

Parent Information Booklet

2018-2019

Center Middle School

326 E 103rd Street
Kansas City, MO 64114
(816) 612-4000

This booklet contains informational copies of policies and procedures indicated on the annual notification. Please keep and reference this booklet throughout the school year for clarification regarding technology, attendance, dress code, media release, after school activities and after school tutoring.

Additional documentation can be found on the Center School District website:
<http://www.center.k12.mo.us>

Linda Williams	Principal	612-4003
Jesi Cygan	Assistant Principal—8th Grade	612-4034
Rusty Boyle	Assistant Principal—6th Grade	612-4086
Brad Sweeten	Activities Director	349-3342
Joya Trice	Principal's Secretary—Lunch Accounts	612-4002
Victoria Stewart	Attendance Secretary	612-4000
Kharmin Heard	Registrar— Enrollment— Parent Portal	612-4026
Kathleen Eaton	Social Worker	612-4055
Julie Gannon	Counselor (Last Names A—J)	612-4027
Keisha Hatcher	Counselor (Last Names K—Z)	612-4025



Center Middle School

Technology Agreement 2018-19

I have read the school district's technology use policies, regulations and procedures. I understand that a violation of these provisions may result in disciplinary action against my child or ward, including but not limited to suspension or revocation of my child's or ward's access to district technology and suspension or expulsion from school.

I understand that the school district will monitor student use of district technology. Pursuant to state and federal law, I consent to district interception of or access to all communications sent, received or stored by my child or ward using the district's technology resources.

I recognize that the district's efforts to block/filter inappropriate Internet materials may not restrict access to all controversial information. Consequently, I agree not to hold the district responsible for materials my child or ward acquires by using the district's technology resources.

I agree to be responsible for any unauthorized costs arising from my child's or ward's use of the district's technology resources. I also agree to be responsible for any damages my child or ward causes through misuse of the district's technology resources.

My initials on the Annual Notification indicates understanding of the above mentioned policies.

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Media Consent 2018-19

We are proud of the accomplishments of our students and like to share the good news. Mediums include: flyers, school and district newsletters, radio, television, newspapers, video productions, and websites.

I hereby consent that photographs, comments, or videotapes of my student may be used by the Center School District and those who it assigns for newsletters, newspapers, television, district or school websites, audio-visual productions, print publications, social media, etc., without consent from me. Furthermore, I hereby consent that such photographs, video, negatives, or slides shall be the property of Center School District. Such photographs or video will not be used for product advertising. (CMSPIB).

Your initial on the Annual Notification indicates your consent to have your child included in the district communications.

Center Middle School is committed to the success of each student and wants to provide an environment that fosters learning. Regular attendance is a necessary step in reaching this goal and is required by state law to be reported on an hourly basis. For this reason, excessive absences may have a negative effect on the academic progression of each student.

School Attendance Requirement

STUDENTS WHO ACCUMULATE 7 ABSENCES OR MORE FROM A CLASS PER QUARTER WILL BE PLACED IN CREDIT WITHHELD STATUS FOR THAT CLASS. A CREDIT WITHHELD WILL REVERT TO A 59% F IF NOT APPEALED.

A written notice of warning will be provided to parents/guardians as students approach the limits of this regulation. The notice will be mailed to the student's enrollment address on the 5th absence by the attendance secretary.

Excused Absence

An "excused absence" will provide the student the opportunity to "make-up" class work that is missed. Examples of an excused absence are:

- Illness, injury or medical appointment (documentation must be provided)
- Death in the family
- Family Emergency /Other (must be pre-approved by a grade level Principal/ building administrator)

Unexcused Absence

Absences that do not meet the criteria above are considered **unexcused**. Unexcused absences can be reviewed by the Attendance Committee on appeal (see Attendance Appeal below). It is the responsibility of the parent/guardian to contact the school attendance office at (816) 612-4000 each day a student is absent. In order for an absence to be considered by the committee, the student must furnish the school with a written explanation from the student's parent/guardian stating the date and the reason for the absence on the next attended school day. The committee will then determine whether the absence will be excused.

