ABILENE INDEPENDENT SCHOOL DISTRICT

# CRAIG MIDDLE SCHOOL

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## Campus Guide 2022-2023


702 E. Judge Ely Abilene, TX 79602
Campus # (325) 794-4100/ Fax # (325) 794-1385
www.abileneisd.org/craig-middle/
Like us on Facebook “Craig Middle School”!
www.facebook.com/CraigColts

# Faculty and Staff

Principal: Debra Stewart x3052

Assistant Principal (A-G): Tyler Burton x7702

Assistant Principal (R-Z): Kassidi Seaton x1954

Assistant Principal (H-Q): Meredith Ware x7546

Instructional Specialist: Katherine Gloyna x7672

Principal's Secretary: Norma Diaz x7569

Attendance Secretary: Courtney Hernandez x5341

Counselor: Angi Ibarra x7028

Counselor: Steven Childress x7356

Counseling Secretary: Briana Coody x8934

PEIMS Secretary: Briana Coody x8934

Nurse: Jennifer Hoffman x4847

SRO: Daniel Henning x7299

Boys Athletic Coordinator: Keith Vasquez x1870

Girl's Athletic Coordinator: Shalin Kelley x8366

Band: Dale Pfrimmer x3081

Choir: Lyndsey Ransford x8115

Orchestra: Ali Blackwell x1112

Theater Arts: Amber Barber x3215

Cafeteria: x2051

Transportation: x1628

Craig Middle School is a place where EVERYONE MATTERS! This year our focus for the 2022-2023 school year will be to create a positive culture that starts with 'ME'. Our goal is to create a place where students, staff and families connect and belong to enable us all to make the best life choices. We are excited about what the year ahead has in store for us. We recognize the road may be challenging at times, but the best journeys are filled with great adventure. It is a great year to be a Craig Colt!

## Mission Statement:

Our mission for Craig Middle School is to build a positive community of high achieving, inspired learners and leaders who seek greatness every day.

## Guidelines for Success:

At Craig Middle School, we believe:

- every student will be accountable to high academic and behavioral expectations;
- in the importance of integrity, character education, and life lessons in daily instruction;
- the foundation of teaching involves establishing a relationship with students to enhance personal responsibility and strong leadership skills;
- to move forward and reach their full potential, students perform most successfully in a structured, disciplined, and safe environment;
- every student should have a classroom environment where he/she feels secure in expressing his/her ideas and opinions without criticism
- school success is dependent upon the combined efforts of educators, students, parents and our community all working toward the same goal.

**School Colors:** Blue, Silver & White

**School Mascot:** Colts

**Office Hours:** 7:30AM – 4:00PM

**School Day Hours:**

7:30AM - Doors Open
8:10AM - Students Released to Classes
8:15AM - Tardy Bell
3:40PM - Students Dismissed from Campus
4:00PM - All students picked up unless in after school activities.

## Student Behavior Management:

### CHAMPS

CHAMPS translates the research on effective classroom and behavior management into easy to implement steps for classroom teachers.

C - Conversation levels
H - Help: how to ask for help during the activity
A - Activity: task/objective for the classroom that day
M - Movement: the expectation of movement from students during the activity
P - Participation: how the students are expected to participate in the activity
S - Success: how the student will be successful with the activity.

### Foundations

The foundations process is a joint partnership between the district and campus that develop effective schoolwide discipline plans. The expectations for this partnership at the campus level is as follows:

- Hallway: direct flow of traffic for students to move in common form.
- Cafeteria: assigned seating for classes and grade levels for morning, lunch, and after schools seating.
- Restrooms: Go, flush, wash, leave. No phone usage allowed in the restroom.
- Extracurricular Activities:
    - Friday Night Football – Middle School students must attend games with an adult. Students are required to sit with the adult they entered the stadium with at the beginning of the game. If students are roaming around, students will be escorted back to the adult. If a student refuses to stay with the adult, middle school student will be asked to leave the stadium.
    - Craig Extracurricular Activities- Must remain seated for the activity. Cannot congregate at the concession stand or in the restroom. There is no re-entry after leaving the activity. All student behavior expectations MUST be followed at the event. Failure to follow expectations may result in permanent removal from remaining events.

