

Central Middle School

Faculty Handbook

2024 - 2025



The Faculty Handbook is designed to provide you with information on policies, resources, and information. Please become familiar with all the items contained herein and request clarification as needed. Please keep it in a visible location so you can refer to it as needed.

TABLE OF CONTENTS

District Information	3
Master Schedule	4
District Calendar	5
Staff Contact List	6-7
PBIS Introduction	8
Behavior Matrix	9
Behavior T-Chart	10-11
CMS Dress Code	12
Absences	13
Accident Report	13
Arrival and Departure	13
Assemblies	14
Athletic Eligibility Requirements	14
Attendance and Lunch Count Procedures	14-15
Breakfast/Lunch Purchasing Procedures	15
Care of Money and Valuables	15
Cell Phones	15
Classroom Guidelines	16
Communicable Diseases	16
Communication Responsibilities	16
Confidentiality of Records	16
Copy Machine	16
Counseling Referrals	17
Discipline	17
Dress	17
Duty	18
Emergency Drills	18
Extracurricular Activities	19
Field Trips	19-20
First Day of School	20
Good Housekeeping	20
Grading Scale	20
Hallways and Transition Time	20
Honor Roll	20-21
G.O.A.T.	21
Keys/Fobs	21
Lunch-Duty Free	21

TABLE OF CONTENTS

Lunch Dismissal	21
Lockers	21
Mailboxes	22
Medication	22-23
Monthly Calendar	23
New Students	23
Passes	23
Parent Advisory Council	23
Parking	24
Permission to Leave School	24
Cumulative Records	24
Planning for a Substitute	24-25
Retentions	25
Student Expectations	25
Student and Family Education Court	25
Tardies	25
Teacher Correspondence	26
Technology	26
Temporary Class Assignment (TCA)	26
Textbooks	26
Tigers of the Month	26-27
Truancy	27
Visitors	27

[LINK FOR STUDENT HANDBOOK](#)

[LINK FOR ATHLETIC HANDBOOK](#)

[LINK FOR CRISIS MANAGEMENT HANDBOOK](#)

Central Middle School
900 S. Pine St.
Centralia, IL 62801
Phone: 618-545-6612
Fax: 618-533-1262

Superintendent
Craig Clark

Assistant Superintendent
Christina Becker

Principal
Dr. Audrey Hill

Board of Education
Ron Johnson, President
Derek Harlan, Vice President
Sue Williams, Secretary
Rena Bauer
Lyle Gross
Greg Dodson
Michael Middleton

School Mission Statement

In a safe and secure environment, each Central Middle School student will develop into a lifelong learner. In addition to acquiring the knowledge and technical skills necessary for the future, our goal is for each student to understand and feel a sense of self-worth, as well as, develop the skills necessary to become a productive, responsible, and respectful citizen.

District Motto

That Each May Learn

CMS School Motto

Creating Excellence one student at a time

Behavior Expectations R2S2

Respectful

Responsible

Safe

Self-Control

2024-2025
A MESSAGE TO PARENTS FROM
CENTRALIA CITY SCHOOLS DISTRICT NO. 135

CENTRALIA CITY SCHOOLS 2024 - 2025 CALENDAR

AUGUST			
Wednesday	August 14	Teacher Institute Day	No School
Thursday	August 15	<i>First Day of Student Attendance (full day)</i>	No Early Dismissal
Friday	August 30	<i>School Day prior to Labor Day</i>	Early Dismissal
SEPTEMBER			
Monday	September 2	Labor Day	No School
Tuesday	September 11	<i>School Improvement Day</i>	Early Dismissal
Friday	September 13	<i>Teacher In Service</i>	No School
Friday	September 20	Mid-Term	
OCTOBER			
Wednesday	October 9	<i>School Improvement Day</i>	Early Dismissal
Monday	October 14	Columbus Day	No School
Friday	October 18	End of First Quarter	Early Dismissal
Thursday	October 24	Evening Parent Teacher Conferences	
Friday	October 25	Parent-Teacher Conferences	No School
Wednesday	October 30	Parent-Teacher Conferences	Early Dismissal
NOVEMBER			
Tuesday	November 5	Election Day	No School
Monday	November 11	Veterans Day	No School
Wednesday	November 13	<i>School Improvement Day</i>	Early Dismissal
Friday	November 15	Mid-Term	
Tuesday	November 26	<i>School Day prior to Thanksgiving Break</i>	Early Dismissal
Wednesday-Friday	November 27-29	Thanksgiving Break	No School
DECEMBER			
Wednesday	December 11	<i>School Improvement Day</i>	Early Dismissal
Friday	December 20	<i>School Day prior to Christmas Break</i>	Early Dismissal
Friday	December 20	End of Second Quarter/End of First Semester	
Monday-Tuesday	December 23-31	Christmas Break	No School
JANUARY			
Wednesday-Friday	January 1-3	Christmas Break	No School
Monday	January 6	Teacher Institute Day	No School
Wednesday	January 15	<i>School Improvement Day</i>	Early Dismissal
Monday	January 20	Martin Luther King Birthday	No School
FEBRUARY			
Friday	February 7	Mid-Term	
Wednesday	February 12	<i>School Improvement Day</i>	Early Dismissal
Friday	February 14	Teacher Institute Day	No School
Monday	February 17	Presidents Day	No School
MARCH			
Monday	March 3	Casimir Pulaski Day	No School
Wednesday	March 12	<i>School Improvement Day</i>	Early Dismissal
Friday	March 14	End of Third Quarter	
APRIL			
Wednesday	April 9	<i>School Improvement Day</i>	Early Dismissal
Wednesday	April 16	Mid-Term/School Day Prior to Easter Break	Early Dismissal
Thursday-Monday	April 17-21	Easter Break	No School
MAY			
Wednesday	May 14	<i>School Improvement Day</i>	Early Dismissal
Thursday	May 22	<i>Last Day of Student Attendance (if no emergency days used)</i>	Early Dismissal
Friday	May 23	Teacher Institute Day (if no emergency days used)	No School
Monday	May 26	Memorial Day	No School

PUPIL REPORT CARDS WILL BE ISSUED ON:

1 st Quarter (Parent-Teacher Conferences)	October 25, 2024	3rd Quarter	March 21, 2025
2 nd Quarter	January 10, 2025	4 th Quarter	Last day of school

*Early Dismissal Days - CJHS/CMS will dismiss at 1:45 p.m.

