

Dear West Creek Middle School Community:

Welcome to West Creek Middle School. We hope you share our excitement of a new school year and the many opportunities available to our students.

Our mission is to educate and inspire students to become life-long learners, independent thinkers, respectful individuals, and responsible citizens while providing a safe and engaging environment.

The West Creek Middle School website can be accessed through the cmcss.net website. A calendar of events and additional information about West Creek Middle School may be found there and you can like us on Facebook.

We are excited to participate in a partnership with you for your child's education. Through quality instruction, parent and student commitment to excellence, and positive community stakeholders WCMS continues to show growth as a school.

We invite all parents and community members to visit our school and take an active part in our efforts to maintain student success. It is an honor and a blessing to share this educational journey with your child.

Sincerely,

Faculty and Staff

West Creek Middle School



WCMS Expectation Matrix

Be Engaged Be Responsible Be Respectful

Classroom	Hallway	Cafeteria	Restroom	Locker Room	Bus
Wait your turn	Observe personal space	Follow directions of all staff	Keep hands and feet to yourself	Leave others' belongings alone	Follow driver directions
Use materials wisely	Move without disturbing others	Use inside voice & be polite	Give others their privacy	Keep hands, feet, and objects to yourself	Show courtesy to all riders
Be considerate of others	Use inside voice	Have permission to leave your seat	Keep our bathrooms clean	Use a quiet voice and be kind	Speak quietly and politely
Classroom	Hallway	Cafeteria	Restroom	Locker Room	Bus
Listen and follow directions	Use only your locker	Have money in your account	Flush the toilet	Bring and use a lock	Be on time to your bus stop
Arrive on time and be prepared	Take care of school property	Use your own money and eat your own food	Wash hands with soap	Bring clean clothes every week	Keep hands and all objects inside the bus
Be accountable for your choices	Quietly walk away from drama	Get what you need the first time	Report any problems	Keep the locker rooms clean	Get on and off at the correct stop
Take care of school property	Ask an adult for help if needed	Help keep our cafeteria clean	Have planner during class time	Wear your own clothes and shoes	Take care of the bus
Classroom	Hallway	Cafeteria	Restroom	Locker Room	Bus
Give your best effort	Walk directly to your destination with your planner	Make healthy choices	Use time wisely	Change clothes quickly	Stay clear of a moving bus
Have a positive attitude	Carefully walk down the stairs	Select and eat your food in a timely manner	Conserve bathroom supplies	Report for roll call	Be alert in emergency situations
Ask questions when you don't understand	Use time wisely	Sit in assigned areas	Use bathrooms in your classroom area	Keep up with your belongings	Sit in your assigned seat and face forward

Purpose of this Handbook

Our handbook is designed to provide general information about West Creek Middle School. We encourage you to review the handbook to become aware of our policies and procedures. We know that every child is unique, and we have strived to make our school an environment where students may grow to reach their potential. If you have questions as you review the handbook, please feel free to contact your child's teachers or the front office. After you have read and discussed the handbook with your child, please return the signed information sheet from the last page.

Arrival at School

Students should arrive at school between 7:00 am and 7:15 each day. Please be aware that we do not provide early morning supervision for students. No student is to enter the building before 7:00 am without administrative approval. Students should report to their homeroom class or to the cafeteria if they are eating breakfast.

Tardies

It is critical for students to arrive on time each day and prevent early departures. If a student arrives to school after the **7:20 bell**, they will receive a tardy slip to class. All students **must** be in class by 7:20. Students will not be excused from being tardy because a parent brought them in late. (Approval from an administrator, and formal doctor's or dental excuses would be an exception to the rule) All late students must check in with the office upon arrival to school. If a student misses more than 10 minutes of a class, they will be marked absent for the entire class period.

Lockers

Each student will be assigned a locker for personal use. Students should not give the combination to anyone or allow anyone else to use their locker. Students are not to change lockers. They are to use the locker assigned by the advisory teacher. Lockers are subject to search. Stickers or any adhesives should not be used inside or outside of the lockers.

