

**2017-2018 Cedar Creek Middle School  
Student Handbook Appendix**



**Cedar Creek Middle School  
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**Edgar Rincon, Principal**

**Elissa Adams, 7th Grade Assistant Principal**

**Joseph Sanchez, 8th Grade Assistant Principal**

**Maria Marquez, 7th Grade Counselor**

**Erin Munoz, 8th Grade Counselor**

## Principal Welcome Letter

Dear Parents and Students,

On behalf of the entire staff, it is our pleasure to welcome you back to the 2017-2018 school year at Cedar Creek Middle School. Our goal for every student is to S.O.A.R to new heights by building positive relationships!

We consider it a tremendous honor to serve your students. As educators, We believe that children are filled with boundless potential. Through the efforts of the school and community, we are able to help them develop their skills, talents, responsibility, and prepare them for continued success far beyond their middle school years.

The Cedar Creek Community is vested in producing happy, healthy students. Our school must be a safe learning environment but, equally important, a caring environment in which children are accepted for their unique intelligences and gifts. Continuing this focus for our school, we all (students, staff, parents, and community) will S.O.A.R beyond expectations!

As students do return to campus, We would encourage each of them to approach their experience with a positive attitude and openness to possibilities. We are very proud of the educational progress that our students continue to make each year and remain confident that this school term will yield even greater success this academic year. We look forward to working with each of you as we share ideas to sustain the provision of educational services from which children receive maximum benefit.

As we prepare to embark on this new school year, we will continue to enhance the opportunities for our students every day. Our school-wide learning goals will serve to help keep this focus as we support our students to become lifelong learners, to effectively use technology, to conduct themselves as responsible citizens, to communicate effectively, and use critical thinking skills while displaying their worth and good nature. We look forward to the 2017-2018 school year at Cedar Creek Middle School.

Go Eagles!!

Sincerely,

**Edgar Rincon,**  
**CCMS Principal**

# **S.O.A.R.**

One of the core beliefs at Cedar Creek Middle School is that students learn best in an environment where differences are valued and mistakes are seen as opportunities to learn and grow. With this in mind, the entire campus student body operates under what we call S.O.A.R. The S stands for Self-Discipline, the O stands for Organized, the A stands for Acceptance, and the R stands for Responsible. The campus motto is, "What Starts Here Changes the World." This all will start with relationships. Students are taught that S.O.A.R. is the habit to achieve. They are taught that in order to succeed in everything that they do (educationally and socially) they need to always think about S.O.A.R. S.O.A.R. posters are posted in the hallways of the campus and in every teacher classroom.

## **How to Help Your Middle School Student be Successful**

- \* Encourage your child to have the phone numbers of one or two "study buddies" who have the same teachers and may be helpful in clarifying homework assignments and directions.
  
- \* Set aside time every evening that is dedicated to only doing homework or studying. If your child has no homework, then this time may be used for reading or doing extra math practice.
  
- \* Teachers post grades on the Skyward Parent Portal. Use this tool to keep informed about your child's progress. If you have specific questions about assignments, first ask your child if the teacher distributed a written rubric or directions for the assignment. These items will specify what must be included in assignments and projects and what criteria are used for grading. Many teachers post these on their website.
  
- \* Keep a family calendar at home. Place it in a prominent place and have your child record all long term assignments and projects and test dates on the calendar.
  
- \* Assist your child in breaking down large assignments into smaller parts and calendar when each part will be done.

\*Each morning before your child leaves for school remind him or her to check to make sure they have their homework and supplies for school that day. Encourage (and perhaps assist) your child to organize their backpack on a weekly basis.

\*Email or call teachers with questions about academics or your child's progress. The Cedar Creek Middle School staff believes that communication between school and home is a vital component to our students' success.

## **Absences**

Student attendance is an essential part of receiving a quality education and preparing to participate in the work world. The State of Texas requires that a student must attend at least 90 percent of the days a class is offered to receive credit for the class.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense. [See policy FEA (LEGAL).]

Upon returning to school from an absence, students should bring a note signed by the parent to the front office.

## Tardies

Students are expected to be in their classroom when the bell rings, students who fail to do so are subject to disciplinary consequences. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

Number of Tardy/No ID Violations	Consequences
1st violation	Warning
2nd Violation	Warning
3 <sup>rd</sup> violation	Afterschool Detention (4:20-5:20pm)
4th Violation	Saturday Detention (8-12pm)

## Visitors

- **Volunteers:** We welcome and encourage volunteers from the community. All volunteers will need to pass a background check before participating in any school function. Applications for Volunteers in Public Schools VIPS are available in the front office or online. (Available in Spanish)
- **Raptor:** Raptor is the Visitor Management System used by BISD to ensure the safety of all children. When you visit Cedar Creek Middle School, your driver's license is scanned through this system.
- **IDs:** Picture identification (driver's license or approved picture identification) is required for all visitors to Cedar Creek Middle School.