Jordan/Schiller will dismiss at 2:15 p.m.

30/24/CW

*** 2:15 p.m. Dismissal = 1:45 p.m. for CJHS/CMS**

Central Middle School Faculty and Staff

Name	Position	Room #
Algire, Kiana	Mental Health Support	4/5 Cafeteria
Barger, Jill	Special Education Supervisor	Administration Building
Braun, Beverly	4th and 5th Grade Cook	4/5 Kitchen
Brink, Melanie	4th Grade	4N
Criner, Janelle	Title	4/5 Cafeteria
Curry, Jil	5th Grade	9N
Denton, Cortney	4th and 5th Grade P.E.	4/5 Gym
Devore, Tracy	Individual aide	8S
Diekemper, Dawn	Classroom Paraprofessional	8S
Finckbone, Tara	4th & 5th Grade Cook	CMS Kitchen
Gould, Chris	4th-5th Grade Lunch Supervisor	4/5 Cafeteria
Graham, Melinda	Librarian	Library
Helm, Paula	5th Grade Resource	7N
Officer Jansen	SRO	CJHS Asst. Principal's Office
Hill, Audrey	Principal	Main Office
Houser, Felicia	Individual aide	8S
Husk, Laura	Administrative Assistant	Main Office
Hutton, Krystal	4th Grade	6N
Johnston, Amanda	4th Grade	11N
Lacey, Ashleigh	4th Grade Resource	6N
Lambert, Mike	4th and 5th Grade P.E. A.D. Director	4/5 Gym
McFall, Brittany	Band	CJHS - 35S
Morgan, Alicia	4th/5th Grade Cross Categorical	8S

Reid, Timothia	ESL	2N
Roth, Amber	5th Grade	12N
Schmidt, Amanda	Nurse	Nurse's Office
Schwartz, Nicole	4th/5th Grade Cross Categorical	7S
Severs, Stephanie	4th Grade	5N
Stacey, Kenya	S.T.E.A.M.	13N
Tate, Jason	Custodian	Custodian Office
Thomason, Sheri	5th Grade	8N
Toennies, Marianna	Title Paraprofessional	7N
Vellers, Brandon	4th Grade	3N
Watson, Iana	Individual aide	8S
Webster, Cedric	5th Grade	12N
White, Ryan	5th Grade	10N
Williams, Guy	Custodian	Custodian Office
Witthaus, Trace	Technology	Tech Office
Writenour, Melanie	Paraprofessional	7S

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

Central Middle School has implemented a process called PBIS (Positive Behavior Intervention Support). PBIS is not a program or a curriculum. It is a team-based process for creating a safer and more effective, systematic approach to enhance the ability of schools to educate all students. This is done by developing a research-based school-wide and classroom discipline system. In addition, CMS has adopted R2S2 (Respectful, Responsible, Safe, Self-Control) and we continue to model behavior expectations with our students.


Instead of using a patchwork of individual behavioral management plans, we have moved to a school-wide discipline system that addresses the entire school, the classroom, and areas outside the classroom (such as hallways, restrooms, offices, cafeteria, playground/school grounds, and buses etc.).

PBIS is not used only in the classroom. It must encompass all aspects of the individual's life, including school, family, home, and social life. It is not designed to be a "quick fix" to a behavior problem but rather a long-term, multi-dimensional support system. Studies have shown that schools that establish a PBIS system have improvements in:

1. Attendance.
2. Students' report of a more positive and calm environment.
3. Teachers' report of a more positive and calm environment.
4. Reducing the number of behavioral disruptions.

The PBIS process involves three levels of student support within the school. The first level is the universal level (Tier 1). The school is assisted in identifying, teaching, and developing a system to support their school-wide expectations for school behavior. When implemented, these procedures appear effective for approximately 80% of the students in school. For some students that need additional instruction or support, a second level of intervention is developed. In this group, procedures are designed to address the needs of groups of students with similar behavior concerns or behaviors that seem to occur for the same reason, such as attention seeking or to escape unpleasant tasks (Tier 2). For students with persistent challenging behaviors, the third level supports a process for school-based teams to proceed in continuing levels of assessment and problem solving to assist students, their families, and school personnel in developing effective individual behavioral interventions (Tier 3).

