

**Central Middle School
2017-2018
757 Cedar Street
San Carlos, CA 94070**



CentralMiddleSchool

757 Cedar Street, San Carlos | 650-508-7321



IMPORTANT PHONE NUMBERS AND INFORMATION

Main Office: (650) 508-7321
Attendance Line: (650) 508-7321 press 1
Fax: (650) 508-7342
Web Site: centralsancarlos.org

Student Identification

Name: _____

Student I.D. #: _____ (found on class schedule)

Study Buddy 1 _____ Phone: _____

Study Buddy 2 _____ Phone: _____

Study Buddy 3 _____ Phone: _____

Central Middle School Behavior Expectations

At CMS we continually strive to create a positive, inclusive learning environment with a community of students, staff, and parents who are responsible, respectful, supportive and safe.

This year Central will be implementing a system of Positive Behavior Intervention and Supports (PBIS), a research-based framework designed to improve school climate, reduce problem behavior, and increase instructional time. PBIS at Central includes:

- Clearly defined behavior expectations
 - At CMS, students are expected to be **Responsible, Respectful, Supportive and Safe.**
- Explicit teaching of behavior expectations
 - Students will be explicitly taught and regularly reminded of the expectations and what they look like in various settings around the school (see next page), including the rationale and scenarios that demonstrate expected behavior.
- Acknowledgement of appropriate behavior
 - Students will be recognized for “doing the right thing” with regular positive feedback.
- Correction of problem behavior
 - Students not following the behavior expectations will be provided with fair and consistent consequences that focus on teaching appropriate behavior and preventing future occurrences of problem behavior.

The Administration requests that all families review the school behavior expectations on the next pages (and available at centralsancarlos.org) at the start of the school year. Please contact us with any questions you have about the information in this document. Students and parents will be asked to sign an acknowledgment and return it to school within the first weeks of the school year. **Disclaimer:** The information within this handbook is for general reference. Administration reserves the right to change, edit, adjust, update, delete and/or add information at any time as needed and as directed by the San Carlos School District.

CMS Students are expected to be:

- **RESPONSIBLE**
- **RESPECTFUL**
- **SUPPORTIVE**
- **SAFE**

Central Middle School Behavior Expectations

Central students are expected to be **Responsible, Respectful, Supportive and Safe**. The chart below gives examples of what that looks like in different areas around the school.

	Responsible	Respectful	Supportive	Safe
General	<ul style="list-style-type: none"> • Show good character and integrity, even if nobody is watching. • Keep our school clean. • Be mindful of your belongings. • Be aware of the effect that your choices have on others. 	<ul style="list-style-type: none"> • Follow instructions from staff. • Consider others' perspectives. 	<ul style="list-style-type: none"> • Be an ally. • Use kind language. • Be inclusive. • Encourage your friends to follow the rules. 	<ul style="list-style-type: none"> • Be aware of your surroundings. • Walk (don't run) inside.
Before School	<ul style="list-style-type: none"> • Have all materials prepared for your first class. • Use furniture appropriately (do not walk on furniture or sit/stand on tables). • Park bikes in bike rack. • Turn off and put phones away by first bell. 	<ul style="list-style-type: none"> • Speak in an inside voice. • Be mindful of zero period classes that are in session. 	<ul style="list-style-type: none"> • Greet others in a friendly manner. 	<ul style="list-style-type: none"> • Walk bikes, scooters, and skateboards on campus. • Wear a helmet while on wheels. • Follow the traffic rules. • Be aware of your surroundings. • Look all ways before crossing the street.
After School	<ul style="list-style-type: none"> • Keep campus clean. • Respect space and materials in the atriums. • Take all needed materials home with you. • Skateboard/bike/scooter on the blacktop, not the quad (after 	<ul style="list-style-type: none"> • Follow instructions from staff. • Use appropriate language. • Watch out for others. Be aware of your surroundings. 	<ul style="list-style-type: none"> • Be inclusive. 	<ul style="list-style-type: none"> • Be aware of your surroundings. • Use sidewalks. Do not walk through the parking lot. • Walk bikes, scooters, and skateboards on campus. • Wear a helmet