## **Deliveries**

Instruction is an essential part of a student's day and deliveries to the campus disrupt this necessary instruction. Plan appropriately; deliveries of any kind (food, flowers, etc.) will not be accepted.

## **Arrival / Dismissal Procedures**

The school day begins at 8:20 A.M., when students are allowed into the building to go to class in an orderly manner.

Students may arrive early to school to eat breakfast at 8:00 A.M. in the cafeteria. Students will not be allowed to purchase breakfast after 8:20 A.M. unless arriving on a late school bus.

School is dismissed at 4:00 P.M.. It is important that students participate in the full school day. Avoid picking up students early from school, except in extreme situations.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. The student will only be released to a parent, guardian, or approved adult arrives on campus. Be prepared to show your driver's license (or other approved picture identification) to the attendance clerk in order for your child to be released to you. Students needing to leave school early will not be released to walk home.

Students will not be allowed to leave campus or be picked up early after 3:45 P.M..

## **Awards**

In May 2018, Cedar Creek Middle School will hold an awards ceremony celebrating student achievements for the previous school year. Invitations will be mailed home to parents / guardians of students receiving awards.

Eagle S.O.A.R. Awards are held every 6 weeks grading periods. In addition, students will be recognized for attendance and A-B and A honor roll in their classrooms throughout the year.

## **BYOT – Bring Your Own Technology**

Providing students and staff with a 21st century digital learning environment is a part of the Bastrop ISD mission statement. BISD allows students to possess personal mobile telephones and other electronic devices (laptops, smart-phones, eReaders, tablets, etc.) to use for instructional purposes at specified times during the day.

### **Electronic Usage:**

- Use of devices to enhance learning in the classroom will be pursued when deemed appropriate at individual teacher discretion.
- BYOT devices must remain silenced and put away in the classroom unless they are being used for approved instructional purposes.
  - Devices will remain off during all testing and students will be required to surrender devices during state testing.
- Students may use devices before school and after school.
- Device usage is not permitted in bathrooms or in locker rooms.
- If instructed by a BISD staff member, students must put away and silence the device no matter what the setting.
  - If a student is listening to music – at any time - one earbud must be out so that staff may address the student when needed.
  - Usage during passing periods will not be permitted. Earbuds and headphones are not permitted during passing periods.

### **Electronic Distractions:**

The user will abide by this Responsible Use Policy. If the user breaches this agreement, the consequences could include suspension of the user's accounts and network access. If a BYOT device becomes a distraction the school has the right to confiscate that device. The parent may pick up the confiscated telecommunications devices from the principal's office. If an electronic device is visible, the school can assume it is being used and will be confiscated. In addition, the user could face disciplinary/legal action including, but not limited to, criminal prosecution and/or penalty under appropriate state and federal laws. The Director of Information Technology Services and the campus principal will deem what is considered to be inappropriate use of the BISD computer network. They may suspend an account or network access at any time. Additionally, the

administration, faculty, and staff of BISD may request that a user's account be suspended or denied at any time.

**Escalation of Consequences:**

- 1st Incident: Device will be confiscated and a parent must come to school to pick it up during school hours. No Fee.
- 2nd Incident: Device will be confiscated, parent must come to school to pick it up and meet with a campus administrator during school hours.
- 3rd Incident and all recurring incidents: Device will be confiscated, parent must come to school to pick it up, parent will meet with a campus administrator during school hours, and a \$15 fine, plus additional consequences.

Picking up Electronic Devices Electronic devices will only be given back to the parents on Tuesdays or Thursdays from 8:00 AM - 11:30 AM and 2:30 PM- 4:30 PM. Student and parent must show I.D. in order to have the electronic device released. A referral will be issued to the student.

**Lost, Stolen, or Damaged Devices:**

The district will not be responsible for any damaged, lost, or stolen electronic devices. Students bring electronic devices to school at their own risk. BISD will not be held responsible if an electronic device or other item is lost, stolen, or misplaced. This policy includes lost or corrupted data on those devices. Parents are encouraged to notify campus administrators and file a police report for stolen devices, but campus principals are not responsible for investigating lost or stolen devices.

## **Student Identification Cards**

Every student receives a student identification card free of charge. All students are required to wear their card in a manner that it is visible at school and during all school activities. ID cards are mandatory for checking out textbooks and library books, for lunch, to visit the nurse, purchasing dance/social tickets and for admission to school dances/socials, and to earn HERO points. No ID card – no extracurricular school student activities. There is a \$3 replacement fee for a lost or stolen ID card.



Number of Tardy/No ID Violations	Consequences
1st violation	Warning
2nd Violation	Warning
3 <sup>rd</sup> violation	Afterschool Detention (4:20-5:20pm)
4th Violation	Saturday Detention (8-12pm)

### **Athletic Lockers**

Cedar Creek Middle School is not responsible for lost or stolen property. Your locker has a lock already on the door: 1) Check your locker over completely, make sure it locks and is secure. 2) Try the combination and make sure it works. If it doesn't work then recheck the combination with your teacher/coach to make sure you got the right one. 3) If this doesn't work then let your teacher/coach know immediately.