Dr. Audrey Llewellyn-Hill, Principal

	CMS Behavior Expectations Matrix R2S2			
	<ul style="list-style-type: none"> • Follow CHAMPS • Talk to adults with respect • Follow directions without resistance given by any adult the first time <ul style="list-style-type: none"> • Cell phones will be put in designated spot prior to class • Items that are not school related will be kept at home unless arrangements are made between the teacher and parents (food that isn't for lunch, toys, gadgets) 			
Location	Respectful	Responsible	Safe	Self-Control
Hallway	<ol style="list-style-type: none"> 1. Noise Level at a 0 2. Walk on the right side 3. Keep hands, feet, objects & comments to yourself 4. Stay in your line 	<ol style="list-style-type: none"> 1. Go where you are supposed to go 2. Stay in a single line 3. Always use a planner if not in class 	<ol style="list-style-type: none"> 1. Hands, feet & objects to self 2. Walk calmly in your line 3. Keep hallway clean 	<ol style="list-style-type: none"> 1. Noise Level at a 0 2. Walk on the right side 3. Hands, feet, and objects to self
Classroom: PE Music Homeroom	<ol style="list-style-type: none"> 1. Enter classroom quietly 2. Be in your seat when announcements begin (8:05) 3. Respect peers 4. Respect school property 5. Follow Technology agreement 	<ol style="list-style-type: none"> 1. No gum or candy 2. Raise your hand if you need help 3. Have all your supplies before class begins 	<ol style="list-style-type: none"> 1. Hands, feet & objects to self 2. Seat is 4 on the floor 3. Organized personal space 4. Walk in the classroom 5. Remain in the classroom until dismissed or directed otherwise 	<ol style="list-style-type: none"> 1. Stay on task 2. Complete work 3. Wait for your turn quietly 4. Remain in your seat 5. Respond, rather than react
Playground or Recess	<ol style="list-style-type: none"> 1. Play by the rules 2. Share playground equipment 3. Include all students 4. Play cooperatively 5. Respect peers 6. Respect equipment 	<ol style="list-style-type: none"> 1. Stay in designated areas 2. Line up on your signal or when bell rings or whistle blows 3. Follow procedures 	<ol style="list-style-type: none"> 1. Keep rocks and sticks on the ground 2. Stay in designated areas 3. Line up quietly when bell rings or whistle blows 4. Use equipment 	<ol style="list-style-type: none"> 1. Make positive statements to peers 2. Respond, rather than react 3. It is okay to be upset 4. Regulate your mouth 5. Take turns

			<ol style="list-style-type: none"> 5. Keep hands, feet, objects to self 	
Bathroom	<ol style="list-style-type: none"> 1. Noise Level at a 0 2. 1-3 minute trip 3. Put paper towels in trash can 4. Wait patiently for a stall in the hallway 	<ol style="list-style-type: none"> 1. Do your business and leave 2. Flush the toilet 3. Leave no trace of your visit 4. Report all infractions to your teacher 5. Carry your signed planner 	<ol style="list-style-type: none"> 1. Wash hands 2. 2 squirts of soap 3. 2 paper towels 4. Use proper hygiene 	<ol style="list-style-type: none"> 1. Honor other's personal space 2. No vandalism
Cafeteria	<ol style="list-style-type: none"> 1. Wait your turn in line 2. Exhibit good table manners 	<ol style="list-style-type: none"> 1. Keep your area clean Return your tray and utensils to the proper containers 2. Ask for permission before leaving your seat 	<ol style="list-style-type: none"> 1. Remain seated at all times until dismissed by a teacher 2. Do not share food 3. Walk to your line and walk while exiting cafeteria 4. Noise level at 1 	<ol style="list-style-type: none"> 1. Make positive statements to peers 2. Do not shout, only speak to people in your immediate area 3. Use cafeteria equipment correctly
Bus	<ol style="list-style-type: none"> 1. Use kind and school-appropriate language to all peers and adults 2. No inappropriate gestures. 3. Follow directions on noise levels (CHAMPS) 4. Respect School property (no vandalism, clean up trash). 5. Respect others' property and boundaries (hands, feet, and objects). 	<ol style="list-style-type: none"> 1. Follow directions the first time. 2. Arrive at the bus stop 5 minutes prior to scheduled time 3. Stay in assigned seat until directed 4. STay organized (keep bags closed, secure all belongings). 5. Chromebooks must be stored in a backpack. 	<ol style="list-style-type: none"> 1. Enter/Exit the bus in an orderly manner <ol style="list-style-type: none"> a. One at a time b. No horseplay (tripping, etc.) 2. No eating or drinking on the bus. 3. Get off only at your own stop. 4. Follow bus driver signals both on and off the bus. 5. Do not touch emergency exits 6. Keep a safe distance from the bus. <ol style="list-style-type: none"> a. Walk in front of the bus b. Walk around the stop arm 	<ol style="list-style-type: none"> 1. Keep all hands, feet and objects to self.