All winter coats and book bags must be secured inside the student's locker upon arrival at school. These items will remain in the locker until the end of the day.

Dismissal from School during the School Day

Students occasionally need to leave the building during the school day. We ask parents to come into the office to sign their child out. The office will contact the student after checking the emergency card. No student may leave without going through the office. Students may only be dismissed to someone listed on the emergency card. No students will be dismissed from the front office after 2:00 pm.

Bus Riding Privileges

Bus transportation is a privilege. Students may be assigned to only one bus. They may not ride one bus to school and ride another home. If an emergency occurs where the student has to be transported to another residence, the parent should contact the school or send a note that must be turned in to the office upon arriving at school. **Going home with another student does not constitute an emergency.** If you have questions concerning transportation please call (931) 358-4089.

Make-Up Work

It is the student's responsibility to consult with each teacher about make up work upon return to school from an absence. The student will have the same number of days to complete the make-up work equal to the number of days absent (i.e. 3 days absent = 3 days to make up the work). Students are allowed to make up assignments if they are suspended from school, but it is their responsibility to request the work from each teacher. If a student misses school only one day, he/she should contact friends or see the teacher the next day for the assignments missed. For absences of three days or more, please allow a day's notice for school personnel to collect the homework without interrupting classes. The child is expected to complete the assignments within the allotted time and upon his/her return to school.

Phone Use

School phones are for emergency use only. (P.E. uniforms, lunch money, homework, forgotten items and permission to stay after school are not emergencies.) Students may not use their cell phones during school hours or on the bus.

Positive Behavior Support

It is the goal of West Creek Middle School to improve academic achievement, student behavior and the social interactions of students, parents/guardians, teachers and staff. In an effort to meet our goal, West Creek has adopted a comprehensive, integrated three-tiered (CI3T) model of prevention (Lane, Oakes, & Menzies, 2010). This CI3T model is designed to address the academic, behavioral, and social needs of our students, including a proactive approach for addressing students' needs in all three areas.

Student Expectations

West Creek Middle School students are expected to be very well-behaved. We have these expectations of all our students, and we hold everyone to this standard.

- Students are expected to come to school with the desire to learn and will respect the authority of all teachers and staff members at all times. Students are expected to avoid being disrespectful to any adult employee including bus drivers, custodians, cafeteria personnel, substitute teachers, student teachers, and office staff.
- Students are expected to attend school every day unless ill.
- Students are expected to return all articles found to their teacher, the principal's office or the SRO. Students are expected to report all missing items in similar fashion.
- Students are expected to avoid the use of lewd, vulgar or profane language (written, spoken or gestured).
- Students are expected to keep our building and grounds neat and clean by throwing away all trash.
- Students are expected to be in class on time. You must get a tardy note from the front office to take to class if you are late to school.
- Students are expected to conduct themselves in a socially proper manner. Public displays of affection such as hugging, kissing and handholding are not appropriate for this school setting.
- Students are expected to pass from one area to another in an orderly manner.
- Students are expected to refrain from getting into verbal altercations with other students.
- Students are expected to abstain from fighting at school, on the bus and while at the bus stop. Assault, battery and/or fighting **WILL NOT BE TOLERATED.**
- Students are expected to keep their hands to themselves and not horseplay while at school or on the bus.
- Students are expected to avoid cheating, which includes giving or receiving of information during test or other assignments. These unethical acts will result in an "F" or "0" for the test or assignment and a discipline referral issued.
- Students are expected to refrain from chewing gum or eating candy while at school or on the bus.
- Students are expected to refrain from compiling slam books, writing notes, cyber bullying, and writing on persons or clothing. These practices are not allowed.
- Students and parents are expected to read and adhere to policies set forth in this handbook and the CMCSS student rights and responsibilities handbook.

Reward Program Policy

As a school we believe in rewarding appropriate behavior for all our students. In order to attend or participate in any after-school reward activities (dance, basketball games, concerts or other after school programs) students can not receive more than four (4) Behavior Notifications or twenty (20) discipline points during the nine weeks that event takes place. This policy starts over each nine (9) weeks.

