

# **CENTRAL COLUMBIA MIDDLE SCHOOL**

**Student Handbook  
2022-2023**



**4777 Old Berwick Road  
Bloomsburg, PA 17815  
(570) 784-2850**

**Main Office – ext. 2000**

**Guidance Office – ext. 2412**

**Nurse's Office – ext. 2110**

**<http://www.ccsd.cc/ms>**

**Mr. Chad M. Heintzelman, Principal**

**Mrs. Brenda Humphrey, Assistant Principal**

## TABLE OF CONTENTS

Homework /Grading Guidelines	8
Attendance	9
Absences/Tardiness	10
Educational Trips	11
Cafeteria	12
Discipline	
S.O.A.R	12
Consequences for Poor Behavior	13
Expulsion	16
Electronic Devices	16
Smoking/Tobacco	16
Weapons	17
Harassment	18
Bus Rules and Regulations	19
Student Information	
Public Displays of Affection (PDA)	18
Cheating	18
Technology Resources	19
Library	19
Guidance	19
Transfer/Withdrawal	20
Medication Policy	20
Safety Drills	21
Lockers	21
Student Dress	21
Working Papers	22
Emergency Closings/Delays	22
Middle School Phys Ed	22
Parent/Teacher Conferences	23
Student Activities	
Student Council	24
Dance Rules	24
Instrumental Music	24
Choral Music	24
General Information	
Scheduling Special Events	25
Visitors	25
Volunteers	25
Curriculum	25
Special Education Services	25
BOSS Breakfast	25
S.O.A.R. Matrix	27
Policy 810.2 Transportation- Video/Audio Recording	28

**CENTRAL COLUMBIA MIDDLE SCHOOL**  
**CALENDAR 2022 – 2023**

August	22 & 23 25	Teacher In-Service – No School First Day for Students
September	5 26-30	Labor Day – No School – Offices Closed Fair week-No School/Offices Closed
October	4 31	Progress Reports Teacher In-Service
November	3 22 23 24-28	1 <sup>st</sup> quarter Ends 5 <sup>th</sup> -8 <sup>th</sup> Grade Parent/Teacher Conferences in P.M 5 <sup>th</sup> -8 <sup>th</sup> Grade Parent/Teacher Conferences – No School Thanksgiving Holiday – No School – Offices Closed
December	12 23 23-31	Progress Reports (week of) Teacher In-Service- No School Winter Holiday – No School - Offices Closed
January	16 23	No School / Offices Closed 2nd Quarter Ends
February	17 20 24	Act 80 Day/Teacher In-Service-No School Presidents Day-No School/Offices Closed MS/HS progress Reports
March	28	3 <sup>rd</sup> Quarter Ends
April	6-10	Spring Holiday – No School – Offices Closed
May	3 29	Progress Reports(week of) Memorial Day Holiday – No School – Offices Closed
June	3 5	Graduation* Last Day for Students* - Report Cards Issued

\* The last day of school and graduation may be changed due to the number of snow/emergency days used during the school year.

**CENTRAL COLUMBIA SCHOOL DISTRICT**

**BOARD OF SCHOOL DIRECTORS**

**PRESIDENT**

Mr. Steve Crawford

**VICE-PRESIDENT**

Mr. Adam Bowman

**TREASURER**

Mr. Robert Fogarty

**MEMBERS**

Mr. Charles Chyko

Mrs. Elaine Spicher

Ms. Virginia Klingerman

Mr. Tyson Hale

Mr. Bruce Rhoads

**SCHOOL SOLICITOR**

Mr. Ben Pratt

**SCHOOL DOCTOR**

Dr. Christopher O'Neil

**ADMINISTRATION AND PUPIL PERSONNEL SERVICES**

Mr. Jeffrey Groshek .....Superintendent  
Mr. Thomas Sharrow .....Assistant Superintendent  
Mr. Steven Dolak ..... Business Administrator  
Mr. Dwayne Prosceno..... Supervisor of Building and Grounds  
Mr. Chad M. Heintzelman .....Middle School Principal  
Mr. Adam Comstock..... High School Principal  
Mrs. Emily Brockmann.....Elementary School Principal  
Mrs. Brenda Humphrey ..... Elementary/Middle School Assistant Principal  
Mr. Chris Snyder..... High School Assistant Principal  
Mr. Kevin Morgan..... Athletic Director  
Mrs. Nicole Fulmer ..... School Psychologist  
Mrs. Jen Snyder..... Director of Special Education  
Mr. Jeremy Freeman ..... Guidance Counselor (6&8 Grades)  
Mrs. Alycia Fairchild ..... Guidance Counselor (5&7 Grades)  
Mrs. Jennifer Haubert.....Community Liaison  
Mrs. Heidi Henry ..... Middle School Nurse

## CENTRAL COLUMBIA MIDDLE SCHOOL

### FACULTY

#### 5<sup>th</sup> GRADE

Mr. John Madden  
Mrs. Megan Kowalchick  
Mrs. Shanna Crisman  
Mrs. Jacqueline Klingerman  
Ms. Amanda Jankowski  
Mrs. Abbey Flick

#### 7<sup>th</sup> GRADE

Mrs. Tara Mowery  
Mr. Stephen Toczylousky  
Mrs. Shannon Golanoski  
Mrs. Nadeen Swab  
Ms. Tristan DeCarlo  
Mrs. Meghan Karetsky

#### LEARNING SUPPORT

Mrs. Jessica Lunger , 5<sup>th</sup> gr  
Mrs. Mary Michaels, 6<sup>th</sup> gr  
Mr. Nathan Johnson, 7<sup>th</sup> gr  
Ms. Samantha Wood, 8<sup>th</sup> gr

#### LIBRARY

Ms. Kirstyn Jaeger

#### PHYS ED

Mr. Darren Rider  
Mr. Jeremiah Johnson  
Ms. Amanda Fuschetti

#### GIFTED

Mrs. Rebecca Pierce

#### SPEECH & LANG

Mrs. Peggy Snyder

#### TECHNOLOGY

Mrs. Jamie Raski

#### 6<sup>th</sup> GRADE

Mr. Ryan Novak  
Mrs. Monica Kreeisher  
Mr. Jonathan Joseph  
Mr. Joseph Kelchner  
Ms. Stephanie Knorr  
Mr. Kenneth Williams

#### 8<sup>th</sup> GRADE

Mrs. Carrie Recla  
Mr. Lance Miller  
Mrs. Heather McNelis  
Mr. Kevin Flynn  
Mrs. Cynthia Cronrath  
Mrs. Paula Dietrich

#### LIFESKILLS

Mrs. Kelsey Downs

#### CREATIVE ARTS

Mrs. Angela Kishbaugh  
Mrs. Jennifer Fisher  
Mrs. Erin Hartman  
Ms. Jamie Tagba  
Mrs. Laurie Witmer

#### AUTISTIC SUPPORT

Mrs. Jessica Gordner

#### EMOTIONAL SUPPORT

Mrs. Kaleena Dietterick

### SUPPORT STAFF

#### INSTR. ASSISTANTS

Mrs. Gabrielle Cerreta  
Mrs. Tiffany Hosler  
Mrs. Sue Shultz  
Mrs. Tamie Nebel  
Mrs. Amber Kriner  
Mrs. Sue Fulton  
Ms. Carol Rakich  
Ms. Donna Dressler  
M. Megan Crockford

#### EDUC. CO-OPS

Mrs. Kimberly Peters

#### INDIVIDUAL AIDES

Mrs. Sue Ohl, 8<sup>th</sup> grade

#### SECRETARIES

Mrs. Laurie Aten  
Mrs. Crystal Zimmerman  
Mrs. Kimberly Crawford

#### CUSTODIANS

Mrs. Donna Rhodomoyer, 1<sup>st</sup> Shift  
Mr. Eric Brobst, 2<sup>nd</sup> shift  
Mr. Daniel Laubach, 2<sup>nd</sup> shift  
Mr. Adam Hartzell, 2<sup>nd</sup> shift  
Mr. Robin Houser, 3<sup>rd</sup> shift

**CENTRAL COLUMBIA MIDDLE SCHOOL**  
**2022 - 2023**  
**TIME SCHEDULE**

Teachers arrive	7:15 a.m.
Students arrive	7:15 a.m.
School Starts	7:45 a.m.
Opening Exercises	7:45 a.m.
School Concludes	2:45 p.m.