	3:30pm).			while on wheels. ● Cross at the crosswalk.
	Responsible	Respectful	Supportive	Safe
Recess & Lunch	<ul style="list-style-type: none"> ● Keep phones off and put away. ● Eat all food outside, in designated areas. No food is allowed on the blacktop. ● Eat before you play. ● Put trash, recycling, and compost in the correct bins. ● Place equipment back in the ball cart at first bell. ● At first bell, immediately head to class. ● Use restroom before first bell. 	<ul style="list-style-type: none"> ● Help keep the school clean and throw away your trash. ● Take “outside voices” outside. ● Be kind to staff members on duty. Follow their directions. 	<ul style="list-style-type: none"> ● Be inclusive. ● Encourage someone new to sit with you. ● Take ownership of your school, including picking up trash if it isn't yours. ● Encourage your friends to follow the rules. Help each other out! ● Use kind words. 	<ul style="list-style-type: none"> ● Keep feet on the ground and hands to yourself. Keep others' safety in mind when you're playing. ● Keep your backpack in a safe place and away from where people walk. ● Be aware of your surroundings. ● Walk in buildings, quad, and lunch area. RUN on the blacktop.
Assemblies & Presentations	<ul style="list-style-type: none"> ● Sit with the class you came with and stay seated. 	<ul style="list-style-type: none"> ● Stay quiet and focused on the presenter. ● Quiet down quickly. ● Honor the purpose of the assembly. 	<ul style="list-style-type: none"> ● Applaud and cheer at appropriate times. 	<ul style="list-style-type: none"> ● Follow dismissal instructions.
Library	<ul style="list-style-type: none"> ● Keep track of library books at school and at home and return on time. ● Put books back on shelving cart as you leave the library. ● Don't push books back on shelf. ● No food or drink. ● Clean up games and coloring 	<ul style="list-style-type: none"> ● Be polite to all volunteers. ● Use quiet “library” voices for conversations. ● Listen politely if an adult needs to ask a question. ● During story time, listen to the person reading and 	<ul style="list-style-type: none"> ● Be inclusive. 	<ul style="list-style-type: none"> ● Push in chairs as you leave. ● Don't run or play hide and seek in the shelves.

	supplies before leaving at lunch.	raise a hand for questions.		
	Responsible	Respectful	Supportive	Safe
Rest-rooms	<ul style="list-style-type: none"> ● Place trash in trash cans. ● If you <u>make</u> a mess, clean it up. ● If you <u>see</u> a mess, clean it up or report it to the teacher. ● Only use when needed. Do not linger. ● No electronics in the restrooms. 	<ul style="list-style-type: none"> ● Use quiet voices. ● Give people privacy. ● Only use resources you need. 	<ul style="list-style-type: none"> ● Use kind language. 	<ul style="list-style-type: none"> ● Keep feet on the ground. ● Walk. ● Wash your hands.
Locker Rooms	<ul style="list-style-type: none"> ● Keep cubby clean. ● Put clothes and shoes in cubby and not on floor. ● No food or drink. ● Flush toilets 	<ul style="list-style-type: none"> ● Leave others' belongings alone. 	<ul style="list-style-type: none"> ● Give others privacy and personal space while dressing. ● Help others when needed. 	<ul style="list-style-type: none"> ● Keep hands to self. ● No running. ● No horseplay.
Atriums & Hallways	<ul style="list-style-type: none"> ● Sit in chairs or on the floor. ● Eat outside. ● Dispose of trash. ● Use cubbies. ● Use inside voices. ● When you need to leave class, return promptly. ● Use furniture appropriately (do not walk on furniture or sit/stand on tables). ● Leave furniture where it is. 	<ul style="list-style-type: none"> ● Use quiet voices. ● Follow instructions from staff. ● Do not touch others' belongings. 	<ul style="list-style-type: none"> ● Be aware of classes in session and students working. ● Be friendly to others. ● Limit cell phone usage to before and after school. ● Help others (hold doors, pick up dropped items, etc) 	<ul style="list-style-type: none"> ● Walk safely on each step and keep to the right on stairs. ● Look where you are walking. ● Walk, don't run. ● Quiet, seated activities only. ● Keep backpacks out of walkways. ● Keep your hands to yourself.