Code of Conduct

A copy of the Clarksville-Montgomery County Student Code of Conduct is available online at www.cmcss.net. This policy covers many areas of student behavior, which could lead to disciplinary action/suspension/ or expulsion. It is the responsibility of each student to know and understand this policy. Individual classroom teachers have established expectations, which the children are expected to follow. Our school has a school-wide discipline plan, which gives the child adequate time to correct the problems he/she is having before he/she is

referred to the office. Certain offenses require immediate office referrals. Examples of these are disrespect, cell phone, fighting, technology violations, etc.

Student Cell Phones

Cell phones may not be turned on during the school day and should be put away upon arrival. Cell phones will be confiscated if the phone is displayed or used during school hours and a discipline referral will be issued.

Student Dress Code

The Board of Education believes that proper etiquette, social customs, and good grooming are part of the educational process. While parents should exercise the primary authority in determining appropriate dress and grooming for their child in accordance with their age and grade, it is the responsibility of the school system to work with the parents in encouraging students to assume responsibility and to execute it sensibly as they mature. It is also the responsibility of the school system to provide an educational atmosphere conducive to learning. The dress code is designed to ensure the health and safety of students and to avoid distractions to the educational process, while preserving the basic rights of individuals. Students failing to comply with the dress code shall be required to make immediate arrangements for appropriate clothing. Refusal to make such arrangements shall result in a referral for disciplinary action. The following guidelines must be followed:

- A. Attire must not be destructive to school property.
- B. Dress or appearance must not interfere with the educational process or rights of others.
 - a. Bulky coats or heavy jackets cannot be worn to class. We would suggest sweaters and/or hoodies.
 - b. Clothing and/or accessories bearing patches, drawings, or sayings (stated or implied) that refer to drugs, tobacco, alcohol, weapons, obscenities, violence, gangs, or sex (stated or implied) will not be permitted.
 - c. Pants will be worn over the hips at all times. No undergarments or shorts should be visible. Sagging is not allowed, so a belt is recommended. Holes in pants are **not allowed** from mid thigh to the waistline if skin is visible.
 - d. Shorts, skorts, skirts and dresses must be of appropriate length as determined by school administration or a designee. Outer garments must be in compliance with the dress code. If a strapped shirt is worn, it must be covered.
 - e. Safe and appropriate footwear is required at all times. Flip flops are allowed but use discretion when participating in outdoor activities. Tennis shoes are required for PE.
 - f. Clothing and/or accessories that are deemed disruptive and/or are a potential health or safety hazard (i.e. safety pins, rubber bands, chains, etc.), because of their nature or the manner in which they are worn, are not permitted. House shoes and skate shoes are not allowed.
 - g. Headwear may not be worn during the school day. This includes headband unless being worn to hold hair out of students face.
 - h. Body piercing jewelry, with the exception of earrings, is prohibited in school or at school-sponsored activities. Jewelry ornaments or accessories which distract from the educational process or which present a safety concern will not be allowed (i.e. grills, spacers)
 - i. Administrators have the authority to modify any of the above rules based upon building condition or activities.

Student Conduct on School Buses

Students are expected to exhibit appropriate behavior on the bus. A student's bus riding privileges may be suspended temporarily or permanently for misbehavior.

- A. All rules that apply to school behavior apply to bus behavior.
- B. Students should be at the designated stops at the scheduled time.
- C. Students will obey the bus driver at all times.
- D. Students should conduct themselves in such a manner that they will not disturb the driver or other persons on the bus.
- E. Students should not tamper with any of the safety devices on the bus.
- F. Students should keep all body parts inside the school bus at all times.
- G. Student should keep the bus clean at all times, eating and/or drinking is not allowed.

- H. Students should maintain a quiet speaking voice and refrain from yelling at all times.
- I. Students should keep the aisles clear.
- J. Students shall get off at their regular stop unless they have permission from the transportation department and a note signed by an administrator to do otherwise. A parent note requesting alternate travel should be turned into the office first thing in the morning for verification.
- K. Students will remain seated while the bus is in motion.
- L. Cell phones and electronic devices are only allowed to be used to listen to music while on the bus.