Doors to the building will remain locked at all times. All visitors must enter the building through the main entrance. Visitors, before entering the building, will be required to show a picture ID and state reason for and entry. Entrance will be granted by a Middle School staff member.

Students should not arrive prior to 7:20 a.m. Students choosing to have breakfast should report to the cafeteria upon arrival.

The 2022 – 2023 Middle School schedule will be a flexible block schedule that includes a lunch and a 60 minute creative arts time.

Student dismissal is at 2:45 p.m.



## WELCOME TO CENTRAL COLUMBIA MIDDLE SCHOOL

The Central Columbia Middle School staff is excited to welcome you as a student of our learning community for the 2022-2023 school year. We are committed to providing an exceptional education to all students. Our hope is that you will take advantage of all learning opportunities offered to you at Central Columbia Middle School.

The mission statement of Central Columbia School District states that “In a caring and safe environment, Central Columbia School District educates all students for success.” In order for this goal to be attained, Central Columbia Middle School recognizes that it requires a team effort. The cooperation of students, teachers, administrators, parents, and our community is imperative to achieve this goal.

Our handbook is the result of the combined efforts of Central Columbia Middle School faculty and administration and is designed to provide consistency in defining Central Columbia Middle School policies. The handbook is often utilized as an effective communication tool between school and home.

It is our sincere hope that the 2022-2023 school year is filled with many challenging and fulfilling experiences. Wishing you many successes and terrific school year.

*Mr. Chad M. Heintzelman*  
Principal

*Mrs. Brenda Humphrey*  
Assistant Principal

## **SCHOOL DISTRICT MISSION STATEMENT**

In a caring and safe environment, Central Columbia School District educates all students for success.

## **NON-DISCRIMINATION POLICY**

Non-discrimination is the policy in the Central Columbia School District. Admission procedures and instructional materials are in accordance with non-discrimination guidelines of the Federal Government and the State of Pennsylvania. Mrs. Fulmer and Mrs. Snyder have been designated as Compliance Officers to handle all inquiries or complaints regarding alleged discrimination on the basis of sex, race, or handicap in the education program of the Central Columbia School District. In addition, the Central Columbia School District School Board has amended policy #103. Non-Discrimination and Non-Retaliation in School and Classroom Practices. The policy is available to view in its entirety on the Central Columbia School District website.

## **FAMILIES IN TRANSITION:**

Have you or someone you know experienced homelessness? Central Columbia School District recognizes the need to promptly identify homeless children and youths within the district, facilitate their immediate enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state laws and regulations. Central Columbia School District shall ensure that homeless children and youths have equal access to the same educational programs and services provided to other district students. It is the policy of Central Columbia School District that no student shall be discriminated against, segregated, or stigmatized based on his/her homeless status.

## **HOMEWORK GUIDELINES**

The following information is presented as a guide for students to follow regarding homework. Parents can help this process by providing a quiet area for students to do homework on a nightly basis.

5 <sup>th</sup> Grade:	50 minutes
6 <sup>th</sup> Grade:	60 minutes
7 <sup>th</sup> Grade:	70 minutes
8 <sup>th</sup> Grade:	80 minutes

If students are requiring more than the suggested amount of time, a teacher conference would be recommended. This can be set up by the guidance office, 784-2850 ext. 2412.

## **2022-2023 MIDPOINT MARKING PERIODS**

The midpoint of each marking period dates are as follows:

October 4, 2022  
December 12, 2022  
February 24, 2023  
May 3, 2023

Teachers will notify the parents/guardians by phone and/or email regarding any students who are currently failing for the nine weeks.

**Marking Periods** are as follows:

- 1<sup>st</sup> Marking Period – August 25 through November 3<sup>rd</sup>
- 2<sup>nd</sup> Marking Period – November 4<sup>th</sup> through January 23<sup>rd</sup>
- 3<sup>rd</sup> Marking Period – January 24<sup>th</sup> through March 28<sup>th</sup>
- 4<sup>th</sup> Marking Period – March 29<sup>th</sup> through June 5<sup>th</sup>



**NOTE:** Add one school day to dates for each snow/emergency day that school is closed. Parents should expect report cards to be posted on the portal one week following the end of a marking period.

Parents will have the opportunity to check their child's progress online throughout the year. Information will be posted to the Parent Portal at the beginning of the school year to explain how this will work.

97% and above =	(A)
96% - 93% =	(A-)
92% - 90% =	(B+)
89% - 87% =	(B)
86% - 85% =	(B-)
84% - 82% =	(C+)
81% - 79% =	(C)
78% - 77% =	(C-)
76% - 75% =	(D+)
74% - 72% =	(D)
71% - 70% =	(D-)
69% and below =	(F)

In addition to percentages, the following designations will be used in some areas:

- O – Outstanding
- S – Satisfactory
- U – Unsatisfactory
- SA – Satisfactory According to Ability

### **HONOR ROLLS**

1. **Distinguished Honors** are given to students with no grade lower than a 93% in both proficiency and responsibility.
2. **Honors** are given to students with no grade lower than a 85% in both proficiency and responsibility.

**NOTE:** No "U" or negative comments may appear on a Distinguished Honors or Honors report card.

Central Columbia Middle School students receive two grades in each course; one represents proficiency, the other represents responsibility. This is done to more accurately assess students' abilities and identify areas of strength or need.

**Proficiency grades** represent summative assessments such as tests, quizzes, and formal projects and papers. These grades can be out of any number of points, but at the end of the marking period, students will receive a grade based on a 100 point scale.

**Responsibility grades** record items such as daily homework, class participation, or other assignments that are formative in nature, i.e. they involve student practice on a concept, rather than testing their mastery of it. All assignments in the responsibility area have a max value of 1. Students will receive a grade of either 0 or 1 for the assignment, resulting in a marking period grade based on a 100 point scale.

### **ATTENDANCE**

Central Columbia Middle School staff strongly believes that good attendance and good academic achievement goes hand in hand. As a result, regular school attendance will be stressed. It is impossible for a student who is absent from school to duplicate missed classroom experiences. The student may "make up" the assigned work, but he or she will miss the detailed explanations, classroom discussions, audio-visual aids, activities, and/or demonstrations used by teachers to supplement their lessons.

## ABSENCES

When a student is going to be absent from school, parents should call the school office after 7:00 a.m. at 784-2850 ext. 2000 on the day of the absence and inform the school of the student's name, grade, and reason for the absence. **In addition, a written excuse from the parent/guardian, explaining the reason for the absence is required within three days of the absence (Board Policy 204). The written excuse can be handed in hard-copy to the middle school office or e-mailed to [msattendance@ccsd.cc](mailto:msattendance@ccsd.cc). If a written or e-mailed excuse is not received within three days, the absence will permanently be added to the student's file as unlawful.**

### PLEASE CALL 784-2850 EXT 2000 AFTER 7:00 A.M. AND BEFORE 9:00 A.M.

School law determines the following reasons for absences as valid and excusable:

1. Illness
2. Death or serious illness in the immediate family
3. Quarantine
4. Impassable roads
5. Church - Only with advance parental permission.  
If church services are conducted in the evening, students are expected to attend at that time.
6. Absences approved by the school principal in advance.
7. Educational travel with prior approval of the administration. The appropriate request must be completed and returned **two weeks prior** to the educational trip (also see Educational Trips for more details).

After 10 days of absences, a note from a physician for subsequent absences is required. In such cases, an absence not covered by a physician's statement shall be considered unexcused. Students must turn in the physician's statement within three days of their return to school. For all absences beyond those 10 days, and any absences of three (3) consecutive days or more, a written excuse from a treating physician may be mandated for an absence to be considered lawful. Parents/guardians of student(s) that have existing, professionally diagnosed medical condition that has a potential to significantly impact a student's attendance shall contact school administration to make them aware of the condition and allow school officials to offer academic and medical support if necessary.