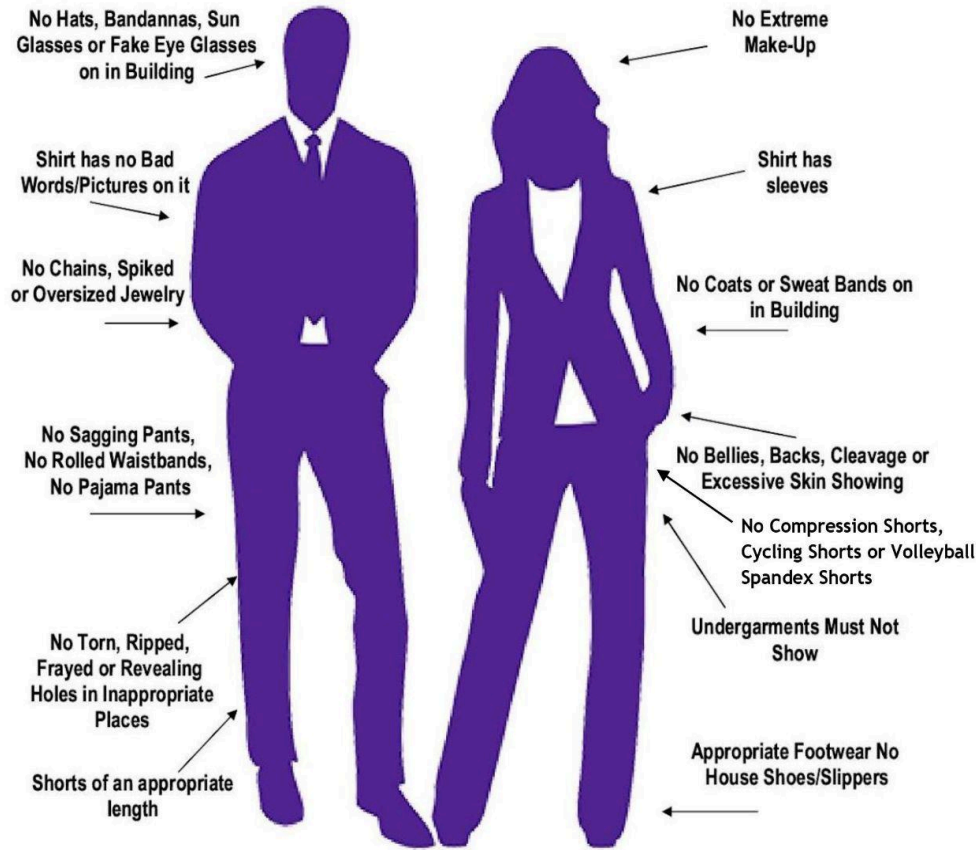
Central Middle School

Behavior T-Chart

Teacher-managed behavior (Minor)	Office-Managed Behavior (Major)
DISHONESTY/LYING: An act of not telling the truth, student delivers message that is untrue and/or deliberately violates rules, and/or cheating	STEALING/LYING: Intentional taking of another person's property without that person's permission, student repeatedly delivers messages that is untrue and/or covers up a wrong doing or creates a bigger issue
NON-COMPLIANCE: Student engages in brief or low-intensity failure to respond to adult request	DEFIANCE: Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions repeatedly
VERBAL INTERRUPTIONS: Talking without permission during times of instruction and/or silent work time (blurting out). PHYSICAL INTERRUPTIONS: Inability to keep body and materials under control (tapping on desk with pencil).	INTENTIONAL DISRESPECT: Nonverbal and/or verbal actions that are intentionally disrespectful or disruptive (cursing at someone)
DRESS CODE VIOLATION: Not following guidelines of handbook	DRESS CODE VIOLATION: Student repeatedly does not follow dress code or student refuses to alter dress to fit within guidelines of handbook
ELECTRONIC DEVICES: Student engages in non-serious but inappropriate use of an electronic device and/or do not turn in their cell phone in the morning	ELECTRONIC DEVICES: Student repeatedly engages in inappropriate use of an electronic device as defined in the school handbook, or student engages in gross misconduct with an electronic device, and/or do not turn in their cell phone in the morning repeatedly

<p>INAPPROPRIATE DISPLAY OF AFFECTION: Student engages in inappropriate verbal and/or physical gestures/contact with another student/adult, either consensual or non-consensual</p>	<p>INAPPROPRIATE DISPLAY OF AFFECTION: Student engages in repeated inappropriate verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual</p>
<p>INAPPROPRIATE LANGUAGE: Disruptive language not suited for school use</p>	<p>RACIAL/ DISCRIMINATORY SLURS/ PROFANITY: Language directed at others or a verbal threat to harm someone</p> <p>THREAT: Written, verbal or nonverbal intent to harm</p>
<p>PUT DOWNS/TEASING: Using words that make others feel bad</p>	<p>BULLYING: Extreme written, verbal, or nonverbal behavior that is repeated over time, an imbalance of power, and one sided.</p> <p>(i.e. cyber behavior, physical behavior)</p>
<p>PHYSICAL CONTACT: Student engages in non-serious, but inappropriate physical contact</p> <p>(Including friendly horseplay)</p>	<p>PHYSICAL CONTACT, PHYSICAL AGGRESSION, FIGHTING: Student engages in actions involving serious physical contact where injury may occur</p>
<p>TARDY: Student arrives to class after the bell</p>	<p>TARDY: After 3 tardies to one class, enter into Skyward as 3rd tardy. Report will be made to Home to school liaison. If attendance is not resolved a referral to the Truancy Review Board will ensue.</p>

Central Middle School Dress Code



Dress for Success!!

ABSENCES

Notification of Absence

Please put an absence in Aesop as soon as you know you are going to need a substitute. The administrators will receive an email notifying them of your absence. If there are any special circumstances you wish to communicate, feel free to call the building principal (not required since an email is sent). You may call until 10:00 P.M. in the evening or after 5:30 A.M. in the morning.

Actions Needed if You are Absent

Anytime a substitute is needed for your classroom

1. Sick Day or Personal Day *more than five days* in advance:
 - Enter absence in AESOP.
2. Personal Day *less than five days* in advance:
 - Request approval from Mr. Clark.
 - Enter absence in AESOP once approved by Mr. Clark.
3. Professional Day, school related meetings/events, coaches attending sporting events, etc. :
 - Enter absence in AESOP.
 - Turn in a completed Faculty Travel Request Form to the principal.

ACCIDENT REPORT

Students

All accidents, other than superficial scratches and scrapes, should be reported immediately to the administration by means of an Accident Report Form. The teacher witnessing the accident and the nurse are responsible for filing the Accident Report Form with the administration the day the incident occurs. Accident Report Forms may be obtained in the nurse's office or the Main Office.

Employees

Should an employee be injured on the job, such injury must be reported immediately to the administration by means of an Injured Worker's Report (Workers' Compensation Claim). Correct information of an injury must be recorded to meet specifications for Workers' Compensation.

ARRIVAL AND DEPARTURE

Punctuality is one mark of a professional employee. The minimum workday is from 7:45 A.M until 3:15 P.M. for all certified staff. Non-Certified staff work times will vary according to their position, but they are expected to complete their full workday according to their contract. Please do not arrive late or leave early without permission from the administration. At the end of the day, teachers must remain in the classroom as long as students are present. No one may leave the premises during their official workday (excluding lunch) without first clearing it with the administration.

ASSEMBLIES

If possible, announcements concerning student assemblies will be made in sufficient time prior to the assembly to allow teachers to adjust their instructional plans. Teachers should bring their class to the gym in a single file line and should sit with their class in order to monitor their students' behavior. Teachers that do not have a class should sit in their assigned area and assist in monitoring the students.

