



Student Handbook

2016-2017

Creswell Middle Prep School of the Arts

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Home of the Comets

Responsibilities of Students at Creswell Middle Prep School of the Arts

As a student at Creswell Middle Prep, you are expected to recognize and accept your responsibilities in the following areas:

1. **The Teaching-Learning Process:** You deserve the best instruction that we can provide. We expect you to set high goals and standards for yourself and to be willing to accept responsibility for your actions and decisions. For our efforts to be successful, you must attend class regularly and work to do your best.
2. **Respect for the Rights of Others:** Every right you have carries with it an obligation and a responsibility. Your rights must be balanced against those of the school, and the best interests in the educational process must be considered in what actions and behavior will be accepted.
3. **Responsibility of Your Own Actions:** You are responsible for things you do or fail to do. These decisions are yours, as are the rewards or consequences. You cannot assume responsibility for other students' actions, nor can they account for your actions.

School Day:

Hours for students: 7:55 A.M. to 3:05 P.M. Students may eat breakfast in the cafeteria beginning at 7:30 A.M. At 7:45a.m. students will be dismissed from the cafeteria to go to their classes. Students should be in their classroom at 7:55 A.M. Students are tardy if they arrive to class after 7:55 A.M. After 8:00 A.M, students must be accompanied into the office by a parent to sign in.

Attendance:

- A record of attendance is kept daily by the teaching staff.
- A written note stating the reason your child was absent must accompany him or her upon his/her return to school and turned into their grade level office.
- Absences and tardies are eligible for revocation.

If you have questions about a family trip or other planned absence, please talk to the grade level administrator about how this may be recorded.

We are mandated to report to the Metro School's Attendance Coordinator or to the Attendance Review Board, an arm of the Metro Nashville Juvenile Court, the name of any student whose unexcused absences exceed five (5) times during the school year.

EXCUSED ABSENCE – 4 criteria

1. Child's personal illness, includes doctor or dental appointments with a note.
2. Illness in the family requiring temporary help from the student.
3. Death in the family (maximum of three (3) days).
4. Observance of special and recognized religious holidays regularly observed by persons of their faith.
 - **All absences other than those outlined above shall be considered unexcused.**
 - **All absences must be verified in writing within three (3) days** (note from parent/guardian or medical professional)
 - **All absences for which no written verification is received will be considered unexcused.**
 - Parents and guardians are responsible by state law for the child's attendance at school and are held accountable.
 - **A student must be in school for 3 hours and 30 minutes of a school day to be considered present.**

Arrival /Early Dismissal Information

- **Arrival:**
For safety and supervision reasons, no one should arrive before 7:30 a.m.
- Students eating breakfast may enter the building at 7:30 a.m. and will be dismissed from the cafeteria at 7:45a.m. to go to their classrooms.
- Breakfast ends at 7:50a.m.
- Students NOT eating breakfast may enter at 7:45 a.m. to report to their first period/homeroom
- Students not in their classroom by 7:55 a.m. will be counted tardy.

Dismissal:

- Announcements begin at 3:05 p.m.
- Students should go to their lockers and directly to their designated area.
- If your student is a car rider, please stay in line and pick up your child(ren) in front of the school.
- Please follow the directions of the staff in the car rider lanes as they are there to ensure a safe and orderly dismissal for everyone.
- The designated pick up lane is the only monitored area to pick up students.
- Picking up your student(s) anywhere else is a safety issue that may be addressed by the school.

Early Dismissal:

A note is required for early dismissal. Children must be picked up in the office and signed out of school by the parent, guardians or others designated on the registration form. **Parents should avoid checking out students before regular dismissal, unless it is an emergency. Between 2:40 and 3:05 PM students will not be dismissed.** Your child's safety is the utmost concern to us. Dismissal during this time causes confusion and disruption, which results in an unsafe and disorderly environment.

Late Dismissal:

- Dismissal is from 3:05 – 3:30pm.
- Late dismissals are eligible for revocation.
- Please note: we do not have supervision after 3:30p.m.

Notes are Required for the following

A student must give the office secretary an excuse note, which has been signed by a parent or guardian:

- (1) When the student is absent from school.
- (2) In order to leave school in a manner different from the parent's instructions at the beginning of the year.
- (3) When there is any change in home address or telephone number.

