

CENTRAL MIDDLE SCHOOL HANDBOOK

12801 L Street
Omaha, NE 68137
(402) 715-8225
Fax: 715-8574

School Hours: 7:45 AM -2:45 P.M.
Office Hours: 7:00 AM -4:00 P.M.
First Student Bus Company 896-0142

SCHOOL COLORS: Red, White, and Blue
MASCOT: Cyclones

WELCOME!

Welcome to Central Middle School, a place for scholars, leaders, volunteers, authors, artists, musicians, and athletes. CMS is a safe place to be yourself, make new friends, and strive for your academic best. We hope that you will take advantage of the opportunities middle school provides for personal growth. Get involved and challenge yourself to reach greater heights. Have a great year!

CMS Staff

PHILOSOPHY OF THE MIDDLE LEVEL SCHOOL

For young people, the period of early adolescence is one of physical, social, and emotional transition. This developmental stage must be considered in an educational program that should emphasize the acquisition and application of knowledge, appreciation of aesthetic values, and the development of socialization skills, self-reliance, and creativeness.

The school must be cognizant of the emotional and psychological needs of the middle level student while also providing a learning atmosphere characterized by a positive and supportive relationship between staff, students, and parents.

The curriculum at the middle level should continue a strong program of instruction in the basic subject areas and strive to maintain a balance between these subjects and an exploratory program. The setting should be one that fosters flexible curriculum development and implementation.

TABLE OF CONTENTS

INFORMATION FOR CMS PARENTS		GENERAL INFORMATION	
Mission Statement	3	School Expectations	11
Parent Web Access	3	Entering and Leaving the Building	11
CMS is a Caring School	4	Tardy to School	11
40 Developmental Assets	5	Truancies	12
What are Developmental Assets?	6	Attendance	12
Lunch at CMS	7	School Visitors	13
Bus Information and Conduct	8	Bulletins and Announcements	13
After School Care Program	8	Counseling	13
Physical Exams	9	Information Center	13
Student Pickup and Drop Off	9	Cafeteria	14
Curriculum Options	9	Vending Machines	14
Grades and Honor Roll	9	Telephones	14
Academic Interventions	10	Lockers	14
Grades and Assessment Requirements	10	Dress Code	15
Homeroom	10	Textbooks	16
		Internet Resources	16
		Lost and Found	17
		Withdraw and Transfer	17
		Drop and Add	17
		Conduct Between Home and School	17
		Electronic Devices	17
		Public Displays of Affection	18
		Breath Test	18
		In-School Suspension	18
		Care and Use of School Property	18
		Co-Curricular Activities	19
		Co-Curricular Sports	21

INFORMATION FOR CMS PARENTS

MISSION STATEMENT

The mission of Central Middle School is to guarantee each student will continually improve life skills and achieve personal academic success in a diverse and innovative educational community.

Objectives

- ❖ All students will meet or exceed District and state standards and overall performance on District and state assessments will improve annually.
- ❖ Each student will participate in setting and will achieve challenging educational goals tailored to his or her abilities, interests and aspirations.
- ❖ The percentage of students performing at high levels on measures of national and international educational excellence will increase annually.
- ❖ Each student will meet or exceed the identified reading standards.
- ❖ The percentage of students engaging in negative social behavior such as substance abuse, harassment and/or acts of aggression will decrease annually.

Strategies

- We will investigate, develop, and implement methods to promote a positive middle school community.
- We will develop and implement plans to ensure that each student shows improved achievement in all core subject areas.

PARENT WEB ACCESS

The Millard Public Schools is pleased to provide parents/guardians access to student information via the District's web accessible student database, Infinite Campus, parent portal. Available information includes: daily attendance, student schedules, grade book information, progress reports, and transcripts. Access to student information may be granted to parents and/or legal guardians after completion of the application form and its review by building/district administration. If you would like to establish an account to view your student's information, please complete the application form found on the District's website (<http://www.mpsomaha.org>).

CMS IS A CARING SCHOOL

Central Middle School has made a commitment to prevent violence, bullying, and harassment. Our plan consists of three components: behavior management, immediate intervention, and education. The foundation for our behavior management plan is our three school rules: (1) Follow school rules and classroom procedures; (2) Respect yourself, others, and things; and (3) Contribute to the learning environment. ©

At the beginning of the school year, all students are taught how to report bullying and harassment. The focus is on reporting to the *nearest adult immediately*, and our staff has been educated about how to handle reports of bullying and harassment. Parents can learn more about violence prevention at CMS via newsletter articles, speakers, and letters mailed home.

Throughout the year, various student council or counseling/life skills activities promote a caring community. In addition, each grade level has a unique program based upon previous learning and individualized needs.

