

CENTRAL
MIDDLE SCHOOL



2016 – 2017

STUDENT HANDBOOK

Student Name _____

CENTRAL MIDDLE SCHOOL
12656 Sullivan Road · Baton Rouge, LA 70818
(225) 261-2237 · Fax (225) 261-9973

Dear Parents,

Welcome to a new year at Central Middle School! This handbook has been developed to provide useful information about our school. In this handbook you can find information that promotes a safe environment and that clearly communicates school routines and policies. Please read it carefully and keep it in a safe place so you can refer to it during the year. Please also familiarize yourself with the policies included in the Student Handbook “Responsibilities and Rights” as published by the Central Community School District.

The most important goal at CMS is to create a safe and orderly environment for our students. Beyond that, we have high expectations for student behavior and academic progress. We want to create a rigorous learning environment that will prepare our students for the changing world that they will face upon graduation from high school.

Parents (including legal guardians and legal custodians) play a critical role in the educational process of their children. Years of research and numerous studies reveal that the children of parents who are involved in their education do better in school and in life than the children of parents who are not involved, regardless of the socioeconomic status of the family. We encourage you to participate in school activities as they occur during the year and to support education in your home.

Regular contact between parents and school personnel is another critical piece to creating the best learning environment for your child. I hope you will use all forms of communication as you monitor your child’s progress (Schoology, JCAMPUS, parent contact, parent-teacher conferences, etc.). Effective communication and teamwork between home and school are essential components of student success. We look forward to joining you in working toward the optimal achievement of all students.

Let us know if I can be of assistance to you during the school year.

Angela Sanders & Susan Watts – Co-Principals

Office Staff

Angela Sanders – Co-Principal
Susan Watts – Co-Principal
Patrick Bridgewater – Assistant Principal
Bob Wells – Assistant Principal
Katrina Williams – Instructional Data Specialist

Louise Jeter – Literacy Coordinator
Bonnie Coates – Executive Secretary
Donna Causey – Attendance Clerk
Kayren Meyers – Administrative Clerk

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CENTRAL MIDDLE SCHOOL GOALS

- (1) Create a safe and orderly environment with a culture of high expectations for both teachers and students.
- (2) Create a collaborative, data-driven, and rigorous learning environment aligned to Louisiana State Standards.
- (3) Create a positive classroom culture where students are actively engaged in rigorous and differentiated learning.

2016-2017 SCHOOL CALENDAR

August 8	Teachers return Beginning of School year
August 11	First Day for Students
September 5	Labor Day Holiday (No School)
September 13	Progress Reports sent home
September 30	No School – Teacher/Staff Development
October 11	End of 1 st 9 weeks
October 17	Report Cards Sent Home
October 21	Parent/Teacher Conferences (No Students)
November 7	Fall Break (No School)
November 8	Election Day (No School)
November 16	Progress Reports sent home
November 18	No School – Teacher/Staff Development
November 21 – 25	Thanksgiving Holidays (No school)
December 19 – 21	Early dismissal – Mid Term Exams
December 21	End of 2 nd 9 weeks
December 22 – January 6	Christmas Break/New Year Holidays
January 5-6	No School – Teacher/Staff Development
January 9	Students return to School
January 10	Report Cards Sent Home
January 16	MLK Holiday (No School)
February 9	Progress Reports sent home
February 24	Parent/Teacher Conferences (No Students)
February 27 – March 1	Mardi Gras Holiday
March 14	End of 3 rd 9 weeks
March 20	Report Cards Sent Home
April 14-21	Easter Break
April 24- May 19	EOC Testing
April 26	Progress Reports sent home
May 1-5	LEAP Testing
May 18-19 & 22-23	Early Dismissal – Final Exams
May 23	End of 4 th 9 weeks/Last day of school for Students
May 24-25	Teacher/Staff only
May 26	Report Cards Mailed Home

REPORT CARDS AND PROGRESS REPORTS

Students receive a **REPORT CARD** four times a year at the end of each 9-week period. They receive a **PROGRESS REPORT** four times a year at the midway point of each 9-week period (4 ½ weeks). Excluding the final report card, all other report cards will be sent home by students.