Backpacks and Pocket-Books

Backpacks are not allowed in class. The only exception is dance class. Students may carry a purse to class, however if it becomes a problem the adults in the school may request the student to place the purse in the locker.

Bicycle Racks

Students riding bicycles to school must park their bikes in the bike racks provided. Using a bicycle lock is advised. Bicycles must stand up at or in the racks. Bicycles cannot be left lying on the sidewalk or in the grass. The school cannot assume responsibility for loss or damage to bicycles.

Please emphasize bicycle safety, bicycle laws, the use of helmets and manners to your children if they ride their bicycles to/from school. All students who ride bicycles to/from school should wear helmets. Students should walk their bicycles while on school property.

Bullying Reference MNPS Policy # SP.6.110

MNPS strives to provide a positive educational environment that prohibits any type of intimidation or bullying of students. Intimidation or bullying should be reported to any staff member, who must report the incident to the principal. The principal must take prompt action to prevent future harm. Guidelines for investigating bullying allegations will be followed and appropriate actions will be implemented to address and alleviate bullying behavior.

“This policy addresses conduct that takes place off school grounds, at any school sponsored activity, on school-sponsored transportation, at any official school bus stop immediately before boarding and immediately after leaving school transportation of any kind. Bullying that begins off-campus can be considered school related if it interferes with school activities, causes a disruption at school or interferes with the rights of students. Any incidents that occur in an after-school program will be referred to the afterschool program provider for discipline.”

MTA Bus Riders

- Obey the bus drivers’ instructions
- Remain seated with your feet on the floor on the bus
- Keep your hands, feet, and objects to yourself
- Talk quietly
- Students who live at least 1.25 miles from school may ride the bus
- Bus drivers must approve any requests for additional passengers-this must occur a day in advance of the request
- Should a student want to ride a bus home with another student, a parent/guardian note must be brought to the main office by both students before 9:15 a.m. so that the request can be verified by a phone call.
- For safety reasons, bus dismissal will not be delayed for students without approved notes from the school office.
- Visit <http://www.nashvillemta.org> for updates and schedules.

A bus driver’s job is an EXTREMELY difficult task. The school makes every effort to support them in their efforts to be effective, responsible, and safe. Bus discipline is handled using progressive discipline. Should a driver bring a child into the office and file a formal complaint, the student is given a warning. Additional trips to the office will result in a gradual loss of bus privileges, in some cases; students may lose the privilege of bus transportation for the remainder of the school year. Please be sure to read MNPS rules for riding the bus with your child. The rules are on the MNPS website.

Cafeteria, Breakfast and Lunch Information

Breakfast service begins at 7:30a.m. and ends at 7:50a.m..

1. Walk into the cafeteria.
2. Stay in your seat with your feet under the table and keep your hands to yourself.
3. Talk to the people at your table. (Not to children behind you or at another table). Your voice level should be at level 2.
4. Raise your hand and wait for permission before leaving your seat.
5. Gather all your trash and clean up your area before leaving the cafeteria.
6. When your table is dismissed, throw away your trash.

7. Get all utensils and condiments before sitting down.
8. Purchase a la carte items when you go through the line.

No outside vendor lunches (McDonald's, Burger King, Sonic, etc.) are allowed to be brought in. This will eliminate any dissatisfaction, disappointment, hurt feelings, etc. of students while dining with friends/fellow students and will also protect our students with food allergies. Also, please send only single servings of pre-packaged foods. (Large bags of chips, 2 liters of juice/soda, or boxes of cakes will not be allowed)

We encourage parents to come eat lunch with their child any time. Please be reminded that seats are at a premium for some classes and students always have first priority for seating at lunch. No outside food will be allowed in the cafeteria during this time. Questions or concerns about the cafeteria may be directed to our Cafeteria Manager, Kelly Lawrence.

Cell Phone and Personal Technology

A student may possess a cellular telephone, on school property, at an afterschool activity and at school-related functions, provided that during school hours and on a school bus **the cell phone remains off, not on vibrate**, and is concealed.

