



The following handbook was created to inform students about essential procedures, events and characteristics that help make Crocker Middle School a wonderful place to go to school. Our ability to promote academic excellence ultimately relies upon our commitment to meet the needs of all students. Every Crocker student should be celebrated for who they are and who they are becoming as young adults.

CROCKER OFFICE INFORMATION

The office is open Monday – Friday 7:00AM – 4:00PM. Students are permitted to use the office telephone with office staff presence and approval. If a student is going to be absent from school, the school office should be notified by the parent, by phone, before 8:00 AM. Students who arrive at school after the tardy bell are to report to the office for an admit slip.

DROP-OFF AND PICK-UP

All students are to be dropped off and picked up on the blacktop at the back of school. DO NOT GET PICKED UP OR DROPPED OFF IN FRONT OF THE MPR DURING DROP-OFF AND PICK-UP TIMES!

Bicycles: Any student bringing a bicycle to school is responsible for placing it in the rack and locking the bicycle to the rack. The school will not assume the responsibility for any bicycles. State law requires all minors to wear a properly fitted and fastened bicycle helmet. Bicycle riders should observe the same laws that govern automobiles. Bicycles are not to be ridden through school grounds or around the building before, during, or after school hours.

SCHOOL RULES

Dress Code: We endeavor to create a respectful learning community for students of all ages and as such, we do not allow articles of clothing that include references to or promotion of drugs, alcohol, profanity, obscenity, sex, hate speech, or violence (whether overt or through innuendo). Undergarments are supposed to be under your garments as the name suggests and therefore should not be visible to others. Proper dress is required for admission to class. The Faculty and Administration are the arbiters of the dress code; students asked to change their attire must comply immediately by changing into their gym clothes or retrieving clothes from home. Administrators will be involved if students fail to comply or if they are a repeat offender of the dress code.

Birthday Recognition: Dressing in costumes or bringing balloons or flowers for a birthday celebration is not permitted during the school day. Cake, cookies, cupcakes, or any other food for birthday celebration are not allowed during recess or lunch.

Cell Phones: Cell phone and other personal electronic device usage is not allowed during school hours. This includes texting, gaming, listening to music, taking pictures, and Internet use. Cell phones will be confiscated if they are seen or heard during the school day, and a parent or guardian will be required to retrieve the phone. The office phone is available for student use when needed. Repeated offenses may result in additional consequences. The Apple watch must be on airplane mode during school hours.

Cellular phones or other communication devices must be turned off and put away. Devices can be accessed before the first period bell (8:30) and after the last bell of the school day.

Makeup Work: To ensure the desired outcomes of a lesson's objective, absentee work needs to be submitted in a timely manner. Due dates for missed work will extend out the same number of class periods the student is absent. For example, if a student misses two consecutive math periods, that student has two math class periods to make up the work after the last absence. The work is due on the third class period from the last absence. If a student misses two consecutive elective class periods or any other class that meets every other day, the student still has two class periods from that last absence for that class to complete the outstanding assignment. The work is due the third class period from the last absence. Exceptional circumstances may warrant extensions at the teacher's discretion. Students will hear more about grading and procedures from individual classroom teachers.

Lunch Program: Crocker students have the option of either bringing bag lunches or purchasing food online through our food provider, Choice Lunch. Information will be given at the beginning of each year regarding costs and purchasing procedures.

Hot Lunch Rules

1. Students will clean up after themselves and put all trash into proper garbage, recycling, or compost bins.
2. Students will not take other people's lunches, pick up other students' lunches and/or help themselves to additional food without adult permission.
3. Students will finish lunch in designated areas until the lunch recess bell rings.
4. Parents may drop off labeled lunches at blue cart in front of the school office.
5. No food delivery (e.g. DoorDash) is allowed for student

Classroom Hallways/MPR/Stairwell Rules

1. Students will walk, not run, on campus passageways
2. Students may not congregate in the MPR before school.
3. The first 20 minutes of lunch is to be used to eat in the designated areas.
4. Students will stay downstairs in those areas until the recess bell rings
5. When the recess bell rings the students can walk upstairs to
 - Go to the library
 - Go to the computer lab
 - Meet with a teacher for a scheduled appointment
6. During lunch recess students may NOT go upstairs to congregate, use the restroom or their locker. (Bathroom is available in MPR at Lunch)

Blacktop Rules

1. Students will keep hands and feet to themselves.
2. Students will check out and return equipment with use of student I.
3. All games will be open.
4. Students should report concerns to a staff member on duty.
5. Personal or school playground equipment will be used on blacktop ONLY during recess time and will be shared.

Late to Class (Tardy)

Good attendance is an important key to success in school. Attendance means more than coming to school. It means coming to school on time and getting to and from class in a timely manner. If a student has more than three tardies, the assistant principal and principal will be notified and disciplinary action may be taken.

Plagiarism/Cheating

Plagiarism and cheating are a serious offence. If a student is caught plagiarizing or cheating they will receive a zero on the assignment and/or test. The teacher will hold a Tier 1 consequence where they will ask the student to reflect on what they did and the seriousness of it. Further, the student's parents will be notified. If the behavior continues, the school administration will be involved and other discipline measures may occur.