All other absences are not excusable in accordance with state attendance law. Unexcused absences are also unlawful if the student is below the age of 17 years. Section 1354 of the School Code of the Commonwealth of Pennsylvania demands that a complaint be issued before the District Magistrate against the parents or legal guardian of a pupil who has accumulated more than six (6) days of unlawful absence.

### A NOTE ABOUT MISSED WORK

It's the responsibility of the student to contact their teacher(s) electronically to make arrangements to complete all missed work. The teacher will instruct the student as to when the assignment(s) is due.

### PERMISSION TO LEAVE SCHOOL

Students will be granted permission to leave school if a note signed by a parent or guardian is brought to the office first thing in the morning. The note must outline the reason for the early dismissal. Students are not permitted to leave school property at any time during the school day without permission from the office. Early dismissal will be granted by the office for the same reasons allowable for legal absences. Students are encouraged to schedule appointments with a doctor, dentist, or orthodontist outside of school hours.

We understand some medical appointments and other emergency situations do not allow for scheduling after school. To obtain permission to leave school, bring a written note to the office signed by your parent or

guardian first thing in the morning requesting permission to leave and including the reason. Medical appointment cards should accompany the request.

School administration reserves the right to require students to have appointment forms completed when scheduling appointments during the school day.

Students returning to school from an appointment are required to bring a doctor's note/excuse. If a student leaves early for an appointment and does not return to school following the appointment, the doctor's note/excuse must be turned into the office the next day.

### **EDUCATIONAL TOURS AND TRIP REQUESTS**

Approval of family and educational trips is a privilege, not a right. It is expected that parents/guardians make every effort to schedule family vacations during summer, holiday breaks, and Bloomsburg Fair week to avoid their child missing school time and falling behind academically.

Excused days for approved educational tips are limited to five (5) days per school year for any student. Approval of educational trip requests will be based on the student's academic, attendance and disciplinary standing, as well as the trip justification and timeliness of the request. All requests shall be submitted at least two weeks before the requested trip date using the form available under the "Parent" tab of our school's website. Students are responsible for communicating with their teachers in advance of any excused trip to coordinate the completion of any schoolwork that will be assigned during their absence.

The principal or delegated approving authority reserves the right to deny any trip request based on the student's academic standing, attendance record, and/or disciplinary status during the current school year, or for insufficient justification. Absences resulting from unapproved trips will be classified as unlawful/unexcused.

Pennsylvania Department of Education – Compulsory School Attendance, Unlawful Absence, and School Attendance Improvement Conferences can be found at:

<https://www.education.pa.gov/policy-funding/BECS/Purdons/Pages/CompulsorySchoolAttendance.aspx>

**NO** educational tours or trips will be approved during PSSA or Keystone Testing. The dates are as follows:

PSSA English/LA, 5<sup>th</sup> - 8<sup>th</sup> Grades - April 24 - 28, 2023

PSSA Math, 5<sup>th</sup> - 8<sup>th</sup> Grades – May 1 - May 12, 2023

PSSA Science, 8<sup>th</sup> Grade – May 1 - May 12, 2023

PSSA Make-ups – May 1 – May 23, 2023

Keystone Testing --May 15<sup>th</sup> - 22<sup>nd</sup> 2023

### **TARDINESS**

Pupils arriving after 7:45 a.m. **must** report to the main office and sign in immediately. Teachers will not admit pupils to class without proper notification from the office.

Any student who signs in after 9:00 a.m. will not be allowed to participate in extracurricular activities. Students who sign in after 10:00 a.m. will be marked for a half-day of absence. In most cases, tardiness will be considered an illegal absence. Oversleeping or missing a ride or the bus will not excuse a student from being marked tardy. If the excuse is illness, student must bring an excuse written and signed by a parent in the morning.

After the third offense of unexcused tardiness, student may receive after-school detention. Chronic tardiness will result in the student being assigned other appropriate discipline.

### **CLASS CUTTING**

1. Unauthorized absence from class or lunch will result in appropriate disciplinary action.
2. Students will receive a “0” (zero) for assignments missed.

### **CAFETERIA**

Although the lunch period provides an opportunity for relaxation, all students should be mindful of the fact that many people must use the same facilities; therefore, students are asked to keep their area clean. Students are expected to conduct themselves in an orderly manner and follow the instructions of the cafeteria monitors.

There will be free lunches provided for all students this school year. Students who pack their lunch may purchase milk for \$.55. Students utilize a PIN number to access their accounts to pay for meals.

The following rules apply to the cafeteria:

1. All students must eat their food in the cafeteria.
2. All students must remain in the cafeteria area.
  - a. Students must obtain permission from a faculty member on duty and take a pass to use the lavatory.
  - b. Students spending their lunch period in another area of the building must obtain a pass in advance from the adult supervising the activity. Student must be granted permission from an adult on lunch duty.
3. All students will work together to keep the cafeteria clean.
4. Students will place all waste in proper containers.
5. A student who misbehaves or damages cafeteria equipment such as tables, chairs, etc., will lose cafeteria privileges and/or pay for damages.

### **INSUFFICIENT FUNDS – FOOD SERVICE ACCOUNT**

When a student's food service account becomes overdrawn by \$10 or more and the food service department has made multiple attempts to contact the parents, the Director of Food Service will contact parents through mail or email, informing them of the debt and the continued accumulation of the debt. After ten (10) days from the date of the letter or email, if there is no response, a certified letter will be sent by the Director of Food Service notifying parents that they have five (5) days from the date on the certified letter to make restitution, or the debt will be pursued through legal action. When legal action is required, the Director of Food Service will submit the proper documentation of the debt owed to the local magistrate for collection of the debt plus all court fees. A la carte items will not be available to any student with an overdrawn account. Please make every attempt to keep your child's lunch account current.

### **DISCIPLINE**

Discipline at Central Columbia Middle School is designed to establish rules governing the conduct and discipline of all pupils under the supervision of the middle school. The Discipline Policy is also designed to foster an atmosphere of mutual trust and respect that will allow all students to develop to their full potential. The Administration has the authority as to the conduct and behavior of all students, Grades 5 through 8, during such time as they are under the supervision of the middle school, including the time required in going to and from their homes, and including the conduct and behavior of students while under the supervision of the middle school at school-sponsored events, exercises, games, and programs.

Administration will review the Discipline Policy of the Central Columbia Middle School annually, and the revised Policy, if any, will be disseminated at the beginning of each school year.

### **S.O.A.R.**

The best form of discipline is proactive discipline. Students who exhibit the appropriate and desired behaviors listed below will experience success throughout their school years and have no need for the other aspects of discipline. The Central Columbia Middle School has developed a discipline system which highlights positive choices, while holding students accountable for not meeting the S.O.A.R. expectations. **Safe, On Task, Accountable, Respectful**

**S.O.A.R. MIDDLE SCHOOL EXPECTATIONS**

The Central Columbia Middle School makes the following commitment to our students and parents: We will treat all students and parents with courtesy and respect, communicate problems and concerns to home in a timely manner while striving to help students succeed.

**S.O.A.R. STUDENT /PARENT/GUARDIAN EXPECTATIONS**

Students should respect the rights of other students and school employees. As primary teachers and disciplinarians of their children, parents/guardians can help insure their success. Parents/guardians should treat all school employees with courtesy and respect and encourage their children to do their best and accept responsibility for their choices.

**EXPLANATION OF DISCIPLINARY OPTIONS**

Although the discipline process is complex, situations which occur and the circumstances surrounding them mandate quick and consistent disciplinary decisions.

The following is a four-level classification system of behaviors that are considered improper and not conducive to learning activities, health, and/or safety practices of the school community. Each disciplinary decision will be made based on the circumstances surrounding the incident, because each situation will be different.

**Level 1:** Minor misbehavior by the student that disrupts classroom procedures and/or the operation of the school. Addressing behaviors at this level is the responsibility of the classroom teacher and/or staff.