- Students are not allowed to use personal technology devices without teacher and /or administrative permission during school hours.
- Possession of a cellular telephone by a student is a privilege. Phones will be forfeited by any student who fails to abide by the terms of this policy.
- Violations of this policy will result in disciplinary action against the student which may result in confiscation of the cellular telephone and /or other disciplinary consequences. Parents will have to sign if the phone is collected. **This policy is strictly followed.**
- Phone will immediately be confiscated on the first offense if the phone is detected or used for highly inappropriate activities, including but not limited to:
 - Text messaging that contains inappropriate content, profanity, or threats to others.
 - Cheating on tests
 - Taking or showing inappropriate photographs
 - Calling outside groups or individuals to participate in fights, retaliate, or participate in other inappropriate activities on the school grounds or school event
- **Phones must be secured in a locked locker during the day.**
- **Phones are not to be displayed at any time during the day.**
- Phones should never be turned on during the day. This includes in the restroom areas, cafeteria, gym, hallways, classrooms, buses, outside on school property, etc.
- Students who use their phones for any highly inappropriate activities or refuse to relinquish their phone upon request to any person in authority in the school or on the school bus will have their phone immediately confiscated and lose their privilege of having a phone for the balance of the school year.
- The student who possesses a cellular phone shall assume responsibility for its care. At no time shall Metropolitan Nashville Public Schools be responsible for preventing theft, loss or damage to cell phones brought onto its property.
- No searches or investigations will be conducted for lost or stolen devices
- **Personal Technology Defined** - Personal technology includes, but is not limited to, cell phones, wireless earpieces/headphones, iPods, iPads, tablets, other MP3 players, calculators, etc.

Consequences for Violation – Possession of personal technology by a student is a privilege. This privilege will be forfeited by any student who fails to abide by the terms listed above. A device used outside these parameters will result in confiscation of the technology until such time as it may be returned to the student or parent which is at the discretion of the building administrator.

A student in possession of personal technology in violation of this policy will have the device confiscated and a parent will need to pick up and sign for its return.

Severe Violation Clause:

Highly inappropriate activities include but are not limited to:

- Communication that contains inappropriate content, profanity, intimidation or threats to others;
- Cheating and other forms of academic dishonesty;
- Taking or showing inappropriate photographs/video;
- Communicating with groups or individuals in a manner that causes a disruption of the school environment
- Refusal to relinquish phone to persons of authority upon request.

Violation of the severe violation clause may result in suspension from school for up to 10 days regardless of the number of previous offenses.

- For more information please see the district policy:
http://www.mnps.org/files/_6EKtt_/9dac9281606bd75a3745a49013852ec4/SP_6.107.pdf

Safekeeping of Confiscated Cell Phones

Personal technology which is confiscated must be taken to school administration and will be secured in a safe location. The device may not be searched while in possession of the school unless the building administrator or SRO has reasonable cause, consent or waiver by the owner of the device, or extenuating circumstances that pose a grave security threat.

Child Find

Child Find is how Davidson County Schools identify students at a young age who may be having problems. This may include children who are gifted as well as students who have trouble seeing or hearing, need special education services, or need supports to learn. It is important to find these children and give them the help they need as early as possible. Families concerned about how a child is doing can refer the child for screening by calling Student Support Services at 472- 4130.

Custodial Issues

Custodial parents are encouraged to provide the school with all current and relevant legal documentation showing any restrictions to a natural parent's visitation. If this is not provided, a parent proving legitimate connection to a student has parental rights under the non-custodial legal provisions of access. This includes all student records and could involve release of the student, if we have not received documents proving otherwise.

Deliveries to School

While the school realizes that students occasionally forget an item at home, we encourage parents to allow their students to take responsibility for their own items. If you need to drop off a forgotten lunch or homework assignment, please have their name on the item and deliver it to the office. Your student's name will be emailed to the teacher to let them know that items are in the office to be picked up. Since it can be disruptive in a classroom, the school does not allow deliveries of flowers, balloons, birthday cakes, etc. to students during the school day. The school is not responsible for items not picked up by students.

Designated Areas

Students are to remain in their appropriate areas at all times. Any student found in an unauthorized area is subject to disciplinary action.

Discipline

The purpose of discipline at Creswell Middle Prep School of the Arts is to maintain a positive and orderly learning environment for all students, while helping students to learn to manage their own personal choices. **We believe that relationships of mutual respect are foundational to learning.** Maintaining an effective school climate requires the cooperation and the commitment of students, parents, and teachers.

Students – Office Referrals

Teachers are responsible for discipline in their classrooms. Students who cause disruptions will be managed promptly by the classroom teacher and referred to the office only after prior interventions and parental contacts have been made in accordance with Low-Level Referral protocol. If a student makes a threat of immediate harm, this student will be escorted from the classroom.