STUDENT LIFE

Class Competition: Class competition is designed to motivate students' interest throughout the school year and to provide the opportunity to establish pride and spirit within the classes and throughout the student body. The competition is held among the 6th, 7th, and 8th grades. It incorporates three important elements of school life: academic achievement, service to school and to

community, and lunchtime fun activities. Class competition is the responsibility of the leadership class. The winning class is rewarded with an off-campus outing.

Club Ed: Club Ed takes place during the lunch period and is a place for students to finish or complete assignments they did not complete for homework. Students are expected to report to Club Ed with their lunch as quickly as possible at the beginning of lunch.

Dances: Throughout the year, dances are scheduled for 7th and 8th graders. The last dance of the school year is an all-school dance that also includes the 6th graders. These events are for Crocker students only. The dances are scheduled from 7:00 - 9:00 PM, and they are in the MPR. The Graduation Dance is only for the graduates at the end of the year.

Lockers: All students are assigned a gym locker and a book locker at the beginning of the year. Students are urged to use their lockers before school, between periods if time permits, and at morning recess, and after school. It is essential for students to keep their combination confidential. Students are responsible for damage to their lockers. If your student has trouble open the locker please let the office know. Once we are made aware, we can support and assist in a variety of ways.

Lost and Found: Valuables found by students are turned in to the school office. Please put your name on articles of clothing you may remove during the school day, particularly sweaters and jackets. Unclaimed lost and found articles are donated to charity at the end of each trimester.

Where Everyone Belongs: WEB began as a yearlong transition program that eased the change for students from 5th grade to middle school. Now, WEB includes 6th, 7th and 8th graders. There is still an orientation day for incoming 6th graders in the spring of their 5th grade year. The 8th grade WEB leaders organize and run the activities. To be a WEB leader, students apply during their 7th grade year.

Disciplinary Process

Our goal is to provide students with support for personal growth and a clear understanding of the school's behavioral expectations as well as consequences for misbehavior. We believe that when students understand the school's expectations and receive support for appropriate behavior, disciplinary situations become rare.

When a student disregards our values and rules, the violation will be addressed through a tiered disciplinary process. Because the school's goal is to provide opportunities to learn and practice acceptable behavior, in most situations, the student's teacher will provide the student with a chance to reflect on and practice alternative behaviors. If the student's behavior continues or is egregious in nature, the assistant principal will be notified and will work with the student.

When the school community, parents, and students work together, any disciplinary situation can be an opportunity for learning and growth.

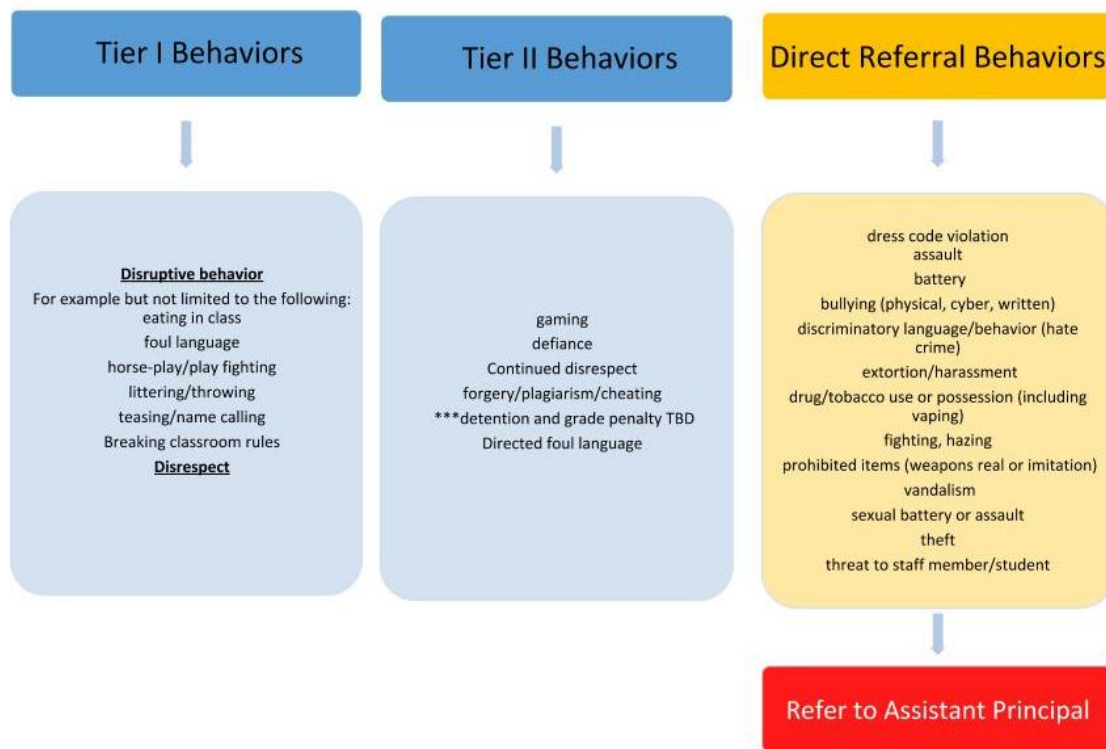
Disciplinary Consequences

Tier One Consequence is a timeout from school that takes place with the teacher. This short timeout (5-10 minutes) takes place either at recess, lunch, before school, or after school. The student is asked to reflect about his/her behavior. The student's behavior will be documented and parents will be notified.