Money/Valuables/Other Items

The school will not be responsible for lost or stolen items. Students should not bring large amounts of money or valuables to school. Students are cautioned to leave money/valuables in their lockers when going to P.E. and not share the locker combination. Students should not bring electronic devices, Nintendo/video, cameras, games, skateboards, laser pointers, trading cards or any type of toys to school. This will ensure students being responsible for their own items and reduce the number of missing items.

Progress Reports and Report Cards

The dates for progress reports and report cards are listed below. If a parent has questions concerning the student’s grade, the parent should set up an appointment to meet with the child’s team or a specific teacher. A poor grade on your child’s progress report or report card should alert you that your child is having difficulty. Calling, emailing, or scheduling a conference with the teacher or team is designed to keep you involved, if your child begins to struggle. PowerSchool is an informative tool that needs to be used by both Students and Parents to monitor student performance on a daily basis.

August 28	Progress Report	
September 18	Progress Report	
October 22	Report Card	
November 7	Progress Report	
December 4	Progress Report	
January 9	Report Card	
January 29	Progress Report	
February 20	Progress Report	
March 19	Report Card	
April 9	Progress Report	
April 30	Progress Report	
May 22	Report Card	*These dates are subject to change based on inclement weather.

Breakfast and Lunch

There are no lunch charges in the middle school. Students who qualifying for free lunch last year does not mean the student will qualify this year. Applications must be completed on a yearly basis and if the applications are not completed properly, the student will have to make other lunch arrangements. Lunch prices as of the printing of this handbook are as follows:

-ParentOnline (our online parent payment system) will have a minimum accepted payment of \$20 and 5% surcharge for 2018-2019.

Breakfast - \$1.15	Reduced prices Breakfast - .30 cents
Lunch - \$2.85	Reduced prices Lunch - .40 cents

*Prices are subject to change by Director of Food Service.

Parents may also make deposits and monitor balances by registering for the Parent online program. This is available online at <https://www.schoolcafe.com> or by calling **855-729-2328**.

Cafeteria Behavior

The student will:

- A. Observe proper table manners.

- B. Remain at his/her assigned table unless returning tray/trash to the proper area.
- C. Eat only in the cafeteria and do not take any food from the cafeteria back to the classroom unless it has been brought from home and is contained in a lunch box.
- D. Use a lower conversational tone when speaking with persons at his/her table and refrain from talking to others farther away.
- E. Remain seated until dismissed by the cafeteria monitor responsible for the class.
- F. Raise his/her hand when needing a cafeteria monitor and remain seated until recognized.
- G. Remain in the cafeteria unless he/she has permission from the monitor/school personnel to leave.

Medication

West Creek Middle School will provide assistance in the self-administration of prescription medications when those medications are required during school hours and necessary to maintain the health of the child at school. Prescribed medication must be brought to the office by a parent or guardian with a completed form (CMCSS 229 Authorization For Medications To Be Taken During School Hours) signed by a parent and the prescribing doctor.

Activities/Clubs

Students are encouraged to participate in extracurricular activities and clubs. However, appropriate behavior must be displayed at extra-curricular events. Extra-curricular offerings may include:

- Art Club
- Band and Choir
- Basketball Teams
- Drama Club
- Ecology Club
- Fellowship of Christian Athletes
- Gaming Club
- History Club
- Junior Beta Club
- Junior Civitan
- Math Club
- Media Club
- Robotics
- Yearbook

Dances and Rewards

Several dances or rewards are planned each year for students attending West Creek Middle School. Students not enrolled at West Creek Middle School may not attend. School dress code applies at these functions. Parents/guardians are encouraged to attend and chaperone.

There are other events, such as: dances, after school reward parties, concerts, basketball games, and plays. Students who are in ISS, suspended or expelled may not attend any school function. Consistent poor behavior may result in a child losing extracurricular privileges.