In the event a student's behavior cannot be altered by the teacher's corrective discipline a referral will be written and sent to the office for further action. The referral will state the previous corrective measures utilized by the teacher and a descriptive explanation of the student's inappropriate behavior. One measure used here at Creswell Middle Prep to correct behavior is Restorative Circles. This is a conference which involves students, teachers, administration, and parents to support the student in changing their behavior.

This does mean that parents may be called to come in for these conferences. This is not a punishment for the student or the parent, but it is vital to the student's continued success in the classroom.

It is the desire of both parents and school personnel that students grow in the direction of appropriate/acceptable behavior at school and at home. We know that problems, conflicts and misunderstandings arise from time to time. Our responsibilities as adults must always be to teach children acceptable ways to deal with conflict, anger and hurt feelings. We can best do this by our own examples and by insisting that students respect themselves, their peers, their parents and all school personnel. We will not tolerate disrespect. Students will be expected to show respect for themselves and others at all times. Unsafe/inappropriate behavior as well as responding to conflict in a physical way (hitting, fighting etc.) is not acceptable.

Creswell's Dress Code

Personal appearance (dress, hair, accessories) must support a respectful and productive learning environment. All clothing must be appropriate and conducive to the learning environment. All students are expected to dress in a way that respects themselves and the rights of others. Students should dress appropriately for comfort, the weather, and maximum learning. In order to provide for the safety and minimize distractions in the classroom:

Shirts and Tops

- Dresses must be solid color (black, navy blue, khaki, or grey) with collar and sleeves.
- Shirts and tops may be any color, but they must be a solid color with sleeves and a collar (polo, dress shirt with or without tie, and turtleneck).
- Shirts and tops are not to have large print or logos. Manufacturer print or logo must be 4 inches or less. Manufacturer print down sleeves is acceptable.
- T-shirts may only be worn as undergarments. They must be solid color with no designs, logos, or writing.
- Creswell hoodies, Creswell T-shirts (sold in bookstore) or student council shirts can be worn any day of week with appropriate bottoms. The hood may not be worn during the school day.
- NO BLUE JEAN shirts will be allowed.
- NO DARE, GREAT, or RAV T-shirts allowed

- NO OUTSIDE COMMUNITY T-SHIRTS, POLOS, OUTERWEAR ALLOWED

Pants, shorts, capri pants, skirts, skorts, jumpers or dresses

- Students may wear BLACK, NAVY, KHAKI, BROWN or GREY color bottoms ONLY. This is our standard school attire Monday-Friday.
- ALL BOTTOMS MUST BE SOLID COLOR
- Bottoms MUST fit appropriately around waist. Belts are recommended, if pants have belt loops.
- The length of BOTTOMS must be appropriate. The “finger- tip” rule is best practice. If an outfit is called into question, the administration will deal with it accordingly.
- NO DENIM or BLUE JEAN MATERIAL of any kind may be worn.
- NO Sweats pants or pajamas
- Leggings may be worn under appropriate bottoms but will not be acceptable ALONE or to justify the length of the outer bottom
- SAGGING WILL NOT BE ALLOWED

Outerwear

- Outerwear such as sweaters, fleece pullover or zipper fleece, vests or blazers must be solid color. Manufacturer designs, logos, and writing must be no larger than 2 inches. School print and logos may be any size.
- Creswell Hoodies (purchased in bookstore) are permitted. NO other Hoodies are allowed. The hood may not be worn during the school day.
- Raincoats, windbreakers, large jackets or coats are not permitted in the classroom. These items may be stored in the student’s locker.

Footwear and Accessories

- No house shoes or flip flops
- Head coverings of any type are not to be worn. Those students who observe specific religious practices that require head coverings must submit appropriate paperwork for approval to the office.
- Bandanas are not permitted.
- All footwear and Accessories must be free of any illegal or inappropriate content.

School Spirit Days

School Spirit Days will be announced prior to the day. Every day will be standard school attire (SSA) unless notified by the administration team. WE WILL NOT HAVE SPIRIT DAY FRIDAYS.

District Zero Tolerance Policy

Alcohol, drugs, assault and weapons are zero tolerance. Pocket knives or any object that could be used as a weapon is not permitted. Use of any of the above is against school rules. Any student found in violation of these rules could be removed from Creswell and placed in an Alternative Learning Center.