Referral Process: Any student who fails to follow CHAMPS or any other school expectation is subject to a referral. Referrals are given after multiple redirections and parent contact has been made. If the offense is severe, the student will be taken directly to their Assistant Principal for discipline. Each referral will be handled on an individual basis. Multiple referrals may constitute further discipline.

**Campus Behavior Coordinators: Sheila Dendinger x5816 and Duran Porter x7327**

**Discipline is a consideration for attending 6-week rewards parties**

## Bullying:

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee.

Students will fill out a report in the counselor's office, or through the online bully report.

The link for online bully reports is located on Craig Middle School's home page and provided below.

https://docs.google.com/forms/d/e/1FAIpQLSfy6mmxiK0KBfge6lzYGrxXVq1p1ST74uL4BYy3n4ehBKKEQ/Viewform

Once the form is filled out, Assistant Principals will begin an investigation over the report. The report will then be shared with the bully committee to determine if bullying was taking place.

The Bully Committee consists of an Assistant Principal, a Counselor, a few teachers, and a few students.

## School Resource Officer:

- Our partnership with the Abilene Police Department helps to maintain a healthy learning environment for all students. The School Resource Officer (SRO) Program goals and objectives are:
- To foster educational programs and activities that will increase students' knowledge of and respect for the Law and the function of law enforcement agencies;
- To protect the health, safety and welfare of all students, employees and citizens by acting swiftly and cooperatively with the School District in response to criminal offenses at the District;
- To report crimes that occur on campus and to cooperate with the Police Department in their investigation of crimes;
- To cooperate with the Police Department in their investigations of criminal offenses that occur on or off campus related to School District students.

If you have any questions that the campus SRO could address please contact Officer Henning x7299.

## Daily Procedures

## **Early Arrival**:

- No students allowed on campus prior to 7:30 am.

## **Arrival:**

- 7:30 am students are allowed to enter the campus building.
- Students report directly to the cafeteria.
- Breakfast starts at 7:30 am and must be finished by 8:10 am.
- 7:50 am 8th grade students report to the gym.
- 8:10 am students will begin to be released to class.
- 8:15 am the first period begins.
- All students arriving after 8:15 must sign in at the front office before going to class.

## **School Dismissal:**

- After school students should vacate the building immediately.
- 6th grade students will exit out of the main doors.
- 7th grade students will exit out of the 7th grade wing.
- 8th grade students will exit out of the 8th grade wing.
- Students involved in extracurricular activities will report immediately to the assigned area.
- Students picking up an instrument will exit out of the Fine Arts wing.
- Reentry is not allowed without permission.
- Bus riders will go to the cafeteria and sit at their bus table while waiting for dismissal. Misbehaviors can result in discipline actions or removal from the bus in the following days.
- Students while riding the bus are expected to exhibit appropriate behavior or risk suspension or removal from the bus.
- If walking home, the student must leave campus by 4:00 pm.
- Students waiting for a ride MUST wait on the sidewalks at the front of the school. Students are not allowed to wait at the back of the school building or on the south side of the school (next to portables).
- Any student still on campus after 3:55 PM must wait at the front of the main entrance.
- No staff supervision is available after 4:00 PM. Students should arrange to be picked up before this time.

## **Traffic and Parking:**

Parents dropping off or picking up students must follow the car path in front of school. The front staff parking lot is not for dropping off or picking up students. The back parking lot is not for dropping off or picking up students; this is for bus use only.

## Visitor Procedures

### Visitors & Guests:

- Visitors and guests will check-in with their photo ID at the front office.
- Visitor tag must be worn at all times in the building.
- Before leaving, the tag must be turned back in at the front office.

**Note:** visitors may be denied access to the building if COVID or other health protocols are in place. These restrictions would be in place to ensure the safety of our students and staff.

** There is no admittance to the building without a photo ID **

## Absences and Tardies

### Reporting Absences:

- Contact Courtney Hernandez, x5341, to report an absence.
- Documentation from appointments must be provided when the student returns to campus.