<b>Level 1 Infractions</b>			
Misbehavior / Infraction	1st Offense	2nd Offense	3rd Offense
Unprepared for class	Warning	Lunch detention	Contact Parent / Guardian & Lunch Detention
Classroom Disruption	Warning	Lunch detention	Contact Parent / Guardian & Lunch Detention
Horseplay / Offending Others	Warning	Lunch detention	Contact Parent / Guardian & Lunch Detention
Technology Violation iPAD / Phone	Warning	Lunch detention	Contact Parent / Guardian & Lunch Detention
Unacceptable Bus, Cafeteria, or Recess Behavior	Warning	Lunch detention	Contact Parent / Guardian & Lunch Detention
Level 1 infractions do not require an email or phone call home until the 3rd offense. Warning for 1st offense should include a 1 on 1 conference with student to retrain behavior.			

**Level 2:** Misbehaviors by the student that disrupt the classroom-learning climate and the operations of the school. Addressing behaviors at this level is the responsibility of the classroom teacher and/or staff. The following is a list of examples of level 2 offenses; however, offenses are not limited to this list:

<b>Level 2 Infractions</b>			
Continuation of Level 1	4th Offense Lunch Detention	5th Offense After School Detention	6th Offense After School Detention
	1st offense	2nd offense	3rd offense
Technology Violation iPAD / Phone	1-3 Lunch Detentions	3-5 Lunch Detentions	1-3 After School Detentions
Classroom Disruption / Disrespect to Staff	1-3 Lunch Detentions	3-5 Lunch Detentions	1-3 After School Detentions
Dress Code Violation	1-3 Lunch Detentions	3-5 Lunch Detentions	1-3 After School Detentions
Horseplay / Scuffle	1-3 Lunch Detentions	3-5 Lunch Detentions	1-3 After School Detentions
Profanity	1-3 Lunch Detentions	3-5 Lunch Detentions	1-3 After School Detentions
Unacceptable Bus, Cafeteria, or Recess Behavior	1-3 Lunch Detentions	3-5 Lunch Detentions	1-3 After School Detentions
Tardy (3) Unexcused	3 Unexcused 1 Lunch Detention	4 Unexcused 2 Lunch Detentions	5 Unexcused 1 After School Detention
Administration & Teacher will make a conference call home.			
All skipped lunch & after school detentions will result in 1 additional detention.			

**Level 3:** Significant student behavior(s) directed against persons or property that does not seriously endanger the health and safety of those at school. This level is at the discretion of the classroom teacher and may require administrative assistance

<b>Level 3 Infractions</b>			
Continuation of Level 2	4th Offense 3-5 ASD	5th Offense 1-5 Days ISS	6th Offense 1-5 Days OSS
	1st offense	2nd offense	3rd offense
Technology Violation iPAD / Phone	3-5 Lunch Detentions	1-5 Days After School Detention	1-5 Days In School Suspension
Harrasment / Bullying / Directed Profanity	3-5 Lunch Detentions	1-5 Days After School Detention	1-5 Days In School Suspension
Physical Contact Pushing / Fighting	3-5 Lunch Detentions	1-5 Days After School Detention	1-5 Days In School Suspension
Cheating / Plagiarism / Forgery	3-5 Lunch Detentions	1-5 Days After School Detention	1-5 Days In School Suspension
PDA	3-5 Lunch Detentions	1-5 Days After School Detention	1-5 Days In School Suspension
Insubordination	3-5 Lunch Detentions	1-5 Days After School Detention	1-5 Days In School Suspension
Theft	3-5 Lunch Detentions	1-5 Days After School Detention	1-5 Days In School Suspension
Use / Possession of Tobacco or Vape	3-5 Lunch Detentions	1-5 Days After School Detention	1-5 Days In School Suspension
Skipping Class	3-5 Lunch Detentions	1-5 Days After School Detention	1-5 Days In School Suspension
Destruction of School Property	3-5 Lunch Detentions	1-5 Days After School Detention	1-5 Days In School Suspension
Destruction of school property will include "Reimbursement" cost along with detention / suspension. Failure to make payment within 10 school days will result in additional detention(s) / suspension(s).			
Administration will assign appropriate # of detentions or suspensions & contact home.			

**Level 4:** Significant student behavior(s) directed against persons or property that seriously endangers the health and safety of those at school. This level is at the discretion of the administrators.

<b>Level 4 Infractions</b>			
	<b>4th Offense</b>	<b>5th Offense</b>	<b>6th Offense</b>
Continuation of Level 3	1-5 OSS	6-10 OSS	Consider Alternate Placement
	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
Threat to School	1-5 ISS	6-10 OSS	Consider Alternate Placement
Use / Possession of Drugs or Alcohol	1-5 ISS	6-10 OSS	Consider Alternate Placement
Use / Possession of weapon	1-5 ISS	6-10 OSS	Consider Alternate Placement
All skipped lunch & after school detentions will result in 1 additional detention.			

### **POSITIVE STUDENT BEHAVIORS**

The best form of discipline is self-discipline. Students who exhibit the ideal positive behaviors listed below will experience success throughout their school years and have no need for the other aspects of discipline.

1. Students should respect the rights of other students and treat them with courtesy and respect.
2. Students should treat all school employees with courtesy and respect and recognize that, while in school, the school employees assume the role of parent.
3. Students should obey all school rules and regulations and encourage others to do the same.
4. Students should accept responsibility for the care and cleanliness of school property and encourage others to do the same.
5. Students should attend school regularly, be on time for school and classes, complete all assignments, and always do their best.
6. Students should communicate problems and concerns to the appropriate parties in a timely manner.
7. Students should accept responsibility for their own actions.

### **MIDDLE SCHOOL COMMITMENT**

The Central Columbia Middle School makes the following commitments to our students and parents:

1. We will treat all students and parents with courtesy and respect.
2. We will communicate problems and concerns to the parent/guardian in a timely manner.
3. We will treat discipline issues in an individual manner.
4. We will establish and maintain a positive learning environment for all students and staff.
5. We will enforce discipline in a fair and equitable manner.
6. We will strive to help each student succeed.

### **PARENTS/GUARDIANS RESPONSIBILITIES**

Parents/guardians, as the primary teachers and disciplinarians of their children, can help to ensure their success in the following ways:

1. Parents/guardians should treat all school employees with courtesy and respect and should insist that their children do the same.
2. Parents/guardians should insist that their children do their best and help them to do so.
3. Parents/guardians should insist that their children treat their fellow students with courtesy and respect.

4. Parents/guardians should accept responsibility, including financial responsibility, for the misdeeds of their children.
5. Parents/guardians should communicate their concerns with the appropriate school employees in a timely manner.
6. Parents/guardians should help their children understand appropriate school behavior and insist on that behavior.
7. Parents/guardians should insist that their children attend school daily and that they arrive on time.

### **CONSEQUENCES FOR POOR BEHAVIOR**

#### **1. After-school detention:**

- a. Student will be verbally informed at least 24 hours in advance of any assigned detention.
- b. Detention time: 2:45 to 3:30 p.m.
- c. Student will bring materials to do homework, read or study.
- d. Skipping detention will result in additional detention time.
- e. Detention place: designated classroom/office.

#### **2. In-school suspensions:**

- a. In-school suspensions will be held in the in-school suspension area (main office).
- b. Students assigned to in-school suspension will report to the office upon arrival.
- c. Absolutely no talking will be permitted.
- d. Students will work on class assignments during the day.
- e. Students must obtain permission from the supervisor to use lavatory facilities during suspension.
- f. A student assigned to in-school suspension may not participate in any extra-curricular activity.

#### **3. Out-of-school suspension:**

- a. Out-of-school suspensions will only be used in the most severe violations of school rules and for repeated offenses.
- b. Parents will be notified of the nature of the offense and the action taken by the school authorities.
- c. Anyone suspended from school may not participate in any extra-curricular activities during the period of suspension.
- d. The student bears the primary responsibility for making up the classwork missed during the suspension period. The student should make arrangements with the teacher immediately. In most cases, the missed work must be completed within the suspension period.

### **EXPULSION**

Suspension from school as a penalty is used for infraction of school rules as prescribed in this policy manual. Students receiving repeated suspensions may be referred to the school board for an expulsion hearing.