	Responsible	Respectful	Supportive	Safe
Office	<ul style="list-style-type: none"> • Only come to the office if you have a specific need (i.e. injury or illness, picking something up, called to the office, etc.) • If you need to make a phone call, come to the office. Ask permission before using phone. 	<ul style="list-style-type: none"> • Use an inside voice. • Use good manners (say please, thank you, excuse me, etc.). • Be mindful of other things going on in the office (i.e. someone on the phone, people not feeling well, etc.) 	<ul style="list-style-type: none"> • Wait for your friends outside the office area. 	<ul style="list-style-type: none"> • Walk inside the office.
Classrooms	<ul style="list-style-type: none"> • Come to class prepared (bring materials, completed assignments, etc.) • Be in your seat when the bell rings. • Be on task and do your best. • Follow technology guidelines. • Clean up classroom materials before leaving. Treat materials and physical space properly. 	<ul style="list-style-type: none"> • Come to class ready to learn. • Follow directions and listen attentively. Do not interrupt when others are speaking. • Know and follow classroom expectations. • Honor the agenda of the class. 	<ul style="list-style-type: none"> • Keep your tone and all responses positive. • Involve and include classmates into your group. Be open to working with others. • Contribute to class productively. • Challenge ideas, not people. • Compliment classmates' successes, and not mistakes. 	<ul style="list-style-type: none"> • Put backpack in the appropriate location. Keep all aisles clear. • Keep your hands to yourself. • Use supplies carefully and appropriately. • Comply with directions. • Cover your sneezes and coughs.

The chart above is intended to provide examples of what it looks like to be Responsible, Respectful, Supportive and Safe in different areas around the school.

It is not intended to be a comprehensive list of rules. Students are also expected to obey all state and local laws as well as school board policies.

Attendance Policies:

- Punctual and regular attendance is extremely important for a student to be successful at school. Additionally, current funding laws for public school cause schools to lose funding for all absences; excused or unexcused.
- If a student is absent for any reason, **a parent/guardian must inform the school office by 9:00 AM by calling the attendance line at 650-508-7321, x1**. The attendance line is open 24 hours a day. Please state the reason for the absence, including a diagnosis so we can accurately track illnesses. If calling is not possible, the student must bring in a note written and signed by a parent/guardian.
- A student who misses school entirely or a class without appropriate permission is considered truant. Truancy is a serious offense, if three or more days are missed, and not excused, a letter will be sent home explaining the next steps in the process.
- It is also important for students to be on time to school. Tardies create a distraction for the student, the teacher and the rest of the class.
- If a student must leave school during the day for any reason, a parent/guardian will need to make this request and inform the school office. When leaving school, a parent/ guardian must sign out the student in the office. If the student returns to school after the appointment, he/she will need to be signed in and the student will receive an admit slip to return to class.

Academic Expectations: Satisfactory academic performance consists of a **1.75 grade point average** with no Fs and fewer than 2 Ds. Students who do not maintain satisfactory performance may be placed on activity restriction, which can include limitations to participation in extracurricular activities such as after school sports, field trips, or other special events. It is our expectation that the staff at CMS will work with the students and families to support students who may be struggling at school. School District practice requires that 8th grade students must have a cumulative GPA of 1.75 to participate in the promotion ceremony.

Academic Integrity: Central Middle School expects that students **will not cheat, lie, plagiarize** or commit other acts of academic dishonesty. Students found to have committed an act of academic dishonesty shall be subject to classroom and/or school site consequences.