ATHLETIC ELIGIBILITY REQUIREMENTS

Selection of participants in athletic activities is at the discretion of the designated coaches. Students electing to participate in athletics are expected to maintain passing grades. In order to be eligible to participate in athletics, including cheerleading, students cannot be failing in any subject. The grades of each athlete will be checked every Friday, starting with the third Friday in the quarter. Teachers will need to have missing work in Skyward by Friday at 8:05 am. A student failing in any subject will be notified that he/she will not be permitted to participate in any inter-school contests starting the following Monday. The ineligible student will remain ineligible until the following Friday academic check declares him/her eligible, starting Monday for the following week. Any athlete/cheerleader who is ineligible three (3) consecutive weeks or five (5) cumulative weeks will not be permitted to participate for the remainder of that sports season.

Any time a student is absent for more than half a day, they may not participate in evening activities, athletic practices, or athletic events. Students may attend an awards ceremony for a sporting event they participate in if they are assigned an After School Detention or In-School Suspension. Students may participate in practice the day of an assigned After School Detention or In-School Suspension. However, they may not attend or participate in any sporting event scheduled the day of the assigned After School Detention or In-School Suspension. Students may not attend a ceremony, practice, or sporting event the day of an assigned Out of School Suspension. Please see the athletic handbook for further guidelines.

ATTENDANCE AND LUNCH COUNT PROCEDURES

In all grades, attendance should be *submitted before 9:00 a.m.* This is completed using Skyward.

Attendance is taken at 9:00 a.m. and submitted electronically. Lunch count is also to be submitted in Skyward by 9:00 a.m. Also, lunch must be entered on the shared google sheet each morning by 9:00 a.m. A correct lunch count is extremely important. Enter school lunches needed by students and milk, and school lunches being purchased by staff.

If you are absent, your substitute should: take attendance and lunch count with paper and pen and deliver it to the 4th and 5th Principal's office at the beginning of each applicable period.

BREAKFAST/LUNCH PURCHASING PROCEDURES

Breakfast and lunch are provided to all students at no charge. One person on lunch duty will be assigned to tracking the number of students served per grade level. Staff may purchase breakfast and lunch. You must either report your intent to eat a school lunch on the lunch count or notify the kitchen in the morning that you will be purchasing lunch that day. Please mark what you purchase daily on the staff form at the checkout table as you go through the line. **You may pay daily or in advance, but you cannot charge.** Breakfast/lunch money is to be paid to Mrs. Husk.

Prices

Breakfast = \$2.00

Full Lunch (including milk) = \$3.50

Entree = \$2.00

Vegetable and Fruit = \$0.50 each

Bread = \$0.25

Milk = \$0.25

CARE OF MONEY AND VALUABLES

All staff are responsible for money collected. A written receipt must be made for all money collected. All money collected must be turned in to the Principal's office to Ms. Lamar on the day of collection. No school money shall be kept overnight except in the applicable offices.

Staff are cautioned against bringing valuables to school. Valuables brought to school should not be left unattended in desks or cabinets. Possible disappointment can be avoided by leaving valuables at home.

CELL PHONES

Teachers should not use their cell phones during assigned instructional time. Cell phones should not be used by any member of the staff during their contracted work time unless there is an emergency or it is absolutely necessary.

CLASSROOM GUIDELINES

Unless you are on morning duty, all teachers are to be at their respective classroom doors by 7:45 A.M. Teachers should be standing outside their classroom door when students arrive for class each period. Class should start when the bell rings and students should be engaged until the dismissal bell rings. **Teachers are not to have a student sit in the hallway for discipline purposes for extended periods of time.** Students are not to be left unattended anytime during assigned instructional periods and teachers are to accompany their class when they move from one location to another during class time. Should an emergency occur or should the teacher find it necessary to leave the classroom during an instructional period, the teacher is to notify the 4th and 5th grade office so that coverage can be provided.

COMMUNICABLE DISEASES

The Illinois Public Health Department requires a report of all communicable diseases. The diseases with which we need to be most concerned are: Measles, Mumps, Chicken Pox, Hepatitis, Intestinal Worms, Streptococcal, and Encephalitis. Please notify the nurse if you are aware of a student with one of these diseases.

COMMUNICATION RESPONSIBILITIES

All staff members are required to check their email, voicemail, and mailboxes a **minimum of two times a day.**

CONFIDENTIALITY OF RECORDS

All student records are confidential. No student shall have access to grade books, progress reports, cumulative records, pink cards, etc. Students may not be used to transport any confidential student records. Students are not to be used in any capacity as recorders of grades, grading papers, recorders of attendance, and/or recording lunch count information.

COPY MACHINE

Staff are to use the copy machine to copy work related material only. Personal items should not be copied. The school is charged for copies made over a certain number. This, plus the fact that copy paper is expensive, makes it imperative that you make only the necessary number of copies needed. If there are issues with either machine (supplies, jams, etc.), please consult with one of the secretaries. Students are not permitted to operate the copy machines. Students using the copy machines often lead to jams and a great deal of wasted paper. **Teachers should send materials to the copy machine and then use their five digit code to access the machine. Please do not print from your chrome book unless you intend to immediately come to the copy machine and retrieve your copies.**

COUNSELING REFERRALS

There are times when a student may need to be referred to a counselor. In order to refer a student to the mental health support personnel, a referral needs to be made through the main office with the Principal. If a student is in need of services greater than what the mental health support personnel can provide, there is a referral process for outside resources that must go through the proper district channels. Please seek the proper forms through the CMS main office.

DISCIPLINE

Teachers/Staff are responsible for making sure students are following all school expectations. Each teacher must assume responsibility for student conduct anywhere in the building, on school grounds, and in the classroom. Teachers are expected to handle all discipline which can be identified as a minor offense (entry in Skyward). All major offenses and severe behavioral problems are to be referred to the Principal through Skyward. It is important that the severity of the reaction matches the severity of the incident.