6th Grade:

- Classroom lessons on bullying and harassment/sexual harassment
- Bully Prevention Pledge
- Anti-bullying play presented by R.E.S.P.E.C.T. (Relationship Empowerment for Students, Parents, Educators, and Community Through Theater)
- Counseling groups: Friendship, Assertive Skills, Stress, Empathy, misc. as needed
- Peer mediation

7th Grade:

- Anger management (3 part series) classroom lessons
- PRISM—lessons on inclusiveness and dealing with bullying and violence
- Counseling groups: Friendship, Assertive Skills, Stress, misc. as needed
- Peer mediation
- Camfel Productions Multi-Media Presentation: *Quest for Respect*
- School Resource Officer is a guest speaker in health classes

8th Grade:

- Video and discussion about role of the bystander
- Peer Mediators (facilitate peer mediations for all three grades)
- Kids Helping Kids
- Counseling groups: Anger management, misc. as needed
- Camfel Productions Multi-Media Presentation: *Quest for Respect*
- School Resource Officer is a guest speaker in Know Yourself

©Discipline With Purpose



40 Developmental Assets® for Adolescents (ages 12-18)

Search Institute® has identified the following building blocks of healthy development—known as Developmental Assets®—that help young people grow up healthy, caring, and responsible.



What are Developmental Assets?

Search Institute's 40 Developmental Assets are concrete, common sense, positive experiences and qualities essential to raising successful young people. These assets have the power during critical adolescent years to influence choices young people make and help them become caring, responsible adults.

External Assets

The first 20 Developmental Assets focus on positive experiences that young people receive from the people and institutions in their lives. Four categories of external assets are included in the framework:

- **Support**-Young people need to experience support, care, and love from their families, neighbors, and many others. They need organizations and institutions that provide positive, supportive environments.
- **Empowerment**-Young people need to be valued by their community and have opportunities to contribute to others. For this to occur, they must be safe and feel secure.
- **Boundaries and expectations**-Young people need to know what is expected of them and whether activities and behaviors are "in bounds" and "out of bounds."
- **Constructive use of time**-Young people need constructive, enriching opportunities for growth through creative activities, youth programs

Internal Assets

A community's responsibility for its young people does not end with the provision of external assets. Caring adults must make a similar commitment to nurturing the internal qualities that guide positive choices and foster a sense of confidence, passion, and purpose. Young people need this wisdom to make responsible decisions about the present and future. The framework includes four categories of internal assets:

- **Commitment to learning**-Young people need to develop a lifelong commitment to education and learning.
- **Positive values**-Young people need to develop strong values that guide their choices.
- **Social competencies**-Young people need skills and competencies that equip them to make positive choices, to build relationships, and to succeed in life.
- **Positive identity**-Young people need a strong sense of their own power, purpose, worth, and promise.

LUNCH AT CENTRAL MIDDLE SCHOOL

(Please note: information is subject to change at the beginning of the 2009-2010 school year.)

The **Cyclone Cafe** offers four branded and popular food concepts! The Grill, The Deli, The Works, and The Pizzeria.

- **The Grille:** a rotation assortment of hot sandwiches.
- **The Deli:** a rotation selection of cold sandwiches, wraps and salads.
- **The Pizzeria:** freshly prepared pizzas and other Italian favorites including breadsticks and calzones.
- **The Works:** thematic designed food bars chosen by the students.

All of our entrees include complimentary sides including a vegetable and fruit selection as well as the student's choice of milk. **Our menus exceed the nutritional recommendation of the USDA.**

Breakfast is served each school day morning from 7:15 a.m. to 7:40 A.M.

Central Middle School uses a computerized lunch collection process. This eliminates having to buy individual lunch tickets and/or the hassle of bringing daily lunch money. Millard Food Service has contracted with **mylunchmoney.com** to provide online access to student balances with the encouraged ability of adding money to that account.

THIS IS HOW IT WORKS:

- **EACH STUDENT HAS AN ACCOUNT.** Each student will have his or her own account number. A computer tracks your student's school lunch account. This eliminates the need to buy lunch tickets or bring cash to pay for school meals.
- **PUTTING MONEY ON ACCOUNT.** Students must pay for meals between 6:45 A.M. and 10:15 A.M. OR by registering with **mylunchmoney.com** and making online prepayments.
- **IT'S NOT A CHARGING SYSTEM.** All meals must be paid for in advance. If a student has a balance of \$0 or less, they will be offered a meal. They will only be able to charge this to their account. Please help us eliminate any embarrassment of your child by making sure your child always has money in his/her account. Students are encouraged to check their balance often.
- **HOW MUCH MONEY SHOULD YOU BUDGET?** Please consider paying by the week or by the month. Lunch prices are announced at the beginning of the school year. Students average \$3.00 per day. If you have two or more children, list names on your check to share the deposit between accounts.

