

A Tradition of Excellence

Guided by a tradition of excellence, we hold ourselves and one another to the highest standards in order to foster a safe, supportive, and inspiring environment for all. At Crews Middle School, we take all behaviors seriously because we care about creating a school where students are able to excel in all areas. We believe that how we treat each other matters—and that every student plays a part in our tradition of excellence. By working together, we help each other grow, learn, and succeed!

Crews Broncos C.A.R.E.

At Crews Middle School, we have the best staff, students, and school community. Ensuring the success of our students is vital to the success of our school. Our staff wants to make sure that all students know that we C.A.R.E. We are focused on Citizenship, Advocacy, Respect, and Engagement, and this is demonstrated through our PBIS matrix. In order to have the best year possible, we challenge all students to exhibit the characteristics of C.A.R.E.



Attendance

Regular school attendance is essential for a quality education—the time students miss from class results in the loss of educational experiences. To be successful in school, students must be on time to school, remain in school until the end of the day, and be at school every day possible. Students arriving after 9:17 AM are marked tardy.

Please note the following:

- To be counted present for a full day, a student must attend at least half of the school day.
- Students who arrive after 12:45 PM will not be counted as present for a full day.
- Check-out prior to 12:45 PM without returning to school will result in an absence for the day.
- If a student misses more than half of the class period they are being checked in/out of, this will result in being marked absent for that class period.
- Check Out – NO CHECKOUTS AFTER 3:30 PM.
 - Parents must come to the office before 3:30 PM to check a student out before dismissal. Proper identification is required in order to access the checkout process. Parents will be asked to wait in the vestibule, space permitting, while their student is called to the front desk.

- Please be mindful that students' grades could be impacted if they are checked out during major testing.

Students will be considered truant after ten (10) unexcused absences. Parent emails to teachers about student absences (partial or complete day) are **not** the official excuse but are suitable as an informational courtesy. **Students must bring a parent note or doctor's excuse upon returning to school (and no later than two weeks following the first day returning to school) to receive an excused absence. Excuse notes should be submitted to the student's grade level office. Parents may upload an excuse in ParentVue under "Documents" in lieu of submitting a paper note. Emails with excuses are not accepted forms of excuse notes.**

- *Please note that you only need to choose ONE method of submitting notes. Either through ParentVue or to your student's grade-level office. Using both methods slows the process.*

Excessive absences may warrant a **Student Attendance Review Committee (SARC)** meeting with the local school attendance team, which can include a grade-level Counselor, MTSS Coordinator, and our county Social Worker to review an attendance plan. Attendance letters will be sent home to families at the 5, 10, and 15-day mark to notify families of the growing attendance concern.

Excessive tardies to school may warrant a meeting between the Student Support Team and the local school attendance team, including the grade-level Counselor and MTSS Coordinator. Parents will be notified of excessive classroom tardies and next steps to address concerns (e.g., parent meeting, disciplinary consequences).

Excused Absences

In the case of a necessary absence from school, a student must bring a written excuse from a medical professional and/or parent/guardian stating the reason for the absence. Students will take the excuse to their grade level office on the day the student returns to school (**and no later than two weeks following the first day returning to school**). **Excuse notes for multiple periods of absence are not allowed.** After 10 absences and a scheduled SARC meeting, doctor's notes will be the only acceptable form of excuse notes.

State Board of Education Rule 160-5-1-.10 defines the following as excused absences:

1. Personal illness or attendance in school endangers a student's health or the health of others.
(i) Local boards of education may require students to present appropriate medical documentation upon their return to school to validate that the absence is excused.
2. A severe illness or death in the student's immediate family necessitating absence from school.
(i) In the event of a severe illness in a student's immediate family, local boards of education may

require students to present appropriate medical documentation regarding the family member upon return to school to validate that the absence is excused.

3. A court order or an order by a government agency, including pre-induction physical examinations for service in the armed forces, mandating absence from school.
4. Observing religious holidays necessitates absence from school.
5. Conditions rendering attendance impossible or hazardous to student health or safety (For Gwinnett County Public Schools, the closure of schools for hazardous conditions may only be made by the Superintendent for excused absences.)
6. Local boards of education shall count students present when they are serving as pages for the Georgia General Assembly.
7. Public school students whose parent or guardian is in military service and who is being sent overseas for active duty or returning from active duty are allowed five excused absences per school year for the day or days missed from school to visit with their parent or legal guardian before such deployment or during leave.