With the exception of an immediate major offense, a student sent to the Principal's office without the Skyward Referral or without some form of contact from the teacher will be sent back to class to obtain the form with documentation of consequences that have been enforced. You must have followed the steps for referral before you send a student to the office.

The teacher's classroom management plan should be set up and followed in order to prevent misbehavior or to curb it before it becomes a bigger issue. There are, however, times when office intervention may be needed. Major behavioral problems are handled by the administration. Safety issues and aggression/violence are always office incidents. By setting up consistent, clear guidelines from the beginning, and by sticking to them, many incidents will be prevented.

DRESS

The personal dress and appearance of all the staff has an influence on the attitude and conduct of students as well as having a decided effect on how people in the community view our school and the teaching profession. It is important, therefore, that the entire staff maintain a professional appearance and demeanor. Jeans are acceptable as long as they are in good condition, free from holes and frayed ends and are paired with other dress-casual attire or spirit wear. **Yoga pants, leggings worn as pants, hoodies/sweatshirts (aside from spirit wear), and casual T-shirts (aside from spirit wear) are not appropriate.** Athletic wear would be considered appropriate for individuals teaching P.E. only. Footwear should mirror your professional dress and be safe and appropriate for your position. Professional dress should meet the same minimum expectations outlined for students in the Student Handbook as well.

DUTY

Bus, Hallway, and Playground

Bus, hallway, and playground duties are assigned to teachers as noted in the duty schedule. The duties include supervision of students entering and exiting the building, supervision of students within the building, as well as supervision of students arriving and leaving on the buses before and after school. If you have a duty and a meeting assigned at the same time, you should secure a replacement by asking another teacher to cover your duty. If you are absent at the time of your assigned duty be sure to leave directions for the substitute. As a teacher, it is your responsibility to be on Hall/Bus duty before and after school according to the duty assignment schedule provided by the Principal.

School Functions

It is considered the duty of each teacher who is attending a school function to join in the responsibility for maintaining the proper behavior of all students. The same rules in effect for students during the school day are to be followed by students at school functions.

EMERGENCY DRILLS

State law requires that fire, tornado, earthquake, and code drills be scheduled periodically throughout the year. Such drills may seem inconvenient until the time when evacuation becomes a matter of life or death. Exit procedures are to be posted in each classroom and office. It is important that teachers inform each of their classes as to the procedures of these drills during the first day of school.

Teachers are to have their students adhere to the following procedure when exiting the building:

- Students are to leave their classroom one row at a time.
- Students are to walk in a straight line to the assigned location.
- Students are to stay lined up.
- Students are to remain quiet while walking and waiting for instructions.
- Teachers are to bring their updated roster with them and take attendance (hold up green, yellow, or red signs. The district is in the process of seeking a digital system for emergencies.
- An assigned person will come to each teacher and check attendance.
- Administration will notify you when it is safe to bring your students back into the school.

If you do not have an assigned class, please assist in any way necessary.

EXTRACURRICULAR ACTIVITIES

All faculty are strongly encouraged to sponsor, volunteer, and/or attend CMS extracurricular activities. These responsibilities could include coaching, sponsoring activities, volunteering your time, attending events, and showing your support for the school. Being a staff member extends past the classroom and encourages forming positive relationships with the students. This list of extracurricular activities is not conclusive and CMS is open to other clubs and organizations that staff may be interested in creating. In the event a staff member is interested in introducing a new extracurricular, they must seek administration's approval first. At CMS we strive to foster the development of the whole child.

Sports offered at CMS

Fall: Cross Country (5-8)

Extracurricular Programs offered at CMS

A student who is absent from school for more than a half day is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor, or coach for:

- Pre-arranged medical absence
- Death in the student's family
- Religious ceremony or event

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. Please see the athletic handbook for specific details.

FIELD TRIPS

Field trips may be taken if they are of value in enriching the curriculum and are planned in conjunction with classroom study. Approval of an out-of-district field trip is necessary by both the Principal and Superintendent. If you desire to take a field trip, fill out a Field Trip Request Form and turn it in to the Principal's Office at least two weeks before the trip is to be taken. Field trips may not be approved during the last two weeks in May.

In order for a student to be allowed to go on certain field trips, it will be necessary for the teacher to give each student a parental permission slip which must be signed by the parent or guardian and returned to the teacher. **Field trip parental permission slips must have Principal approval before sending them home with the student.** Those students who do not have the slips completed and returned will not be allowed to attend the scheduled field trip. **Students who have demonstrated misbehavior on campus that is deemed inappropriate/unacceptable/unsafe may be prohibited from participating in field trips away from school.**

After the field trip, please turn in a list of students who attended the trip to Ms. Husk in the Principal's office, including the location of the field trip and the date. This is necessary for reports that we must complete.

FIRST DAY OF SCHOOL

Beginning the first day of school, expectations are to be strictly enforced. Each student should receive a copy of the Student Handbook and a Student Planner. Please read, define, and discuss the School Expectations and Consequences in the Student Handbook. Students should know exactly what to do from the second they arrive until they are dismissed.

GOOD HOUSEKEEPING

All staff are expected to keep their rooms neat and clean. All paper should be picked up at the close of the day. Please keep your desk neat and insist that your students do the same. Keep your bulletin boards neat and up-to-date. Do not put tape on the windows. Please put chairs up on desks or stack them at the end of each school day so that custodians can access the floor for cleaning purposes.

GRADING SCALE

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

HALLWAYS AND TRANSITION TIME

Students will be permitted to go to their lockers at 7:45 A.M. and teachers are expected to be at their classroom doors by this time. Teachers are to assist in maintaining discipline as students go directly to their lockers and classrooms. All teachers are to be at the door of their classrooms during transition times. This gives the opportunity to help curb any possible discipline problems plus the fact that teachers can use this time to observe students and get to know them better under more informal circumstances.

