



Center Middle School Student Handbook 2021-2022

Center School District

Vision Statement

To ensure each student thrives in a future-focused environment as they build their skills becoming responsible citizens.

Mission Statement

Each student and every staff member will demonstrate high achievement, character, and collaboration in a diverse community.

Core Values

- High Expectations for Student Success
 - Safe and Respectful Schools
- Lifetime Community and Family Centric Relationships
 - Highly Qualified, Diverse Staff
- Diversity in Our Schools and Community

Center Middle School
326 E. 103rd Street, Kansas City, MO 64131
(816) 612-4000

[Center School District Website](#)

This Handbook provides Yellowjacket families with information regarding Center Middle School's procedures, services, and protocols that govern our daily operations with students.

Notice of Nondiscrimination

The Center School District #58 Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Center School District #58 is an equal opportunity employer.

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August 2021

Dear Center Middle School Students,

Please allow me to introduce myself. I am your new Center Middle School Principal, Dr. Fred Skretta! I'm thrilled to serve you and your student(s) at CMS, and I hope you will find me to be accessible and approachable. I am here for our students and their success, and I look forward to partnering with you to provide our students with the best school experience possible. My job is to provide leadership to the Center Middle School community.

I have been an educator for over two decades now, including more than 15 years as a school leader. I taught Spanish and Social Studies at the middle and high school levels, and have worked as a Principal at the middle and high school levels, as well. I have come to believe that the middle level is "where it's at." Children at this age are at a unique and sometimes challenging period of their growth and development, as they begin to decide what their future holds, make lifelong friends, and forge their identities. It is a very fun age group to work with!

I am a firm believer that our first priority is to ensure a school environment that is emotionally and physically safe and secure. Part of that is the fact that we will show love for our kids, and to make sure that every child has a positive relationship with his/her teachers and support staff. We are here because we love kids, and we want them to be successful learners and human beings!

Our mission is to teach students so they learn and achieve academically at very high levels. I have high expectations for our students, teachers, staff members, and families. Students will rise to our expectations when they are clearly stated, and I expect our students to behave, collaborate, and learn like true Center Yellowjackets! As we begin the 2021-2022 school year, we will be clarifying those expectations and teaming up with you to raise emotionally and academically strong students.

I pledge that I will always work to make myself available and responsive to your comments, concerns, and suggestions. As I tell our teachers, communication is the key to any positive relationship, whether it be in marriage, customer service, or schooling. Please feel free to reach out at any time via email (fskretta@center.k12.mo.us), or come to the office to see me in person, when you have questions or ideas to share.

I look forward with great anticipation to the good work we are about to engage in at CMS. This is going to be a fantastic year filled with learning and growth!

Sincerely,
Dr. Skretta
Principal

IMPORTANT CONTACT INFORMATION

Main Line: 816-612-4000

Attendance Office: 816-612-4001

Counseling Office: 816-612-4026

Nurse's Office: 816-612-4018

Bus Service: 816-349-3327

Middle School Administration

Principal - Dr. Fred Skretta 816-612-4003

Assistant Principal - Ms. Laurie Boyd 816-612-4034

Assistant Principal - Ms. Lenecia Nevels 816-612-4086

Middle School Athletic/Activities Director - Mr. Travis Brave 816-612-4048

Principal's Secretary - Ms. Nina Taylor 816-612-4000

Attendance Secretary - Ms. Catalina Cruz 816-612-4001

Counseling Office

Student last names A - K: Ms. Laura Partridge 816-612-4027

Student last names L - Z: Mrs. Dawn Vandehey 816-612-4025

Registrar: Mrs. Kharmin Heard 816-612-4026

Social Worker: Mrs. Kathleen Eaton 816-612-4055

Support Services

Special Education Process Coordinator: Ms. Laura Newell 816-612-4011

Nurse: Ms. Bessie Gray 816-612-4018

To Contact a Teacher:

CMS welcomes the opportunity to speak with parents/guardians about their student(s). It is important that teachers give their full attention to the students during class time (7:25 a.m. – 2:25 p.m.); therefore, they will not answer their extensions during that time. However, they will check their voicemail on a daily basis and return calls as soon as they are able.

<p style="text-align: center;">2021-2022</p> <p style="text-align: center;">Center Middle School Staff Directory</p>	<p>Principal: Dr. Fred Skretta 816-612-4003 fskretta@center.k12.mo.us</p> <p>Assistant Principal: Mrs. Laurie Boyd 816-612-4034 lboyd@center.k12.mo.us</p> <p>Assistant Principal: Ms. Lenecia Nevels 816-612-4086 lnevels@center.k12.mo.us</p>
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<p>Paraprofessional Jessica Aaronson 816-612-4000 jaaronson@center.k12.mo.us</p>	<p>SWAS – At Risk Molly Bachkora 816-612-4039 mbachkora@center.k12.mo.us</p>	<p>Recovery Room Tracy Bentley 816-612-4038 tbentley@center.k12.mo.us</p>
<p>Special Education Tanyaneeka Bresette 816-612-4012 tbresette@center.k12.mo.us</p>	<p>Paraprofessional Amber Bishop 816-612-4000 ambishop@center.k12.mo.us</p>	<p>Fine Arts/Chorus Loren Bridge 816-349-3379 lbridge@center.k12.mo.us</p>
<p>Math Travis Brave 816-612-4048 tbrave@center.k12.mo.us</p>	<p>Language Arts Cris Cobb 816-612-4063 ccobb@center.k12.mo.us</p>	<p>Social Studies Dawn Coates 816-612-4049 dcoates@center.k12.mo.us</p>
<p>Language Arts Samuel Comiskey 816-612-4033 scomiskey@center.k12.mo.us</p>	<p>Physical Education Megan Couch 816-612-4024 mcouch@center.k12.mo.us</p>	<p>Language Arts Mauranda Douglas 816-612-4064 mdouglas@center.k12.mo.us</p>
<p>Social Worker Kathleen Eaton 816-612-4055 keaton@center.k12.mo.us</p>	<p>Gifted Benjamin Ellis 816-612-4051 bellis@center.k12.mo.us</p>	<p>Speech-Language Pathologist Kayla Eppel 816-612-4031 kkammermeyer@center.k12.mo.us</p>
<p>Science Bret Eubank 816-612-4071 beubank@center.k12.mo.us</p>	<p>Physical Education Zack Eubank 816-612-4078 zeubank@center.k12.mo.us</p>	<p>Language Arts Arianne Fortune 816-612-4042 afortune@center.k12.mo.us</p>