**Absences are a consideration for attending 6 week rewards parties.**

### Tardies:

- If a student arrives to class after the tardy bell, the teacher marks the students tardy on the attendance sheet.
- Students will be assigned campus discipline if tardies become excessive.
- Too many tardies could trigger a visit from Craig's truant officer.

**Tardies are a consideration for attending 6 week rewards parties.**

### Release and Return of Students During the School Day:

- Parent/guardian must show their photo ID at the front office to check the student out of school.
- Person picking up the student MUST be on the pick up list for the student.
- Students returning to campus must sign in at the front office with appointment documentation (if applicable).

## School Communication

- SchoolMessenger will highlight the weekly events and communicate important information via voicemail and email.
- Updated calendar of events: www.abileneisd.org/craig-middle/events/
- Facebook: www.facebook.com/CraigColts/
- Remind – Will be used by teachers to communicate important due dates and classroom events.

** If there are any questions please contact the office, 325-794-4100 **

## LUNCH PROCEDURES

### Lunch:

During their lunch period, students are to be in the cafeteria. No students will be permitted to leave the cafeteria area or school grounds without permission. Students will not be permitted to enter the academic wing during their lunch unless the teacher escorts them from the cafeteria.

**6th Grade Lunch: 10:27-10:57**

**7th Grade Lunch: 11:27-11:57**

**8th Grade Lunch: 12:23-12:53**

** Some 7th graders will be in the 8th grade lunch periods and some 8th graders will be in the 7th grade lunch periods. Please ask your student what time their lunch is to be sure of the appropriate lunch period!**

### Lunch Delivery:

- Fill out lunch drop off form in the foyer.
- Parent/Guardian can ONLY leave food for your student.
- Leave food on the designated table in the foyer. Student will come pick up the delivery on their way to lunch.
- Outside food deliveries to the campus for students are NOT ALLOWED.

### Visitors During Lunch:

- Sign in at the front office and acquire a badge to wear in the lunchroom.

- Sit at the assigned table for visitors and students or outside at the picnic tables.
- Only the student who is visited can sit with the visitor.

## Contacting Teachers/Conferences

### Contacting the Teacher:

- Teachers can be contacted through email or by phone.
    - Teacher emails can be found on the school website or through TEAMS.
- Teachers will return messages within 2 school days.
- Messages can also be sent to the teacher through the teacher's Remind.

### Conferences:

- For conferences, please contact and set up a time with the teacher.
- If wanting to meet with all teachers, please contact the counselor's office for the conference to be coordinated.

## School Nurse

- Student cannot enter the clinic without a nurse's pass.
- Parents must check in all medication to the nurse in the medication's original bottle.
- Nurse will contact the parent/guardian if a sick student needs to be picked up.
- The PALS/ADAPT is Nurse Torres, x8868.

****** Please contact **Nurse Hoffman** with any additional questions, **x4847****

## Learning Resources

### LRC:

The Learning Resources Center (LRC) is designed to promote learning and to enrich the lives of our students. The LRC houses both print books, magazines, and non-print materials (such as computer software and audio-visual software). The LRC should be the first place your student goes for additional information concerning research and their studies. The following guidelines will help make the LRC an integral part of your child's experience at Craig Middle School.

1. LRC hours are from 8:15 to 4:00 each day. The librarian is available to assist students, as needed. Each student who enters the LRC must present a pass and sign in/ sign out.
2. Students are required to use their student ID number to check out books.
3. Students may check out three books at a time.
4. Books are checked out for at least two weeks. Students come to the LRC every other week with their class, so they need to bring all of their library books with them each time their class comes to the LRC.

5. Fines will not be charged for overdue items. However, a student who has an item that is one month overdue, he/she cannot check out any other items until his/her record is clear.
6. If a student loses or damages a library item, he/she must pay for the item.

**Special Note:** Students may go to the library (LRC) each morning (7:45-8:15). It is on a first come first serve basis and there are 40 passes to give out. All Million Word Readers receive a permanent pass to come to the LRC each morning if they like.