BUS INFORMATION AND CONDUCT

Laidlaw Bus Company provides two types of busing service:

- (1) "Partial Pay" for students living more than two miles from school. Students will be charged \$2.50* a day or \$1.25* per ride to offset part of the district's cost. Students will be required to buy coupons in order to use the bus. Coupons may be purchased in \$25.00 packets from the bookkeeper at Central Middle School. Checks should be made payable to Laidlaw.
- (2) "Parent Pay" is for those students living two miles or less from school. A bus pass is purchased directly from Laidlaw Bus Company: 896-0142.

***These prices are subject to change.**

Riding school buses will be considered as an extension of the school day; therefore, the following rules and regulations must be observed:

- Students missing the bus due to disciplinary action must make alternate ride arrangements.
- Sit quietly and refrain from rowdy conduct.
- Students are to remain seated at all times.
- Do not carry large objects on the bus. Put books and other items where they can't slide or fall.
- Be completely quiet when the bus is near a railroad crossing.
- Obey the bus driver as you would a teacher.
- Get permission before opening windows and keep hands and heads inside the bus. Do not throw any objects out the window.
- Any items not allowed in school are not allowed on the bus.
- Pop and candy on the bus is a privilege that may be revoked.
- Absolutely no tobacco products, drugs, or alcohol will be allowed.
- Never tamper with the bus or any part of its equipment.
- Wait until the bus comes to a complete stop before trying to get off or on.
- Students may ride only their designated bus unless prior written permission has been received from an administrator.

Any discipline problems occurring on the bus from its time of departure until its drop-off point are subject to normal school consequences. Bus transportation is a privilege and may be restricted for violation of bus regulations.

AFTER SCHOOL CARE PROGRAM

An after care program is offered at Faith-Westwood United Methodist Church, 4814 Oaks Lane. This is east of the Central Middle School property within a short walking distance. This program offers students an opportunity to participate in the following: tutoring for homework, computers, basketball, gym time, chess, board games, cooking, and crafts. Student teacher ratios are fifteen to one. For registration information, contact LeAnn Adkins at 895-3394 ext. 1024.

PHYSICAL EXAMS

Every 7th grade student must have either a doctor's physical or a waiver signed by the parent before entering 7th grade.

STUDENT PICKUP AND DROP OFF

Please don't drop your student off until 7:20 A.M. All students who are not participating in school sponsored activities need to be picked up by 3:05 P.M. Faith Westwood Church operates an after care program for students who cannot be picked up by 3:05. Please call Faith Westwood at 895-3394 to register your child.

CURRICULUM OPTIONS AVAILABLE TO PARENTS

In a diverse society, there may be occasional situations when parents are uncomfortable with the use of a particular book or unit in their child's school. If parents should find themselves in this position, they should be aware that the Millard Public Schools has a longstanding policy that, at the request of parents, students may be excused from using such materials. When such a request is made, teachers provide alternative material for the student. Parents should contact the administration if they have questions about this policy.

GRADES AND HONOR ROLL

Grades reflect the educational growth of the student in relationship to his/her ability and achievement. A system of 1,2,3,4, and 5 is used, with a "1" being superior and "5" representing failure. **Progress reports are issued to parents every three weeks at Central.** The grading scale for the Millard Public Schools is as follows:

93 - 100	= 1
85 - 92	= 2
77 - 84	= 3
69 - 76	= 4
68 and below	= 5

Scholarship is recognized and encouraged through an academic honor roll each trimester.

Commitment to Learning Honor Roll

3.5 to 4.0 GPA

ACADEMIC INTERVENTIONS

Central Middle School has a Pyramid of Interventions for students who are below success in one or more classes. Teachers, counselors, and administrators work with the student and parents to make a plan for success. Academic achievement is the priority. Students who are involved in sports or extra-curricular activities may need to get additional support before participating.

GRADUATION AND ASSESSMENT REQUIREMENTS

All high school students must earn 225 credits to graduate. Students must also successfully meet the Essential Learner Outcome assessment score requirements in reading, writing, math, science, and social studies. When entering high school, refer to your high school Curriculum Guide for more detailed information.

Millard Public Schools and Central Middle School offer a program of assessments throughout students' years at middle school in order to assess learned knowledge as they move through the taught curriculum.

Sixth Grade: Students take Essential Learner Outcome (ELO) tests in math and reading. This set of assessments includes cut score mastery. The ELOs are **criterion-referenced tests (CRT)** that measure learning of the district curriculum.

Seventh Grade: Students take Essential Learner Outcome (ELO) tests in writing, math, and reading. This set of assessments includes cut score mastery. The ELOs are **criterion-referenced tests (CRT)** that measure learning of the district curriculum.

Eighth Grade: Students take Essential Learner Outcome (ELO) tests in science, social studies, math and reading. This set of assessments includes cut score mastery. The ELOs are **criterion-referenced tests (CRT)** that measure learning of the district curriculum. The 8th graders also take state assessments in writing and speaking/listening/note taking.

Select Grade: A select grade level will also be assessed using a national normed instrument called TERRA NOVA. Language, math, social studies, and science will be assessed. This test is typically given in the spring at the middle level.