Emergency Information

It is vitally important in times of emergency that the school is in possession of information that will enable us to promptly and directly contact the parents. The Student Emergency Information card is EXTREMELY IMPORTANT. Please return it as soon as possible. Telephone numbers, cell phones, work phone, pagers, and emergency contacts are especially important in the event of illness or

emergency. Should these numbers change during the school year, please notify the school office immediately, so that we may update our records.

Student Daily Expectations

Cafeteria	Hallway	Bathroom
<ul style="list-style-type: none"> • Always remember your manners • Use a conversational voice with the people at your table (Level 2) • Gather all necessary items before you are seated and stay seated • Clean your area (table, chairs, floor) before leaving • While waiting, treat everyone in line with respect • Be silent when lights are turned off • Raise your hand if you need assistance from the cafeteria monitor 	<ul style="list-style-type: none"> • Walk facing forward • Hands are by your side • Walk single file when traveling as a class • Keep hands, feet and body off the walls and lockers • Walk quietly • Stay to the right side of the hallway • During class, use a pass • Go directly to your destination • Use assigned locker at appropriate time 	<ul style="list-style-type: none"> • Wash your hands • Keep water in the sink • Allow people to have their privacy • Close the stall door • Flush the toilet • Voice Level 1 • Enter quietly • Report all problems and spills to an adult • 2 pumps of soap • 3 pushes for paper towels • Throw your paper towel in the trash can

Kind and Respectful Environment

Students must be kind and respectful when disagreeing with their peers.

Sometimes we may have disagreements with peers. When that happens, we maintain a kind and respectful culture by staying calm. We keep our voices at an inside level.

We use the rule of three to take care of situations where someone is bothering us.

1. Ask – Let the person know what they are doing that is bothering you. Be clear. For example, “You are poking me with your finger.” Then, ask the person to stop doing that. “Please stop poking me.”
2. Warn – If the person continues the behavior, let them know that you will tell an adult. “I already asked you to stop poking me. If you keep doing it, I will have to tell an adult.”
3. Tell – Finally, tell an adult. Letting the adults in the building help you solve your problems is the best idea. That is what we are here for. “I asked you to stop poking me, and I warned you that I would need to tell an adult if you continued. Now I am going to tell an adult.”

Students must treat each other with kindness and respect. Bullying of any kind is not allowed.

Bullying is when someone tries to control you through their hurtful words or actions. They may take something from you that you did not give them permission to have. They may call you names. They may threaten to hurt you if you do not do what they say. This type of behavior is not allowed.

If you believe that someone is bullying you, come to the office and fill out a blue Student Statement. Be sure that you let an adult know that you feel you are being bullied. In addition, make sure you tell an adult at home. By telling people what is going on, you are getting the help that you need.

The word “snitch” is used by bullies to keep students from telling adults what the problem is. This word is not allowed at Creswell. Any student who says the word “snitch” will be referred to

administration. It is important that we create an atmosphere in which students feel they can reach out for help.

Field Trips

Official field trip forms must be completed, signed and returned to the student's teacher before the date of the planned trip. Since it is necessary to have tickets purchased in advance, we may/may not be able to refund field trip money. Permission slips and money must be turned in to the office before the day of the field trip. **Children without appropriate permission will not be able to attend the field trips and will need to remain at school. Siblings of enrolled students are not permitted to attend field trips.**

Parents are welcome to assist as chaperones as needed in accordance with the volunteer guidelines found in this handbook. Parents may ride the bus if space permits. In cases where the number of chaperones must be limited, chaperones will be selected first from those parents who have not had the opportunity to chaperone on any previous field trip and/or by random lottery.

Grading Procedures Grades 5-8

- Overall grades are based on work products that address grade level standards.
- Grades should reflect student mastery of grade level content standards and a separate grade given for overall effort using the effort rubric.
- Within each category, grades shall be determined and recorded using multiple forms of assessment that demonstrate proficiency in a standard, including but not limited to:
 - Projects/presentations
 - Performance tasks
 - Summative Assessments
 - Portfolio Assessments
 - Written performance
- Students will have multiple opportunities to demonstrate proficiency.
- Students will be given additional opportunities to show mastery of standards thus extra credit will not be assigned. Do not include zeros in grade determination when evidence is missing or as punishment; use alternatives, such as reassessing to determine real achievement, or use "I" for Incomplete or Insufficient Evidence
- Do not reduce marks on "work" submitted late; provide support for the learner.
- Behavior will not be included in grades. See *Effort Rubric 5-8