Head Custodian Torina Gant 816-612-4007 tgant@center.k12.mo.us	Nurse Bessie Gray 816-612-4018 bgray@center.k12.mo.us	Math Holly Gregath 816-612-4035 hgregath@center.k12.mo.us
Special Education Giorgio Griffin 816-612-4029 ggriffin@center.k12.mo.us	Math Morgan Grither 816-612-4008 mgrither@center.k12.mo.us	Registrar Kharmin Heard 816-612-4026 kheard@center.k12.mo.us
Math Claire Hunt 816-612-4072 chunt@center.k12.mo.us	Reading Amy Jenkins 816-612-4021 ajenkins@center.k12.mo.us	Paraprofessional Timothy Johnson 816-612-4000 tjohnson@center.k12.mo.us

Safety Officer Jarvis Jones 816-612-4081 jjones@center.k12.mo.us	Drama LaTosha Jones 816-6142-4062 ljones@center.k12.mo.us	Special Education Kendra Kennedy 816-612-4028 kkennedy@center.k12.mo.us
Social Studies Chris Kohm 816-612-4066 ckohm@center.k12.mo.us	School Psychologist Coryn Logue 816-349-3331 clogue@center.k12.mo.us	Social Studies William Langholz 816-612-4022 wlangholz@center.k12.mo.us
Special Education Chrystal Long 816-612-4073 clong@center.k12.mo.us	College & Career Readiness Blake Loveless 816-612-4069 bloveless@center.k12.mo.us	Social Studies Deanna Maddox 816-612-4065 dmaddox@center.k12.mo.us
Science Megan Martin 816-612-4077 mmartin@center.k12.mo.us	International Languages/Spanish Maria Martinez-Batista 816-612-4020 mmartinez@center.k12.mo.us	Physical Education Steven Mattson 816-612-4019 smattson@center.k12.mo.us
Math Holly Messner 816-612-4032 hmessner@center.k12.mo.us	Process Coordinator Laura Newell 816-612-4011 lnewell@center.k12.mo.us	Art Kimberly Nordike 816-612-4023 knordike@center.k12.mo.us
Science Joshua Parker 816-612-4045 jparker@center.k12.mo.us	Counselor Laura Partridge 816-612-4027 lpartridge@center.k12.mo.us	Science Brad Piroutek 816-612-4030 bpiroutek@center.k12.mo.us

Practical Arts Derrick Prewitt 816-612-4006 dprewitt@center.k12.mo.us	Special Education Anne Prosch 816-612-4082 aprosch@center.k12.mo.us	Teacher Learning Coach (TLC) Shana Rainey 816-612-4014 srainey@center.k12.mo.us
FACS Kate Robey 816-612-4050 krobey@center.k12.mo.us	Fine Arts/Band Felicia Safir 816-612-4058 fsafir@center.k12.mo.us	Paraprofessional Michael Schleicher 816-612-4000 mschleicher@center.k12.mo.us
Science Andrew Schulte 816-612-4067 aschulte@center.k12.mo.us	Math Galen Slater 816-612-4047 gslater@center.k12.mo.us	Behavior Secretary Saundrea Smith 816-612-4060 ssmith@center.k12.mo.us
Science Bonnie Stafford 816-612-4070 bstafford@center.k12.mo.us	Social Studies Jessica Steffes 816-612-4041 jsteffes@center.k12.mo.us	ELL Kyle Stern 816-349-3433 kstern@center.k12.mo.us
Librarian Melissa Storrer 816-612-4040 mstorrer@center.k12.mo.us	Special Education Christasia Strickland 816-612-4079 cstrickland@center.k12.mo.us	Paraprofessional Vaughn Taylor 816-612-4028 vtaylor@center.k12.mo.us
Language Arts Jessica Tiller 816-612-4043 jtiller@center.k12.mo.us	Special Education DeAnn Treece-Bauman 816-612-4083 dtreecebauman@center.k12.mo.us	Counselor Dawn Vandehey 816-612-4025 dvandehey@center.k12.mo.us
Safety Officer Sherrie Walker 816-612-4010 swalker@center.k12.mo.us	Language Arts Crystal Williams 816-612-4074 cwilliams@center.k12.mo.us	Custodian Supervisor (PM) JaVon Williams 816-612-4007 jwilliams@center.k12.mo.us
SWAS – At Risk Steven Woods 816-612-4057 swoods@center.k12.mo.us	Attendance Secretary Catalina Cruz 816-612-4001 ccruz@center.k12.mo.us	Principal's Secretary Nina Taylor 816-612-4000 ntaylor@center.k12.mo.us

CALENDAR

Below is the District calendar for the 2021-2022 school year. Please note the days students have early dismissal, or no school so that you can plan ahead.

Center School District



2021-2022 Calendar



July						
Su	M	Tu	W	Th	F	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				7

September						
Su	M	Tu	W	Th	F	Sa
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		20

October						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19

November						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				18

December						
Su	M	Tu	W	Th	F	Sa
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	13

January						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					19

February						
Su	M	Tu	W	Th	F	Sa
						1
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					18

March						
Su	M	Tu	W	Th	F	Sa
						1
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		17

April						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						20

May						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				20

June						
Su	M	Tu	W	Th	F	Sa
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

