



Student Handbook

2017-2018

Creswell Middle Prep School of the Arts

3500 John Mallette Dr.
Nashville, TN 37217
(615) 291- 6515

<https://creswellarts.wixsite.com/creswellmnps>

www.creswellms.mnps.org

Twitter Account: @ITCRESWELLMNPS

Trellaney Lane, Executive Principal

Ashley Thomas, Assistant Principal

Shawn Jenkins, School Counselor

Home of the Comets

Purpose of School

IT Creswell Faculty and Staff believe the purpose of school is to learn and then use that knowledge to positively improve our community.

School Motto:

“Forward To Learn, Outward to Serve.”

Purpose of this Handbook

The purpose of the handbook is to create structure that will establish an orderly and safe environment for all **PEOPLE** at **Creswell**. Maintaining an effective school climate requires the cooperation and the commitment of students, parents, and teachers/staff. Oftentimes rules and procedures are created based on the amount of people or the environment. We request that our faculty/staff, students, families and guests respect the rules, policies and procedures that have been established realizing that we are doing so only to ensure that **PEOPLE** are safe and learning can take place. Please do not assist, encourage or condone **PEOPLE** in breaking district, school or classroom rules, policies and/or procedures. Assist us in requiring that **ALL PEOPLE** respect **PEOPLE and the Institution of Learning**.

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. The best interests of 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. We encourage students to be responsible, think ahead, plan ahead, and have **NO EXCUSES**. This is the expectation for professionals and pre-professionals.

Creswell Middle Prep School of the Arts Cell Phone Policy

Overview:

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st- century devices to supplement instruction and learning. However, it has been proven that students who are on cell phones or other electronic devices when it is **not part of the instructional lesson** are not fully engaged in learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Creswell Middle Prep School of the Arts. The school reserves the right to make amendments to the policy when needed.

Policy:

Student use of cell phones, Personal Digital Assistants (PDAs), or other electronic devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom.

Regulations:

- **Students are not allowed to make or receive calls on cellphones between the hours of 7:30a.m. to 3:30p.m.**
- Cell phones may ONLY be used during the 5 minutes between classes in the hallways. Receiving or making calls is NOT allowed.
- Cell phones and all functions within the cell phone (i.e. cameras, microphone, texting, applications for example, but not limited to Snapchat, Twitter, Instagram etc.) are not allowed in the following areas unless expressly permitted by a staff member for educational purposes: classrooms, library, cafeteria, all physical education areas and all school office areas.
- Students may not watch YouTube, movies, TV shows etc. on their devices.
- Filming, taking pictures, or audio recordings are only allowed with teacher permission for academic purposes only. When a student is in violation of this behavior the phone will be immediately taken from the student and administration will be contacted to investigate the situation.
- Substitutes can never give students permission to use cellphones in class.
- Cell phones must be on silent mode with no vibration or flash.
- The respectful, non-disruptive use of cell phones will be allowed in the school cafeteria on *Wired Wednesdays* during lunch period only. During *Wired Wednesdays* students may use earbuds (no headphones) to listen to music on their devices or play games. Students may not watch YouTube, movies, TV shows etc. on their devices. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones must be put away and made undetectable (i.e., silenced without vibration).
- Students using cell phones/PDA's or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable be reported to the Metro Nashville Public Schools Security Office and Metro Nashville Police Department.
- Headphones and other Bluetooth enabled devices are not permitted in school.
- Cell phones are not to be used in bathrooms, locker rooms, or dressing rooms **EVER**.

Violation of the Cell Phone Policy:

*Students will be given a verbal warning if a phone rings, vibrates or flashes before the discipline sequence.