Illness

- Your child's health is extremely important to us, and we need your help in maintaining a healthy environment for all of our children. Please be protective of your child and other children by not sending your child to school if he/she exhibits any of the following signs of illness: fever above 100 degrees, diarrhea, vomiting. Any child with these symptoms must be kept at home **a full 24 hours without symptoms** before returning to school.
- Head Lice – If your child should become infested with head lice, it is the policy of the district that he/she may not return to school until you have obtained a statement from your physician or the Health Department stating that your child is nit free. You may visit Lentz Health Center for a health care release (free of cost). A student's absence will only be excused for three days following being sent home for infestations.
- Strep Throat – Students should not return to school until at least 24 hours after beginning antibiotic therapy and being fever free.

- Communicable Disease – If a child develops chickenpox, mumps, measles, strep throat, or pink eye your child must have a doctor’s statement stating the child is not contagious and may return to school.

Internet Policy

In order for a student to use the Metro Nashville Public Schools Internet connection, a copy of the policy sent home must be read and the contract must be signed by the student and a parent or guardian.

Lockers

Students have been assigned lockers within each grade level in alphabetical order. Each teacher will receive a copy of locker distribution for their records. Teachers will be required to keep a record of these assignments. Students are not to share lockers or change lockers without permission. All student lockers are expected to remain locked throughout the day. Items placed in lockers without locks will be discarded. Students must provide their own locks and they must provide the school with the locker combination. The school is not responsible for any item that is lost or stolen. **NO OPEN FOOD or FOOD FROM THE CAFETERIA WILL BE ALLOWED IN LOCKERS**

Lost and Found

A “Lost and Found” area is located in the school. Parents and/or students may retrieve lost articles. It is a good idea to clearly mark items with the owner’s name so they can be returned without delay. This also discourages unauthorized borrowing. Eyeglasses and jewelry are not routinely placed with other articles, so please ask for these items in the school office. Unclaimed items remaining in Lost and Found at the end of the semester will be donated to a charity.

Media Permission

Throughout the school year, television, radio and print reporters may cover activities at our school. Students may only be taped, interviewed, or photographed with parental permission. While we will make every effort to secure parental permission for each occasion, this is not always possible. Please complete the media permission form located in the Student Code of Conduct book and the media release form for Creswell so that we may abide by your wishes. Students will also be given the opportunity to visit educational websites. Students will only be able to participate in these activities with your written permission. This permission is also included on the signature page of the Code of Conduct Book, if you would like for your child to participate.

Medication and Clinic Policies

Medication procedures are consistent with State of Tennessee Law TCA 49-5-415 and are being implemented in schools district-wide. The intent of this legislation is to assure the safe administration of medications to children in school who require them.

Please be aware of the following:

- The school must have an authorization form completed by the physician and the parent. These forms are available in the clinic.
- Medication must be in the original container, match the physician’s orders exactly and must be labeled by the pharmacy. Parents or legal guardians must bring the medication to school.
- If your child is taking an antibiotic that is prescribed for three times per day, parents should administer the medication before school, after school, and at bedtime. **DO NOT** send the antibiotic to school.
- Competent students are allowed to keep inhalers on their person as long as that is specified on the authorization form and signed by both parent and physician.
- If you are supplying over-the-counter medication, you must fill out the authorization form available in the clinic. All non-prescription drugs need to be in the original manufacturer's bottle with the child’s name affixed to the bottle.

- The school is required to designate school personnel to give medications to students on field trips. The school nurse is responsible for preparing the medication and giving it to the child's teacher. However, if you do not want your child to receive medication on a field trip, you will need to put that in writing.
- All medicine should be picked up on the last day of school. You may stop by the clinic to retrieve your child's medication. Medications left at school beyond the last student day will be safely disposed of.
- Once you are called to pick up a child from the clinic, your child should be picked up within 1 hour. Parents are not called unless there is reasonable suspicion the child is contagious or injured. For your child's comfort and the health of others, prompt dismissal is required.

Money

When money or checks are sent to school, please send it in an envelope labeled with student name, teacher and purpose. Students are discouraged from bringing large amounts of money to school. The school is not responsible for any lost or stolen money.