8/23	First Day of School- Early Release
9/6	NO SCHOOL- Labor Day
9/24	NO SCHOOL- Staff PD Day
10/15	NO SCHOOL- Staff PD Day
10/29	NO SCHOOL- P/T Conferences
11/1	NO SCHOOL- Teacher Work Day
11/2	NO SCHOOL- Staff PD Day
11/24-11/26	NO SCHOOL- Thanksgiving Break
12/17	EARLY RELEASE
12/20-12/31	NO SCHOOL- Winter Break
1/12	End of first semester
1/14	NO SCHOOL- Teacher Work Day
1/17	NO SCHOOL- Martin Luther King Jr. Day
2/18	NO SCHOOL- Staff PD Day
2/21	NO SCHOOL- President's Day
2/22	NO SCHOOL- Staff PD Day
3/17	NO SCHOOL- Staff PD Day
3/18	NO SCHOOL- Teacher Work Day
3/21-3/25	NO SCHOOL- Spring Break
4/15	NO SCHOOL- Staff PD Day
5/27	Last Day of School- Early Release
Make-up Snow Days	
Days 1-3 built in and will not need to be made up	
Days 4-9 will be Virtual Snow Days	
Any Days over 10 will be made up in June	
Summer School June 6-24	
168 Student Attendance Days	Early Release Dates
Elementary - 1:15 p.m.	August 23, 2021 December 17, 2021 May 27, 2022
Middle School - 1:00 p.m.	
High School - 12:30 p.m.	
Alternative School - 12:25 p.m.	
Early Childhood- 12:15 p.m.	
Quarter Dates	Semester End Dates/Days
1st Quarter	August 23 - October 22
2nd Quarter	October 25 - January 13
3rd Quarter	January 18 - March 17
4th Quarter	March 28 - May 27
1st Semester: 84 Days	End Date: Jan 13, 2022
2nd Semester: 84 Days	End Date: May 27, 2022
First/Last Day of School	Early Release
No School	PD
No School- teacher contract	Make-up Snow Days
Parent Teacher Conference Dates	

www.center.k12.mo.us

All schools are places for learning. Learning is expected of each student, parent, teacher, school staff and administrator in the Center School District. In order to meet this expectation for staff, the district established student early dismissal days. During this time teachers and administrators learn about better teaching strategies to use with students. Because our staff will be in classes during these times, and unable to supervise students, students will not be allowed in the building during these times.

Parent Meetings

Parents are children's first teachers. Your continued support throughout your child's educational career makes a vital difference in his or her achievement. These meetings give parents the opportunity to team up to help students realize the greatest benefit from their school experience.

Please see our list of Important Dates below, and refer to the section about our PTO (Parent-Teacher Organization) on page 17.

School Pictures

October 26, 2021, during the school day - School Pictures

December 7, 2021, during the school day - Picture Make-ups

Important Dates

August 17	Parent / Student Orientation Night 5:00 to 7:00 p.m.
August 23	First Day of School or all grades; Early release day (12:00)
August 31	Back 2 School Night 5:00 to 7:00 p.m.
October 19 and 21	Parent - Teacher Conferences 5:00 to 8:00 p.m. in the gym (all teachers available)
October 22	End of 1st Quarter
November 1	No School: Teacher Work Day
November 2	No School: Staff Professional Development
November 24 - 26	No School: Thanksgiving Break
December 17	Early release day
December 20 - 31	No School: Winter Break
January 13	End of 1st Semester
January 14	No School Day: Teacher Work Day
January 17	No School: Martin Luther King Jr. Day
February 18	No School: Staff Professional Development
February 21	No School: Presidents Day
February 22	No School: Staff Professional Development
March 17	End of 3rd Quarter No School: Staff Professional Development
March 18	No School: Teacher Work Day
March 21 - 25	No School: Spring Break
March 29 and 31	Parent - Teacher Conferences 5:00 to 8:00 pm in the gym (all teachers available)
April 15	No School: Staff Professional Development

May 2 to May 6	Teacher Recognition Week
May 25	8th Grade Promotion
May 27	Last day of school (pending snow day make-ups); Early release day

Early-Release Days

On three days this school year, we dismiss at 12:00. Those days are: August 23, December 17, and May 27.

BELL SCHEDULE

All Classes				
2021-2022 School Year				
Monday	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
All Classes	(Odd 1, 3, 5, 7)	(Even 2, 4, 6, 8)	(Odd 1,3,5,7)	(Even 2,4,6,8)
1ST HOUR	1st Hour	2nd Hour	1st Hour	2nd Hour
7:25-8:10	7:25-8:55	7:25-8:55	7:25-8:55	7:25-8:55
2ND HOUR	3rd Hour	4th Hour	3rd Hour	4th Hour
8:15-9:00	9:00-10:30	9:00-10:30	9:00-10:30	9:00-10:30
3RD HOUR	5th Hour	6th Hour	5th Hour	6th Hour
9:05-9:45	10:35-12:50*	10:35-12:50*	10:35-12:50*	10:35-12:50*
4TH HOUR	7th Hour	8th Hour	7th Hour	8th Hour
9:50-10:35	12:55-2:25	12:55-2:25	12:55-2:25	12:55-2:25
5TH HOUR 10:40 - 11:55	Lunch Option 1: staggered by class like this year.	Lunch Option 1: staggered by class like this year.	Lunch Option 1: staggered by class like this year.	Lunch Option 1: staggered by class like this year.
6TH HOUR 12:00- 12:45	Option 2: by grade 6th 10:35-11:05 7th 11:30-12:00 8th 12:20-12:50	Option 2: by grade 6th 10:35-11:05 7th 11:30-12:00 8th 12:20-12:50	Option 2: by grade 6th 10:35-11:05 7th 11:30-12:00 8th 12:20-12:50	Option 2: by grade 6th 10:35-11:05 7th 11:30-12:00 8th 12:20-12:50
7TH HOUR 12:50- 1:35				
8TH HOUR 1:40-2:25				
5th hour is slightly longer than other classes to accommodate lunch. Lunches would have to run: 6th Grade 10:40-11:05 7th Grade 11:05-11:30 8th Grade 11:30-11:55	Option 3: by team 6 Blue: 10:35-11:05 6 Gold: 10:50-11:20 7 Blue: 11:20-11:50 7 Gold: 11:35-12:05 8 Blue: 12:05-12:35 8 Gold: 12:20-12:50	Option 3: by team 6 Blue: 10:35-11:05 6 Gold: 10:50-11:20 7 Blue: 11:20-11:50 7 Gold: 11:35-12:05 8 Blue: 12:05-12:35 8 Gold: 12:20-12:50	Option 3: by team 6 Blue: 10:35-11:05 6 Gold: 10:50-11:20 7 Blue: 11:20-11:50 7 Gold: 11:35-12:05 8 Blue: 12:05-12:35 8 Gold: 12:20-12:50	Option 3: by team 6 Blue: 10:35-11:05 6 Gold: 10:50-11:20 7 Blue: 11:20-11:50 7 Gold: 11:35-12:05 8 Blue: 12:05-12:35 8 Gold: 12:20-12:50
*5th/6th hour include a 30 minute lunch time and transitions to and from lunch, plus a 90 minute period.				