If the offense is particularly grave, the case can be referred to the Board at its next regularly scheduled meeting. Parents or guardians and the student shall be informed in writing of the Board's decision. Expulsion is permanent exclusion from school.

### **ARTICLES PROHIBITED**

Problems arise from time to time because students possess articles which are hazards to the safety of others or in some way interfere with the operation of the school.

The following is a list of items, but not limited to, which will be confiscated should they be brought to school, on the bus, on school grounds, or to extra-curricular events:

1. Electronic toys and laser pointers.
2. Any materials which could be used for gambling purposes.
3. Toy guns, water pistols, slingshots, rubber bands, chains, yo-yos, etc.
4. Lighters, nail polish remover, hairspray, etc.
5. Trading cards or collectables.
6. Skateboards, in-line skates, Heelys©
7. Fidget Spinners



### ELECTRONIC DEVICES

Cell phones, iPods, MP3 players or any other similar equipment may not be used anywhere on campus (in and/or out of the buildings) during school hours (7:15 am – 2:45 pm). School Board Policy #237. **All devices must be turned off and kept in student's locker during these hours.** If you need to communicate with your student, please do so through the office at ext. 2000. Students are advised to leave these items at home. The school is not responsible for loss or theft. If a student is caught using one of these items during school hours, the following procedures will be taken:

1. **First incident** – Item will be confiscated and be given to a building administrator. The student will pick the item up after afternoon announcements and given a **warning**. Parents/guardians will also be notified.
2. **Second incident** – Item will be confiscated and be given to a building administrator. The student will serve **one afterschool detention**. The item will be returned to the parents/guardians.
3. **Third incident** – Item will be confiscated and be given to a building administrator. The student will serve **two afterschool detentions**. The parents/guardians will be contacted and a conference will be scheduled to discuss the issue. The item will be returned to the parent/guardian.
4. **Additional incidents** – Item will be confiscated and given to a building administrator. Discipline will be at principal's /assistant principal's discretion. The parents/guardians will be contacted and a conference will be scheduled to discuss the issue. The item will be returned to the parents/guardians.

### SMOKING/TOBACCO USAGE AND POSSESSION

Act 145 of 1996 amended Title 18 and took effect on February 3, 1997. This law prohibits the use or possession of tobacco in school and on school grounds. School Board Policy #222.

Students may not smoke, use smokeless tobacco, or possess any form of smoking material on school district property. School district property includes its land, buildings, vehicles either owned or leased, or property under its control.

This rule also governs student behavior at school-sponsored events. Smoking materials include chewing tobacco, snuff, tobacco substitutes, cigarettes, cigars, pipes, vapor products, cigarette look a likes, or other tobacco products in any form. Students who possess or use tobacco will receive appropriate disciplinary action.

Also, they may be subject to prosecution by the District Magistrate.

### WEAPONS

No student shall possess any weapon or replica of a weapon on school property, school buses, or at school bus stops. For purposes of this policy, school premises shall also include field trips, class trips, or any other place a student is representing the school district.

Weapons shall include, but not be limited to, firearms, ammunition, air guns or spring guns, slingshots, knives, ammunition, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents, spectators, or the general public. Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property, school buses, or at school bus stops, is subject to seizure and forfeiture. The principal or designee will notify the parents, the police, and the superintendent of any and all students involved. Discipline procedures shall be the same as that set forth based on the severity of the violation as in Policy # 218.1 of the Central Columbia School District, including possible expulsion.

If a student discovers that a pocketknife or similar potential weapon has accidentally been brought to school, that student should IMMEDIATELY notify a school employee of the situation.

## HARASSMENT

Harassment makes a student feel uncomfortable or unsafe. It is behavior or words that:

- Are uninvited, unwanted, and unwelcome
- Cause a person to feel uncomfortable or offended
- Create an environment that makes learning difficult
- May be repeated or very offensive on a one-time basis

Any student who believes that he/she has been subject to harassment shall report the occurrence of all incidents of such conduct to the administration or any faculty or staff member.

## RACIAL AND ETHNIC INTIMIDATION

Any student, visitor, or district employee who feels that he/she has been a victim of racial or ethnic intimidation should contact the building principal or assistant principal as soon as the objectionable conduct occurs or as soon as possible after the incident. If it is determined that any student has engaged in racial or ethnic intimidation in violation of these policies, rules, and regulations, he/she shall be subject to appropriate disciplinary action, up to and including suspension or expulsion.

## SCHOOL BUS RULES AND REGULATIONS

To insure efficient, safe transportation on Central Columbia School buses, the Central Columbia Board of School Directors has adopted policies which include regulations that will be strictly enforced. Parents are asked to familiarize their children with these regulations. A student who cannot maintain self-discipline forfeits the privilege of transportation. Behavior may be monitored video/audio recording devices on buses. As per school board policy # 810.2 included at the end of the Student Handbook and/or online.

The following rules will be followed at bus stops:

- a. All students shall be ready at the designated bus stops to board the bus. The bus cannot wait for those who are tardy.
- b. Students should wait until the bus stops before trying to board. Students, who must cross the roadway, will do so in front of the bus when the lights are activated, and only after looking in both directions for oncoming traffic.
- c. Students should enter the bus in an orderly fashion and go directly to a seat.
- d. While awaiting the bus at bus stops, students are under the jurisdiction of the school and, therefore, are responsible for proper behavior. Any student disobeying the rules at the bus stop and any misbehavior which jeopardizes the well-being of other students or property will be reported.

The following rules will be followed on the bus:

- a. Students must follow directions of the bus driver the first time they are given.
- b. Students will not use any form of tobacco, drugs, or alcohol.
- c. Students must remain seated while the bus is in motion, must keep their heads and hands inside the bus, and must keep aisles clear.
- d. Students may not tamper with any equipment on the bus or commit any act which diverts the driver's attention.
- e. Students will not use obscene language either with the driver or with other students.
- f. When bus students arrive at school in the morning, they must enter the Middle School immediately.

The driver has authority over all passengers and will be responsible for the orderly conduct of all riders. On extra-curricular runs, the coach/advisor will be responsible for bus decorum and discipline.

**Students are NOT permitted to ride another student's bus to or from school under any circumstances.**

### **VIOLATION OF THE BUS RULES**

Riding a school bus is a privilege and all school rules apply. Violations of these rules will be reported by the bus driver to administration of the school that the child attends. Continued bus violations could result in suspension of bus privileges.

During this period, the parent or guardian will be responsible for providing transportation to and from school. Near the conclusion of the suspension period, a bus conference may be held with the student, parent, bus driver, and bus company representative.

At administrative discretion, serious offenses will result in immediate suspension.

### **PICKING UP STUDENTS**

If you would like to pick your student up prior to 2:45 p.m., you must send in a note to the main office, then come in to sign your student out of school. In the afternoon between 2:45 and 3:00 p.m. a note is **not** necessary for the office. Parents are asked to wait for buses to depart before leaving school grounds.

## **STUDENT INFORMATION**

### **PDA**

Public display of affection (ie. Hand holding, hugging, kissing, etc.) is not acceptable/permitted on school property.

### **CHEATING**

Students who are caught cheating will automatically receive a zero for the work involved.

### **LAVATORY**

1. Teacher permission must be granted before students may use lavatory facilities during the regular day or when arriving or leaving school grounds.
2. Students may not enter any lavatory between classes or when going to or coming from the cafeteria without permission.
3. When using the lavatory facilities, students must use the individual classroom sign-out forms or digital equipment.
4. The individual classroom sign-out forms will be checked. Any student found to be abusing the lavatory privileges will be placed on a restricted list.

### **ACCEPTABLE USE OF TECHNOLOGY RESOURCES**

Central Columbia School District supports the use of technology for instruction and student learning. Electronic information research skills are now fundamental to preparation of citizens and future employees. The following guidelines have been established to ensure appropriate user behavior.

- Technology resources are to be used for academic and school-related activities.
- Users are responsible for using the Internet in a responsible, efficient, ethical, and legal manner.
- The use of electronic systems is a privilege, not a right, and inappropriate use will result in restriction of privileges.

iPad policy, information and procedures can be found at <http://www.ccsd.cc> and select the Student menu.  
School Board Policy #815.1.