Office Routines

- Come into the office quietly without disturbing others and their work.
- Wait for someone to assist you.
- Ask permission from your teacher and the secretary before you use the telephone.

Parent/Teacher/Student Conferences

Communication must take place among parent, teachers, principal, and students in order to ensure a good learning environment. The teachers are ready to discuss any concerns you might have about your child and his/her experiences at our school. To protect the instructional time of our students, please email or call to arrange a convenient time to meet with your child's teacher at 615-291-6515.

Parent Volunteers

We welcome your volunteer efforts and ask that you first check with the administration to inquire where we might best use your assistance. Anyone who volunteers with children in any way in the school community needs to complete a confidentiality form as well as comply with the district's volunteer requirements. Volunteers may be asked to participate in the Creswell's Volunteer Training Session. Your assistance with the following would be most appreciated:

- Abide by the MNPS volunteer policies by completing fingerprinting and background check for certain volunteer jobs.
- Sign in on the Visitor/Volunteer page and obtain your Visitor badge/sticker. Please sign out when you leave.
- Go to only the classrooms that you designate on the sign-in sheet.
- Due to the use of sharp cutting devices and other equipment, children are never allowed in the workrooms.
- Classroom volunteers should schedule work dates and times with individual teachers in advance. When volunteering in the classroom remember to encourage, praise and compliment students, supervise students carefully at all times.
- Observe rules of confidentiality. If you work with or notice a student's work, you are bound by rules of confidentiality.
- We are unable to allow pre-school age children to come with volunteers.

Parties/Treats/Snacks/Birthday Celebrations/Invitations

Birthday parties are not allowed during school hours. Birthday party invitations may not be given out at school, unless one is brought for every child in the classroom. **Students and families may not bring items to distribute to the student body.** Student deliveries, flowers, balloons, etc. are discouraged.

Personal Items

Students may not bring items from home to play with during school NOR CAN THEY BRING electronic devices (such as radios, CD players, electronic games, virtual pets), toys, gum, balls, bats, etc. We are working to keep students focused on learning. The student's classroom teacher will communicate to parents any exceptions to this policy for that specific classroom. The teacher will state when it is appropriate to bring items from home and what these specific items may be.

PTSO

Our School's Parent Teacher Student Organization needs your support! If you are interested, please contact the office for more information.

School Closing

The local broadcast television channels (channels 2, 4, 5, and 17) as well as the phone notification system will broadcast the closing of school related to weather situations. Please check one of these channels, if available, or other TV or radio stations before calling school. The school must have on file a plan on the child's emergency card for your child in case school is dismissed early because of weather or other emergency conditions. Please make sure that important contact information such as phone numbers and email addresses are correct and on file in the school office.

School Immunization Law

Chapter 76, Section 15: "No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate, that the child has been successfully immunized against diphtheria, pertussis, tetanus, poliomyelitis, mumps, and rubella." Requirements for Kindergarten also include immunizations against Hepatitis B and Chicken pox (or physician-documented history of disease). NOTE: Children exempt from physical examination and immunizations reasons must present a statement signed by the parent or guardian upon entrance.

Student Identification Guidelines

The following guidelines apply to student's grades 5-12:

1. Students must have an ID badge on their person at all times while on school grounds during the school day. Students who do not have an ID badge may be denied admission to school events.
2. Students must present their ID badges to a school official upon request.
3. Students who display their ID badges during school hours may be eligible for random incentives at school discretion.
4. Students who repeatedly fail to have ID badges will be subject to more severe sanctions/consequences.
5. ID badges are not hall passes. However, students may be required to show their ID in addition to the school's hall pass policies.
6. Schools may require ID badges to be used to access school programs such as library, food service, and other functions as technology-based applications increase. Students are required to have their school ID badge while in the lunch line. If students do not have their ID badge, they will have to go to the end of the lunch line.
7. Schools may charge a \$5.00 fee for replacement of lost ID badges.

Individual middle and high schools may have additional requirements for the display and use of student ID badges. Parents are asked to support this initiative by helping to ensure that their child has the ID badge every day.

Tardy Policy: Students are expected to arrive on time for school each day. Excessive tardiness and early dismissals are documented and are turned over to our school social worker if deemed necessary.