GENERAL INFORMATION

Residency

Students enrolled in the Center School District must prove residency at the time of enrollment and prior to beginning classes at the start of each new school year. By state law and School Board Policy, JEA, residency means that a person must both physically reside within a school district and be domiciled within that district.

The domicile of a minor child shall be the domicile of a parent, military guardian pursuant to a military-issued guardianship or court-appointed legal guardian. At any time, the school feels the student may have moved outside the boundaries of the district, additional residency checks may be made and current residency verification required.

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Center School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Center School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Center School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file

complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Center School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the district's Administrative Offices located at 8701 Holmes Road, Kansas City, MO 64131, Monday through Friday, between the hours of 9:00 am and 4:00 pm.

Visitors

Parents are welcome to visit Center Middle School; however, until further notice, we must adhere to the local/federal guidelines concerning COVID-19 and prohibit access to the building. This does not include the front office and does not impede your ability to schedule meetings with your student's teacher or the administrative staff. Please notify the Principal's Secretary at 612-4000, at least 24 hours in advance. The visit must be approved and the appropriate arrangements made. An Administrator may accompany the visitor and other stipulations may be made.

Visitors must sign-in at the front security desk in order to receive a Visitor's Badge which must be worn at all times while in the building. For accuracy and safety, visitors will be required to show government issued identification (Driver's License) before entering the building. Students are not allowed to bring guests to school.

Student Drop off / pick up

In order to ensure a safe school environment Center Middle School keeps all exterior doors to the building locked. Students and visitors may only enter the building through the main entrance.

When buses are in the circle drive during arrival and dismissal, drivers must drop off students and pick up students in the drive between the parking lot and the school building on the west side of the property.

Student Release / Checkout

The safety of our students is a primary concern at CMS. In order to ensure the safety of your student, students will not be released or have information provided to anyone other than an authorized individual.

An authorized individual is defined as a parent, guardian or designee of the parent or guardian, or individuals or agencies as permitted or required by law. This information is listed on a student's enrollment information at the time of residency verification prior to the beginning of each school year. Any person requesting the release of a student must present proper identification.

No student will be permitted to leave the building with any individual who is not listed as a contact and who does not have a picture ID under any circumstance. A phone call from a guardian is not an authorization and will not be accepted. A parent or guardian may revise the list of authorized student contacts by contacting the Registrar at 816-612-4026.

Personal Property

CMS is not responsible for any personal property brought to school by students. Valuable personal property should be left at home. Personal property should not be left unattended. CMS is not responsible for the recovery, reimbursement or replacement of lost, stolen or damaged personal property.

A special note regarding cell phones and other personal electronic devices: The use of cell phones and other personal electronic devices is not allowed during the school day. These items should be kept in a secure place during the school day. ***It is NOT the responsibility of Center Middle School or Center School District to track cell phones or other devices that are lost or stolen.***

Laptop Computers

Center School District provides middle school students a Chromebook through our one-to-one initiative. Students should treat these computers with care and respect. Chromebooks should never be left in the hallway, cafeteria, or in a classroom without being in direct possession of the student to which it was issued. Should a student

misplace their Chromebook, it will be their sole responsibility to find it and/or assume financial responsibility.

Electronic Devices

Students need to be respectful, responsible, and follow all school technology policies as listed in Board Policy EHBA while using their personal electronic devices.

The use of cell phones and other personal electronic devices are not allowed during the school day. These items should be kept in a secure place during the school day. It is NOT the responsibility of Center Middle School or Center School District to track cell phones or other devices that are lost or stolen.

Lost and Found

Students who have lost personal items may check in the Main Office to identify and reclaim lost articles. Students are urged to safeguard possessions carefully. CMS is not responsible for lost or stolen personal property.

Student Records

A parent will have access to all records and information pertaining to their child unless their rights have been legally terminated, and documentation provided to the registrar.

Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions:

The district may disclose education record information without consent when disclosed:

- To school officials who have a legitimate educational interest in the records.
- To officials of another school, upon request, in which a student seeks or intends to enroll.
- To authorized representatives of state and local educational authorities.
- To law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released.
- To accrediting organizations to carry out their accrediting functions.
- To parents of a child who is not an eligible student, or to the child.

- To comply with a judicial order or a lawfully issued subpoena.
- In connection with a student's request for or receipt of financial aid to determine the eligibility amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the United States Department of Education or an official or employee of the Department of Education acting for the Secretary under a delegation of authority, or state and local education authorities in connection with an audit or evaluation of federal or state supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs.
- To appropriate parties in a health or safety emergency.
- To other persons authorized to receive education records pursuant to FERPA subpoena or the information furnished in response to the subpoena not be disclosed.

PTO - Parent / Teacher Organization

The Center Middle School PTO is here to effectively promote and advocate for our children, parents, and teachers alike. There is no cost to join the PTO because we want to provide an inclusive environment where anyone can come and have their voice be heard and play a part in making Center Middle School a better place.

We invite you to join us both in-person or virtually at our PTO meetings. Our meetings will be the 4th Thursday of the month at 7:00 pm in the CMS cafeteria. Meeting months will be September, October, January and April.

The PTO hopes to build a bridge of communication and information between families and the school. We want to provide and host community and family events that encourage school pride, connect families and students, and foster inclusivity. Our events and fundraisers will be determined and set as Covid 19 regulations allow. Our Facebook group, Center Middle School PTO is the best way to keep up on meetings, events and updates. This page often features up-to-date information on school and district as news as well.

Mrs. Jennifer Willard is the CMS PTO president. jenniferlwillard@gmail.com

PTO Meetings are held at 7:00 p.m. in the middle school cafeteria

*** We will also be offering a virtual link for all our meetings.**

2021 - 2021 PTO Meeting Dates:

September 23, 2021

October 28, 2021

January 27, 2022

April 28, 2022

*There will be ***no meetings*** in November, December, February and March. Our May meeting will be held specifically for incoming 6th graders (for the 2022-23 school year).