•**First Offense** ~ The device will be held in the main office until the end of the school day. Students may pick up their phone following a behavioral contract review of this policy at the end of the school day in the main office. The front office staff will issue a receipt to the student documenting violation. (25 Live School points removed by faculty/staff)

•**Second Offense** ~ The student will have to turn their cell phone into the office each morning and pick it up from the office each day for a week. Failure to turn device into the main office during that week will result in automatic detention. The front office staff will issue a receipt to the student documenting violation. The teacher will make contact with a parent or guardian. (25 Live School points removed by faculty/staff)

•**Third Offense** ~ An administrator will establish parent contact and the confiscated device will remain in the main office until it is picked up by a parent or guardian. The student will be given After School detention. (25 Live School points removed by faculty/staff)

***Repeat violations past the third offense will be handled in a more severe disciplinary action by administration.**

This process will start fresh each quarter.

*It should be noted that refusal to surrender a cell phone or other electronic device when directed to do so by a school staff member, teacher, or administrator is a violation of the policy and could result in automatic after- school detention, in-school suspension or out of school suspension. (50 Live School points removed by administrator)

Policy Summary

1. Once inside the school, cell phones should never be visible in class unless the teacher has the student working on an academic task requiring the use. **(Subs can never give students permission to use cellphones in class.)**
2. If a cell phone/electronic device rings, vibrates, or is used for any reason without teacher permission, is visible anytime during class time, or if the student is caught using it on campus during class time, a staff member may confiscate the device.
3. Texting is permitted in halls during passing.
4. All cell phone use must be respectful and non-disruptive to students and staff.
5. Please call the office if a message needs to be delivered to your student. (615) 291-6515.
6. The staff of Creswell Middle Prep School of the Arts requests your FULL cooperation with our policy.
7. It should be noted that neither the school nor any of its employees are responsible for the loss or damage to any student's phone or electronic device whether that device is in the student's possession or confiscated by the staff. It is the responsibility of the student to adhere to this policy and to secure his or her belongings at all times. Neither classes nor instruction will be stopped to deal with or search for lost phones/devices.

Creswell Middle Prep School Dress Code Policy

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:

Allowed	Not Allowed
<ul style="list-style-type: none"> • Dresses, shirts, tops, may be any completely SOLID color with sleeves and a collar (dress shirt with or without tie, and turtleneck are also allowed). • Hoodies, cardigans, and sweaters must be completely SOLID, but may be any color. • 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 Creswell Club/Organization shirts can be worn any day of week with appropriate standard school bottoms. • Students may wear blue jeans on Fridays with Creswell shirts/hoodies, college/university shirts/hoodies or SOLID polo shirts. • Bottoms must be SOLID BLACK, NAVY, KHAKI, BROWN or GREY. • The length of BOTTOMS must be appropriate. The “fingertip” rule is best practice. If an outfit is called into question, the administration will deal with it accordingly. 	<ul style="list-style-type: none"> • No shirts, tops, hoodies, bottoms or dresses with writing, design, plaids or logos • No blue jeans Monday through Thursday • No outside community t-shirts, polos or hoodies • No hats, hoodie on head, rollers, hair bonnets or bandanas. Those students who observe specific religious practices that require head coverings must submit appropriate paperwork for approval to the office • No sagging • No illegal or inappropriate content • No pajamas, robes, night gowns, house shoes or blankets • No leggings or tights as pants • No headphones visible • No sheer or see-through clothing • No skin seen through ripped or torn jeans • No bare feet- Shoes must always been worn. • No raincoats, windbreakers, large jackets or coats worn in the classroom. These items may be stored in the student’s locker.

Reminders:

- Creswell Spirit Wear may always be worn.
- Jeans are **ONLY** allowed on Fridays.
- Students wearing ripped or torn jeans must have **NO** skin visible.
- Students may only depart from the above dress code when given written permission from the Executive Principal.
- Just because someone does not get caught does not make it right.
- Violating the dress code **MAY** result in after school detention or Saturday School and the loss of Live School Points.

School Spirit Days

School Spirit Days will be announced prior to the day. Monday through Thursday will be standard school attire (SSA) unless notified by the administration team. We will have Spirit/College Wear every Friday this school year.

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 should 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 the main office.

If you have questions about a family trip or other planned absence(s), please put in writing the request and have it submitted to the front office secretary who will then provide the request to the Executive Principal for approval.