Unexcused Absences

Family trips are unexcused and are marked accordingly. Excessive unexcused absences may warrant a doctor's note in the future. A Student Attendance Review Committee (SARC) may hold a meeting if a student accumulates ten or more unexcused absences.

For work missed during absences, the student is responsible for the following:

- 1) Staying current with their classes and completing assignments.
- 2) Taking tests over material covered during their absence, if the teacher desires.
- 3) If teachers distribute an assignment sheet before the absence, work is expected to be turned in on the day the student returns.

Please review the Gwinnett County Public Schools website for additional information regarding the [Statement of Policy](#) related to attendance procedures.

Homeroom Expectations

Students will be permitted to go to homeroom beginning at 8:55 AM. All students should be in their homeroom by 9:15 AM for attendance. Students will be dismissed from homeroom at 9:17 AM to transition to Bronco Time.

Homerooms should be orderly and conducive to students reflecting and preparing for teaching and learning. Students must remain in their homeroom and follow classroom expectations per the homeroom teacher.

Cell Phone / Electronic Device Protocol

If parents have an emergency message, contact the front office. Please refrain from texting your child during the school day.

Cell phones should remain silent until the end of the school day. Phones should continue to be stored either inside the bookbag, purse, or pockets until the student has exited the school bus, entered the parent/guardian's vehicle, or left campus as a walker.

Cell phones should only be out in the classroom when permitted by the teacher. Cell phones should not be out or visible in common areas, including but not limited to the cafeteria, hallways, restrooms, media center, etc.

Cell phones should only be used for school purposes when authorized by the teacher. If a student uses a phone at inappropriate times or in a manner not permitted by the teacher, the phone will be pouched and sealed until the end of the day. All pouched phones will remain in the student's possession; however, the teacher (or teacher designee) who pouches the cell phone must be the person who opens the pouch. Failure to follow this process will result in a consequence.

All electronic accessories (including headphones, AirPods, smart watches, smart glasses, etc.) must be stored either inside the bookbag, purse, or pockets. They may not be worn around the neck, in the ear, over the ear, or anywhere that can be seen during the school day. A smartwatch and smart-glasses may be worn in the school setting but should not interfere with teaching and learning. If used inappropriately, electronic accessories including headphones and smart watches, will also be pouched and the same process will follow as stated above.

In addition to being pouched, any electronic device and/or electronic accessories that are being used for non-instructional purposes and/or without teacher permission may result in a disciplinary incident with the associated consequence.

Personal Electronic Device Discipline Protocol

- **1st Incident** - Warning and logged into Cell Phone Tracker
- **2nd Incident** - The device is pouched and the incident is logged into Cell Phone Tracker. Parents are contacted (email is sufficient).
- **3rd Incident** - The device is pouched and an incident is entered into Synergy for a consequence.
- **4th Incident** - The device is pouched and a referral is issued.

Crews Middle School Discipline Plan:

The mission of Crews Middle School is to ensure all students are successful both academically and behaviorally. We also want to ensure teachers are building positive relationships with students and parents. To ensure this, CMS staff will focus on teaching students what are appropriate behaviors and providing behavior support when needed. As a result, Crews Middle School will be implementing the Positive Behavioral Interventions and Supports (PBIS) framework.

Discipline steps will be issued when student behaviors continue after a warning. Discipline steps do not result in documentation on a student's permanent record. However, any GCPS discipline referrals issued will appear on a student's record when the district's student code of conduct is violated, and behaviors continue following a local school discipline incident.

Crews Middle School Discipline Incidents & Consequences:

- Incident 1: Warning and Parent Contact
- Incident 2: Parent Contact and Silent Lunch
- Incident 3: Teacher Detention (Navigate 360 Lesson/Restorative Practice)
- Incident 4: Parent/Counselor/Teacher/Student Conference and Teacher Detention
- Incident 5: Admin. Detention (Navigate 360 Lesson/Referral to Counselor)
- Incident 6: Parent/AP/Student/Teacher/MTSS Conference and Admin. Detention
- Incident 7: Saturday School (Navigate 360 Lesson/Restorative Practice)
- Incident 8: Office Referral (Consequence could include administrative detention, Saturday School, or in-school or out-of-school suspension, depending on the behavior.)