Other Dates:

September 11: Pancake breakfast at Elks lodge

November 11: Bingo & Chili with 50/50 raffle

ACADEMICS

Report Cards

Academic achievement will be rated with letter grades each quarter. Students and parents may access grade progress via the internet through Infinite Campus. Information on how to access this information may be found on the Center School District website at <http://www.center.k12.mo.us>.

Students Enrolling Late

Any student who enrolls after the first two weeks of school, and does not have a transfer grade from an academic institution should receive a grade of "X" (Exempt) for each assignment missed.

Plagiarism

Plagiarism includes directly copying, paraphrasing without proper citation, using and failing to properly credit, recycling previously submitted work, and using artwork, pictures, videos, or songs without proper citation. At the middle school level, we will facilitate lessons to help students understand what plagiarism involves and to develop the skills to avoid plagiarizing. Eventually, students may receive consequences for plagiarism, losing credit for plagiarized work, and having to correct the work.

Opportunities for Student Recognition

House MVP -

Each quarter we will recognize 10 students who contributed the most points to their House for the school-wide House competition. House points are awarded for perfect attendance; GPA; no behavior referral; and a completed sports season or participation in an academic contest (robotics, math relays, debate, etc.).

School Honor Roll -

Students having a 3.0 to 3.69 grade point average with no grade below a "C." This honor is calculated at the end of each semester.

Principal's Honor Roll -

Students having a 3.70 to 4.00 or above grade point average with no grade below a "C." This honor is calculated at the end of each semester.

National Junior Honor Society -

The National Honor Society(NHS) is a national organization that recognizes the academic achievements of middle school scholars. This organization emphasizes Scholarship, Leadership, Citizenship, and Service. Students who have a cumulative GPA of at least 3.5 on a 4.0 scale are eligible for application.

ATTENDANCE

Upon arrival, students are not allowed to leave school grounds without authorization from a school official and/or being formally checked out through the front office by a parent/guardian. Any student who has scheduled authorization to leave school before dismissal must check out at the main office.

Attendance Procedure

Center Middle is dedicated to the success of each student and regular attendance is a necessary step in achieving this goal. For this reason, excessive absences may have a negative impact on the academic progression of each student. We are committed to partnering with our families to overcome barriers to regular attendance.

Automated phone messages will be delivered after a student misses 2 consecutive classes in a day. Students who have an attendance rate between 89 - 80% will be placed on an Attendance Contract.

Excused Absence

Excused absence include:

- Illness, injury, or medical appointment
- Family emergency
- Death in the family
- Other (Upon approval by building admin)

It is the responsibility of the parent/guardian to contact the school Attendance Secretary at 816-612-4000 each day a student is absent. In order for an absence to be considered excused, the student must provide 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.

COVID-19 Mitigating Measures

Center School District will comply with the Mayor's mandate beginning Monday, August 2, 2021. This means any individual on CSD property will be required to wear a mask.

The additional approved mitigation measures will continue.

- Face coverings will be required for all students and staff.
- Parents and employees will continue to be required to report confirmed cases of COVID-19 to building and or district administration or their supervisor.
- Contact tracing will continue.
- Reported COVID-19 communication practices will continue including the CSD COVID-19 Dashboard.
- Staff and students will continue to be expected to wash their hands frequently throughout the day.
- Staff, students and all visitors will be required to undergo thermal temperature scans as they enter CSD buildings.
- Enhanced District cleaning and maintenance procedures will continue to be followed with COVID-19 approved sanitation protocols.
- Secondary students will continue to have access to sanitation materials for additional cleaning.
- All staff will continue to have access to sanitation materials for additional cleaning.
- Increased outdoor air through the HVAC systems will continue to be used as a mitigation strategy.
- Free COVID-19 testing will be available for CSD staff and students with COVID-19 symptoms as long as supplies are available.
- We will continue to offer virtual meeting opportunities when needed and appropriate.
- The federal mandate requiring the wearing of masks on all public transportation is still in effect. Accordingly, since our school busses are considered public transportation, all staff and students will be required to wear a mask while on CSD buses as long as this mandate remains in place.

CSD Health Services Exclusion Guidelines

The School Nurse shall use the following, in addition to a thorough nursing assessment, to determine when a student should be excluded from school:

1. Temperature of 100.4 degrees or more- Student must be fever free for at least 24 hours before return
2. Diarrhea - Student must be free of diarrhea for at least 24 hours or medical exam indicates may return
3. Vomiting - Student must be free of vomiting for at least 24 hours before returning. If a student vomits two or more times in the previous 24 hours unless determined to be caused by a non-communicable condition (e.g. cough, running exertion etc.) they will be excluded
4. Unable to participate in routine activities or needs more care than can be provided by school staff- i.e. Uncontrolled coughing, unexplained irritability, unusually tired, difficulty breathing, wheezing, persistent crying.

Homework Requests Due to Extended Absence

For an extended absence of 5 days or more, call the Guidance Office at 816-612-4026 to arrange for work to be picked up. Please give the dates of the absence and the expected return date. Allow one day for the Guidance Office to collect the work from the student's teachers.

Withdrawal from CMS

Parents must notify the Registrar of their intent to withdraw their student from CMS. A withdrawal form will be given to the student to obtain signatures from teachers/staff members clearing obligations. All books and classroom materials must be turned in and fees and lunch account balances paid in full before records will be released. When the form has been completed, a copy will be given to the student to take with him/her.

STUDENT SERVICES

Counseling

Students who need to confer with a counselor should make arrangements prior to the beginning of the school day by filling out a Counseling Request Form. Students should come directly to the counseling center in emergency or crisis situations.

Parents are welcome and encouraged to consult regularly with the counselors.

Laura Partridge - Students with last names beginning A - K (816-612-4027)

Dawn Vandehey - Students with last names beginning L - Z (816-612-4025)

Nurse's Office

The nurse's office is available for "emergencies" occurring at school. A nurse is on duty from 7:00 a.m. to 3:00 p.m. Students becoming ill during the school day must secure a Hall Pass from the teacher and report to the nurse's office. If a student is too ill to remain in school, the parent/guardian will be contacted to pick up the student.