HONOR ROLL

The following Grade Point Average (GPA) shall be the criteria for placement on the Honor Roll or High Honor Roll at CJHS:

Honor Roll = 4.7-4.9

High Honor Roll = 5.0

Subject areas included in determining a student's GPA are: Reading, Language, Spelling, Mathematics, Social Studies, Science, STEAM, and Physical Education. **Any student receiving a failing grade in P.E. or STEAM can not be placed on the Honor Roll or High Honor Roll.** Homeroom teachers are requested to make a determination of all honor students within their classroom and submit that list of names (first and last name) to the applicable office on the day report cards are issued. Honor student information is to be turned into Ms.Husk in the main office.

G.O.A.T.

It is in the best interest of students to be in class for instruction so that they can learn. When their behavior impedes the learning of themselves or other students, there are times that a visit to G.O.A.T. may need to be assigned after other steps of the behavior management plan have been carried out. The purpose of this visit is to give students an opportunity to de-escalate and "get our act together" so that they can return to the classroom and work successfully together with their teacher and their peers.

KEYS/FOBS

Be certain to guard your keys and key fobs carefully. Keys are not to be loaned to students. It is also advisable to lock rooms, desks, and file cabinets when not in use. Lost keys/fobs should immediately be reported to the Main Office.

LUNCH - DUTY FREE

Teachers are allowed a 30 minute duty-free lunch break as provided by the contract between the Board of Education and CEA. Teachers are to spend any time available within the lunch period in excess of their 30 minute duty-free lunch break performing educationally productive work for the district. Examples of such work could include: communicating with parents, conferencing with other teachers, planning instruction, supervising students, and/or evaluating student work, etc. Teachers are to use 30 minutes of their one hour designated time to participate in grade level meetings to develop pacing and other instructional productive work.

LUNCH DISMISSAL

4th teachers will walk their students to the cafeteria and await directions from the lunch supervisor. 5th grade students will enter the cafeteria after their 30-minute recess. Fifth grade teachers MUST pick up their students from the cafeteria at 12:00 p.m. The supervisor is scheduled to go on their lunch break at the conclusion of the 5th grade lunch and arriving late will cause another colleague to not get their contractual lunch period.

LOCKERS

Each homeroom teacher has been assigned a set of lockers. Each teacher has a locker with a district provided lock. This is to house student cell phones throughout the day.

MAILBOXES

Each teacher has the availability of a mailbox. **Teachers should check their mailboxes at least twice a day.** The lounge adjacent to the 4th-5th grade office will have mailboxes for ALL teachers, ALL special ed. self contained teachers/aids, and 4th-5th custodians and cooks. Important information is placed in the mailboxes and often, there is time-sensitive material that will need to be sent home with students.

MEDICATION

Board Policy

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a Student Medical Authorization Form.

No school or district employee is allowed to administer to any student or supervise a student's self-administration of any prescription or nonprescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or nonprescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Due to some students needing to take prescription medication during school hours, the following guidelines are in place:

- Medication forms are available and should be completed for all students needing medicine to be administered during school hours.
- All medications should be kept in the school nurse's office with the exception of asthma inhalers, EpiPens, or other emergency medications which may only be carried by the student after proper medication forms are completed.

- Medications must be brought in properly labeled containers and kept in the nurse's office.
- The nurse is the only staff member allowed to dispense any medication to a student unless given specific instructions from the nurse to do so.

MONTHLY CALENDAR

Please notify Mrs. Husk in the Principal's Office by the 25th of each month of any activities for the upcoming month, meetings, etc. which should be included on either the student or faculty monthly calendar for the following month.

NEW STUDENTS

New students will be admitted to class through the Principal's office. It is suggested that teachers institute the "Buddy System" to help new students adjust more quickly to CMS. Each student will meet with their assigned teacher on their first day, where they will be given a Student Planner and Student Handbook. The assigned teacher will discuss general rules and expectations.

PASSES

Each teacher should assist in enforcing the hall pass regulations. **Any time a student leaves your room, the sign-in/sign-out section of their planner should be completed.** If no planner is present, do not let the student go without a pass unless absolutely necessary. In the instance they must leave without a planner, the pass must include:

- Student's name
- Date
- Where the student is going
- Time student left your room or office

When a student comes to you with a pass, document on the pass the time the student leaves your room and sign it. An Admit Slip from the office may be used as a pass to class.

PARENT ADVISORY COUNCIL

One method of accomplishing parent involvement in education is through the Central Middle School Parent Advisory Council (PAC). The PAC consists of a minimum of twenty-five (25) parents, three (3) teachers, the Assistant Principal, and the Principals. The PAC sells concessions at basketball games and sponsors a variety of other events to help raise money to support CJHS/CMS. Two teachers will volunteer to help with concessions each game that is hosted.

PARKING

Parking is prohibited on Pine Street and on the side streets . Pine Street will be reserved for parent drop off and pickup. Adequate parking space is provided in the parking lot north of the building. The south parking lot also has multiple spaces available for faculty and staff parking. **You may have been asked to park in the south lot due to the location of your classroom.** When you arrive, if the north lot is full, there is ample room available in the south parking lot. At the request of district administration, there should be no staff parking on the side streets. This creates issues for residents, local traffic, bus traffic. etc.

PERMISSION TO LEAVE SCHOOL

Students

Students may not leave the building or grounds during school hours without permission from the Main Office or Principal's office. Any student leaving without this permission will be subject to disciplinary action. This includes students leaving for doctor or dentist appointments. Any student leaving the building during school hours must be signed out by their parent/guardian or an approved emergency contact in the Principal's office.

Staff

No one may leave the premises during their official workday (excluding lunch) without first clearing it with the administration.

CUMULATIVE RECORDS

Cumulative Records will be stored in the Principal's office.