Progress Report #1.....	September 13, 2016
Report Card, 1st Nine Weeks.....	October 17, 2016
Progress Report #2.....	November 16, 2016
Report Card, 2nd Nine Weeks.....	January 10, 2017
Progress Report #3.....	February 9, 2017
Report Card, 3rd Nine Weeks.....	March 20, 2017
Progress Report #4.....	April 26, 2017
Report Card, 4th Nine Weeks (Mailed).....	May 26, 2017

CENTRAL COMMUNITY SCHOOL SYSTEM GRADING SCALE

Scale	Grade	Quality Points
93-100	A	4
85-92	B	3
75-84	C	2
67-74	D	1
0-66	F	0

GENERAL RULES AND POLICIES OF CENTRAL MIDDLE SCHOOL

In the event a student feels that an individual is a threat to the safety and well being of others, we encourage him/her to report this individual to a person in authority (teacher, administrator, staff, office, etc.).

Each student must follow these instructions:

- Report all “strangers” or people who should not be on campus immediately (no pass needed) to the main office.
- Be alert to people acting suspiciously and note how they are dressed so that they may be described in the event a problem arises.
- Normally, large sums of money and/or expensive items (expensive watches, jewelry, computers, radios, etc.) should not be brought to school. The school shall not be the guardian of these items.
- Report all missing items immediately to a teacher or administrator. Make every effort to do so before class is dismissed if possible.

EMERGENCY FORMS: CHANGE OF ADDRESS/PHONE

It is imperative that the school be able to reach the parent or guardian at any time during school hours in case of an emergency and/or a discipline situation. Contact the school office with change of address, new telephone numbers, persons authorized to pick up child, etc. Keep your child's Emergency Card current. **ALL STUDENTS MUST TURN IN AN EMERGENCY CARD!** This information could save your child's life during an emergency. Persistent problems in reaching parents will result in the Office of Child Welfare and Attendance being contacted.

EMERGENCY DRILLS

Drills will be held monthly to practice emergency procedures in the event of a fire, severe weather, or an unauthorized person on campus. Students are expected to take these drills seriously. An emergency evacuation map is posted in each classroom. Students should study the plan and become familiar with it. When the fire alarm is sounded, students are to walk quickly and quietly while leaving the building. Students are to stay with their teachers and await further instructions.

HOMEWORK POLICY

Homework is an integral part of the educational process. The following guidelines are followed:

1. Homework is given to reinforce skills taught in the classroom.
2. Homework is tailored to the instructional level of each student.
3. Homework is used to foster responsible work-study habits.
4. Homework is used to compute final grades.
5. Homework is to be turned in as directed by the teacher.

A student absent for two days or less is responsible for obtaining their assignments from a reliable classmate. Parents may contact the counselor to arrange for homework to be collected for their child missing three or more consecutive days.

AFTER SCHOOL ACTIVITIES

Students are not allowed to loiter in the school building or on school campus after 2:40. Students involved in extracurricular activities are not allowed in the building after school hours unless accompanied by their sponsor.

Students attending after school activities should arrange for transportation to and from the event before arriving on campus. **Any student who is not picked up in a timely manner at the conclusion of an event or activity may lose the privilege of attending after school activities for the remainder of the school year.**

BUS PRIVILEGE

The privilege of riding the bus is conditional on proper behavior and observance of rules and regulations. Behavior on the school bus that is detrimental to health and safety may result in bus privileges being denied.

BUS PASSES

A written note from parents is required when students need to ride a different bus. This note should be presented to the front office during 1st period. This note should be signed by the front office staff and presented to the driver at boarding time.

HALL PASS

Students are not allowed to leave class except for matters of extreme importance. When a student is permitted to leave class, he/she must be provided with a hall pass provided by the teacher. Any time a student is in the hall he/she must have a pass.

CAFETERIA

Breakfast/Lunch Program

All students have the option of eating in the cafeteria or bringing a lunch. Students who were approved for free or reduced price meals **MUST** apply at the beginning of each school year in order for benefits to continue.

****Free and reduced lunch does not cover the cost of additional items such as cookies, bottled water, etc. Students must pay cash for additional items.**

Breakfast & lunches **MUST** be paid for the week, month, or semester.