### **STUDENT REGULATIONS FOR USE OF LIBRARY**

1. The middle school library will be open from 7:30 a.m. until 3:15 p.m., unless special arrangements are made ahead of time. Books may be checked out and returned before, during, or after school. Students excused from a class to the library must have their passport.
2. Reference books may circulate overnight but must be returned before first period the following day. All other library books may be kept for two weeks and may be renewed for the same length of time.
3. Overdue notices are a courtesy on the part of the library staff. Students are responsible for returning library materials on time.

4. Reserves may be placed on books. The library staff will notify individuals when a reserved item is ready.
5. Suggestions and recommendations for additional library materials will be welcomed and appreciated.
6. If a book is lost, notify the library staff immediately.
7. If library materials are lost, defaced, destroyed, or stolen, students responsible will be assessed the replacement cost of such items.
8. No more than two students may be sent to the library during homeroom or special assignment period.
9. When the library is filled to capacity, the library staff will send the extra students back to their classrooms.
10. Students assigned to the library found loitering in the corridor or lavatory will lose library privileges.
11. Students are to report back to their classrooms before the end of the period.
12. No food, drink, or gum is permitted in the library.
13. Only adults and student library assistants may operate the circulation computer.
14. Accelerated Reader tests may be taken any time with teacher permission.
15. Any violation of library regulations will result in the student's loss of library privileges as well as possible disciplinary action.

The library's collection may be accessed via the Internet by going to the Middle School web page at [www.ccsd.cc](http://www.ccsd.cc) and clicking on Library. Under "Resources for Students", click on Destiny Library Catalog.

### **EDUCATIONAL MATERIAL**

Reasonable wear is expected as a result of daily use. It is the student's responsibility to place his/her name, year, and section on the inside front cover of each textbook. Lost/damaged textbooks, library books, equipment breakage, iPads, calculators and audio-visual materials must be paid at the original cost and replaced immediately. Failure to do so could lead to holding of the student's report card.

### **GUIDANCE DEPARTMENT**

Guidance services are available to all students. Students and parents wishing to visit a counselor should contact the guidance office at **784-2850 ext. 2412** to arrange an appointment. Counselors will meet with all students in group guidance sessions to answer student questions and to share student concerns.

### **STUDENT SUPPORT GROUPS**

Students may be assigned to participate in student insight groups or other group settings. The school will attempt to develop a cooperative spirit with parents in helping their child.

### **CHANGE OF INFORMATION**

Please notify the school of information changes during the school year such as phone number, addresses, emergency contacts, or parent's places of employment. These changes can also be made directly in the Sapphire Parent Portal.

### **TRANSFERS OR WITHDRAWALS**

If a student is moving, a parent or guardian must come to the guidance office to sign necessary forms. A student withdrawal form and the student's scholastic record will be sent to the school where the pupil is going. It is the student's obligation to report his intentions of moving to the homeroom teacher and to the guidance department. All books and supplies must be returned to the various classroom teachers before the student withdrawal is completed. The same procedure applies to pupils leaving school because of age or employment.

### **PERSONAL MESSAGES/BELONGINGS/TELEPHONE USE**

**ONLY in the case of an emergency will students be called out of class. Students will ONLY be called to the office at times that will not interrupt academic classes.** The student will be responsible to check in the office for any forgotten items at all other times during the day. The telephone in the main office is available for emergency use only. Students are encouraged to communicate schedules and plans with parents/guardians **BEFORE** leaving for school in the morning.

In an effort to promote student responsibility, students will **NOT** be allowed to call home for forgotten items. (iPads, homework, band instruments, gym clothes, etc.) This coincides with policies and procedures first established at the Elementary School.

### **LOST AND FOUND**

All articles that have been found shall be placed on the table in the main lobby. Items such as money, jewelry, and other small items, will be taken to the main office, where they will be held and can be claimed through proper identification. All articles should be claimed as soon as possible.

### **MEDICATION POLICY**

Central Columbia School District will administer prescribed medication during school hours only when absolutely necessary. School Board Policy #210. When medication must be given during school hours, designated school personnel will be permitted to administer or supervise the self-administration of the prescribed medication. This medication must be provided in the original labeled pharmaceutical container and delivered to the school nurse by a parent or guardian. The request form, completed in its entirety, must be presented to the school nurse prior to the administration of the medication. The administration of non-prescription medication adheres to the aforementioned guidelines with the exception of the physician's signature. Permission for the administration of Tylenol and Motrin, available through the health office, is indicated on each student's emergency card by the parent or guardian.

**Parent/Guardian must notify appropriate school personnel for medication administration at extra-curricular activities.**

### **STUDENT ASSISTANCE PROGRAM**

The Central Columbia Middle School Student Assistance Program is an intervention program staffed by administrators, guidance counselors, teachers, school nurse, and appropriate agencies from the community. The Student Assistance Team is trained to identify & refer "at risk" students for appropriate help.

"At risk" concerns may include substance abuse, physical and sexual abuse, suicide prevention, depression, eating disorders, pregnancy, and children of divorce. Referrals to our team may be made by parents, teachers, staff, students, peers, or friends.

### **SAFETY DRILLS**

Safety drills are required during the school year. We at Central Columbia Middle School are aware of the necessity to practice safety procedures and the need for efficient, faculty-supervised drills. There shall be **NO TALKING** by the students during all drills. Explicit directions concerning drills are given at the beginning of the year by each teacher in each classroom. Each drill should be considered as being an actual emergency and students need to follow the directions given by adults. Conduct yourself accordingly.

### **LOCKERS**

Students are encouraged to place locks on their hall lockers. Only school locks are to be used on school lockers. All locks should be purchased from a Physical Education teacher at the cost of \$5.00. Students are encouraged to keep their lockers locked to help ensure the safe storage of their valuables. Locker assignments will be made centrally. Each student is responsible for the cleanliness of his/her locker. Students may only go to lockers at times designated by teachers. More visits are restricted because of hallway traffic. The school is not responsible for valuables taken from hall or gym lockers. Student lockers are school district property and are not private. Therefore, students shall have no expectation of privacy in lockers. In addition, lockers are subject to random searches. No book bags are to be brought from the lockers to the classrooms at any time.

### **STUDENT DRESS**

The home and school need to cooperate in the matter of dress. Good grooming and dress are, first of all, the responsibility of the parents and students. In addition, for the health, safety, and well-being of all the students, our school is also involved in this responsibility. Proper dress is conducive towards the maintenance of a constructive educational atmosphere. Therefore, we would until they appreciate your support and cooperation with the guidelines that follow:

1. Clothing should be neat, clean, and in good taste. It should not be extreme to the extent that it focuses attention on the wearer, indicating indecent or disruptive suggestions.
2. No coat/jacket/outerwear is to be worn in the building without teacher permission.
3. Tee shirts or sweatshirts worn alone to school must have sleeves.
4. Shirts which have messages with double meanings that are suggestive are not permitted.
5. Shirts which promote alcohol, tobacco, drugs, or other negative messages are not permitted.
6. Shirts with spaghetti straps, halter tops, tube tops, tank tops, mesh tops worn alone, off the shoulder and midriff shirts which expose the stomach area are not permitted.
7. Hats or bandannas covering the head are not to be worn in public buildings.
8. Mid-thigh to knee length shorts and skirts may be worn with the following exceptions: Short shorts, spandex shorts, and other revealing or snug-fitting shorts are not to be worn to school.

School officials reserve the right to individually review students' dress and, if found unacceptable, will quietly and privately attempt to settle the problem. When deemed necessary, students will be required to change.

### **SELLING OF ITEMS**

Students are not permitted to sell anything on school property unless approved by the administration.

### **STUDENT PROMOTION**

An advisory team consisting of the Principal, Assistant Principal, Guidance Counselors, and faculty members will make a professional decision whether to retain a student in the same grade level. Each decision needs to be made based on what is best for each student. Parent input will be considered.

