

# **CROCKETT MIDDLE SCHOOL**

## First of School Procedures

2009-2010

6<sup>TH</sup> / 7<sup>TH</sup> / 8<sup>TH</sup> Grade Monday, August 24<sup>th</sup>

We think you ALL are SIMPLY the BEST!!

### **Welcome & Introductions – Angie Gaylord, Principal**

- Ms. Kelley, Mrs. Ramsey, Mr. Wheelless (Vice Principals)
- Ms. Carter, Mr. Nguyen, Mrs. Innis (Counselors)
- Mrs. Miranda (Data Processing Clerk – Counselors)
- Mrs. Garza (Principal's Secretary)
- Mrs. McLeod (Attendance Clerk)
- Mrs. Franco (Front Office)
- Mrs. Nottingham (Nurse)
- Officer Johnson

### **Arrival/Departure Procedures**

- Every child MUST be dropped-off / picked-up on the curve of the covered walkway. ALWAYS use the crosswalk to cross the parking lot. **One Way Traffic through the Parking Lot**
- Come to the covered walkway doors (doors open at 7:30 AM). Any student wanting breakfast may go to the cafeteria. Girls stay in cafeteria / boys go to the boy's gym until the bell rings. Musical instruments, tutoring, etc., require a pass from the teacher.
- 3:45 PM Make arrangements to go home. **Do NOT hang out after school.** Students on campus outside after 4:00 PM will be required to sit down to wait for their ride. Teachers are not on duty after 4:00 PM. Most teachers will be tutoring at 4:00 PM, not supervising students.

### **Changing Class Procedures**

- 4 Minute Passing between classes
- One-way traffic in hallways (just like automobile traffic) WALK ON THE RIGHT SIDE OF THE HALLWAY!!
- Stay in appropriate grade level hallway; move to class as quickly as possible **No standing in halls and talking.**
- Lockers--**DO NOT SHARE** lockers--There is no need to go your locker between every class! Please put your stuff up before 1<sup>st</sup> period.

- **Every Tardy equals a TEAM consequence.** Must be **in seat** when bell rings. In seat working on Daily Focus Activity when class bell rings/not walking in the door.
- **Passes required-** If you are in the hallway during class time you **MUST** have a hall pass from teacher.
- Restroom-Utilize your time wisely—go to the restroom then go to class
- Students will have 8 opportunities to use the restroom during the day. Students should not make it a habit of getting out of class to go to the restroom.

### School PRIDE Incentives: Jean days

- If you purchase a Team shirt and **JOIN PTA** then you can wear jeans on Friday with the team shirt. Jeans must be blue with **NO** cargo pockets or designs on the side.

### Parent INFO / Home Communication

- Correct Phone Numbers, Address – Mandatory State Law
- AGR cards, address, and Phone numbers **must be** kept up to date
- **Teleparent** will be used with important information from the campus and district. Make sure the correct number is on file.
- **Student and Parent Connection** available to check on grades regularly.

### Attendance

- Parent Phone the school, note from parent first day back, make up school work, etc.
- Tutoring available before and after school...schedule with teacher

### Lunch Procedures

- 6<sup>TH</sup> / 7<sup>TH</sup> / 8<sup>TH</sup> GRADE lunches are at different times
- Lunch number ready to put in computer/\$ out and ready
- Lots of students in the cafeteria/**MUST** keep your voices down!!
- Stay in assigned seat
- Raise your hand if you need anything

### Class-time

- **46 Minute Instruction Periods**
- Bell to Bell Instruction is required everyday at Crockett MS
- **No wasted time**
- Teachers will not tolerate any form of disruption!! If a student keeps a teacher from being able to teach and the student is removed from class or the cafeteria, it is highly likely the student will receive a

- ticket from the SRO for classroom disruption as well as other Phase 1 or 2 consequences.
- Absolutely no reason to be tardy to any class
  - **TEAM consequences for every tardy & dress code infraction.**

### Discipline

- You should always be Respectful, Courteous, Polite and Responsible.
- **Consequences** for Demerits, tardies, inappropriate dress, disrespect to others, etc.
- **TURN IN YOUR WORK! Detention after-school that day with your teacher!** You **will** have to contact your parents!
- During class time, you must have a teacher pass to be in the hall!
- Hear-say, rumors, gossip...Do not participate!
- Say nothing negative / Treat others the way you want to be treated!
- Hallways – Follow traffic rules, hands to yourself, walk at all times, no standing and talking, Do Not Share Lockers! Walk on the RIGHT.
- **Do not bring PSPs, Gameboys, MP3 players, etc. to school!!**
- Cell phones **Must** be off from 8:10 AM – 3:45 PM, not on vibrate. **If a teacher takes it up and turns it in to the VP there will be a \$15 charge and parent conference required.**
- **Bus Behavior:** language, noise level, hands to yourself, etc. **It is a Privilege to Ride/Not a Requirement!** If you create problems, you will be removed from the bus!

### Standard Dress Guidelines

- Shirts-Uniform shirts ONLY- (**no American Eagle, GAP etc. shirts if they cannot be tucked in.**); --Must have a collar; --Appropriate colors: white, royal blue, hunter green, navy blue, or light blue; ---Shirts must be **tucked in at all times; UNDERSHIRTS must be a uniform color!**
- Jackets--Must be zip up or button up; --Uniform colors ONLY; if hooded, must not be worn while on campus--Cannot be a coat
- **Belts**—Belts must be used to secure pants around the waist Pants—Appropriate colors: Navy blue or Khaki;--No oversized pockets;--No Sagging / NO cargo pants.
- Shorts and Skirts—Bottom of hem cannot be more than 2" above the knee;--Appropriate colors: Navy blue or Khaki
- **ID Badges**—Must be worn at ALL times;--Will not be eligible for free dress days, pep rallies, etc, if you do not have it on every day.
- Shoes and shoe strings must be same color!

### Supplies

- Always come to school prepared.
- Notebook, paper, pen, and pencil required in every class, every day! **A 2 ½ or 3"inch binder is required everyday this year.**
- Must have a Library Book with you at all times. Lunch is the only exception!

**2009-2010 POSITIVE Initiatives**

- Team Students of the Week
- LUNCH with the Principal Incentive Program
- Team incentives- bucks, dinners, drawings
- Jeans Day with team shirt if all supplies are present and organized.
- Principal's Treasure Chest drawing – tickets are given for good behavior. Each month a drawing is held in the front office. CD players, bicycles, gift certificates, special prizes are given.
- 6 Weeks Dog Tag Ceremonies: honor roll, Dog Tag awards, perfect attendance awards, no-demerits awards, etc.

**Crockett Middle School  
Class Meeting Information - First Day of School  
Parent Receipt of Information**

**August 24th, 2009**

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

**Return to your 2nd period teacher**