Bullying: Bullying is not tolerated. Steps taken with students in a bullying situation may include conflict resolution/mediation, discussion with the counselor, teacher or administrator, parent contact, restorative justice and/or disciplinary action.

Closed Campus: CMS is a closed campus. Once a student is on campus, he/she may not leave without direct communication between parents/guardians and the school office.

Cubbies: Backpacks and other materials should be kept in cubbies so as not to create a safety hazard in the hallways. Valuables should be left at home, not in a cubby. Items, especially food, should not be stored in a cubby overnight.

Detention & Discipline: Teachers or administrators may assign detention for disciplinary reasons and students are expected to comply with this request. Detention typically occurs during the lunch period after the student has finished eating his/her lunch. Students will give back to the CMS community by picking up trash. If a student is opposed to doing this an alternate consequence will be agreed on. Students may be assigned detention for multiple days depending on the severity of the action. Parents are always informed in advance if a student is expected to stay after school for longer than 10 minutes. Additional disciplinary actions may include (but are not limited to):

Teacher/counselor/administrator conference, parent contact, community/school service, behavior contract, loss of privileges/activities, suspension, referral to the San Carlos Police Department or expulsion from school and/or district.

Dress Code: Students are expected to come to school wearing school appropriate clothing. All students and adults are expected to keep themselves clean, well-groomed and dressed appropriately so as to not distract or offend others. Shoes that permit safe movement must be worn at all times. Flip-flop sandals are considered unsafe and may NOT be worn to school. Pajamas are prohibited. Attire such as chains or other objects which may cause property damage or get caught and restrict safe movement, are prohibited. Clothing, jewelry and personal items (backpacks, gym bags, water bottles etc.) shall be free of writing, pictures or other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco advertising, promotions or likenesses or which advocates racial, ethnic or religious prejudice or which depict/advocate violence or show images of weapons. All are prohibited. Clothing shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder, spaghetti straps or low-cut tops, bare midriiffs and skirts or shorts shorter than mid-thigh are prohibited.

- Restrictions on freedom of student dress will be imposed by the administration or staff whenever the mode of dress in question is: (1) Unsafe either to the student or those around the student (2) Disruptive to school operations and/or the education process in general (3) Contrary to law.
- Students who are in violation of the dress code will be expected to comply by a variety of means including but not limited to: reversing their clothes (wearing the shirt inside out), wearing their PE clothes, having the item of clothing removed or contacting parents/guardians to provide a change of clothes.

Elevator: The elevator will be reserved for students in wheelchairs or with an injury. If a student requires assistance, another student may use the elevator with them for assistance purposes only.

Health Services: All injuries should be reported to a teacher. If a student becomes ill at school, he's he should report to the office after obtaining a pass from the teacher. The office will assess if a parent needs to be contacted. If it is necessary to take any form of medication at school a signed authorization from the physician and medication in the original prescription container must be provided to the office. The office does not provide any over the counter medications.

Personal Electronic Devices: Personal items such as cell phones, iPods, tablets, cameras, etc. are not the responsibility of the school and we recommend leaving them at home. If they are brought to school, they should be turned off and put away from the start of school until the last bell. Electronic devices should not be a distraction from the learning process or get in the way of student interactions. If a personal electronic device is needed for a class project, permission must be obtained from the teacher first. Devices being used or causing a distraction during the school day (whether during class, a passing period, recess or lunch) will be confiscated and follow progressive discipline.

- 1st Violation – Phone/device confiscated and stored in the office until the end of the day. Student must speak with administrator to review rules and future consequences before phone is returned.
- 2nd Violation – Same consequences as above and parent is contacted.
- 3rd Violation - Same consequences as above and parent is contacted. Student is no longer permitted to have a cell phone at school or must turn it in to the office each morning.

Phone Calls: The telephones at school are available for students to contact parents or guardians with permission from school staff. Cell phones may only be used with permission.

Valuables: Personal items of value and large sums of cash should not be brought to school. The school is not responsible for loss or theft.