### **ACCIDENT INSURANCE**

The Central Columbia School District makes available to all students a group insurance policy. Brochures and application forms are available at the beginning of each school year. Insurance does not carry over from one year to the next.

### **WORKING PAPERS**

Certificates are issued to pupils upon the consent of parents and the approval of the school principal. A preliminary blank is issued which must be completed and signed by the employer, the parents, and a doctor. When the preliminary papers have been correctly signed, they are presented at the school guidance office by the pupil himself/herself and the employment certificate is mailed to the employer. New papers must be issued every time an individual changes a job (until they reach 18 years of age).

1. Working papers are issued to:
  - a. Pupils 14 to 18 years of age for employment during vacation periods or after-school hours.
  - b. Hours of work plus hours spent in school may not total more than forty-four (44) hours per week.
2. Working papers must be obtained from the middle school guidance office by calling 784-2850 ext. 2412 in advance.

### **EMERGENCY CLOSINGS AND DELAYS**

If it becomes necessary to close school because of snow, etc., official notification will come from our website [www.ccsd.cc](http://www.ccsd.cc), school messenger and all local radio and television stations. Do NOT call the radio stations, your teachers, or administration.

### MIDDLE SCHOOL PHYSICAL EDUCATION

All students are scheduled for a 55-minute Physical Education or Health class every other day for the entire school year. One half of each grade is assigned to physical education every day with the average class size being 75 students. These 75 students are then divided into 3 groups. Students receive a daily score (10 points maximum) based on performance in three categories: Warm Up, Participation and Cooperation. Students begin each class with 10 points. Physical Education scores are entered into Gradebook and may be viewed online.

**For hygiene and safety reasons**, students need a change of clothing for physical education. We recommend shorts or sweats, tee shirt or sweatshirt, and athletic socks. Sneakers are required for participation in physical education class and should be shoes designed for athletic activities. Please note that backless sneakers, platform sneakers, boots and sandals are not permitted since they present safety concerns. Students without appropriate footwear will not be permitted to participate in class that day and the missed class will have to be made up.

**Physical Education class make-ups** are scheduled on the next available make-up day. Students receive up to a maximum score of 7 points for make-up classes.

**Students requesting to be excused** entirely from class participation for a medical reason must present a note from a physician. A parent/guardian may send a note to request that their child participate in a limited capacity due to illness or minor injury. These students should prepare for class and the activity will be modified accordingly.

**Should a student become injured during class**, the student or a classmate should inform the teacher immediately so that proper care can be given.

**It is recommended that all students have a lock for class.** Only locks purchased from the school may be used in the middle school. The cost of a lock is \$5.00 and may be purchased from Mr. Rider, Mr. Johnson or Ms. Fuschetti. Walk in the hall and in the locker room. The locker room is for changing clothes, not playing. After changing, students should proceed to the assigned activity area to begin work on bell-ringer activities. Be sure that all clothing and valuables are safely stored in your locker before leaving the locker room. Remember to lock your locker. Please respect the rights of all students.

All students will be given **The President's Challenge Physical Fitness Test** during the first marking period of the school year. After completing the test, students will use their iPads to record their performance and to set individual goals for each test item. During the school year, students will work to improve on their performance and, hopefully, attain their personal goals by the end of the school year when retested. Parents are encouraged to discuss these goals with their children and offer suggestions on possible ways to achieve them.

### STUDENT IN HALL DURING CLASSES

Any student who is in the hall during classes must have a pass or passport. Students who do not have a pass or passport will be sent to the main office for disciplinary action.

### PARENT/TEACHER CONFERENCES

Parents may make appointments for conferences with teachers, the counselor, or the principal/assistant principal by calling the school guidance office at **784-2850 ext 2412**. We strongly encourage parent conferences for all students.

Parent/Teacher Conferences will be scheduled on Tuesday, November 22, 2022, from 3 pm to 6 pm and on Wednesday, November 23, 2022, from 7:15 am to 11 am. There is no school for students on Wednesday, November 23, 2022, due to Parent/Teacher Conferences. A letter will be sent home with students prior to those dates to set up a conference if you or the team your student is on feels this is necessary.

## **STUDENT ACTIVITIES**

### **STUDENT COUNCIL**

The purpose of the Central Columbia Middle School Student Council is to provide services to the student body allowing activities otherwise not included in the standard education of

Pennsylvania State institutions, encourage leadership development through the election of officers, committees, and homeroom representatives, and develop a feeling of student unity through group participation. Student council officers (President, Vice-President, Secretary, and Treasurer) are elected from the general student body in May. They serve the following school year.

The 2022 - 2023 Student Council Officers are:

**President** - Lily Donald

**Vice-President** – Natalie Whitmoyer

**Treasurer** – Eleanor Klingerman

**Secretary** – Jocelyn Gates

Homeroom representatives (two from each homeroom) are elected in September. The council meets monthly. Any money raised from student council activities is used to benefit the students of Central Columbia Middle School. Money may be given as a donation to various causes or memorials. The types of activities used as fundraisers are dances, movies/pool parties, skate parties, and memory book sales. Student council also participates in an annual food drive in November. Student council also sponsors a talent and/or lip sync show during the school year.

### **DANCE RULES**

1. Any students attending the dance must stay inside the building until the end of the dance or until their parent or guardian picks them up.
2. All students must conduct themselves in a polite and courteous manner. Running, shouting, and horsing around are not permitted and will result in parents being called to remove students from the dance. Disciplinary problems may result in students being removed from dances the remainder of the year.
3. All food and beverage supplied at the dance must be consumed at the location in which it is being sold.
4. Students appearing on the athletic ineligibility list with two or more failures, with recent suspensions or other disciplinary infractions, will be prevented from attending dances.
5. No students younger than fifth grade or older than eighth grade may attend the dance.
6. CCMS staff will not be responsible for any students leaving the building during or after a dance without parent or guardian.
7. Parents must be present at the conclusion of a dance to pick up students. Students must make their parents aware of what time they need to be picked up. No phone calls should be made at the end of the dance or activity. If a student is not picked up within 15 minutes of the conclusion of a dance, that student may not participate in the next after school activity.
8. Any student wishing to participate in a school dance must be present in school the day of the dance in order to attend the dance.
9. No students other than Central Columbia Middle School students are permitted to attend.



### **SPECIFIC RULES FOR ACTIVITY DANCE**

1. The locker rooms are only for changing clothes to use the pool (if it is available).
2. No hanging on the basketball hoops in the gym or outside.
3. During the dance you must stay inside the roped-off area.

### **2022 – 2023 DANCE DATES**

Sept 9th (5<sup>th</sup> – 8<sup>th</sup> Grades) Activity Dance, 6-8 p.m.

October 21st (5<sup>th</sup> – 8<sup>th</sup> Grades) Halloween Dance, 7-9 p.m.

February 10th (6<sup>th</sup> – 8<sup>th</sup> Grades) Winter Dance, 7-9 p.m.

May 19th (5<sup>th</sup> – 8<sup>th</sup> Grades) Activity Dance, 6-8 p.m.

**NO** prom gowns, tuxedos, or limousines are allowed at the February and April Dance.

### **INSTRUMENTAL MUSIC**

Every student enrolled in Central Columbia Middle School has the opportunity to learn to play a musical instrument. The goal of the program is for students involved to learn to appreciate the joy of all types of music, and especially that of concert band literature.

### **CHORAL MUSIC**

Each student enrolled in Central Columbia Middle School has the opportunity to participate in chorus. Students will learn basic vocal/choral technique and will develop an appreciation for all types of choral music.

## **GENERAL INFORMATION**

### **SCHEDULING SPECIAL EVENTS**

The proper Use of District Building Request Form must be completed if school facilities are to be used. If it is an indoor facility, a minimum of 14 days prior to date of use is required; or if it is an outdoor facility, a minimum of 30 days prior to the date of use is required.

### **VISITORS**

Visitors must have a photo ID ready to present to the office staff before entering the building. Visitors must sign in, when necessary, with date, time, reason, and secure a visitor badge, which must be worn at all times while in any part of the building. The visitor will need to exit the building through of main office, sign out with the time and turn in the visitor badge.

