Vision Statement of MCS: MCS will ensure that educational experiences inspire students to reach their full potential and lead productive lives in an ever-changing world.

Mission of MCS: MCS creates a supportive, engaging, and safe learning environment that builds knowledge, skills, and abilities needed for future success.

Core Beliefs of MCS: We believe successful schools are essential for thriving communities, and that:
- every student can learn and succeed, regardless of socio-economic status, race, and ethnicity;
- all staff are empowered to meet the diverse learning needs of our students;
- resources are provided so students and staff of all backgrounds and abilities can be successful;
- students should come to school and feel safe, secure, and cared for;
- we are a partnership with students, parents, and community; and we are accountable for the education of our students.

Vision Statement of CCMS: CCMS embraces the fundamental elements of teaching and learning that will help students acquire essential knowledge and skills to be successful and to develop a collective commitment to help all students achieve more.

Mission of CCMS: CCMS provides a stimulating, safe, educational environment for all students to become engaged in the learning process that will inspire lifetime learners to excel both academically and socially.

Core Beliefs of CCMS: We believe:
- in promoting a learning environment that is safe, challenging and positive
- that students become life-long learners through active engagement in their education
- that positive learning environments are established through effective communication among staff, students, parents, and community
- in holding every student to high expectations by allowing data to drive decision making as it relates to student achievement
- in supporting and encouraging both students and staff to learn beyond the classroom
- in acknowledging and celebrating both students and staff achievements
- that educational responsibility lies with everyone; administration, teachers, students, parents, and community
- that every student is a success story waiting to emerge
**SCHOOL HOURS**
The doors open to receive students at 7:30. All students have the opportunity to eat breakfast in the cafeteria each morning; however, 6th grade students will remain in the cafeteria, 7th grade in the multipurpose room, and 8th grade in the gym until the morning bell releases them to their grade level hallways. The bell to begin school will ring at **8:00 a.m.**, and the bell to end school will ring at **3:00 p.m.** All students must be picked up by 3:30 unless they are involved in supervised activities.

**ARRIVAL PROCEDURES**
The designated parent drop-off area is in front of the school where a staff member will greet your child. Please pull all the way up and unload as quickly as possible on the right side of your car, so traffic will move smoothly and safely. **For the safety of your students, parents may not drop students off in the teacher parking lot.**

**DISMISSAL PROCEDURES**
Cars should pull all the way up to pick up your child. Please encourage your child to watch for your car. **For the safety of your students, students may not cross in front of the school to meet parents in the teacher parking lot.**

**TARDY POLICY**
Students should arrive to school in enough time to get into their homerooms by 8:00 to avoid being counted tardy. Please make every effort to ensure your child arrives to school on time.

**ATTENDANCE POLICY**
Attendance in school plays a vital role in your child’s academic success. While there are times when students must be absent from school, parents or legal guardians must understand that they are responsible for ensuring students attend and remain at school daily. **Attendance is taken in every class throughout the day, so students must be in attendance more than half of each class period in order to be counted present for that class.** A student who is absent an entire day will accumulate 7 absences (1 absence for each class period). Once a student has accumulated 35 class period absences (excused or unexcused) or tardy more than 10 days, he/she must attend Turn Around Tutoring, Saturday School, or Summer School in order to make up his/her missed instructional time. A student who is absent more than 20 days may be retained.

**EXCESSIVE ABSENCES/TARDIES MAKE UP TIME**
Students with excessive absences (see description above) have three options for making up instructional time lost due to excessive absences or tardies:

1. Attend Turn Around Tutoring (3:00-4:30): Attendance at one tutoring session will make up 7 accumulated absences or 3 tardies.
2. Attend Saturday School (8:00-12:00): Attendance at one Saturday session will make up 21 accumulated absences or 6 tardies. Saturday School will be offered on October 19, 2019; January 11, 2020; March 21, 2020; and May 16, 2020.
3. Attend Summer School: Attendance during the summer session will make up all lost instructional time accumulated throughout the year.
**Excused Absences**
When a student must miss school, a written excuse signed by a parent or guardian must be presented to the school on the day the student returns after an absence. An absence may be excused for the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. observance of an event required or suggested by the religion of the student or the student’s parent(s) with written prior approval from the principal for a maximum of two days each academic year;
7. participation in a valid educational opportunity, such as travel or service of legislative or Governor's page, with prior approval by the principal;
8. absence related to deployment activity.

**Unexcused Absences**
Any absence not meeting the requirements above shall be an unexcused absence.

**LATE ARRIVAL & EARLY DISMISSAL PROCEDURES**
For car riders who arrive late (after 8:00 a.m.), parents must come into the office to sign the tardy log. All students riding a late bus are excused.

Parents planning to pick up their child from school early must come into the office to sign the early dismissal log on the office counter. The child will then be called to the office to be released to the parent.