School personnel, including the school nurse, are not authorized to give medicines without a physician's permission, or to make treatments or diagnoses. Prescription medicines will be kept in the Nurse's Office and must be in the original containers with appropriate labeling. Parent/guardian notes MUST accompany the medicines with specific schedule instructions. Students may not possess or store any prescription medicines or over-the-counter medicines at school.

State law dictates that students may not enroll or attend classes if they have not been immunized adequately against polio, diphtheria, tetanus, pertussis, Hepatitis B, measles, mumps, rubella, varicella, and meningitis.

If your child is or becomes Medicaid or MC+ identified, the Center School District will follow federal and state Medicaid regulations to claim entitled reimbursement for the direct school-based therapy services provided to your child. Regulations include review and consideration of your child's Individual Education Plan (IEP) and possibly other pertinent records, e.g., evaluations and physicals, by a physician retained by the district

to determine medically necessary as defined by the Division of Social Services/Department of Medical Services. If the physician reviews your child's records, that review will be performed without charge to you.

If you have any questions or concerns, please contact Nurse Bessie Gray (816-612-4018).

Harassment/ Sexual Harassment

Center School District is committed to providing an educational and work environment that is safe and free from intimidating hostile or offensive behavior, unwelcome sexual advances, requests for sexual favors or other verbal physical conduct or communications constituting sexual harassment. Sexual harassment by an employee, student or other person in the district should be immediately reported to a building administrator or counselor.

Student Transportation

*****Due to COVID-19 protocols, face masks are REQUIRED on the bus*****

School bus transportation is provided free of charge to eligible students living one mile or more from Center Middle School. Free transportation is currently provided to:

- K-12 students who live one mile or more from school.
- All preschool students attending Center Early Childhood
- Eligible students with disabilities who require transportation as a related service (must be documented in the student's IEP)
- K-5 English Language Learners (ELLs) who attend an ELL program outside their home school boundary

Annual bus registration is required for all students (PK-12) who plan to ride the bus. Parents will register for bus transportation while completing the Online Registration (OLR) process. Parents/guardians may access bus information via iCampus starting August 13, 2021. Depending on the number of submitted requests at any given time, 72 hours may be necessary. If you have any questions, feel free to contact STA at (816) 349-3327.

In addition to the STA rules, school district rules also apply on the bus and **at the bus stop**. Students are expected to cooperate with the bus driver and obey all instructions. Riding the school bus is a privilege which will be denied if a student chooses to disobey the rules.

A tutoring bus is provided for students on Tuesday and Thursday and departs at 3:15 p.m.

To obtain bus information or report a problem, call Student Transportation America (STA) at 816-349-3327.

Reporting Child Abuse

State law requires that any school employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or observes the child being subjected to conditions which would reasonably result in abuse or neglect must immediately report or cause a report to be made to the Missouri Division of Family Services.

ACTIVITY STANDARDS

Standards of Conduct

The MSHSAA requires that all spectators be seated in bleacher areas. Spectators are not to be seated in stairways of bleachers in the gym or at the stadium. Standing or sitting around the floor area is not permitted by spectators. School supervisors/police will be standing or seated around the activity area to perform their duties.

At the conclusion of a game or contest, students and guests are to leave school grounds without delay. There will be no loitering in the activity area, gym, hallways, driveways, or parking lot. Students must vacate the premises no more than 30 minutes after the activity has ended.

Academic Eligibility Requirements for Extracurricular Activities

For a student to be eligible to participate in extracurricular activities at Center Middle School students must:

1. Meet the Missouri State High School Activities Association (MSHSAA) requirement of passing 6 of 7 courses the preceding quarter of attendance.
2. Be enrolled in, and regularly attending courses that offer .5 and/or 1.0 units of credit.
3. Be making satisfactory progress toward promotion.
4. Must maintain a cumulative grade point average of AT LEAST 1.57 or earn at least a 1.57 grade point average the semester before participation (CSD Policy IGE). This will include any student nominated for "royalty" for a school event.

Summer middle school courses for academic eligibility may count, provided the course is necessary for promotion and it is placed on the school transcript.

Eligibility Grade Reports

Eligibility reports will be administered every Monday of each month. Reports will be submitted to all head coaches/sponsors and building administrators.

Students failing one course:

- Students who possess less than 60% in **only one** course at the time of the eligibility report, will be allowed to practice and participate in all team related activities **except** for competitive contests for the duration of the eligibility period.
The exception:
 - Students failing **only one** course at the time of the eligibility report, will be allowed to return to full team participation including competitive contests when their grade for the course that landed them on the eligibility report is raised above the minimum 60% and it is documented in the Infinite Campus.
 - Eligibility period is equal to the time between the eligibility reports.
 - Head coaches/sponsors will be required to implement the eligibility plan.

- Head coaches/sponsors will be required to communicate with students and parents/guardians.

Students failing multiple courses:

- Students who possess less than 60% in multiple courses (2 or more) at the time of the eligibility report, will be ineligible to participate in all team related activities, including practices, for the duration of the eligibility period or until **all** grades meet the minimum 60% requirement and it is documented in the Infinite Campus.
 - Eligibility period is equal to the time between the eligibility reports.
 - Students may attend practice at the discretion of the coach/sponsor but may not participate.

Admission into School Activities/Events

Students, parents, and friends must follow the standards of sportsmanship established by the school. Rules established by the school and MSHAA must be followed or entrance to the activity could be denied and/or individuals may be requested to leave.

- Students must be in attendance a full day of school to be eligible to participate or be present at any after school activity or event. Any student in ISS for the day is NOT eligible.
- Students not picked up within 30 minutes of an event ending are subject to disciplinary actions which may result in the loss of privileges to attend all after school activities.
- Students are subject to disciplinary consequences as described by J-GR for all afterschool, outside, athletic practices, or to and from school activities.