**Central Community School System
2016-2017 Meal Prices**

LUNCH

BREAKFAST

Month	# of Days	Full Pay Elementary	Full Pay Secondary	Reduced All Grades	Visitors & Teachers	Full Pay All Grades	Reduced All Grades	Visitors & Teachers
		\$1.90	\$2.10	\$0.40	\$3.50	\$1.25	\$0.30	\$2.00
August	15	\$28.50	\$31.50	\$6.00	\$52.50	\$18.75	\$4.50	\$30.00
September	20	\$38.00	\$42.00	\$8.00	\$70.00	\$25.00	\$6.00	\$40.00
October	20	\$38.00	\$42.00	\$8.00	\$70.00	\$25.00	\$6.00	\$40.00
November	16	\$30.40	\$33.60	\$6.40	\$56.00	\$20.00	\$4.80	\$32.00
December	15	\$28.50	\$31.50	\$6.00	\$52.50	\$18.75	\$4.50	\$30.00
January	16	\$30.40	\$33.60	\$6.40	\$56.00	\$20.00	\$4.80	\$32.00
February	17	\$32.30	\$35.70	\$6.80	\$59.50	\$21.25	\$5.10	\$34.00
March	22	\$41.80	\$46.20	\$8.80	\$77.00	\$27.50	\$6.60	\$44.00
April	14	\$26.60	\$29.40	\$5.60	\$49.00	\$17.50	\$4.20	\$28.00
May	<u>17</u>	<u>\$32.30</u>	<u>\$35.70</u>	<u>\$6.80</u>	<u>\$59.50</u>	<u>\$21.25</u>	<u>\$5.10</u>	<u>\$34.00</u>
Total	172	\$326.80	\$361.20	\$68.80	\$602.00	\$215.00	\$51.60	\$344.00

Method of Payment:

Cash, check, or money order / Online: <http://www.myschoolbucks.com>
(Checks will ONLY be accepted through April 7, 2017 no exceptions.)

Make check payable to: CCSS Child Nutrition Program or CCSS CNP

Write one check per school: In memo section of the check, write the student's name and point of service LUNCH NUMBER, if known.

Meal Payments Due: ON THE FIRST DAY OF THE MONTH OR WEEK

- If you pay for meals, it is recommended that you send August's payment on the first day of school.
- Prepayment for meals by the month, week or year is recommended. Cash payments may be accepted during meal service. It is preferred that any change due back be put in the student's meal account. Students spend less time in line if meals are prepaid. You can maximize the time your child has to eat lunch by taking care of meal payments at the beginning of the month or week rather than in the lunch line. Charging is only allowed in extreme situations.

If you owe for meals: If your child's account reaches negative \$10.00 or more, he/she will receive an alternate meal of a cheese sandwich and juice until the account is paid in full. **NO CHARGING FOR EXTRAS.**

Parents are to fill out ONE Free and Reduced Meal Application per family or apply ONLINE at www.applyforlunch.com . The completed application form may be returned to the school cafeteria manager where your youngest child is enrolled or the Child Nutrition Office, 10510 Joor Road, Suite 300, Baton Rouge

Louisiana 70818. Those students who received free or reduced price benefits last year will begin the new school year on the same status until

September 22, 2016.

*****Students who have not filed a completed application will begin paying on September 23, 2016.**

Refunds at the End of the Year

The computer software used by school food service at each school tracks meal payments and deductions for the purchase of meals or extra food items. Cash payments and check numbers are recorded. At the end of the school year, parents may receive a refund of unused money from the student's account by returning the request form to the **CCSS Child Nutrition Program office** prior to the last day of school. No refunds will be given after June 30, 2016. The request form is available at www.centralcss.org under District Office, Child Nutrition. **Any remaining balance will be applied to the next school year.**

STUDENT MATERIALS FEE

In order for students to receive a quality education at CMS, they must have the necessary materials, supplies, and textbooks. CMS has imposed minimum fees to help offset special costs incurred in the operation of our school. We feel strongly that prioritizing where money is spent is critical to the overall education of our students.

The school materials fee is \$35.00. This fee must be paid during the first week of school.