ACCORDING TO CENTER BOARD OF EDUCATION POLICY, OUT-OF-SCHOOL SUSPENSION (OSS) IS NOT AN EXCUSED ABSENCE AND MAKE-UP WORK WILL NOT BE PROVIDED EXCEPT IN THE CASES OF PAPERS, PROJECTS AND MAJOR TESTS.

Make-Up Work

It is the responsibility of the student to contact the teacher of the class that was missed on the day of return. Missed class work will only be granted an extension the length of the absence. Ex: If a student misses 2 days then the student will have a 2-day extension to submit make-up work.

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Credit Withheld / Attendance Appeal

All students accumulating 7 or more **unexcused** absences in a class that they have earned credit for (received a passing grade) will have that credit withheld. Parents/Guardians of students whose credit has been withheld may file an attendance appeal by contacting the attendance secretary at 612-4000. An attendance appeal will result in the restoration of grade earned, the denial of credit or the placement of credit into escrow. Escrow is a probationary state contingent upon the student not having similar attendance issues the following semester.

A credit withheld status is reported as an “F” on the final report card when the attendance appeal results in a “denial of credit” or if a parent fails to appeal the credit withheld status by the deadline date.

Deadline Dates for Attendance Appeals

Quarter 1 – November 9th

Quarter 2 – January 25th

Quarter 3 – April 12th

Quarter 4 – By appointment only

Enforcement of the tardy procedure will be renewed with the start of each **quarter** of the year.

Tardy to School and/or Class

All students are responsible for reporting to school on time. Students arriving after 7:25 must sign in at the main office to get an admit slip and then proceed immediately to the current class (Please be reminded that Breakfast In the Classroom is served from 7:10 – 7:25am). **The only excused tardy will be - a late bus issue or a documented Dr. or Dental appointment.** Students arriving to class after the designated start time for each regularly scheduled class of the day shall be considered tardy and have each occurrence documented within the teacher attendance records. The attendance secretary will be responsible for keeping track of tardy(s) to school (homeroom), subsequent consequences and for the contacting of parents regarding same.

Each teacher will be responsible for enforcement of the procedure outlined below:

7th tardy – Parent contact and warning

8th tardy – Parent contact and detention

9th tardy – Parent contact and detention

10th tardy – Administrator referral and 1 day ISS

11th tardy – Administrator referral and 2 days ISS

12th tardy – Administrator referral and 3 days ISS

13th tardy – Administrator referral and 4 days ISS

14th tardy – Administrator referral and 5 days ISS

15th tardy & above – 1-10 days OSS and a possible referral to the Office of the Assistant Superintendent for consideration of a long-term suspension

Enforcement of the tardy procedure will be renewed with the start of each **quarter** of the year.

Students who arrive **more than 5 minutes late (7:30 am)** to school or class will be assigned an unexcused absence for that class unless a written excuse (written by an administrator or administrative assistant) is presented. Students who arrive to class more than 5 minutes to class will be considered truant and will be assigned one day of ISS.

*Failure to serve detentions on the date(s) assigned will result in the assignment of one day of ISS unless the student/parent has made arrangements prior to the detention with the administrator at their respective grade level.

I have read the Center Middle School Attendance Procedure. I understand that failure to comply with the Attendance Procedure may result in the consequences listed above. My initials on the Annual Notification indicate my acknowledgement of this attendance policy.