HOMEROOM

Homeroom is a period each day during which time attendance is taken, bulletins and announcements are explained, and various other activities are conducted.

GENERAL INFORMATION

SCHOOL EXPECTATIONS

1. Respect Yourself, Others, and Things
2. Contribute to the Learning Environment
3. Follow School and Classroom Procedures

© Discipline With Purpose

ENTERING AND LEAVING THE BUILDING

Central Middle School is a closed campus. Students are not allowed to leave campus without an administrator's permission.

Students should not report to school until after 7:20 A.M. No student will be allowed in areas other than the lounge and administrative office areas before 7:38 A.M. without a pass from a staff member. Before school, sixth graders are asked to congregate in the gym, and 7th and 8th graders are asked to gather in the commons and cafeteria areas to wait for the bell to dismiss to homerooms. At 7:38 A.M. students may go to their lockers.

All students should leave the building *immediately* upon dismissal unless they are under the supervision of a staff member or in a school sponsored activity. No students should be on school grounds after 3:10 P.M. Sixth grade students exit out the door at the end of their wing facing east. From there they find their bus or meet their parents in the circle or designated place. Band student may exit from the door opposite the band room. All other students must exit from either door off the cafeteria.

TARDY TO SCHOOL

We believe that each student must attend school regularly and arrive on time in order to receive maximum benefit from our educational program and keep disruption of the educational environment to a minimum. Development of habits of punctuality, self-discipline, and responsibility are important to student success. The following tardy policy will be in place for the school year:

1. On the 6th tardy, a letter will be sent home reminding the student and his/her family about the importance of being to school on time.
2. On the 9th tardy, the student's parents will be called by the student's counselor to discuss tardy concerns and develop a plan to solve the problem
3. On the 12th tardy, an administrator will call the student's parents to discuss continued tardy concerns.
4. On the 15th tardy, the student will be called to an administrator's office to discuss why he or she is continuing to be late. A Saturday School will be assigned.

5. If the student fails to report to Saturday School, the Saturday School will be doubled to two for every one missed. If a second Saturday School is missed, the student will be suspended out of school.

** The tardy count will start over at the beginning of second semester.*

TRUANCIES

Parents and the proper school officials must approve all absences. Students who are absent without being properly excused are considered truant.

A truancy is defined as follows: after leaving home, a student does not attend school; a student is in an area other than that for which he/she has permission; a student does not attend an assigned detention period.

ATTENDANCE PROCEDURES and COMPULSORY ATTENDANCE LAW

In order to have uniform policy regarding absences, we are asking that all students follow these guidelines. On any day that a student is going to be absent from our school, parents are asked to telephone our office (895-8225) between 7:15 and 8:30 on the morning of your absence. Staff members will then be notified of the absence for the day. Upon the return to school, report to homeroom without stopping in the office or bringing in a note from home. If, however, a student returns to school after 7:45 A.M., he/she must report to the office before going to any classes. If a telephone call is not made on the morning of the absence, the student will be required to bring a note to the office upon your return signed by a parent, explaining the absence. Students will be given a day to bring the note excusing their absence. Failure to do so may result in detention periods.

“The Nebraska State Law provides that every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child not less than seven nor more than sixteen years of age, shall cause such child to attend regularly the public schools each day that such schools are open and in session except when excused by authorities.”
(Sec. 79-201 School Laws of 1971)

Regular attendance at school is the primary responsibility of students and parents. There is no substitute for regular attendance; many classroom experiences cannot be made up. There are occasions when it is necessary for students to be absent from school for all or part of the day. The following are justifiable reasons for absence:

1. Personal illness
2. Serious illness or death of a member of the family
3. Emergencies calling for the student's presence at home
4. Religious observance of the student's own faith
5. Participation in a school-sponsored function

If you know that you are going to be absent for an extended period of time, you should turn a note into the office. You will then receive an assignment sheet, which you should have signed by each teacher. By following this procedure you can make up your work prior to or during the absence.

When a parent requests that a student leave the school campus during the day, a note or phone call will be required.

SCHOOL VISITORS

All visitors must report to the office area before going elsewhere in the building. Student visitation in the building is at all times discouraged.

BULLETINS AND ANNOUNCEMENTS

Announcements for the day are made for the convenience of the students and staff. These announcements will be made over the public address system.

COUNSELING

Counseling services are available to every student in the school. Counselors are here to help with any concerns or difficulties students may have in or out of school. Students may make an appointment to see a counselor by obtaining a pass from the counselor. Permission must also be sought from your classroom teacher before missing class to visit the counselor. Further information on our counseling services will be given to each student during an orientation early in the year. Special groups may be formed during the year to address specific student needs such as being a new student or dealing with death and divorce.