PLANNING FOR A SUBSTITUTE

In the event that you need a substitute, you will enter your absence into Absence Management. It's important that your classroom is prepared for a substitute. **Each teacher is required to leave a sub folder on their desk in plain sight.** Sometimes, a full-day sub will cover your classes, and other times, someone will have a period sub; therefore, you may have a different person each class period (this is always a back-up choice in the case that we can't find a full-day sub). Lesson plans should be available and should be sufficient for someone to follow effectively. Each teacher will receive a sub folder to complete. Many teachers make arrangements with a colleague so that if they are absent in an emergency situation, they can email their plans to that teacher to print for them. Others leave a standard emergency plan in their room that a substitute could use any day/time. It's also important that information such as class lists, bell schedules, daily routines, classroom management plan, crisis plans (tornado, fire drills, etc.). be available for the substitute to reference. Another good practice is leaving a sheet with each period listed and a space for substitutes to give a note about how the class went. Often, if there is no specific sheet asking for this information, substitutes will

not leave anything. Your students should also be prepared for your expectations of how they should conduct themselves with a substitute, and what the possible consequences for misbehavior are.

RETENTIONS

When a child is being considered for retention, there must be careful weighing of all the possible advantages as opposed to all the possible disadvantages before a decision is made. These deliberations should be made jointly by the teachers, parents, guidance counselor, and the administration. The guidelines for a student being retained is: three (3) "F's" on the final grade on the report card, provided the teacher has documented interventions that have been utilized (referral to after school program, modifications, parent meetings, etc.) **Before any student is retained, at least one conference (expressly for that purpose) must be held with the parent.** Efforts will be made to have a parent-teacher conference in March and again in late April or early May to monitor and discuss the situation.

STUDENT EXPECTATIONS

Please reference the included Student Handbook for explanation on any expectations for Students.

STUDENT AND FAMILY EDUCATION COURT

Students who are truant may be referred to the Student and Family Education Court (SFEC). This program is available as a truancy diversion program. These students and their parents/guardians will meet weekly with the SFEC team to monitor progress. Teachers will be asked to complete a quick weekly summary of the student's performance for the week. The more information a teacher can share, the better the court team is able to focus on specific areas that need work and to celebrate areas of success. Students who do not successfully complete the program may be referred to the ROE truancy program. As a precursor to SFEC, referrals will be made to the home-to-school liaison.

TARDIES

Each teacher will be responsible for students who are tardy to their class. The teacher assigning the tardy will be responsible for documenting the tardy. Document tardies one (1) through two (2) as "warnings". Enter the third tardy in Skyward and send any documentation to the office (or simply enter the dates in the comments section on Skyward). Each additional tardy is to be entered in Skyward. Tardies are tracked per class, per quarter. Tardies entered into Skyward should contain: date student is tardy, period student is tardy, reason student is tardy. After three tardies in one class, a detention is assigned. Each subsequent tardy will also result in a detention.

TEACHER CORRESPONDENCE

Any teacher or student written notices, letters, or informational bulletins going home or any other place outside the building should be approved by the Principal prior to disseminating.

TECHNOLOGY

Teachers may check out a Chromebook for use. It is the responsibility of the teacher to care for this device and any damages and to adhere to the same standards that are outlined in the student technology agreement (see Ms. Lamar for a copy).

TEMPORARY CLASS ASSIGNMENT (TCA)

From time to time it is necessary to use in-house substitutes. Please make sure you sign the TCA form in the Principal's office when you sub for a teacher during your planning time. Sign the TCA form in the office of the grade level you subbed for. Therefore, if you subbed for any 4th or 5th grade class, whether you teach that grade or not, you will sign the TCA form in the 4th-5th Principal's office. If you subbed for any 6th-8th grade class, whether you teach that grade or not, you will sign the TCA form in the 6th-8th Principal's office.

TEXTBOOKS

All textbooks, hard or soft bound, are loaned to the student. It is the teacher's responsibility to keep a close check on these books. At the end of the school year, a fine will be assessed for damage beyond ordinary wear. If you feel a student should be assessed a fine, please notify the Main Office the first of May so that parents may be properly notified in time to take care of the obligation prior to the last week of school. Teachers are expected to accurately record the condition of each textbook issued. Teachers, when applicable, are responsible for assignments and maintenance of records of students receiving State Loaned Textbooks. The principal will distribute textbook inventory forms to teachers at the beginning and at the end of the year.

TIGER CUB OF THE MONTH

The purpose of this program is to reinforce positive behavior of CMS students. The Tiger Cub of the Month award is given in an effort to recognize outstanding students, create school enthusiasm, and provide better school/community relations. Four (4) students are selected from each grade level. Teachers should use the following criteria to select students:

- No Office Referrals, In-School Suspensions/G.O.A.T., Out of School Suspensions, or After School Detentions
- Is making satisfactory academic progress
- Is an example of CMS Tiger Cubs Traits of being responsible, respectful, safe, self-control (R2S2).

Names of the selected Tigers Cubs of the Month should be turned in to the Principal's office. A notification will be sent home to the parents/guardians. A pizza party for the winners will be held on the last Tuesday of the month during the lunch hour.

TRUANCY

Student attendance is critical to the learning process. Truancy is, therefore, a serious issue and will be dealt with in a serious manner by the school and district. A student is considered truant anytime he or she is absent without the permission of the student's parent/guardian and of the school. If a student leaves the school without approval that student is considered truant. Any unexcused absence from school is also considered truant. A parent/guardian who knowingly and willfully permits a child to be truant is in violation of the law.

Students who miss nine (9) or more of the prior 180 regular school days (two school years) without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the Student Family Education Court
- Reporting to the Regional Office of Education #13
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

VISITORS

Except for educational purposes (making a presentation, shadowing, etc.), visitors will not be permitted in the building during regular school hours (7:45 A.M. - 3:15 P.M.). This includes past graduates, relatives, friends, etc., unless prior arrangements have been made with the Principal. High school students wanting to visit a former teacher must wait until after 3:15 P.M. All visitors are required to sign in at the applicable office and obtain a Visitor's Tag.