STUDENT EXPECTATIONS, CHARACTER BUILDING, and BEHAVIOR SUPPORTS

Our C.A.R.E.S. Matrix

C.A.R.E.S.	Classroom	Commuting (hallways/buses)	Common Areas (library/cafeteria/ gym)	Community (school activities/sporting events)
Courage	Resist negative peer pressure. Do the right thing when no one is looking. Ask for help.	Do the right thing even when no one is looking. Keep hands and feet off others and property.	Keep our school safe- be a reporting culture. Speak up for what is right. Stand up for others.	Model positive digital citizenship. Be a positive role model despite peer pressure.
Achievement	Turn in all assignments. Do your best work. Actively participate.	Arrive to class on time. Always have a pass.	Leave the area in clean and good working order. Be prepared and organized.	Work and play hard, but fair and honorably. Do your best.
Resilience	Learn from mistakes. Follow through on school commitments. Head up and eyes open.	Move with purpose to your destination. Walk quietly on the right side facing forward.	Adapt in the face of adversity. Support others. Receive support.	Be accountable and learn from mistakes. Model initiative and perseverance in the face of adversity.
Empathy	Learn from others. Give compliments.	Be courteous to others. Consider how your actions	Be welcoming to others. Consider how your actions	Show respect to performers, speakers, and players.

		impact others.	impact others.	Cheer/applaud appropriately.
Service	Care for the environment. Contribute to all forms of helping others.	Help others without being asked to do so.	Help others without being asked to do so.	Care for the community. Offer support when needed.

The Esteemed Houses of Center Middle School

To generate a sense of belonging for students, to increase teacher-student relationships, and to provide some school-wide fun, every student and most teachers participate in one of our C.A.R.E.S. Houses. Every Advisory class belongs to a House, and every House has students from all three grade levels. Houses compete all year as students earn House points through exceptional attendance, their GPA, their participation in extracurricular activities, House competitions, and more. Winners of the year-long competition are awarded with “House Champs” t-shirts, a field trip, and bragging rights throughout the next school year.



House of
COURAGE



House of
ACHIEVEMENT



House of
RESILIENCE



House of
EMPATHY



House of
SERVICE

Our PBIS Incentive Program

Our incentives were developed to encourage work completion and achievement and to provide a sense of belonging and some fun among adults and young people throughout the school year.

Daily - Students earn PBIS reward points for demonstrating the character traits in our matrix (above). Reward points can be spent on concessions and to enter drawings for prizes each quarter.

Weekly - Students who are passing all classes get the opportunity to play games with their peers and some teachers during CARES Time. Students who are not passing all classes get support during this time to catch up with missing work or assessments so that they can keep up with their work and grades.

Monthly - Students who do not pass a step-2 of our discipline system get to attend a fun event during school at which concessions can be “bought” by PBIS reward points. These activities may include outdoor recess, BINGO, Limbo, and other organized games.

Quarterly - We hold an all-school rally after every quarter to celebrate students’ achievement. We have presentations or entertainment by guests or by our own students and teachers. Members of Houses compete in fun relays for House points. We reward and recognize House MVPs as well as students who achieved Honor Rolls.

STUDENT CODE OF CONDUCT

Here is a link to the Student Code of Conduct if you are interested in the details about student behavior:

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JG-R1&Sch=229&S=229&C=J&RevNo=1.11&T=A&Z=A&St=ADOPTED&PG=6&SN=true>

CMS Building Policies

Cell Phone Policy

1. Cell phones cannot be seen or heard. Students are expected to power off their phones completely before entering the building. All earbuds must be put away as well.
2. There will be no warning given before confiscating a phone. If a cell phone is seen or heard, the teacher calls for an escort.
3. When the escort arrives, the students labels a paper envelope with their first and last name and grade level, and puts the phone (powered off) into the envelope and gives it to the escort.
4. Escort delivers the labeled phone to the main office secretary who logs the incident into the record so we keep track of each violation.
5. If the student refuses to surrender the phone, the student is escorted to their administrator.

Consequences for violating the cell phone policy:

1st violation - student may sign the phone out at dismissal time.

2nd and 3rd violation - parent must sign the phone out from the main office secretary.

4th violation - student must turn in the phone to the main office secretary at the beginning of the day.

Arrival / Breakfast in the Classroom

1. Students may enter the building at 7:05. 7th- and 8th-graders sit in designated sections in the gold gym. 6th-graders sit in bleachers in the blue gym. All teachers with 7th- or 8th-graders the first period of each day help supervise in the gold gym. All teachers with 6th-graders the first period of each day help supervise in the blue gym.
2. At 7:15, teachers leave the gold gym, with their breakfast wagons and report to their classrooms.
3. At 7:18, 7th- and 8th-graders are dismissed from the gold gym, one row at a time, to transition to their first class of the day. They enter their classrooms immediately and follow their teachers' breakfast procedure.
4. At 7:20, teachers who have 6th-graders for the first period walk with their class of students to their classroom, where students follow their teachers' breakfast procedure.

5. Any student arriving after the tardy bell at 7:25 must sign in at the main office and get a pass in order to be allowed into the classroom.

Passing Period Policy

1. The teacher dismisses the class, not the bell.
2. When you are dismissed from a class, walk quickly to your next class and sit in your assigned seat.
3. Teachers will close their doors at the tardy bell, and administrators and officers will sweep the hallways. All students not in class by that time will go to the library.
4. In the library, we will help you solve any issue or problem that is keeping a student from making it to class on time.
5. Once issues are solved, repeated tardiness may result in a consequence or in sheltered passing (being escorted from one class to another by an adult).

Walking in a Hallway Line

Hallway Lines are most often used going to or from lunch or to an assembly or event, and during evacuation drills.

1. Students walk in single file.
2. Students do not leave gaps or pass up the person in front of them. Students do not follow so closely that they are bumping into or stepping on the heels of the

person in front of them. Stay about an arm's length behind the person in front of you.

3. Absolutely no talking or noise in a hallway line because other classes are in session.
4. Follow the teacher's instructions for when to stop and start.

Assemblies Policy

1. Follow *Walking in Hallway Line* procedure.
2. Sit where directed, with your teacher.
3. Absolutely no boo-ing or making fun of participants or presenters.
4. Stop talking at the signal; learn to stop talking when a performer or moderator is talking or performing.
5. Have fun. Cheer and applaud whenever appropriate.
 - Teacher gives one warning or prompt.
 - Teacher moves student to hold-out area.
 - After assembly, student rejoins group to return to class, following *Walking in Hallway Line* procedure, if applicable.