Tier Two Consequence occurs when either the behavior continues or it calls for a more serious consequence. A tier two consequence is a full lunch (including lunch recess) detention. The student's behavior will be documented and parents will be notified.

Tier Three or Direct Referral to the Assistant Principal occurs when either the student's behavior continues or the student displays behavior warranting a direct referral to the assistant principal. The assistant principal will formulate a course of action, and in serious cases, involve the principal and/or superintendent. Consequences for violations of school rules are determined within the discretion of the school and may range from required participation in a school service program to expulsion. In especially egregious situations, the administrative team may act immediately to suspend or expel the student.

Students who repeatedly violate the school's behavioral standards in less egregious ways, or do not demonstrate an appropriate effort to correct their unacceptable behavior may also lose privileges to participate in school wide activities and events.



Cyber Bullying

Cyber bullying is not tolerated. Being that electronic devices other than Chromebooks are prohibited on campus, most inappropriate cyber activity takes place off campus after school hours. However, sometimes often the activity becomes troublesome for the student(s) and starts to impact school and/or learning. If this happens, the assistant principal will investigate and work with the student(s) involved. Depending on the findings from the investigation, disciplinary action may take place.

STUDENT GOVERNMENT

Crocker Student Council Officers: Student Council Officers will be elected by the end of May. Candidates for student Council must submit a candidacy form, cover letter, and resume. Candidates will be interviewed by staff and campaign under the guideline set forth by the Leadership Teacher. Following campaigning, candidates deliver a speech outlining their platform for the forthcoming year. Speeches are approved by the Crocker Leadership Teacher and are delivered before the entire

student body at an election assembly. Voting occurs after the assembly. Absentee votes are included in the vote count. A simple majority will determine the winners. Other leadership positions include: commissioners, advisory representatives, and community service representatives.

Responsibilities of Crocker Student Council Officers

President (8th Grader):

1. Leads Student Council meetings
2. Relays information to the principal
3. Works with the parent group
4. Organizes Student Council activities

Vice President (8th Grader):

1. Leads Student Council meeting when president is absent
2. Writes minutes when secretary is absent
3. Confers with the president and the principal
4. Assumes leadership of committees when directed by the president

Secretary:

1. Writes minutes
2. Takes roll call
3. Confers with the president and the principal/assistant principal

Treasurer:

1. Keeps an updated record on the financial condition of Student Council
2. Authorizes Student Council expenditures
3. Confers with the president and the principal/assistant principal

Athletic Commissioner:

1. Assists in after-school sports programs
2. Confers with the president and the principal/assistant principal

Green Commissioner:

1. Promotes campus clean-up, recycling, and composting
2. Confers with the president and the principal/assistant principal

Spirit Commissioner:

1. Plans, organizes, carries-out, and evaluates school-wide events that enhance the spirit of the student body
2. Forms a committee at the beginning of the school year to help plan spirit activities

Student Activities Commissioner:

1. Assists the assistant principal in developing an assemblies program for the school year
2. Announces at all assemblies and serves as the master/mistress of ceremonies for the annual talent show
3. Assists the school counselor and assistant principal in planning and coordinating extracurricular student activities.

Election of Class Officers: Individual Class officers will be elected by the end of the third week of school. Candidates for class offices must submit a candidacy application which includes faculty approval. Eligibility requirements are the same as for the student body offices. Each class will hold an assembly for speeches. At the end of the assembly, the students will vote for their candidates, as

supervised by the class advisors. A simple majority will determine the winners. Class presidents will also serve as representatives to the School Site Council.

Student Council Representatives: Each advisory elects a representative and an alternate to the Student Council.

HILLSBOROUGH RECREATION

The Crocker after-school sports program is oriented toward interscholastic sports for boys and girls. Participation is on a fee basis. Students may be liable for exclusion from these activities upon being taken out of school activities for 30 days or for being suspended. Students and parents are invited to attend school-sponsored after-school activities.

Handbook Acknowledgement Form

This handbook was designed to help you and your parents understand some of the rules, guidelines, and procedures that have been established to make Crocker Middle School operate safely and effectively. Thank you for reading this handbook carefully and understanding that it is your responsibility as a citizen of Crocker Middle School to know and abide by these policies.

PLEASE SIGN BELOW TO ACKNOWLEDGE YOUR UNDERSTANDING AND AGREEMENT.

Student's Name (please print first and last name)

My signature indicates that I have read the Student Handbook in its entirety, and that I understand and agree to abide by the school policies and procedures published herein.

Student Signature

Date