INFORMATION CENTER

An Information Center Specialist is available to assist students in finding appropriate material for classroom assignments and leisure-time reading. General circulation books, reference materials, and magazines are available to meet the interest of all students, so be sure to make the Information Center a place with which you are familiar.

While in the Information Center, remember other students are working. Show your respect for their rights by conducting yourself appropriately. It should also be remembered that books checked out from the Information Center must be returned on or before the indicated date.

The Information Center is open most days after school for students to use computers, work on homework, and play board games with friends.

CAFETERIA

The all-purpose room (cafeteria) provides a pleasant environment in which to have lunch. In order to maintain this area, your cooperation is necessary. You can meet this responsibility by observing the following:

- ❑ Cutting into lunch line is not permitted.
- ❑ Everyone who purchases lunch food must use a lunch tray
- ❑ Food or other items are not to be thrown.
- ❑ Each individual student is responsible for cleaning the area where he/she eats.
- ❑ Each student is expected to remain seated while eating. Moving from one table to another is not allowed once a student is seated.
- ❑ Food and drink are not to be taken from the cafeteria.
- ❑ Students are allowed to eat in the courtyard on nice days. A sign will be posted on the door.
- ❑ After eating, students are asked to clean up after themselves, leave the cafeteria, and report to the gym.
- ❑ Students are expected to stay in the gym until the designated time they are to be picked up by the teacher. Restroom facilities should be used before students enter the gym.

VENDING MACHINES

For your convenience, a beverage machine and a snack machine have been placed in the student lounge area. Machines are open to students only before and after school. Food and drink purchased from the vending machine are not permitted in the halls, lockers, or classrooms. Please help us keep our school and the community free of litter.

TELEPHONES

The office telephone is for school business and may be used by students only in an emergency. Pay telephones are available in the Main Entry. During the lunch period, a student must ask permission from a supervisor to use a telephone. Please make ride arrangements prior to the end of the day or event.

LOCKER REGULATIONS

A locker with a combination lock is assigned to each student at the beginning of the year. The combination is issued only to the student who is responsible for his/her own locker and possessions. **Students may use only their assigned locker.**

Students are responsible for their property. They must take care of their belongings and never leave money, clothing, textbooks, notebooks, etc. lying around in various areas. It is suggested that students not bring or wear expensive and valuable items to school. Mark all of your personal property.

Students are assigned a locker and a school padlock for physical education class, which is also their responsibility.

The following guidelines for locker usage should be followed:

- ❑ Student book bags must be kept in your locker during the school day.
- ❑ Keep your valuables and money with you; do not keep these in your lockers.
- ❑ Always close your locker door and make sure you lock it.
- ❑ Place your name in all clothing left in lockers.
- ❑ Keep your locker and locker area neat and clean.
- ❑ KEEP YOUR COMBINATION SECRET!
- ❑ Locker changes are not permitted at any time unless prior permission has been received from one of the building administrators.
- ❑ Only magnets may be used inside your locker.
- ❑ NO TAPE OR FUN TACK!
- ❑ Students may use only the locker assigned to him/her.
- ❑ No drink containers or food are permitted in the lockers or locker area.
- ❑ No other locks may be placed on any school locker.

If a student chooses to abuse a locker by slamming the door, kicking it, or pulling it open without using the combination, appropriate disciplinary action will be taken.

DRESS CODE

The purpose of a dress code is to allow students to demonstrate their individuality while maintaining a sensitivity to and respect for others. Choice of attire and grooming should be left to the good judgment of the student and his/her parent or guardian and should contribute to a positive learning environment. Dress and grooming should be clean and shirts and shoes are required. Central Middle School administrators have final authority to determine improper dress.

The following clothing or types of dress are prohibited:

- ❑ Dress that causes or has the potential to cause either a substantial disruption or material interference with the educational process.
- ❑ Clothing which is too short, too tight, too revealing, or is inappropriate for school such as boxer shorts, pajama bottoms, body painting or writing, clothing that bares the back/midriff, halters, tank tops worn alone, or see-through or low cut blouses. Skirts/dresses/shorts length should be mid-thigh or longer. Straps on sleeveless tops should be a minimum of one inch wide.
- ❑ No chains are to be worn on billfolds, clothing and/or around any part of the body (neck, arm, leg) other than standard cosmetic jewelry.
- ❑ Dress that creates or has the potential to create a health or safety problem or risk including marking on one's self or others.
- ❑ Dress that contains vulgar or offensive words or symbols or is sexually explicit, indecent, or lewd. Dress that reflects lack of sensitivity or respect for others is unacceptable.

- ❑ Dress that promotes, advocates, or advances the use of alcohol, tobacco, or illegal drugs, including clothing that displays the logo or trademark of any brand(s) of alcohol, tobacco, or illegal drugs.
- ❑ Hats, caps, bandanas, jackets, sweatbands and outerwear worn to school must be kept in student lockers at all times. They may not be worn inside the building during regular school hours.
- ❑ The “sagging pants” look is not appropriate for school. Pants should be worn at or above the hip level.