Classroom Restroom Policy or Permission to Leave the Classroom

1. 3 restroom passes per quarter, per class period

2. Raise hand for permission to speak. Ask for permission to go to restroom (or to leave the classroom for any valid reason).
3. Record your name, date, and time on the teacher's log.
4. Carry teacher's hall pass or restroom pass.
5. Hang the pass on the hook outside the restroom. Only 2 students allowed in the restroom at a time.
6. Pick up the pass on your way out.
7. Return to class with the pass within 5 minutes.

Lunchroom Policy

1. Enter cafeteria silently and sit at your assigned table for that day.
2. When your table is called, get up and go through serving line indicated.
3. Make your allow-able selection of food.
4. Be polite and appreciative of the cafeteria staff.
5. Take what you need from the condiment / napkins / utensils table before returning to your seat.
6. Go directly to your assigned seat and sit down. At this point, you may not get back up without permission. Raise your hand to get permission to get up. An adult monitor will respond to you.
7. The trashcan will be passed for you to dispose of your tray after eating.
8. When your teacher arrives to pick up the class, you must be ready to go, silent in your line, and able to stay with your class.
9. When you get up, you do not walk to another table; you simply get in line and be ready to leave with your teacher.
10. While in your hallway line, you are subject to your teacher's 4-step consequences.

Dress Code

1. Hoods, hats, bandanas, shower caps, bonnets, and do-rags are not allowed.
2. Spaghetti straps, strapless and off-the-shoulder tops are not allowed.
3. Low-cut tops are not allowed.
4. Cropped shirts and midriffs are not allowed. (Belly must be covered.)
5. No short shorts - bottom hem must be longer than extended finger tips with hands at your sides.
6. No see-through clothing.
7. Shoes must be worn at all times. Slides are allowed.
8. If you can't say it or do it at school, don't wear the words or the pictures on your clothing. (Nothing related to gangs, smoking, vaping, alcohol, profanity or sex.)
9. Sagging is not allowed.

10. Facial piercings are discouraged; lip, nose, and eyebrow rings may not be worn to school.
11. Gloves, sunglasses, boxer shorts, pajama bottoms are not allowed.

Students wearing unsuitable clothing must call home for a change or will not be allowed to attend classes. We have limited choices of clothing that students may borrow in order to be in compliance with the policy. Students who cannot conform to the policy will have to spend the day in the ISS room.

Passes and Leaving Class Without Permission

1. Students may not be out of class without a legible written pass from the teacher.
2. Students may not walk out of a classroom without permission.
3. If a student walks out of class without permission, the teacher should call the main office to report that.
4. Security and/or other personnel will find the student and take them to their administrator.
5. The following will result in an office consequence:
 - a. Being out of class without a pass.
 - b. Walking out of class without permission.
 - c. Not reporting to administration when called or when you first walk out.

How to Begin Class

1. Enter the classroom quietly.
2. Go directly to your assigned seat and sit down.
3. Store your belonging beneath your chair.
4. Begin the “Do-Now” that is posted or follow teacher’s instructions.
5. When the tardy bell rings, all talking stops.

How to Be Dismissed from Class

1. The teacher dismisses the class, not the bell.
2. Gather your belongings, ready to leave.
3. Pick up trash on or around your desk.
4. When you are dismissed, stand and walk to the door, dropping any trash into the trash can.

Dismissal Policy (End of Day)

1. When your teacher dismisses you, walk quickly to your bus or to the car-riders’ pick-up line.
2. If you are staying for tutoring, report to your teacher’s classroom by 2:30.
3. If you are staying for a sport, debate, drama, or any other after-school activity, you must report to your coach or sponsor by 2:30.

4. All students must be supervised in the building, so teachers and sponsors are responsible for staying with students until they are picked up.

STUDENT DISCIPLINE

Center Middle School Discipline Philosophy

The goal of CMS is to provide a safe environment conducive to learning and teaching. To accomplish this goal there must be mutual trust, cooperation, and communication among all students, staff, administrators and parents/guardians.

All persons are expected to maintain self-control and self-discipline and display respect for the institution, its property, the staff, parents/guardians, and each other. Students are further expected to be accountable for their actions.

Our behavior intervention plan focuses on teaching and practicing social skills that prepare and empower young people to be successful in school and in the community. Even when repeated misbehavior warrants an office consequence, we still engage in teaching and reinforcing social skills that include: *Following Directions, Accepting*

a Consequence, Taking “No” for an Answer, Staying Calm, Disagreeing Appropriately, Returning a Greeting, Making an Apology, and many others.

For consistency and clarity, all teachers maintain the same five rules of the classroom.

Five Common Rules of Every Classroom

1. Raise your hand and get permission before speaking.
2. Stay in your assigned seat unless you have permission to move.
3. Keep all belongings and body parts to yourself.
4. Keep your head up and eyes open.
5. Follow all adult instructions immediately and completely.

Every teacher implements our 4-step consequences, which effectively gives a student 3 chances to comply with the

rules in a 90-minute period before they earn an office referral. Most students rarely go past the first warning (step 1) of the consequences.

Four-Step Consequences

Step 1 - verbal warning

Step 2 - tangible warning (post-it note on desk; hand signal or whisper of “Step 2 for talking without permission.”)

Step 3 - hallway conversation with a notice that the next step is an office referral.

Step 4 - Office Referral. Teacher calls parent before end of day. Administrator calls parent to notify of the office consequence.

Office consequences include Mediation, Written Accountability, a Contract, ISS, and OSS.

If we implement the 4-step consequences consistently, nearly 85%

of all students will learn to comply with the rules and will stop any misbehavior before reaching step 3.

Students who struggle with behavior (about 15% of our population) will be helped by our Tier 2 interventions, which include . . .

- BIST Seats (safe seat, buddy room, recovery)
- Triage Before Each Class
- A Success Plan with Monitor Sheets
- Check-in / Check-out

We have Tier 3 interventions for students with even more frequent or severe incidents of misbehavior. A building problem-solving team is convened to determine next steps for a student who is still struggling to behave well enough to stay in classes even after one or more Tier 2 interventions.



Center School District #58
Administrative Offices
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A Fully Accredited, Missouri A+ School District...

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to The Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to prove to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in a field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certifications or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Center School District
Federal Programs

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
² In compliance with ESSA Title VIII- Part C, Sec. 8304(o)(3)(C)

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.