achieve success this year is by attending school on time daily and always striving to do your best! If you need assistance, be an advocate for your education and ask a teacher, counselor, principal or parent/guardian to help.

Together, we will continue to see our shared success and have a great year. We are looking forward to the best year yet!



GO EAGLES!