**DO NOT...** 1) Give out your combination to anyone including your friend. 2) Share a locker with a friend. 3) Change into a new locker without first checking with your coach. 4) Leave valuables in your locker. 5) Leave without double checking to see if you have left your locker open.

### **Communication**

Parents may track their student's academic progress and attendance using the new Skyward Parent Portal. Parents and students will be able to view grades once you have a login.

[Cedar Creek Middle School Web Page](#)

For general school information, teachers' class information, 7th and 8th grade newsletters, Cedar Creek Middle School's web page can be viewed at: [www.bisdtx.org](http://www.bisdtx.org).  
[Staff E-Mail and Web Pages](#)

All Cedar Creek Middle School staff members have email accounts and class web pages. Staff Email addresses can be found on [Cedar Creek Staff](#). This is the best way to contact a teacher or counselor's.

## Student Grades

Mastery Learning Mastery Learning provides the student with the opportunity to relearn certain academic objectives and retest for a passing grade. Mastery learning is intended as an opportunity to demonstrate learning when an assignment, test or major project has been failed. In such cases students will proceed as follows:

**7th – 8th grades:** Retesting/test corrections or resubmission must occur within 3 class periods once the graded assignment or assessment has been physically returned to the student. The teacher determines when the retesting and/or submission of test corrections will take place. Students will have one opportunity to recover a failed grade to a maximum grade of 70 in a general education or Pre-AP course.

**7th – 8th grades:** Per six week grading period for all subjects: Minimum of 7 daily grades, minimum of 3 major grades, minimum of 10 total grades (daily and major combined).

Recording Grades in Skyward Grades placed in the teachers' electronic gradebook system become immediately available to parents via a secure internet site. Teachers endeavor to provide feedback as quickly as their workload allows. The guidelines for entering grades into the system are listed below and only count school days. Please understand that this guideline applies to standard assignments and missing grades and not extended projects and assignments. Grades 7th -8th teachers will enter two new grades entered each Monday by 8:00 am.

Grade Weights for Report Card Calculation for 7th - 8th Grade will be as follows:  
60% Major Tests, Assignments, & Projects Classroom Assignments  
40% Classroom Assignments, Homework, Formative Assessments

Progress Reports - Notice of a student's performance in any course shall be issued after the third week of a six-week grading period.

## **Nurse's Office**

The school nurse is on duty during school hours. When there is a need to go the nurse's office, a student must get a pass from the teacher and present a student ID to the nurse. Upon returning to class, the student must have a hall pass signed by the nurse. Students will be sent to the nurse's office in case of illness or injury. Parents will be notified if their child will be unable to remain in school or if the emergency requires further medical attention.

### **Health Care Form:**

Parents shall complete a Health Care form each year including a place for parent consent for school officials to obtain medical treatment for the student, as provided by law. Parents must give other information that may be required in case of emergency, including health conditions and all medications that the student takes at home for each condition. Parents should update this information as often as necessary.

### **Medications at School:**

The Student Health Care form does NOT give consent for medications. If your child needs to take medication at school, complete a Medication Consent form which can be downloaded from the BISD website. Parents must make arrangements with the nurse to check in medications in the original prescription container. Ask the pharmacist to provide two labeled containers, one for school and one for home. For over-the-counter medications, please send the original sealed container. Medications may not be

transported on the school bus. Students may NOT carry medications in their backpack or purse during the school day

### **Inappropriate Displays of Affection**

In a public place such as school or at school-sponsored activities, excessive displays of affection are inappropriate. Students must respect each other and behave with care for those around them by acting in a mature manner. Students are subject to the Student Code of Conduct regarding PDA.

### **Bullying**

CCMS is aware that any type of bullying behavior can cause severe and lasting harm to its victims and is a serious issue. CCMS is committed to doing all that is possible to lessen this problem. CCMS will teach a Second Steps program that increases staff and student awareness of bullying, how to recognize it and methods to eliminate it. It is the desire of the CCMS to implement plans to diminish all bullying behaviors and create a safe environment for learning.

### **School Dress Code**

Cedar Creek Middle School will follow and enforce the [BISD Dress Code](#) approved by Bastrop ISD Board of Trustees. The dress code is established to promote a positive and appropriate learning environment. Students will show self-respect and respect of others by following the dress code. Any dress or clothing regarded as disruptive, violent, lewd, or as a distraction to the learning environment will result in a dress code violation in HERO with an opportunity to correct the violation. The student will be sent to the nurse to change. Appropriate clothing will be provided by the nurse for the student to wear. Students will be required wear the clothing provided by the school.

[BISD Student Code of Conduct 17-18](#)