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

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. The school has provided access to Fun Company for students who arrive early. Fun Company is not a free program.
- It is not wise or safe to have students arrive to school earlier than 7:30a.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:

- Dismissing hundreds of students safely is a task. Please be understanding and calm as our number one goal is to make sure the students are safe.
- 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. Please do not have your child meet you on the street, the church or any other location to pick them up because this is an unsafe practice and teaches students not to follow rules and procedures. Picking up your student(s) anywhere else is a safety issue that may be addressed by the school.
- The designated pick up lane is the only monitored area to pick up students.

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.
- Please do not text or call your child's cellphone to tell them you are on your way. Call the main office and we will assist in getting your child down for dismissal. Students are not allowed to wait in the main office.
- **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.
- Please note: we do not have supervision after 3:30p.m.
- The school has provided access to Fun Company and other clubs/organizations for students who need care after school. Fun Company is not a free program.
- Consistent failure to pick-up your child on time from Creswell sponsored events, tutoring, clubs and or organizations may result in disqualify from that opportunity.

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 Purses

Backpacks are not allowed in class. The only exceptions are dance and physical art classes. Students may carry a purse to class, however if it becomes a problem the adults in the school may request that the student place the purse in the locker. This will only move to a disciplinary issue if the student refuses or continues to break the rule.

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

- Go to your bus pick up location immediately
- 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
- 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. Bus dismissal will not be delayed for students without approved notes from the school office.
- Students must move with urgency because we cannot hold the city bus for students.
- 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).
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 in school unless it is a party approved by Administration). We encourage parents to come eat lunch with their child any time. 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.

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 615-472-4130.

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 the student's name on the item and deliver it to the office. **Please do not text or call your child on their cellphone to alert the child of the drop off. The school office staff will contact the teacher and request that the student come to the office and pick the item 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. Students that remain in an area in which other students are conducting inappropriate behavior are subject to disciplinary actions.

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. Restorative Circles and Practices are not in lieu of consequences including out of school suspension and expulsion. Restorative Circles and Practices are to repair the emotional or social harm that was caused.

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.

District Zero Tolerance Policy

Alcohol, drugs, assault and weapons are zero tolerance. Pocket knives or any object that could be used as a weapon are 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.

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, tell an teacher, staff member or administrator immediately. 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.

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

- **Throughout the quarter, a student may receive grades ranging from 100 to 0, however at the end of the quarter the lowest AVERAGE a student can get in a subject is F- 50.**
- 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.
- Students that do not turn work in will receive a Zero and have to make-up that assignment.
- Behavior will not be included in grades.
- For grades 5-8, students' scores on the Tennessee Comprehensive Assessment will make up 10% of the student's yearly (final) average in the subject areas of mathematics, reading/language arts, science, and social studies.
- In grade 8, the semester grade for a course with no state end-of-course exam shall be determined by each nine-week grade counting equally with the examination counting as a regular test grade.
- In grade 8, the semester grade for a course with a state end-of-course exam, the grade shall be determined by each nine-week grade counting 37.5% and the examination grade counting 25% during the semester in which the end-of-course exam is given. The exam given at mid-year will be included as a regular test grade.
- Seventy (70) percent mastery of the subject matter shall be considered passing.
- Numerical grades shall be used on the report cards and the cumulative records.

The grading legend for grades 5-8 shall be:

A = 100-93

B = 92-85

C = 84-75

D = 74-70

F = 69-0

I = Incomplete

Throughout the quarter, a student may receive grades ranging from 100 to 0, however at the end of the quarter the lowest AVERAGE a student can get in a subject is F- 50.

Grading Procedures for 5-8 Co-Curricular Courses

Courses that are based on performance and require after-school rehearsals and/or performances are considered co-curricular courses. The students in these courses are expected to participate in and may be graded on after-school rehearsals and performances, as well as classroom assignments and assessments with the following provisions:

- The parents/guardians must be notified of the grading policy concerning after-school rehearsals and performances within the first month of school. At this time, the teacher must inform parents how the rehearsals and performances will be weighted during each grading period. The parents/guardians and students are to sign a statement saying that they have read and understood the grading policy.
- An after-school rehearsal may count only as a daily grade. A performance may count as a daily or test grade.