CLASS SCHEDULES

Central Middle School offers 7 subjects to all students: English, Math, Science, Social Studies, Reading, Elective Class and Physical Education.

Schedules will be changed for 2 reasons only:

1. Student is placed in the wrong course.
2. Student has a physical problem documented on physician's letterhead.

Elective courses will be scheduled so as to place the student in the correct academic course first.

TELEPHONE USE

School telephones are for the use of official school business only. Students will not be allowed to use the office phone. Students may ask grade-level Assistant Principals and/or counselors to use phones in certain circumstances.

SCHOOL PICTURES

All students will have their pictures taken at the beginning of school. A picture will be taken (free of charge) for use in the school yearbook.

COMMERCIAL DELIVERIES

The school cannot and will not deliver items during the school day (flowers and gifts). Deliveries for students will not be accepted in the school office.

VISITATION POLICY

We welcome visitors to our school! To guarantee the safety of our students, all visitors (including volunteers) must first sign in at the office and receive a Visitor's Pass before going to a classroom. Unauthorized visitors are not allowed on campus at any time. Students from other schools are not allowed to visit the campus.

PARENT-TEACHER CONFERENCE

Conferences with teachers will not be scheduled during instructional time, but will be scheduled for team planning time. Parent conferences at Central Middle School will be held with the student's team of teachers, not an individual teacher. CMS welcomes parents to visit classrooms. Please contact the counseling office to schedule a conference.

CHECK-IN

Students arriving after 7:10 to school must report to the Attendance Office with a parent or guardian and receive an **ADMIT SLIP**. To be admitted to class, the student must present the **ADMIT SLIP** to the teacher.

CHECK-OUT

Students who have emergencies during the day must bring a "Request to Check-Out" from the teacher to the office. Persons allowed to pick up students must be indicated on the emergency card. **NO CHECK-OUTS WILL BE ALLOWED AFTER 2:15.**

TARDY POLICY

According to the district handbook, a student is tardy when the student is not in his or her classroom when the tardy bell rings. This applies to students in carpool who may arrive at school at 7:10, but are not in their classrooms at 7:10.

MAKE-UP WORK POLICY

Students having an excused absence will be given a chance to make up work. It is suggested that exams and other routine work assignments should be completed within one week after returning to school. **It is the student's responsibility to ask for make-up work.** Parents may call the counseling office and ask for homework assignments when the student has been absent for at least three consecutive days.

Make up work due to excused absences:

It is the student's responsibility upon returning to school to contact each teacher to make up all work that the student missed during the absence. The individual teacher will set the date the work is due. If the student was absent for an extended length of time, arrangements should be made with the individual teachers and the counselor for any extension.

1. Students will be permitted to make up all work including tests and graded material unless they received an unexcused absence.
2. It is the student's responsibility, upon his/her return to school, to ask the teacher if any test or graded material needs to be made up. Teachers will at this time establish the time and place of make-up work.
3. Students in school when a test or activity is announced and who miss only the day of the test or activities and return the next day, will be expected to take the test or complete the activity upon the day of their return.
4. Students will be allowed a minimum of one day for each day missed before being required to make up a test, turn in material, or complete an activity. This will not exceed a total of five days.
5. Students will not be allowed to make up work missed during days of out of school suspension or for days missed while skipping classes. **Work completed during in-school suspension will be accepted and graded.**
6. A student who misses one day in which an unannounced quiz was given shall take the quiz upon his/her return.

DISCIPLINE

The ultimate responsibility for student behavior rests with the student and his/her parents; however, we who are charged with the responsibility of educating the students of our community recognize that discipline is a part of our daily responsibility. We are concerned with the entire student body and ensure that the proper atmosphere for teaching and learning is preserved. It is our objective to have fair and impartial discipline in order to maintain the total learning environment for all students concerned and to help students develop the self-discipline necessary for learning to occur. Conduct that prevents learning from taking place and/or threatens or endangers any employee or student will not be tolerated.

Students are expected to follow all regulations listed in the Central Community School Board Rights and Responsibilities Handbook as well as the Central Middle School Handbook. It is expected that each student and

parent will familiarize themselves with the content of this handbook so as not to be surprised at the consequences that may befall them.