## Student Email Account:

- Each student is given a Google account with their identification number. Example below:

  studentid#@abileneisd.org
  example: 123456@abileneisd.org

- Students will set their password at campus.
- Students can sign in on Google to access email.
- Passwords can be reset by Mrs. Hancock in the LRC.

## IXL:

IXL is a web-based tutorial program for Math, Science, Social Studies, and English, that can be used as a supplement to classroom instruction.

- Students can login to IXL with their student ID and password from the student homepage.
- Students can also login to IXL by first logging in to Rapid Identity and then choosing IXL.

## TEAMS:

TEAMS is the system where parents/guardians can access grades, attendance, and discipline information.

- Access to TEAMS can be found on the AbileneISD website under the “For Parents” tab.
- Parents with an existing TEAMS account do not need to create a new account each year.
- Please choose the “forgot password” link to reset the password for access.
- If you cannot remember the username, please contact our counseling office for the information.
- If it is the first time to login, please click the new user link.

## Xello:

Xello is an online program that helps both middle and high school students plan for future success. Xello allows students to take in-depth career, personality, and learning-style

assessments, explore a comprehensive database of careers, schools, and programs, participate in interactive lessons, and utilize high school course planning tools to make course selections and develop four-year plans.

## Parent Involvement

### PTO/PTA/Booster Clubs/Volunteering:

- PTA/PTO - contact the school office for more information.
- Booster/Activity Clubs please contact the director for more information.
    - Athletics
        - Coach Vasquez (Boys), keith.vasquez@abileneisd.org
        - Coach Kelley (Girls), shalin.kelley@abileneisd.org
    - Band - Mr. Pfrimmer, dale.pfrimmer@abileneisd.org
    - Choir - Mrs. Ransford, lyndsey.ransford@abileneisd.org
    - Orchestra – Ms. Blackwell, ali.blackwell@abileneisd.org
    - Theater - Mrs. Barber, amber.barber@abileneisd.org

- All volunteers on the campus must go through the volunteer protocol every year that involves:
    - A background check
    - Fingerprinting
    - Please contact katherine.gloyna@abileneisd.org to participate in the process.

## Additional Information

### Birthdays and Celebrations:

- No outside deliveries are allowed to the campus. Examples include but are not limited to:
    - Food Meals
    - Flowers
    - Presents
- Items will not be given to the student at the end of the school day. Parent/guardian MUST pick up the item within 24 hours of being contacted. Food items must be picked up by 4pm on the day delivered or it will be disposed of.

### Lost and Found:

- The Lost and Found cabinet can be located at the cafeteria exit on the West side of the cafeteria.

- The cabinet will be cleaned out at the end of each six weeks with the items being donated.
- Found cell phones will be turned in to the front office.
- Found instruments are returned to the correct director.

## Daily Bell Schedule

| Craig Bell Schedule 2022-2023 | | | | | | |
|---|---|---|---|---|---|---|
| 6th | Times | | 7th | Times | 8th | Times |
| 1st | 8:15-9:07 | | 1st | 8:15-9:11 | 1st | 8:15-9:11 |
| 2nd | 9:11-10:23 | | 2nd | 9:15-10:27 | 2nd | 9:15-10:27 |
| Lunch | 10:27-10:57 | | 3rd | 10:31-11:23 | 3rd | 10:31-11:23 |
| 3rd | 11:01-11:53 | | Lunch | 11:27-11:57 | 4th | 11:27-12:19 |
| 4th | 11:57-12:49 | | 4th | 12:01-12:53 | Lunch | 12:23-12:53 |
| 5th | 12:53-1:45 | | 5th | 12:57-1:49 | 5th | 12:57-1:49 |
| 6th | 1:49-2:41 | | 6th | 1:53-2:45 | 6th | 1:53-2:45 |
| 7th | 2:45-3:40 | | 7th | 2:49-3:40 | 7th | 2:49-3:40 |
| | | | | | | |
| Advisory 20min at end of 2nd Period | | | | | | |
| Lunch | | | | | | |

**NOTE: Late Start** days begin at 10:15 and end at 3:40. **Early Release** days begin at 8:15 and end at 1:30.