If a parent sends another adult to pick-up a child, the person picking up the child must be on the child's emergency contact sheet. In the event of an emergency, and a parent has to have an adult not on the contact sheet, the parent must contact the office with the name of the individual. The individual must show identification before the office will release the child. **There will be no exceptions to this rule.**

**EXTRACURRICULAR ACTIVITIES POLICY**
Extracurricular activities are a privilege, and students are encouraged to participate and attend activities. All students participating or attending an event are required to exit campus within 15 minutes of the end of the event. Failure to leave campus in a timely manner will result in the loss of privileges for the student.
*First Offense: Parents will be reminded of school policy.*
*Second Offense: Parents will receive written notice that their child has lost their privilege to attend.*

**ATHLETIC ELIGIBILITY**
Students in 6th, 7th, and 8th grades may participate in sports; however, 6th graders are not allowed to participate in football. To be academically eligible, a student must be passing (or pass) all but one of his/her core content area classes at the end of each semester and meet promotion standards. Also, a student must have attended school at least 85% from the previous semester.
In order to try-out for any sport, both parents and students must have all participation forms completed and approved by the AD and an uploaded current physical to their account in PlanetHS (Arbiter Athlete). To create an account, please go to https://www.planeths.com/.

**GRADING POLICY**
All grades are entered into PowerSchool; teachers are required to update grades every Monday by 4:00. Parents can monitor their grades via the Parent Portal found at http://ncmcs.powerschool.com. A parent or guardian portal request form may be obtained in the front office. If you have any questions or concerns regarding your child’s progress in school, please schedule a conference with your child’s teacher.

Grading scales, final grades, and grade point averages shall be uniform throughout all district schools and in accordance with the following standards; however, grading policies are determined by each school. Teachers should provide you with a copy of their specific grading policies.

**Grading Scale**
The grading scale shall be a standard numeric scale with a corresponding letter grade as follows:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 0-59

**Final Grades**
While students may receive a grade as low as 0 on a given assignment, the lowest grade that may be awarded for a marking period is 50. Final grades shall be calculated as follows:

- For a semester course, a student’s final grade shall be the average of the grades for the two nine-week marking periods.
- For a year-long course, a student’s final grade shall be the average of the grades for the four nine-week marking periods.

**CELL PHONE POLICY**
In the interest of minimizing distractions that may hinder a student’s learning, cell phones may not be used during school hours; therefore, if students choose to bring a cell phone to school, it must remain in their locker the entire day. If emergencies arise during the school day, the school will contact the parent. If a child must contact a parent during the school day, he/she may request permission from the teacher and use a school phone to make the call; in addition, if parents need to contact the school or to speak with their child in the event of an emergency during school hours, they will need to call the school’s front office at 910-245-3796.

Any violation of this policy will result in the confiscation of the device. Offenses and consequences are listed below:

**Offense #1:** The cell phone will be placed in the cell phone drawer in the front office, and the staff member who confiscated the phone will document this incident on the cell phone violation spreadsheet. The student may come by the office on his/her way to the bus or car and retrieve the cell phone.
Offense #2: The cell phone will be placed in the cell phone drawer in the front office, and the staff member who confiscated the phone will document this incident on the cell phone violation spreadsheet. The staff member who confiscated the phone will contact the parent and request that he/she come to the school’s front office to pick up the phone.

Offense #3: The cell phone will be placed in the cell phone drawer in the front office, and the staff member who confiscated the phone will document this incident in Educator’s Handbook as an Office Referral. An administrator will contact the parents to come in for a conference to discuss future violations and consequences.

The school is not responsible for lost or stolen cell phones or electronic devices.

STUDENT DRESS CODE
All students who attend Moore County Schools are expected to maintain a neat and well-groomed appearance. The purpose of the dress code is to promote styles of dress that help create a positive learning environment for all students. Behavior patterns are affected by the clothing one wears and when students are properly dressed, their focus is more on academics and their self-esteem increases.

- Bandannas, skullcaps, sweatbands, pajamas or slippers, etc. are not to be worn to school.
- Hats, toboggans, head scarves, hoods, sunglasses, etc., must not be worn inside the buildings.
- Clothing that advertises a product illegal for students or depicts offensive statements, pictures or remarks must not be worn to school.
- Shorts, skorts, dresses and skirts must be at least mid-thigh or fingertip length. Leggings and jeggings are discouraged, but if worn, must be worn with a shirt that is at least mid-thigh or fingertip length.
- Pants and shorts must be sized appropriately, including waist and length, with no undergarments exposed.
- Shirts must have an obvious shoulder line and an appropriate neckline. Tank tops, halter tops or spaghetti straps are not permitted. Midriffs may not be exposed.
- No “oversized” shirts.
- Heavy chains of any type, i.e., wallet chains, chain belts, etc., are not permitted at school.
- Any garment or accessories that disrupt the instructional program or may inflict harm may not be worn to school.
- Footwear must be appropriate for school activities.
- Any attire that is prohibited by Rule 25, Gang and Gang-related activities, may not be worn to school.