It is expected that students attending West Creek functions will be picked up promptly after the event, or they may be excluded from attending other functions. Pick up for these events is on the side of the building.

School Counseling Services

School counselors are available to speak with students. The child simply needs to request their teacher contact the counseling office. The school counselors will then request to speak with your child as soon as possible.

Our counseling services are both personal and educational. They will be providing programs dealing with adolescent behavior and expectations throughout the year. They will also offer parent seminars occasionally throughout the year. Parents wishing to speak to a counselor about a problem should phone for an appointment.

Administrative Services

Parents are welcome at West Creek Middle School. We encourage parental support and participation in all our activities; however, we do ask all parents to obtain a visitor's pass from the office as they enter the building. This is a procedure intended to protect our students. The administration will meet with parents when they have a concern; however, it is wise to phone ahead for an appointment to secure a meeting time. Students desiring to speak with an administrator should visit with him/her in the cafeteria during lunch.

School Resource Officer

West Creek Middle School has a School Resource Officer. The primary purpose is to provide increased security and safety on campus. The SRO will also be involved in counseling certain circumstances and speaking to individual students or classes where appropriate.

Supplies/Homework/Student Planners

West Creek Middle School students will be given a student planner. It is extremely important that each student take responsibility for any assignments, needed supplies, or homework by writing the necessary information in their student planner on a daily basis. It is also important that parents monitor their child's class requirements by reading and discussing the information in their child's planner on a daily basis. This allows the parents to remain informed about the daily requirements in their child's classes. By monitoring this planner on a daily basis, both students and parents will remain informed of needed information for the student's educational success.

Teachers do maintain their school website or a weekly newsletter that provides parents and students with up to date classroom information.

As the school year begins, students will be notified of school materials they will need. If additional items are needed throughout the year, their child's teacher will notify parents in writing. Permanent markers are not allowed at school.

Computers and Textbooks

All computers and textbooks are furnished to the students without charge by the Board of Education and the State of Tennessee. Students must take proper care of all issued laptop computers and textbooks. A replacement charge must be paid for all damaged or lost items.

Internet Usage

Each student and parent will be required to sign an agreement requiring that all school-related Internet usage be deemed for appropriate educational purposes only. If improper usage occurs, disciplinary consequences may occur.

School Building and Grounds

No student is to deface the school building or grounds in any manner. Please share the responsibility of maintaining the campus.

Field Trips

Field trips are considered educational experiences and rewards. Students participating in these trips are expected to exhibit their best behavior. For this reason, if your child has continuous disciplinary offenses during the school year, he/she may not be granted the opportunity to attend.

Emergency Cards

It is important to have accurate and updated information on the emergency cards. This is our main source of contacting a parent, if an emergency occurs during the school day. If a change of address or phone number occurs, please notify us immediately.

Inclement Weather/Extreme Emergency

If inclement weather occurs, please monitor local television and radio stations for school closings news. In the event of an extreme emergency, you will be contacted by a recorded phone message, which will provide all the necessary information regarding your child and our school.

Promotion and Retention

A student will be considered for promotion to the next grade upon successful completion of five of the six subjects listed below:

- English/Language Arts
- Math
- Related Arts/P.E. (or Band)
- Science
- Social Studies

If summer school is made available by the school board, the following stipulations will apply:

Students failing two subjects as listed above must complete one subject successfully in summer school in order to be considered for promotion. Students failing three subjects as listed above must complete two subjects successfully in summer school in order to be considered for promotion. Students failing the same course two years consecutively must take that course in summer school for credit in order to be promoted. Students under a second expulsion are not allowed to attend summer school without written permission from the Director of Schools.

Thank you for taking the time to review our handbook and the CMCSS Code of Conduct, which can be found online at www.cmcss.net. Parents/Guardian may request a copy of the CMCSS Code of Conduct from the office. Please complete and detach the information below and return the signed form to your child's first period teacher.

With appreciation,

West Creek Middle School Faculty

Student's Full Name: _____

Home Address: _____

Phone Numbers: _____ Cell: _____

Parent's/Guardian's Signature

Student's Signature