- The teacher of the co-curricular course must notify parents/guardians a minimum of two weeks prior to any after-school rehearsal and six weeks prior to any after-school performance.
- An unexcused absence from an after-school rehearsal or performance will be given the same percentage of the nine-week grade as other after-school rehearsals or performances. If grades are not given for all after-school rehearsals and/or performances, a grade cannot be given for an unexcused absence from an after-school rehearsal and/or performance.
- A student who has an excused absence from an after-school rehearsal and/or performance cannot have his/her grades penalized due to the absence.

Grading Homework:

Background:

Research provides strong evidence that, when used appropriately, homework benefits student achievement (Good & Brophy, 2003; Cooper, Robinson, & Patall, 2006). Homework, therefore, is beneficial and important in a student's overall program; homework is required in MNPS effective the 2017-2018 school year.

- Completed homework assignments are to be reviewed by the teacher with feedback provided as appropriate.
- Homework completion will count for 10% of each 9 weeks grade. The 10% for homework is based on completion and/or accuracy. Homework will be graded.

General Information:

Homework is one of the many learning activities in which students engage; its purposes is to—

- extend learning, provide for the practice of concepts and skill development in concepts and/or skills initially presented in the classroom and that students can do independently to deepen their knowledge and understanding;
- provide opportunities for independent work;
- provide opportunities for enrichment;
- provide opportunities to preview work they will have (i.e., flipped classroom); and,
- provide opportunities to check for understanding and for possible instructional follow-up when students struggle to complete their homework assignments or have misconceptions.

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. 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 cafeteria. **Every two weeks we will place unclaimed items left in the "Lost and Found" in the trash, Soul for Soles or Goodwill.** 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, jewelry, keys, wallets and electronics will not be placed in the "Lost and Found", please ask for these items in the school office.

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.

Parents/Guardians Support for Student Success

- Be very involved and aware of the academic and artistic progress of your child
- Attend performances
- Stay on top of your child's academic and behavioral progress by checking *Infinite Campus*, *Live School* and *Remind* frequently (We STRONGLY recommend AT LEAST once a week, no matter what your child says) and staying in touch with all teachers teaching your child.
- Make sure your child has all required supplies, attire and equipment and help to ensure it is that it is neat and clean at all times.

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 headphones, radios, CD players, electronic games, or virtual pets), blankets, toys, gum, balls, bats, spinners, stuffed animals 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. 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. The teacher will state **IN WRITING** when it is appropriate to bring items from home and what these specific items may be. At the end of the year, all unclaimed items will be donated to charity.

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.

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 and truancy officer if deemed necessary.

- If a student is tardy to school, 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.

Creswell Tardiness to Class

Students are expected to arrive to each class on time, be in their assigned places, and be prepared with necessary materials, ready for class to begin. A new tardy record will begin at the start of each nine weeks.

	Student Responsibility	Parent Responsibility	Teacher Responsibility
First Offense	Sign tardy list in classroom		Record tardy
Second Offense	Sign tardy list in classroom Receive Tardy Reflection (failure to complete writing assignment will result in ISS)		Record tardy Assign Tardy Reflection
Third Offense	Sign tardy list in classroom comply with consequence	Conference with teacher;	Record tardy Assign Tardy Reflection Contact Parent
Fourth Offense and Beyond	Sign tardy list in classroom conference with administrator; comply with consequence	Conference with administrator;	Record tardy Automatic office referral

Tardy Reflection

This assignment is given because you were late to class. You are given five minutes to take care of issues and get to class on time. This assignment is due _____ to _____ by _____. If this assignment is not neat, thought provoking and turned in on time it will result in ISS or After-School Detention. Late notes WILL NOT be written as a result of turning in this assignment. It is your responsibility to turn this assignment in on time and to be in class on time.

Directions: To be early is to be on time. To be on time is to be late. To be late is unacceptable. In six paragraphs (**A paragraph must have 5 complete sentences.**) explain the value of time. Discuss the importance of being on time and how you plan to avoid late behavior.