### **VOLUNTEERS**

The middle school has an active parent volunteer program. Volunteers help in a variety of ways such as in the classroom, at dances, field trips, etc. Information on becoming a volunteer is available at [www.ccsd.cc](http://www.ccsd.cc), For Parents, Volunteer Information and Requirements. All volunteers must have appropriate clearances, be approved and wear their ID badge at all times when volunteering in the buildings.

### **MIDDLE SCHOOL CURRICULUM**

All students in the Central Columbia Middle School are required to take courses in the following disciplines: Language Arts, Social Studies, Math, Science, Art, Music, Physical Education/Health, Family and Consumer Science, Agricultural Science and Industrial Technology. An information literacy curriculum is also integrated into the regular curriculum and would include instruction in Microsoft Office programs and library/research skills. A detailed listing and description of the middle school curriculum (Grades 5 - 8) is available on our curriculum website.

Our Enrichment Program conforms to the Pennsylvania Department of Education regulations for gifted students. Students who will be involved must be identified through individual testing and meeting with parents.

### **SPECIAL EDUCATION SERVICES**

Central Columbia School District provides a full range of special education programs and services. Learning Support, Life Skills Support, Speech and Language Support, and Gifted Support Programs are offered at the Elementary, Middle, and High School levels. Emotional Support is offered at the Elementary and Middle School levels. In addition, the School District also provides support services for students with physical disabilities or hearing and vision disabilities.

For students who have need of full-time Multiple Disabilities Programs or Vision and Hearing Programs, the School District provides services in cooperation with neighboring school districts and the Central Susquehanna Intermediate Unit. In addition to the Support Programs listed, the Central Columbia School District also provides occupational therapy, physical therapy, speech and language therapy, vision and hearing therapy, social work, and nursing services to students who qualify for special education services or who qualify for services under the Protected Handicapped Students Act. Adaptive physical education is provided for any student who has need of those services. Special transportation is provided for students who are unable to access regular transportation in the district due to a disability. If you feel that your child may have a disability or is gifted, please call Mrs. Alycia Fairchild or Mr. Jeremy Freeman, guidance counselors at 784-2850 ext. 2412. They will initiate the screening procedures at your request. Although we encourage parents to have their child screened first, they may request an evaluation for special education services at any time. Requests for an evaluation must be made in writing on a form which can be obtained by the building guidance counselor. Parents are notified of their due process rights at that time.

### **B.O.S.S. BREAKFAST**

B.O.S.S. or “Breakfast for Outstanding Student Success” is a program developed to highlight outstanding student achievement at the middle school. The faculty looks for students who display hard work, dedication, achievement, and above all, a desire for improvement. The B.O.S.S. program will occur during November, January and April in the middle school cafeteria by invitation only.

The B.O.S.S. program was born from the belief that positive reinforcement is an important function of our school throughout the year.



	<b>S</b> afe	<b>O</b> n task	<b>A</b> ccountable	<b>R</b> espectful
<b>Hallway</b>	<ul style="list-style-type: none"> <li>Walk facing forward</li> <li>Keep hands, feet, and objects to yourself</li> <li>Walk on the right side of the hallway unless directed</li> <li>Follow all adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to your destination</li> <li>Use lockers at designated times</li> </ul>	<ul style="list-style-type: none"> <li>Keep hallways and lockers clean</li> <li>Carry objects appropriately</li> <li>Always have your pass</li> </ul>	<ul style="list-style-type: none"> <li>Use manners, be polite, and courteous</li> <li>Use appropriate language and volume</li> <li>Respect property and personal space</li> </ul>
<b>Classroom/ Special Events</b>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Follow all adult directions</li> <li>Sit appropriately in seat</li> </ul>	<ul style="list-style-type: none"> <li>Participate appropriately</li> <li>Follow classroom procedures</li> <li>Use tools and materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Arrive to class/school on time</li> <li>Bring all necessary materials</li> <li>Keep the classroom clean and organized</li> <li>Put forth your best effort</li> </ul>	<ul style="list-style-type: none"> <li>Use manners, be polite, and courteous</li> <li>Respect property and personal space</li> <li>Use appropriate language and volume</li> </ul>
<b>Outside Activities</b>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Follow all adult directions</li> <li>Use equipment appropriately</li> <li>Be aware of your surroundings</li> </ul>	<ul style="list-style-type: none"> <li>Participate appropriately</li> <li>Follow grade level procedures</li> <li>Stay in designated area</li> <li>Line up when signaled</li> </ul>	<ul style="list-style-type: none"> <li>Dress appropriately for weather</li> <li>Immediately report problems to an adult on duty (behavior, equipment, or injury)</li> <li>Return equipment</li> </ul>	<ul style="list-style-type: none"> <li>Use manners, be polite, and courteous</li> <li>Take turns, share, and include others</li> <li>Respect property, personal space, and environment</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Follow all adult directions</li> <li>Keep technology outside of the bathroom</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilet, wash hands, and place paper towels in garbage can</li> <li>Spend only the amount of time needed in the bathroom</li> <li>Return promptly to class</li> </ul>	<ul style="list-style-type: none"> <li>Sign out using appropriate procedures</li> <li>Clean up after yourself</li> <li>Immediately report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Respect privacy of others</li> <li>Use at break times unless an emergency</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Keep hands, feet, and food to yourself</li> <li>Walk at all times</li> <li>Follow all adult directions</li> <li>Keep all areas of the cafeteria clean</li> </ul>	<ul style="list-style-type: none"> <li>Eat your own lunch immediately after seated</li> <li>Gather necessary items the first time through the line</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated until given permission</li> <li>Take belongings with you when you leave</li> <li>Written pass to leave cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Use manners, be polite, and courteous to all</li> <li>Clean up your table area and floor space</li> <li>Using appropriate language and volume</li> </ul>
<b>Buses</b>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself, inside the bus and out of the aisle</li> <li>Follow all adult directions</li> <li>Use designated walking areas</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated, face forward, feet on floor</li> <li>Walk directly to school/bus</li> <li>Watch for your stop</li> </ul>	<ul style="list-style-type: none"> <li>Immediately report problems to an adult</li> <li>Be on time</li> <li>Take all belongings with you</li> <li>Sit in designated area</li> <li>Keep your bus clean</li> </ul>	<ul style="list-style-type: none"> <li>Respect property and personal space</li> <li>Use manners, be polite, and courteous</li> <li>Use appropriate language and volume</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>Follow all adult directions</li> <li>Immediately report problems to an adult or student helpdesk</li> <li>Only use your own ear buds</li> </ul>	<ul style="list-style-type: none"> <li>Use only when directed</li> <li>Stay on given assignment</li> <li>Follow school procedures for iPad set up and organization</li> </ul>	<ul style="list-style-type: none"> <li>Keep iPad clean, charged, and carry in its case</li> <li>Turn in assignments on time</li> <li>Follow CCSD Acceptable Use Policy</li> </ul>	<ul style="list-style-type: none"> <li>Respect technological property</li> <li>Use manners, be polite, and be courteous while communicating with others</li> </ul>



**S**afe

**O**n task

**A**ccountable

**R**espectful

- Keep iPad in case (ear buds removed) while traveling

- Use iPads in appropriate areas

- Do not share personal information



Book	Policy Manual
Section	800 Operations
Title	Transportation - Video/Audio Recording
Code	810.2
Status	Active
Adopted	August 13, 2018

### **Purpose**

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

### **Definitions**

**School bus** means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[1]

**School vehicle** means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[1]

### **Authority**

The Board authorizes the use of video and audio recording on school buses and school vehicles for disciplinary and security purposes.[2]

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.[2]

### **Delegation of Responsibility**

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.[2]
2. This policy is posted on the district's publicly accessible website.[2][3]
3. Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures and standards of conduct.[2]

## **Guidelines**

The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.[4][5]

### **Legal**

1. 75 Pa. C.S.A. 102
  2. 18 Pa. C.S.A. 5704
  3. 24 P.S. 510.2
  4. **Pol. 113.4**
  5. **Pol. 216**
- 24 P.S. 510
- Pol. 218**
- Pol. 805.1**
- Pol. 810**