If a student is wearing inappropriate clothing, an administrator or teacher will conference with the student in order to determine the appropriate plan of action necessary to correct the situation. Disciplinary action may be taken.

TEXTBOOKS

Your textbooks are the property of the Millard Public Schools and are available for your use. If a book is marred, defaced, or shows excessive wear and tear, it will be necessary for the student to pay for the book prior to grades being issued. To make it possible for these books to be used for a normal period of time, students are required to have book covers on all schoolbooks. Book covers are provided in the Counselors office area.

If you lose a textbook, it will be necessary for you to pay for the book before another book can be issued. If your book is found, your money will be refunded.

The purpose of the Central Middle School Homework Policy is to give students at all grade levels the support they need to be successful in school and later in the working world. The policy provides a uniform structure fully understood by staff, parents, and students.

INTERNET RESOURCES

Access to the Internet is available in classrooms, computer labs, and the Information Center. This provides students with an additional resource for locating information needed for projects and reports that teachers will be assigning. Following are rules for Internet use:

- ❑ Students may use e-mail only under the direct supervision of a staff member.
- ❑ Students may not use their personal e-mail accounts at school.
- ❑ Students may not use chat lines or news groups at school.
- ❑ Students may not bookmark sites except at the request of a teacher.
- ❑ Downloading will not be allowed unless the student has permission from a teacher.

Student email account (Gaggle.net) are provided to support student learning and the delivery of the District’s curriculum. These accounts are monitored and filtered as

required by law. They are not intended to be the student's primary or only method of electronic communications with family or friends. Thank you for your understanding and cooperation in this endeavor.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where the owner may claim them. All lost books will be returned to the teacher; therefore, you are to place in the inside front cover (in pen) your name and your teacher's name. Unclaimed personal items are given to a charitable organization.

WITHDRAWAL AND TRANSFER

The procedure for withdrawal or transfer is as follows:

1. Secure withdrawal or transfer note from your parent or guardian.
2. Notify the counselors' office at least three days prior to your withdrawal.
3. Obtain appropriate forms from the counselors' office.
4. Have the forms filled out by teachers, return all schoolbooks and property, and make sure all fees are paid.
5. Take completed forms to the counselors' office for final clearance.
6. See the guidance counselor.

DROP AND ADD

Once a student has selected a class, drops will only be considered at the end of a term. For chorus, band, and orchestra, drops will only be considered at the trimester. The process for dropping one class and adding another is as follows: obtain a drop/add sheet from the office, get the required signatures, and turn the sheet in to the office. Drop and adds may be considered at other times under special circumstances.

CONDUCT BETWEEN HOME AND SCHOOL

Students should travel directly to school and home from school. Upon arriving at school, students are responsible for following school rules and regulations. **Students are not to be on School District property, other than their own school grounds, during the school day without permission.**

ELECTRONIC DEVICES

All cellular phones, pagers, and music players must be put away, turned off, and out of sight in all classrooms, restrooms, hallways, cafeteria and commons area from 7:45 to 2:45. If a staff member sees an electronic device from 7:45 – 2:45, the staff member will confiscate the item and turn it in to the student's administrator. Electronic items will be returned to the student at the end of the day. The second time a

device is confiscated, the device must be picked up by the student's parent. Failure to give an electronic device to a staff member upon request will be considered insubordination resulting in disciplinary action.

PUBLIC DISPLAY OF AFFECTION

Public display of affection has a tendency to create unfavorable impressions and attitudes toward the school and the individuals involved and will not be permitted.

BREATH TEST

If there is reasonable suspicion that a student has consumed alcohol in violation of District Policy, and the student has been advised as to the violation of and the disciplinary action being taken under the District's alcohol policy, upon request the student may be permitted the opportunity to voluntarily take a test with a breath-testing device. District personnel will administer the test. The results of the test shall be used only to exonerate the student.

IN-SCHOOL SUSPENSION

Students may be assigned to the in-school suspension room for violating school rules and procedures. Students will be provided with assignments to work on while serving in-school suspension. Strict adherence to the rules and procedures of the in-school suspension room is required. Students who violate the rules will be suspended out of school.

NIGHT SCHOOL

Students may be assigned to Night School from 3:00-5:30 P.M. or Saturday School to serve their disciplinary obligations for committing certain offenses. Saturday School is held from 8:00 A.M. until 11:00 A.M. during which time students work on schoolwork in a quiet, controlled atmosphere.

CARE AND USE OF SCHOOL PROPERTY

If a student damages or destroys school property, he/she will be required to make complete restitution and appropriate disciplinary action will be taken. Disciplinary action may be fines, suspension, or the withholding of grades and records.

NOTICE OF NONDISCRIMINATION

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer."