SCHOOL DISCIPLINE POLICY AND REGULATIONS

All teachers will use the CMS discipline form for minor infractions. Minor infractions include: excessive talking /disruption of the of the educational process, failure to follow directions, being rude or disrespectful, use of inappropriate language, writing, or gestures, horseplay, throwing objects, not being prepared for class, being dishonest, chewing gum or other things deemed inappropriate. Students who commit a minor infraction will be given a discipline notice in their planner if available indicating the infraction committed. Students will be asked to initial the form when it is issued. Consequences for the infraction are indicated below.

MINOR DISCIPLINARY CONSEQUENCES

The following log can be found in your child's planner and will keep you informed of the type and number of minor infractions your child has received. It will also keep you informed of the consequences.

DISCIPLINARY ACTION AND CONSEQUENCES LOG

STUDENT NAME _____

EX Excessive talking/disruption
FD Failure to follow directions
RD Rude/disrespectful

HP Horseplay
TO Throwing objects
DH Dishonesty

IG Inappropriate hand gestures
G Gum
O Other

LEVEL 1-ONE

	Date	Infraction	Student Signature	Teacher Signature
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____ (Parent Phone Call)
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Upon the fourth signature, please send the student to the office with their planner.

The student is assigned to After School Clinic on _____.

LEVEL 2-TWO

	Date	Infraction	Student Signature	Teacher Signature
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____ (Parent Phone Call)
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

Upon the fourth signature, please send the student to the office with their planner.

The student is assigned to Saturday School on _____.

LEVEL 3-THREE

	Date	Infraction	Student Signature	Teacher Signature
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____

Upon the fourth signature, please send the student to the office with their planner.

The student **will not be allowed** to attend any school field trips for the remainder of the semester.

The student is assigned to all day TOR on _____.

LEVEL 4-FOUR

	Date	Infraction	Student Signature	Teacher Signature
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____

Upon the fourth signature, please send the student to the office with their planner.

The student **will not be allowed** to attend any school functions such as dances or sporting events.

The student is assigned to two days of in-school suspension on _____.

DISCIPLINE CENTER

A suspension may result in an assignment to in-school suspension (ISS). Students may not participate in school functions during a suspension. Parents must accompany the student the first day to check their student into ISS. ISS check-in will be at the entrance to the gymnasium. Students will be permitted to make up any work missed during the period of time spent in ISS. Students are required to attend all assigned days of ISS before returning to class.

TIME-OUT ROOM (TOR)

The purpose of the Time-Out Room is to provide an alternative to suspension. A student who has committed a minor infraction at school will be able to remain in school and be given an opportunity to modify his/her behavior through discipline activities, counseling, classwork assignments, encouragement, and parental/guardian contacts.

SATURDAY SCHOOL

The goal of Saturday School is to provide an alternative to students in lieu of short term suspension. **Saturday School will be held at Central Middle School from 8:00 a.m. to 12:00 noon on Saturday morning as needed** Students who fail to report to Saturday School will receive a short term suspension. **NO EXCUSES OR TARDIES WILL BE PERMITTED.** Any student who is removed from Saturday School will receive a minimum 2-day suspension.

ID CARD VIOLATIONS

Students who receive an ID violation will report to a designated table in the cafeteria during lunch that same day. These students will not have any courtyard time for that day.

PURSES

Large purses are not allowed on the CMS campus. Overnight bags will not be allowed. Parents of students spending the night with friends should make their arrangements for bags.

Exception: Female students may have a small “clutch” purse at school. Large oversized purses will not be allowed. Students who choose to bring large purses to school will have them taken up and returned only to a parent/guardian.

AFTER SCHOOL DRESS POLICY

Decent and appropriate dress should be worn at all school-sponsored events. Students whose dress or grooming is inappropriate in the opinion of the administrator or staff member will be sent home to make the proper adjustments.

CLUBS AND ORGANIZATIONS

4-H Club

Who: 6th, 7th, and 8th graders

What: Participation in regional and local activities; learn problem solving skills; Interactive hands on experiences in science, healthy living, and citizenship; Community service, leadership development, and life skills; The 4 H's: head, heart, hands, health

When: Sign up during Club Sign Up Week; monthly meetings after school

Requirements: 2.0 GPA; no major discipline referrals; small fee for materials

Sponsor: Elizabeth Norwood

Contact: enorwood@centralcss.org

Art Club

Who: 6th, 7th, and 8th graders

What: Work with the CMS art teacher to create student projects of interest. Participants will be exposed to various art media: painting, drawing, sculpting, crafting.