Textbooks/Library Books/Instruments and Other 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 reissue any additional items until restitution is made.
- Withhold the report card until restitution is made.

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. Students should never walk in the middle of the street.

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 hours.
- 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.

Zero Tolerance Offenses/Volunteers and Visitors

Parents, volunteers or others who visit school facilities shall not interfere, disrupt, or obstruct the normal operations of the school. MNPS will not tolerate any violence or threat of violence within the schools toward either students or school employees. TCA §20-14-101 (2) defines a “credible threat of violence” as “a knowing and willful statement or course of conduct which would cause a reasonable person to believe that he or she is under threat of death or serious bodily injury, and which is intended to, and which actually causes, a person to believe that he or she is under threat of death or threat of bodily injury.” The following procedures should be followed when an assault or intimidating act occurs:

- The employee should give immediate notice to the principal/designee of the incident.
- The principal/designee should immediately obtain the details of the incident and report to School Safety and Security.
- The principal should provide the employee with reasonable assistance required to resolve the incident.
- Principals must report any assaults to the Metropolitan Nashville Police Department.
- If an employee is assaulted by a parent, that parent should not be allowed to visit the school unless the principal is notified in advance. Conditions for a visit must be established with input from the employee and communicated to the parent.
- Principals should make any necessary changes in classroom assignment of the student whose parent perpetrated the assault.
- Principal may recommend a transfer of a student if it is determined it is in the best interest of all concerned.

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

Creswell Middle Prep School of the Arts Behavior Expectations	Perseverance: Keep trying, stick to it, persist until well done	Ownership: Accepting responsibility for your choices and actions	Wisdom: Consider all your options before you act	Enthusiasm: Involved and engaged in school-wide activities and community	Respect: Consideration for self, others, and property
School-wide Learning Expectations	<ul style="list-style-type: none"> • Work to improve • Be willing to try • Attempt to solve problems • Stay awake 	<ul style="list-style-type: none"> • Be on time • Be prepared • Use class time wisely • Show pride in your work • Leave the excuses at home 	<ul style="list-style-type: none"> • Value learning • Ask for help when needed • Think before you act and speak • Learn from your previous experiences • Keep unproductive words to yourself 	<ul style="list-style-type: none"> • Show school pride • Love to learn • Actively participate 	<ul style="list-style-type: none"> • Follow classroom rules • Honor personal space and needs of others • Use appropriate voice • Use school materials and equipment as intended
School-wide Hallway Expectations	<ul style="list-style-type: none"> • Be patient with others • Move purposefully and carefully • Keep calm and carry on 	<ul style="list-style-type: none"> • Keep halls clean • Report problems • Share hallway space with others 	<ul style="list-style-type: none"> • Act responsibly • Get necessary materials for class • Be mindful of how your actions affect others 	<ul style="list-style-type: none"> • Be Courteous and friendly • Help others • Make eye contact, smile, and greet others positively • Enjoy hallway displays 	<ul style="list-style-type: none"> • Stay right • Use appropriate voices, language and behavior • Close lockers gently • Protect hallway displays
School-wide Cafeteria Expectations	<ul style="list-style-type: none"> • Be patient in line • Decide on a healthy meal and stick with it 	<ul style="list-style-type: none"> • Be responsible for your behavior • Clean up after yourself and others you sit with • Keep lines orderly • Buy your own food 	<ul style="list-style-type: none"> • Make healthy meal choices • Report problems or concerns • Make use of extra time to complete school work • Stay in your seat 	<ul style="list-style-type: none"> • Meet new people • Show appreciation of options • Be positive with others • Try new food 	<ul style="list-style-type: none"> • Be prepared • Use appropriate voice, language and manners • Honor everyone's place in line • Include others that are sitting alone
School-wide Library Expectations	<ul style="list-style-type: none"> • Search for answers • Look for questions • Keep revising 	<ul style="list-style-type: none"> • Take care of checkouts and over dues • Cite your sources • Leave no trace 	<ul style="list-style-type: none"> • Know when to use sources at hand • Find reliable sources • Keep an open mind 	<ul style="list-style-type: none"> • Enjoy opportunities your library has to offer 	<ul style="list-style-type: none"> • Use quiet voices • Follow library rules