****Students who receive a step, ISS, and/or OSS may not be allowed to attend various PBIS or grade-level events/socials. Event attendance throughout the school will be based on time periods for student behavior, rather than total student incidents.***

Student Dress Code

Listed below are the rules put in place to help students make the right choices for school-appropriate attire.

Appropriate Dress for Students:

1. Headgear is prohibited at school. This includes but is not limited to caps, hats, visors, hoods, wave caps, sunglasses, sweatbands, bandanas, or any other head covering. No hair grooming items are allowed to remain in the hair. Scrunchies, hair bands, hair ties, and other items intended to hold up or hold back hair are allowed. *Exceptions for religious or medical reasons are to be granted by the principal.
2. Blouses or shirts need to cover undergarments. No halter tops, strapless tops, or spaghetti straps will be allowed. Blouses/shirts that expose any portion of the midriff are not allowed. Low-cut, backless, and/or see-through tops are not appropriate. Boys must wear shirts in P.E.
3. Stretch, lycra spandex, nylon tights (opaque), leotards, spandex body suits, or biker pants must be worn with shorts, skirts, dresses, or shirts that cover the backside and beyond the rear end.
4. All pants worn should not reveal skin above mid-thigh or undergarments. This includes rips in pants and jeans.
5. Students may not wear trench coats or other long coats in a style similar to a trench coat to school, and they may not wear blankets, capes, or cloaks to school.
6. Health regulations and safety factors require shoes to be worn at all times.
7. Pajamas or sleepwear are strongly discouraged unless approved for a school-sponsored activity/event. Slippers are not permitted.
8. Overalls must fit and be fastened appropriately. Shirts worn underneath overalls must meet dress code requirements.
9. No student shall wear clothing that displays words or symbols depicting violence, smoking, drugs, alcohol, weaponry, sex, gang affiliation, or other illegal activity, expressed or implied. Clothing that contains rude and/or negative speech directed at individuals or groups of people is not allowed. No student clothing or accessories shall be disruptive or have caused past disruption to the school environment.
10. Jewelry or accessories that may be used as weapons are not allowed to be worn at school. This includes, but is not limited to, wallet chains, spiked rings, spiked bracelets, spiked watches, spiked collars, two or three-finger rings that are joined, and bulky chains worn around the neck or waist. Sharp objects that could pose a danger, such as spikes, nails, or safety pins, are not allowed on clothing, body parts, or book bags.

11. Gang-Related Attire: Students are not allowed to display clothing or symbols that have been identified by the Gwinnett County Police Gang Task Force as being commonly identified with gangs. Garments, bandanas, jewelry, and body art/tattoos that communicate gang allegiance are not allowed to be worn in a manner that communicates gang affiliation. This rule is subject to updates as additional apparel becomes identified as gang-affiliated or disruptive.

The principal or his/her designee may make exceptions to the Alton C. Crews Middle School dress code for specific reasons.