Students should dress in a manner that reflects respect for one's self, family, and school. Extremes in dress or personal appearance, which disrupt the learning environment or interfere with the intended function of the school, are unacceptable. School dress as defined by District Policy is, *dress, which reflects favorably upon a positive instructional and learning atmosphere.* **Please note that we cannot foresee fashion trends or possible dress issues. The administrative team has the latitude to decide whether dress is appropriate or not even if the violation is not specifically stated in the list below.** The following standards are guidelines for appropriate dress for school and school functions:

- Clothing depicting drugs, alcohol, tobacco, sex, violence, obscenities, or suggestive language is prohibited
- Clothing that bares the shoulders, back or midriff is not permitted
- Shirts and blouses must fully cover the waist and pants may not sag below the waist
- Dresses, skirts, and shorts must be below fingertip length to be considered appropriate. Wearing leggings or other items of clothing under dresses, skirts or shorts that do not meet requirements does not solve the problem
- Leggings, jeggings or stretch pants should not be worn alone
- Sagging is not permitted at CMS
- Glasses or contacts that are not prescription are potentially damaging to student's vision and are not allowed
- Facial piercings are discouraged and lip, nose, eyebrow rings may not be worn to school.
- Shoes will be worn at all times. To prevent injury to a student's feet no slippers, slides or flip-flops can be worn.
- Hats, head coverings (such as, but not limited to: doo-rags, shower caps, caps or bandannas) hoodies with the hood down, gloves, chains, sunglasses, boxer shorts, pajama bottoms or revealing clothing are inappropriate and not permitted.
- Clothing, insignias or other symbols indicating membership in, affiliation with, or support for any prohibited organization, such as gangs, either on school grounds or at school-sponsored activities is prohibited.
- Coats and backpacks are to be kept in the student's locker during the school day.
- Clothing with holes, rips and/or cutoff pants are not allowed. **This includes "distressed jeans"** and any pants deemed too tight will not be allowed.

Infractions of the dress code will result in a consequence according to the Board approved student code of conduct. Students will be expected to follow the dress code. When, in the judgment of the administration, a student's appearance or mode of dress is deemed inappropriate, the student will be required to make modifications. Students will be given clothes to wear by our nurse or a parent will be required to bring clothes to the student before advancing to class. If a student has five dress code offenses for the quarter, he or she will be referred to administration and ISS will be assigned.

Enforcement of the dress code procedure will be renewed with the start of each quarter of the year.

I have read the Center Middle School Dress Code. I understand that failure to comply with the dress code may result in my having to bring my son/daughter a change of clothing or their having to be picked up at school. Students who come to school inappropriately dressed will not be allowed to remain at school.

The nurse is available in the Health Center for student's needing attention for the "6 B's." These include a **Bumped head, Bleeding profusely, Barfing, Breathing difficulty, Broken bone (or sprain), or Burning up (suspected fever).** A student seeking medical attention is to obtain a hall pass from their teacher in order to report to the Health Center. If the nurse is not in the Health Center, students are to report back class, or if an emergency, report to the office. **Students are not allowed to stop by the Health Center between classes.** If the nurse determines a student is too ill to remain in school, parents/guardians will be contacted. A student that vomits, has diarrhea, or has a temperature of 100.4 degrees or greater must be sent home. They must be fever and/or diarrhea free or have not vomited for at least 24 hours before returning to school. Students **DO NOT** call parents/guardians until they have been assessed by the nurse. Students are not to call parents from cell phones or the classroom. If there are persistent health concerns, information should be documented in student's health record. When a student is injured at school or at home, they must have a released from a physician in order to be re-admitted to school. Students are **NOT** allowed to keep medications in their possession at school. Please bring all medications, including inhalers/Epi-pens with a parent and physician signature required.

Student Messages & Items Delivered 2018-19

We make every effort not to interrupt learning by calling students out of class. **Students will not be called out of class to receive phone calls.** If you wish to leave a message for your son/daughter, he/she will be given the message at lunch and may return your call at that time. Messages received after lunch will be delivered just prior to dismissal. **Students will not be called out of class to speak with the parent during any instructional time.**

In the Event of an Emergency

You may sign the student out to leave school by signing the necessary form in the main office. Only those adults on the system per the information you have provided to us will be allowed to take students out of school. The adult signing out the student must provide photo ID to verify identity. Thank you in advance for adhering to this policy.