Parents will be expected to bring appropriate clothing for their student if the dress code is violated.

POSITIVE BEHAVIOR INTERVENTION SUPPORT
PBIS is a framework for developing a school-wide discipline plan. This framework is being taught throughout the state by the NC Department of Public Instruction because it is research-based and has been shown to decrease behavior problems and increase student achievement. PBIS emphasizes the importance of teaching and re-teaching behavior just like we teach reading, math, and other academic subjects. At Crain’s Creek Middle School, we have developed our own school-wide plan. To promote positive behavior, we have established broad school-wide rules or expectations (Be Respectful, Be Responsible, and Be Ready). During the first weeks of school, students will be taught the expectations and procedures for each area...
of our school’s campus. Behavior plans will be developed for students that need additional support.

**CODE OF STUDENT CONDUCT**
While we make every effort to encourage positive behavior through PBIS, some students make choices that negatively impact them. These choices may result in ISS (in school suspension) or OSS (out of school suspension). Please refer to the Moore County Schools’ website for the Code of Student Conduct [https://boardpolicyonline.com/?b=moore](https://boardpolicyonline.com/?b=moore).

**HOME & SCHOOL COMMUNICATION**
Effective parent and school communication is a vital part of your child's success at school, so we do our best to keep you informed. **It is critical that we have current phone numbers and email addresses for all students at all times.**

**Parent & Family Engagement**
The MCS BOE recognizes the critical role of parents in the education of their children and in the schools; as a result, the Board directs school administrators to develop programs that will promote and support parental involvement in student learning and achievement. The district Title I Parent and Family Engagement Policy can be found at [https://boardpolicyonline.com/?b=moore](https://boardpolicyonline.com/?b=moore) and the school’s website listed below.

**School Website**
Please visit the CCMS website [https://www.ncmcs.org/ccm](https://www.ncmcs.org/ccm) for information regarding academics, athletics, and other important information.

**Facebook & Twitter**
Please follow us on Facebook [https://www.facebook.com/MCSCCMS/](https://www.facebook.com/MCSCCMS/) or Twitter @CCMS_MCS to stay abreast of important information and upcoming events.

**School Messenger Messages**
The principal will send out important messages each week using the School Messenger system. This system will send out a phone call, text, or email.

**Email**
Teacher email addresses are available on our school website. Teachers are expected to check their email twice daily and respond within 24 hours.

**Parent-Teacher Conferences**
Conferences with parents are encouraged at any time during the school year; however, to protect instructional time, we request that you set up an appointment to meet with a teacher (or teachers) before or after school or during the teacher’s planning period. **Required conferences for all parents are held at the end of the first nine weeks of school when report cards are issued.** All parents are encouraged to be involved in their children’s education.

**Parent Campus Visits**
If parents visit campus for any reason during the school day, they must sign into the office and receive a visitor badge before going other places on our campus.
**Student Agendas**
All students are provided with an online student agenda that is linked to Google Classroom. Both students and parents have access to their agenda.

NOTE: If you do not wish for your child to be photographed to post on our school’s website, Facebook, or Twitter account, please send your request in writing to the main office or to mejones@ncmcs.org.

**PARENT VOLUNTEERS, PTSA, & Athletic Boosters**
Parents are encouraged to volunteer to help us make our school the very best that it can be. If you are interested in volunteering in our school, please complete a volunteer profile sheet and turn it in to the front office. If you are interested in becoming a member of PTSA, please email Sterling Hafer at cemsptsamesnc@gmail.com. If you are interested in becoming an Athletic Booster Club member, please email, Kim Caddell at ccmsboosters@yahoo.com.

**Box Tops**
Please collect and save your clipped box tops and send them into school. Our school earns funds from collected box tops.

**Harris Teeter VIC Card**
If you shop at Harris Teeter, please link your VIC card to our school. The code for CCMS is 8500.

**CHILD NUTRITION**
Free and/or reduced rates for breakfast and lunch are offered for those who apply and qualify based on the income guidelines. **You must apply each year your child is in school.** You may re-apply for these at any time during the school year if your situation changes. **You must pay for your child’s lunch until you have been notified of qualification.** Forms are available in the school office.

It is important that you monitor your child’s lunch account. You can prepay to your child’s account at https://www.k12paymentcenter.com/, or you can send in money regularly.

**Breakfast & Lunch**
Breakfast is available between 7:30 and 7:55 in the cafeteria. Students bringing their lunch may purchase milk and available snacks; however, snacks cannot be purchased if accounts are negative. Students may not take food outside of the cafeteria.