When: Sign up during Club Sign Up Week; monthly meetings after school

Requirements: 2.0 GPA; no major discipline referrals; small fee for materials

Sponsor: Cyndi Shepard

Contact: cshepard@centralcss.org

Beta Club

Who: 7th and 8th graders

What: Honor Society linked to the National Junior Beta Club organization. Service club based on high academic achievement and service to others. Monthly school-based service/fund raising events, such as Relay for Life, Cystic Fibrosis Pumpkin Sale, Christmas Toy Drive, etc..

When: By invitation only; Induction ceremony in September; monthly meetings after school

Requirements: 3.4 GPA; no major discipline referrals; \$25 new members, \$20 returning.

Sponsors: Toni Rogillio, Trey Miller, Leslie Presnall

Contact: tmauldin@centralcss.org, tmiller@centralcss.org, or lpresnall@centralcss.org

SUBMERGE

Who: 6th, 7th, and 8th graders

What: Students participate in Christian-based activities such as "Meet Me at the Pole," prayer services, guest speakers, etc.

When: Sign up during Club Sign Up Week; weekly meeting on Friday after school

Requirements: no major discipline referrals

Sponsors: Gary Schech

Contact: gschechl@centralcss.org

Service Club

Who: 6th, 7th, and 8th graders

What: Students will participate in various community outreach activities throughout the year: nursing home visits, food drives, toy drives, recycling efforts, etc.

When: Sign up during Club Sign Up Week; monthly meetings after school

Requirements: 2.0 GPA; no major discipline referrals

Sponsor: Kristen Besse

Contact: abesse@centralcss.org

Student Council

Who: 6th, 7th, and 8th graders

What: Student representatives are selected by classes to be the liaison between students and other stakeholders. Fundraising for the community and other school-based activities are planned. Visits to area nursing homes and to the elementary schools are planned as well.

When: Two students per 1st hour class will be peer-selected with administrative approval; Monthly meetings before school

Requirements: 2.5 GPA; no major discipline referrals

Sponsors: Laura Doss, Brittini Carroll

Contact: ldoss@centralcss.org and bcarroll@centralcss.org

STUDENT ATHLETE RULES AND REGULATIONS

- (1) **Academics:** Student athletes are not allowed more than one F on progress reports or report cards and lower than a 1.5 GPA. Students earning an F will be placed on academic probation for a specified period and will not be allowed to practice, participate or dress out with the team. Failure to bring the F grade up within a reasonable time will result in dismissal from the team.
- (2) **Discipline:** Student athletes are expected to exhibit character, respect, reliability, appropriate attitude and responsibility both in class and on the field/court. The coach and/or school administration have the authority to suspend and/or dismiss players not adhering to the above.
- (3) **Parents:** Parents are expected to conduct themselves as CMS Wildcat Supporters: Spirited but not rude, positive to all persons involved and supportive to the adults who spend time with players. Parental concerns are to be addressed during scheduled conferences at school, not pre/post practices or games. Parents drawing negative attention toward themselves, the CMS team, and/or coaches will be asked to leave the stadium/gym and not return.
- (4) **Attendance:** Students must be present at school the day of the activity and remain at school in order to participate. If the activity falls on the weekend, the student must be present at school on the Friday before in order to participate.
- (5) **Equipment Bags:** Equipment bags should be taken to the gym locker room prior to the beginning of 1st period.

CHARACTER EXPECTATIONS FOR ALL CLUBS/EXTRACURRICULAR/ATHLETICS

Participation in extra-curricular activities at CMS is a privilege. Students who participate in these activities represent CMS at all times. Character expectations extend beyond the school day. Failure to uphold these expectations could result in loss of CMS extra-curricular privileges (i.e. bullying, cyber-bullying, illegal or immoral activities, etc.).