CO-CURRICULAR ACTIVITES

Frequently Offered:

Art Club

Art Club is intended to provide additional time to students who enjoy and desire more art than what is offered in their schedules. It is also an opportunity for students to experiment with art media that is not covered in the traditional curriculum.

Book Club

This club meets once a month to talk about books, authors, short works, and poetry. Students create "Favorite Author" presentations and write letters to authors.

Bowling Club

Students with an interest in bowling meet once or twice a month after school at Western Bowl. Participants learn about league bowling as well as improving their level of play. Beginners are welcome.

Central Sound/Swing Choir

The Millard Central Music Department will hold auditions in the fall for all seventh and eight grade students who are enrolled in chorus. The Central Sound Swing Choir performs for concerts as well as various community functions. The students rehearse before the school day at 7:00 A.M. on Monday and Wednesday. The group is fitted with matching outfits, which are paid for by the students.

Chess Club

This club meets twice a month to play and share chess trivia and strategies. A yearlong log is kept to record who wins, and a Chess Champion is crowned in the spring.

Cross Country

Cross Country is open to sixth, seventh, and eighth grade boys and girls. This club will meet in the fall. A physical form is required.

Dance Club

Do you like to move with the music and meet other students? Dance Club is a non-competitive club that meets from mid-October through December. Students will meet once a week in the Stage Music Room from 2:50 to 3:45 P.M. We will warm up with some dance moves and stretches. Then, learn some ballet, jazz and hip-hop combinations. All experience levels are welcome. Students may wear comfortable clothing and athletic shoes.

Drama Club

The CMS Drama Club performs several times throughout the school year. The drama season begins with an 8th grade play in the fall, followed by plays for all grades in the winder (December) and spring (February-March). Auditions for the winter play usually take place in October, and the spring auditions usually take place at the end of

December. Everyone who attends auditions will receive a part. Rehearsals are usually on Fridays, but extra rehearsals may be added when performance dates draw near. Whether you want a big or small part, on stage or behind the scenes, join in the fun of Drama Club!

Earth Savers Club

The Environmental Club members will learn what can be done as an individual, a middle school student, and a group to better the environment in which we live. The club will promote their goals and ideals with others in their environment. Members will bring back what they have done to improve their surroundings and others between meetings. When weather permits, the group will find activities that promote the betterment of our school and neighborhood's environment. Eighth grade students in need of community service or volunteering may use the participation in this club to satisfy those requirements.

Family & Consumer Science Club

The FCS Club offers opportunities for students to participate in activities that extend learning beyond the FCS classroom. Students will enjoy fun food and craft activities.

Jazz Band

The Jazz Band meets at 7:00 A.M. on Tuesday and Thursdays throughout the school year. During rehearsals, students explore a variety of jazz styles including swing, rock, and Latin. Jazz Band performs at several concerts each year and may perform outside the building as time permits.

Knowledge Masters/Wits Clash

Knowledge Masters is a club for students who like to watch Who Wants to be a Millionaire and/or who like to play Trivial Pursuit. Students in Knowledge Masters possess knowledge that nobody else knows and they want to share it. This club is open to sixth, seventh, and eighth graders. The club competes in two national Knowledge Masters competitions via a computer.

Photography Club

Photography Club is designed for the purpose of allowing students to identify the qualities of what makes a good photograph. The students will bring in photography that they have taken throughout the year and analyze the best photographs and the reason(s) that they feel are worthy of adoration. Photography Club will also offer the students a chance to work with different types of photo, i.e. panoramic, zoom lens, and black and white photos. Responsible sixth and seventh grade students showing talent with a camera will be given special consideration when selecting the eighth grade Yearbook Staff.

Stock Market Club

The purpose of the Stock Market Club is to educate students so they can have a proper foundation for investment in the stock market. Students will find out why the stock market exists, why buying stock could be a good investment, and how a person goes about buying stock. Various web sites will be shown to students so they can research to make informed decisions about what are good stock purchases. Using pretend money,

the students will keep track of stock buys and by the end of the year find out if they made wise or faulty picks throughout the year.

Student Council

Student Council members are students that want to exhibit leadership roles and represent the student body. Members are responsible for organizing and coordinating various school-wide events such as school socials and community nights. Members also hold events that benefit community agencies like the United Way and the Toys for Tots campaign. Members are required to attend weekly meetings that are held before and after school. They must also serve on one of the activity committees.

SPARKS

SPARKS is a club that provides opportunities for kids to have drug-free fun and also help promote the 40 Developmental Assets. Among the activities planned is a trip to Vala's Pumpkin Patch, a mini lock in for the sixth graders and an overnight lock in here at Central for seventh and eighth graders. SPARKS also sells popcorn and, plans High on Life and Red Ribbon Weeks. Large group meetings are at 7:15 a.m. on the 4th Friday of every month. Attending meetings and working contests and fundraisers are important because students must attend most of the meetings and work a minimum number of events in order to participate in the activities.