If your student should forget lunch, lunch money, a permission slip, a book, homework or other items necessary for their day at school, you may bring those items to the main office and we will see that students receive them. Lunch money will be sealed in an envelope with the student's name and delivered during the lunch period. Students will be required to sign for the money for verification of receipt. **Lunches with outside food are allowed only during lunch periods. Outside food will be delivered to your student during their lunch period -No Exceptions.** We will call your student to the front office to pick up their delivery while in transit to the café. **CMS will not be responsible for deliveries that are not picked up after your student has been called to the office.** Luncheons with your student will be held in the front office conference room or Student Services office and not in the café. Other items will be given to the students during passing periods.

Please be reminded that students are not allowed to have deliveries of flowers, balloons, or stuffed animals on the bus. Both the students and the delivery would have to be transported home by the parent. Therefore, we encourage you to restrict these types of gifts to the home.

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Eighth Grade Recognition 2018-19

Students must have completed all 8th grade coursework in order to participate in the recognition. If your student has failed to meet one or more of the requirements listed below they will not take part in the 8th grade recognition ceremony on May 21, 2019.

- Students who are required to attend summer school do not take part in recognition.
- Students who have an IP in math at the end of the year and/or students who did not take part in the EOC (End of Course testing) do not take part in the recognition.
- Students who are suspended during the month of May do not take part in the recognition.
- Students who have more than one day of ISS during the month of May do not take part in the recognition.

Students may still go on to Center High School as freshmen during the 2019-2020 school year if they successfully complete all coursework during summer school. However, students who fail any core class for the entire year or more than three semesters of core classes over the course of the year will be retained in their current grade level.

Eighth Grade Dance 2018-19

Students must have completed all 8th grade coursework in order to participate in the dance. If your student has failed to meet one or more of the requirements listed below they will not take part in the 8th grade dance on May 17, 2019.

- Students must be at school by 7:25 AM and be here for the entire day. Any student that is absent for any portion of the day will not be allowed to participate.
- Any student who receives an Out-Of-School Suspension from April 18th until the event will not be allowed to participate in either of the events.
- Any student who is assigned more than one day of ISS for one or more offenses during the month of May will not participate in either of the events.

Students must be current on all library fines in order to purchase a ticket/attend. **There will be no refunds issued for the dance for any reason.** Students must adhere to the Center Middle School dress code or they will not be admitted to the dance **EVEN IF THEY HAVE PURCHASED A TICKET. THERE WILL BE NO REFUNDS & NO EXCEPTIONS.** The dance is meant to be a casual, inclusive event for all 8th grade students and is open only to currently enrolled Center Middle School 8th grade students, **No Exceptions.**

******* No limos will be allowed on school property. *******

Center Middle School

After-School Activity Tutoring Permission 2018-19

Center Middle School will provide after school supervision for any student wishing to stay after school to attend Tutoring and/or a School-Sponsored Athletic Event/Activity. No student will be able to stay after school for tutoring or an athletic event/activity without a completed annual notification on file.

Students are to report to the designated class room by 2:35 p.m. **Students who fail to report to the class room by 2:35 p.m. will not be allowed to stay for the activity that evening.** Students must call parents and be picked up.

Transportation for tutoring is provided by Center School District.

- **Transportation after an Athletic Event/Activity is the parent/student responsibility.**
- **Pick up should occur within 15 minutes after the event is over.**

My child has my permission to stay after school in a supervised classroom for Tutoring or a School-Sponsored Athletic Event/Activity. I understand that my child is to be in his/her designated area by 2:35pm. I understand that my child is to follow all school rules and regulations. I understand that all regular school rules and regulations will apply.

I agree to provide transportation for my child within 15 minutes of the athletic event/activity conclusion.

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I have read the Center Middle School After-School Activity/Tutoring Permission and I understand that failure to comply with the Policy may result in the consequences listed in the Center Middle School Activity and the Late Pick-Up Procedure Policy. My initials on the Annual Notifications indicates understanding of the above mentioned policies.



The Center #58 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the boy scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Kyle Palmer
Director of Human Resources
8701 Holmes Rd
Kansas City, MO 64131-2899
(816) 349-3313
kpalmer@center.k12.mo.us