AFTER SCHOOL ACTIVITIES POLICY

Students attending after school activities should arrange for transportation to and from the event before arriving on campus. Any student who is not picked up in a timely manner at the conclusion of an event or activity may lose the privilege of attending after school activities for the remainder of the school year.

PHYSICAL EDUCATION PROGRAM

All students will be required to dress in a full physical education uniform available through the school. Uniforms may be used from one year to the next if they are in good condition. Uniforms may be purchased from your physical education teacher. Uniforms are \$20.00.

- Students are required to dress out daily. Students not dressing out will still be required to participate.
- The uniform must be worn correctly.
- Tennis shoes and socks are required for P.E. class.
- The name of the student must be placed on the shorts and shirts.
- A student is not permitted to wear another student's uniform.
- P.E. clothes must be worn in P.E. classes **ONLY (Not under uniform shirts).**

TEXTBOOKS/LIBRARY BOOKS

Textbooks are the property of the state of Louisiana and the Central Community School Board. Textbooks and library books are checked out to each student on a loan basis.

Since these instructional materials are a major investment, all students must either return the books in usable form or pay the full price for replacement. Library bar codes are used for check out. **Final report cards which indicate promotion or retention will not be mailed to students who owe fees to the school.**

LIBRARY/MEDIA CENTER POLICY

Circulation of Materials:

- Books - 2 weeks
- Reference materials, computer software, games/newspapers are to be used in the library only.

Circulation Procedures:

Students may check out 2 items from the library. If they owe fines or fees over \$3.00 for overdue, lost or damaged materials, they will not be allowed to check out anything until the obligation has been met. Students will be charged 5 cents per item for every school day material is overdue, with fines not exceeding \$3.00 per item. They will be charged book price for lost or damaged books.

All library patrons may request that a hold be placed on materials that are checked out. The Librarian will contact individuals as items are returned.

END OF YEAR AWARDS

- **Honor Roll** – Students on Honor Roll all year (All A's or A/B).
- **Attendance** – No absences, tardies, or check outs for the entire year.
- **Courtesy Awards** – 2 per team selected by teachers.
- **Reading Achievement** – A's in reading all year or 1.5 years growth on STAR.
- **Math Achievement** – A's in math all year or 1.5 years growth on STAR.
- **Excellent Behavior** – No minor infractions, No major infractions, No tardies, No dress code violations.
- **AR Award** – Highest points received in each grade level.
- **Core Subject Awards** – One student from each team – Math, Science, Soc Studies, ELA.
- **Outstanding Students in Electives** – One boy, one girl for 6th, 7th and 8th grades.
- **Outstanding Band and Choir** – One boy, one girl for 6th, 7th, and 8th grades.
- **Top Test Performers** – Top LEAP scores (8th grade); Top iLEAP scores (6th and 7th grades);
Top EXPLORE scores (8th grade)

Special tips to help CMS students succeed:

*The 2 most common discipline issues for Central Middle School students are:

Dress Code Infractions

The majority of dress code infractions processed are a result of forgotten ID's, forgotten belt, and jackets that do not meet the school dress code. Please pay special attention to these areas of the handbook to minimize the number of uniform infractions that you receive. If the problem cannot be immediately corrected, the student will be sent to TOR until proper adjustments are made. NO EXCEPTIONS.

Tardies

Tardiness is one of the most prevalent issues at the middle school level. Students are switching classes throughout the day. Students need to move quickly and quietly to avoid being late to class. Most of the tardies occur 1st period as a result of students being dropped off late to school. The only way a tardy to school will be excused without the tardy going on a student's record is if the student has a doctor's excuse. PARENT NOTES WILL ALLOW THE STUDENT TO MAKE UP WORK MISSED DURING THAT TIME; HOWEVER, THE **TARDY WILL STILL COUNT TOWARD THE STUDENT'S TOTAL**. If a student is having trouble with early morning tardies, the school bus is a logical alternative. Students are not penalized if a bus arrives late to school.

NEW POLICIES/PROGRAMS/PROCEDURES MAY BE IMPLEMENTED BY THE ADMINISTRATION. STUDENTS WILL BE NOTIFIED OF ANY CHANGES AND THEY WILL APPEAR ON THE SCHOOL WEBSITE.