**Breakfast Rate:** Full Pay $1.25; Free to those who qualify for free or reduced lunch.

**Lunch Rate:** Full Pay $2.50; Reduced $.40; Free to those who qualify.

Only milk or extra milk $.50

**DELIVERIES**
Please refrain from delivering fast food lunches to the office as outside food and drink are not permitted during school hours. In addition, flowers, balloons, and other deliveries are not allowed at school.

**SCHOOL FEES**
The Moore County Board of Education has established a schedule of fees which may be charged to students. In order to supplement the educational program for your child, some basic fees are
charged. The money is used to purchase additional instructional supplies. Your check should be made to Crain’s Creek Middle School and sent to your child’s teacher who will prepare and send you a receipt.

If you feel that you cannot afford to pay the school fees, please request from the office an “Application for Waiver or Reduction of Fees.” Complete and return the form to the principal’s office within the first twenty days of school. You will be notified regarding the action taken on your request.

**Instructional Fee:** $40.00 per student. This includes an instructional fee, a math fee, as well as a digital usage fee.
**Chromebook Repair Fee:** Fees are issued as repairs are made to individual devices. All repair fees are $20 each.
**Encore Fee:** Art/Band/Choir/Orchestra: $5.00 per student
**Agenda Replacement Fee:** $5.00 each

**NOTE:** If a student owes more than $50, he/she may not attend extracurricular activities.

**LOST AND FOUND**
We have a “Lost and Found” area located in the ISS room; however, valuable items (watches, glasses, jewelry, etc.) are kept in the front office when found.

**SCHOOL TRANSPORTATION AND SAFETY**
School buses transport many of our students to and from school. It is a privilege, not a right, for students to ride school buses. Students riding the buses are expected to remain seated and relatively quiet until they arrive at their bus stop. **Any conduct that hinders the safety and endangers the lives of the children riding the bus will not be tolerated.** Any child abusing this privilege to ride a bus will be suspended from riding. In support of our safety efforts, we ask that you teach safety at home and share our expectations with your child.

A consistent bus transportation schedule must be established for each student. If bus transportation must be changed for your child – to ride a different bus or get off at a different stop – a transportation form must be filled out and given to the front office at CCMS. Please expect that the change will take three days to be approved by Moore County Schools. Changes in bus transportation will not be made unless these procedures have been followed.

Calls to change the way a child is to get home should only be made on an emergency basis. **These calls must be made by 2:45 if we are to guarantee the child will receive the message before 3:00.**

**INCLEMENT WEATHER**
The decision not to have school for the day, to delay opening, or to have early dismissal is made by the county office and all local/area radio and television stations will make the announcements. Announcements will also be posted on the district website. All decisions are made for the safety and protection of our students. Moore County Schools has an automated phone service that will call parents at all phone numbers listed to alert them of school closing, inclement weather, or other emergencies.
**MEDICATION**

Students may not bring medication to school. If a child requires medication during the school day, parents must bring the medication in the original bottle or container to the school office and complete a *Request for Medication to be given during the School Day* form. This includes over the counter medications as well as prescription drugs. These forms must now be signed by a physician. Medication will not be kept in the classroom. Students will come to the office to receive their medication. **The only exceptions are asthma inhalers and epi-pens – these will stay with students at all times.**

**HEALTH**

In order to control communicable disease in our school, it is very important for you to keep your child at home for the following reasons:

- Temperature greater than 100°F
- Difficulty breathing or other signs of severe illness
- Diarrhea that cannot be contained or has blood/mucous
- Vomiting two or more times in previous 24 hours
- Rash with fever or behavior change until seen by doctor
- Redness of eyes with yellow drainage
- Strep throat until 24 hours after treatment started and no fever for 24 hours
- Chicken pox until all lesions dried and crusted

If you need to talk directly to the school nurse assigned to our school, you may call the front office.

**SCHOOL SAFETY**

School safety is vitally important and we take the responsibility of keeping our students safe very seriously. Should your child get injured, you will be notified immediately and an accident report will be completed with details explaining what happened. If we cannot reach you, a note or email will be sent home. **Please make sure we always have a current phone number where you or a designated person can be reached in case of sickness or injury.**

Please also make sure we have your current address on file in the office. If you move or change your phone number, please contact your child’s teacher and the office.

In an effort to keep your children safe at CCMS, we will implement the following:

- Classroom doors will remain closed and locked.
- Parents and visitors must sign in at the office and receive a badge to wear.
- The school will conduct monthly fire drills, a yearly tornado drill, and a lock-down drill 3 to 4 times a year. Classroom discussions will be held prior to the first fire drill, tornado drill, and lock-down drill so that children will know exactly what to do. Sometimes these drills will be announced and other times they will be unannounced.