- If a student is tardy, a parent or guardian will need to come into the office with the student(s) and sign the log sheet on the clipboard (the office record of tardiness).
- The office staff will issue late slips for children who are tardy prior to entering class after the parent or guardian has signed the student in at the office.
- Students have 5 minutes in between classes. It is the responsibility of the students to use their time wisely as they move through the building.
- Students tardy to classes are subject to receiving disciplinary actions.
- **Frequent tardiness disrupts the student's educational process.**

Textbooks/Library Books and School Property

Students should care for their textbooks/library books and school property responsibly. A complete textbook check will be made at the end of the school year. Lost or damaged books need to be paid for. Any damaged or loss textbooks are the financial responsibility of the student and their parents. The principal or principals' designee may apply any or all of the following sanctions against students who refuse or fail to pay for lost or damaged textbooks at the replacement cost less reasonable depreciation:

- Refuse to issue any additional textbooks until restitution is made
- Prohibit the student from taking semester examinations and/or year-end examinations in the subjects in which the textbook(s) is damaged or lost until restitution is made
- Withhold the report card until restitution is made.

Toys

Toys, games, trading cards (of any kind), game players, stuffed animals, headphones, and other like items, should not be brought to school unless requested by a teacher IN WRITING for special purposes. Personal technology is not to be used during instructional hours. If an item of this nature is brought without the teacher's permission, the item will be held at school until picked up by a parent. At the end of each month, all unclaimed items will be donated to charity.

Traveling To/From School Safely

Parents and those who transport students by car are reminded to exercise caution while traveling on or near school property. Visitor parking is only permitted in the front and side parking lot. The pick-up lane is open at entrance and dismissal for drop-off and pickup only. Students who walk to school should be reminded about traveling safely to/from school, crossing roads only with adult supervision. Students should act respectfully toward our neighbors and their property when walking to school. Safety Patrols are available to assist and supervise students. Safety Patrols must be obeyed by all the students.

Standard Operating Procedure for Visitors

All visitors are required to register with the office and provide identification that will be scanned into our database. If there is concern for alarm access will be denied to our students.

- All visitors to Creswell Middle Prep School of the Arts must come to the main office to register and be required to wear a visitor's badge.
- Signs shall be posted at all entrances to the school stating the need to report to the main office.
- The member of the secretarial staff acting as receptionist shall inquire into the nature of the visit and the visitor's name.
- If the visitor indicates a desire to speak with a particular teacher, the receptionist will explain that we do not permit teachers to leave their assignments to speak with

- outsiders, but that she will check the teacher's availability.
- If the teacher does not have an assignment, the receptionist shall attempt to locate him or her and indicate that a visitor wishes to speak with him/her and give the visitor's name.
 - The teacher may indicate that he/she will come to the office, or may ask to have the visitor come at another designated time.
 - If the visitor declines the opportunity to speak with someone else, the receptionist shall ask if a message is to be left.
 - Under no circumstances shall any visitor be directed to a particular part of the building without the receptionist ascertaining the nature of the visit.
 - If the visitor indicates a desire to visit a particular class; he or she must arrange it with the teacher for that particular class at least 24 hours in advance. The parent must sign in at the office and receive a visitor's badge. No infant, toddler, preschooler or school age child(ren) can attend class with the parent during observation/visitation time. The parent will be accompanied to that class by a staff member to the teacher in charge. \
 - Former students of Creswell will not be permitted to visit with teachers during school ours.
 - In any situation where the visitor does not appear satisfied with the procedures as stated by the receptionist or which seems unusual in some way, the receptionist shall summon an administrator, who will take charge of the situation.

Weapons

No weapons of any kind are allowed in school. Any item that constitutes a weapon will be confiscated and appropriate disciplinary action will be taken.

Withdrawal Procedures

If a move or other circumstance requires a withdrawal from school, a withdrawal form must be completed, all textbooks must be turned in, and a student must be in good standing with the library and cafeteria. Once all of the qualifications are met, a parent/legal guardian may withdraw a student from school.

What is Child Find?

Davidson County, in compliance with federal and state law, performs a countywide child find. Child find uses screening to find students who may need special education services and supports. There are two types of screening. The first is a general screening of preschool age children in the county. The other kind of screening is only for school age children. A child can be referred for screening by school personnel, the family, and/or individuals in the county (physicians, child care providers, etc.) This should be done any time it is suspected that a child has a disability. Children can be screened for the following areas:

- hearing
- vision
- speech
- social skills
- general health
- dental health
- growth