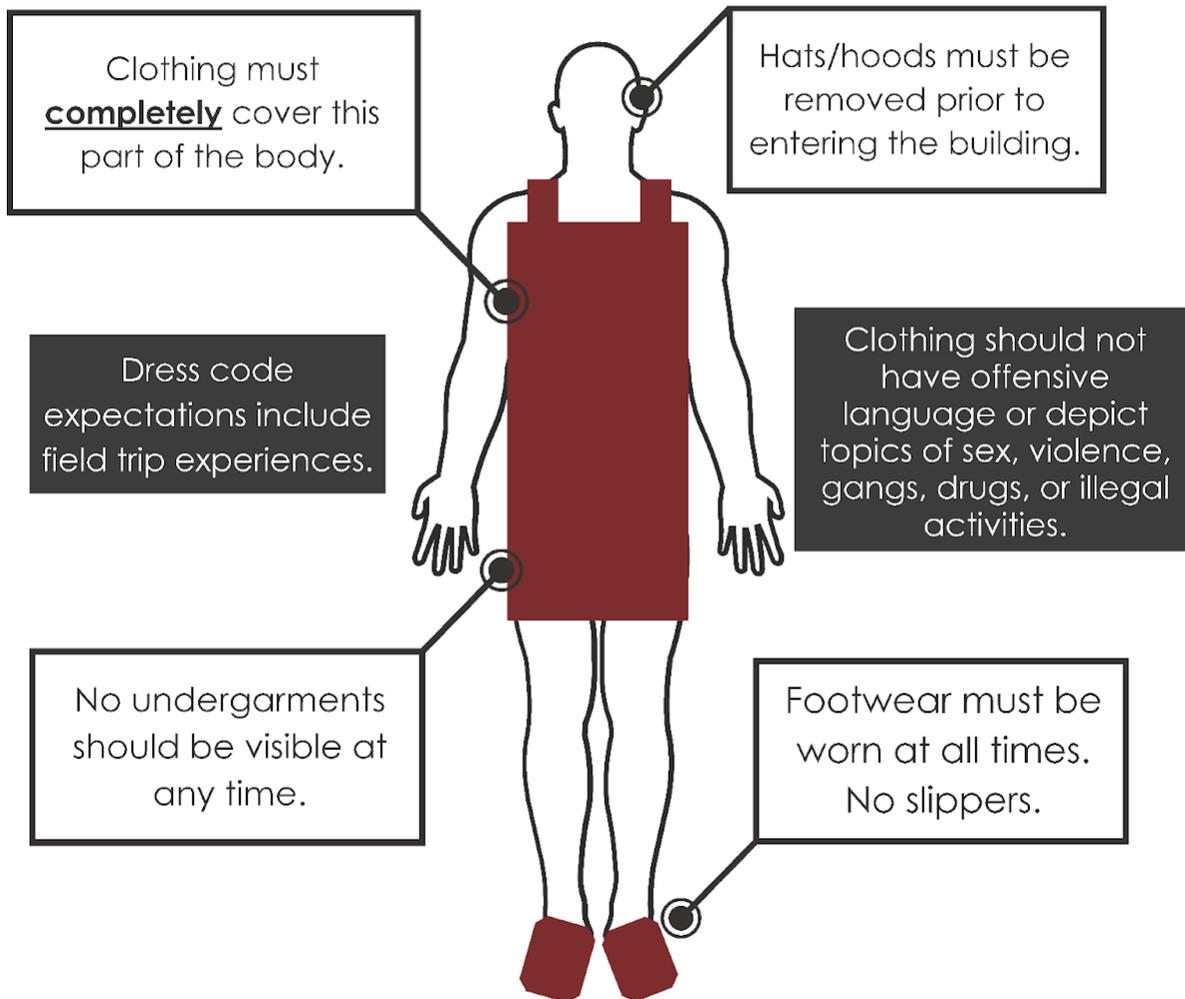
In addition to being asked to change, any dress code violation may result in a disciplinary incident with the associated consequences.

- **1st Incident** - Warning and logged into Dress Code Tracker
- **2nd Incident** - Warning and logged into Dress Code Tracker. Parent is contacted
- **3rd Incident** (and any subsequent offenses) - Incident is entered into Synergy for a consequence/Step.



BRONCO PRIDE

CREWS MIDDLE SCHOOL'S DRESS CODE



- ★ Students who violate the dress code will be asked to change their clothes, which may necessitate a call home for the parents to bring appropriate clothing to the school.
- ★ The Principal or his/her designee, for specific reasons, may make exceptions to the dress code.

Technology: Chromebooks

Students are issued **one** Chromebook and **one** charger. It is expected that the Chromebook comes to school charged and ready for student learning. If your student forgets their Chromebook, the school does **not** have Chromebooks to loan out to students. If your student has accidental damage done to their Chromebook, it must be sent out of the building to be repaired. Any damages must be reported to the classroom teacher to determine next steps. During this time, your student will **not** have a Chromebook for at least three days. Your student will still be responsible for completing work, but will be provided paper and pencil work by their classroom teacher.

If your student's Chromebook is excessively damaged, this could result in a disciplinary consequence and restitution.

Transition Plan

Transitions in the main hallway will require all students to be quiet. This includes going to and from connections, the media center, and the cafeteria. Transitions in the grade-level hallways should be orderly and efficient. Each teaching pod will discuss transition expectations with their students (e.g., lining up outside of the classroom, using the inside classroom doors, etc.).

Students will have two minutes to transition between academic classes and three minutes to transition to Bronco Time and Connections classes. During transitions between classes or activities, all electronic devices, including but not limited to cell phones, Chromebooks, and headphones, should be put away and not visible.

Requesting a Bus Pass

Please note that when asking for your student to receive a bus pass, it must be for emergency reasons only. Your student needs to bring a note from home explaining the emergency reason.