School-wide ISS Expectations	<ul style="list-style-type: none"> • Know that this placement is a consequence of your actions • Be reflective so that you never have to return 	<ul style="list-style-type: none"> • Own your consequences • Report when assigned 	<ul style="list-style-type: none"> • Make better choices • Learn from your mistakes 	<ul style="list-style-type: none"> • Find a positive way to change • Make good use of your time 	<ul style="list-style-type: none"> • Comply with adult request • Remain quiet at all times
School-wide Restroom Expectations	<ul style="list-style-type: none"> • Use break time 	<ul style="list-style-type: none"> • Leave no trace • Report any concerns • Be safe and aware that if you participate or view inappropriate behavior you will receive a consequence 	<ul style="list-style-type: none"> • Know others will use it after you • Wash your hands • Place all trash in the trash can 	<ul style="list-style-type: none"> • Be quick, quiet, and return to class promptly 	<ul style="list-style-type: none"> • Always flush • Respect the privacy of others
School-wide Locker Expectations	<ul style="list-style-type: none"> • Use break time 	<ul style="list-style-type: none"> • Leave no trace • Report any concerns • Be safe and aware that if you participate or view inappropriate behavior you will receive a consequence 	<ul style="list-style-type: none"> • Place all trash in the trash can • Keep combinations code a secret 	<ul style="list-style-type: none"> • Be quick, quiet, and return to class promptly • Watch your time and be early to class 	<ul style="list-style-type: none"> • Respect the privacy of others • Obey the directions of the adults • Keep body parts to yourself • Move safe through the halls
School-wide Outside Expectations	<ul style="list-style-type: none"> • Remain in supervised areas • Return to class in a timely, calm manner 	<ul style="list-style-type: none"> • Leave no trace • Report problems • Pick up trash and throw it away 	<ul style="list-style-type: none"> • Choose safe activities • Make good choices • Dress for the weather 	<ul style="list-style-type: none"> • Enjoy time with friends • Include/invite others to join 	<ul style="list-style-type: none"> • Be polite and kind to others • Respect personal boundaries • Use appropriate language • Comply with authority
School-wide Assemblies Expectations	<ul style="list-style-type: none"> • Be seated with your homeroom teacher • Maintain good behavior 	<ul style="list-style-type: none"> • Act in a way that reflects our school in a positive way • Be a leader/role model 	<ul style="list-style-type: none"> • Make good choices • Move in a safe and organized manner 	<ul style="list-style-type: none"> • Show appropriate appreciation for staff, students and guests • Positively participate when invited 	<ul style="list-style-type: none"> • Keep it positive • Use appropriate language and voice • Demonstrate courtesy toward others

School-wide Gym Expectations	<ul style="list-style-type: none"> • Remain in supervised areas • Work to improve • Be willing to try • Maintain good behavior 	<ul style="list-style-type: none"> • Act in a way that reflects our school in a positive way • Be a leader/role model • Be prepared • Leave the excuses at home 	<ul style="list-style-type: none"> • Make good choices • Move in a safe and organized manner 	<ul style="list-style-type: none"> • Positively participate • Have good sportsmanship 	<ul style="list-style-type: none"> • Keep it positive • Use appropriate language and voice • Demonstrate courtesy toward others • Keep body parts to yourself
School-wide Office Expectations	<ul style="list-style-type: none"> • Be patient • Be polite • Stay calm 	<ul style="list-style-type: none"> • Report problems • Accept responsibility 	<ul style="list-style-type: none"> • Enter with a serious purpose • Be mindful of how your actions affect others 	<ul style="list-style-type: none"> • Make eye contact, smile, and greet others positively • Be Courteous and friendly 	<ul style="list-style-type: none"> • Use appropriate voices, language and behavior