WOODLATHING CLUB

This is an opportunity for students to learn the characteristics of various woods while they make a pen or pencil from the wood of their choice. Wood lathes will be utilized in the trimming, shaping, and polishing stages. The pen or pencil will be theirs to keep along with the knowledge of how to plan and create their project! Any student who enjoys working with their hands or someone who is just looking for something different from the same old video game should really give this club a try!

WRITER'S CLUB

The CMS Writers' Club produces the *Chicken Soup for the Cyclone Soul* book. Students will write poems and stories to contribute to the book, create illustrations and a book cover, choose student work collected from English classes, and edit the book. This club is for students who love to write or draw and want to share their ideas and experiences with other middle schoolers.

CO-CURRICULAR SPORTS ACTIVITIES

Frequently Offered:

It is the policy of the Millard Public Schools that any student (boy or girl) who wishes to participate in an interscholastic sport or intramural 7th or 8th grade football must have a physical examination before he or she may be allowed to participate. Sports physicals must take place after June 1 of the preceding school year but prior to the first practice.

We strongly encourage any student participating in our intramural program to have a physical examination also.

BOYS
6th, 7th, & 8th Grade Athletic Program

Football – Intramural

1. Opening date – August
2. Closing date – October
3. Teams – after conditioning drills, teams to be selected by coaches under direction of the athletic director
4. Uniforms provided.

Wrestling – Interscholastic

1. Opening date – January
2. Closing date – March
3. Uniforms provided.

*Basketball – Intramural

1. Opening date – October
2. Closing date – December
3. Number of games dependent on number of teams; schedule to be determined by the athletic director.
4. No uniforms; use gym outfits.

Basketball – Interscholastic (8th Grade only)

1. Opening date – October
2. Closing date – December
3. Uniforms provided.

Track – Interscholastic

1. Opening date – March
2. Closing date – May
3. Uniforms and sweat suits provided.

*6th Grade Athletics – Intramural basketball for Boys.

GIRLS
6th, 7th, & 8th Grade Athletic Program

*Volleyball – Intramural

1. Opening date – August
2. Closing date – October
3. Game limitations – dependent on number of teams; schedule to be determined by the athletic director.
4. No uniforms.

*Basketball – Intramural

1. Opening date – January
2. Closing date – March
3. Number of games dependent on number of teams; schedule to be determined by the athletic director.
4. Game jerseys provided

Volleyball—Interscholastic (8th Grade only)

1. Opening date – August
2. Closing date – October
3. Uniforms provided.

Basketball – Interscholastic (8th Grade only)

1. Opening date – January
2. Closing date – March
3. Game limitations – six plus one tournament
4. Uniforms provided.

Track – Interscholastic

1. Opening date – March
2. Closing date – May
3. Uniforms and sweat suits provided.

*6th Grade Athletics – Intramural Volleyball and Intramural Basketball for Girls.

ACTIVITY ATHLETIC GUIDELINES

1. Team members travel to and from events as a unit. Any exceptions to this rule must be approved by BOTH the parents and the Athletic Director. A transportation form must be filled out and on file with the Athletic Director.
2. At all contests scheduled away, dress of team members should be clean, neat, and in good taste.
3. A team member is not allowed to practice or compete on a day that he or she is unable to be in school. Students must report to school for all of their classes on days of scheduled games/meets. Exceptions must be approved by the Athletic Director.
4. All athletes must have a physical examination prior to participating in practice. The Millard Public School Athletic Participation Form will be mailed home in a packet to be completed by the prospective athlete and returned to the office prior to participating in any practices. This packet includes the following information:
 - a. Physical Examination – an examination is required once each year which must be completed after June 1.
 - b. Athletic Insurance Coverage – it is required that the participant has some type of medical coverage.

- c. Parental Consent/Emergency Form – no student is allowed to practice without parental permission. Signature of parent is required. Forms are available in the office.
5. No interscholastic athletic contests will be scheduled on Wednesday nights at the middle school level.
6. No middle school practice will exceed two hours in length. There will be only one practice per day for any activity at the middle school level.
7. There will be no weekend practices of any type and all athletes are to be out of the building by 6 P.M. on Wednesday.
8. Any athlete who gets cut from a squad via a coach's selection may, if he/she so desires, try out for another sport during the same season.
9. Equipment of a personal nature will not be furnished by the Athletic Department. Examples: shoes, socks, etc.
10. If an athlete is under medical advice not to participate, the athlete will not be allowed to do so regardless of feelings of the athlete, parents, or coach.
11. No seventh or eighth grade student may participate on a freshman squad.
12. Athletes are responsible for gear checked out to them. If athletes lose or gear is damaged, they will be expected to pay for the gear they lose or damage.
13. Inappropriate behavior during school hours, practices, home or away games may lead to temporary or permanent suspension from our athletic program. The athletic director and/or principal will review the suspension.

*Student insurance information is available in the office.