

CENTRAL BALDWIN MIDDLE SCHOOL
BELIEVE EDUCATION ASSURES REACHING SUCCESS
2023-2024

Student Name: _____

Homeroom Teacher: _____

Dear Students and Parents,

Welcome to Central Baldwin Middle School! Home of the Golden Bears! We **B**elieve **E**ducation **A**ssures **R**eaching **S**uccess!!! I am very excited for the 2023-24 school year. We are committed to academic achievement and growth! We have an excellent faculty and staff that are ready to serve. Students, find a club or sport to be part of this school year. You will find that being part of an organization, your school year will be much more rewarding. I trust you will take advantage of the many opportunities that will await you this school year. It takes all of us working together to make this school year the best it can be. Parents, I encourage you to be part of your child's educational process. Check their grades and turn in excuses when your child is out. Communication will be key for all stakeholders. This student agenda contains a lot of information for students and parents. Let's embrace this school year and make it the best year ever!

Go Bears!!!

Phillip D. Fountain
Principal

Faculty and Staff:

Administration: Phillip Fountain, Principal
Melanie Smith, Assistant Principal
Kim Dean, Assistant Principal

Curriculum Leader: Jamie Temple

Teaching Staff:

ELA: Shayna Clifton, Hollye Dueitt, Wendy Johnson, Anne Jones, Reid Gambino,
Candy Landry

Electives: David Collins (Band Director), Sarah DeSeno (Art), Kurt Forbes (STEM), Mitzi Lohn
(Guided Reading), Alissa Murphy (Teen Connections & Teen Discoveries), Theresa
Schreck (Career Exploration/Personal Finance),
Eli Stanton (Computer Science/Technology Education)

ELL: Marie Miller, Demetria Trotter

History: Wade Caudle, Mary Lazzari, Lee Wilson, Caleigh Gregorius, Matt Miller,
John Mugovero

Math: Leslie Beck, Jessica Richmond, Cheryl Smith, Stephen Barnett,
Jeremy Champion, Randa Smith

Physical Education: Macy Hart, Lance Harrison, April Poole, Charles Merchant

Science: William Duncan, Loni Judy, Robin Spoon, Josh Cobb, Ashlee Kimpel,
Nancy McAllister

Special Education: Deana Banks, Sara Faulkner, Michelle Hocker, Bryan Jerkins,
Robert Moorner, Summer McShane, Jennifer Preston, Rene Sybert (MD),
Ashley Cole (Speech)

Counselors: LeAngel Perry 7th grade, Lana Mallett 8th grade

Media Specialist: Erin Ragsdale

Social Worker: Desirea McGilvray (Thursday only)

Classified Staff:

CNP: Tressa Wimpee (Manager), Dovie Sewell (Assistant Manager),
LaDonna Bowen, Amy Hartman, Chery Johnson, Ashton Wilson

Custodial: Roy Williams (B&G Manager), Kelly Lucas, Regina Salter, Anthony Sledge, Cathy Turner

Office: Paula French (Registrar), Miranda Moore (Clerk), Laiken Munguia (Clerk),
Catherine Waters (Bookkeeper), Amanda Manning (Nurse),
Tom Stewart (Digital Resource Specialist)

Paraprofessionals: Lisa Brown, Lauren Burch, Donna Steelman, Donna Waters,
Sandra Sweeney (On Campus Suspension)

CENTRAL BALDWIN MIDDLE SCHOOL is a Title 1 “Schoolwide” Program

Title 1 is a federal program designed to help students in our nation’s schools. In accordance with Every Student Succeeds Act (ESSA) and Title 1, the goal is to help all children be successful at school. Schools in communities that meet the requirements, use Title 1 funds to benefit the entire school. This type of program is known as a schoolwide program. Title 1 schoolwide program use Title 1 funds, along with other local, state, and federal funding to serve all students in the school. Individual students are not identified as participating in the Title 1 program.

Some of the benefits we may offer students are a weekly after-school math and/or reading tutorial program, tutoring during school hours, parenting workshops, along with other educational resources. Effective schools are the result of a dedicated faculty and staff working together with families and the community to share in the success of all students at school. Increased student self-esteem occurs when parents and teachers collaborate to ensure learning takes place at the school, in the home, and in the community.

PARENTS RIGHT-TO-KNOW

In accordance with the Title 1 program and Every Student Succeed Act (ESSA), parents, through the Right-to-Know provision, may request information regarding the professional qualifications of their child’s teacher(s) or the qualifications of paraprofessionals providing services to their child. In addition, parents will be provided information about their child’s level of achievement on any state academic assessments.

2023-24 Regular Bell Schedule

7th Grade Schedule

7:40	Release to Homeroom
7:45 – 7:50	Announcements
7:50 – 8:36	Academic Opportunity Time (AOT)
8:39 – 9:36	1 st Period
9:39 – 10:36	2 nd Period
10:39 – 11:36	3 rd Period
11:39 – 12:06	Lunch
12:09 – 1:06	4 th Period
1:09 – 2:06	5 th Period
2:09 – 3:06	6 th Period
3:06	Car Rider and 1 st Bus Wave Dismissal
3:16	2 nd Bus Wave Dismissal

8th Grade Schedule

7:40	Release to Homeroom
7:45 – 7:50	Announcements
7:50 – 8:36	Academic Opportunity Time (AOT)
8:39 – 9:36	1 st Period
9:39 – 10:36	2 nd Period
10:39 – 11:36	3 rd Period
11:39 – 12:36	4 th Period
12:39 – 1:06	Lunch
1:09 – 2:06	5 th Period
2:09 – 3:06	6 th Period
3:06	Car Rider and 1 st Bus Wave Dismissal
3:16	2 nd Bus Wave Dismissal

AOT 46 minutes

57-minute classes

27-minute lunches

Break during AOT (last 12 minutes – PE coaches to bring snacks around for purchase)

**Baldwin County Board of Education
2023-2024 Calendar**

	July 2023						
	S	M	T	W	Th	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
July 31-August 8 Teacher PD/Workdays	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
9 First Day of School	August 2023						
	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
4 Labor Day	20	21	22	23	24	25	26
	27	28	29	30	31		
5 Last Day of 1st Qtr. (41 Days) 6-10 Students Fall Break 9 Fall Break for Teachers 6/10 Teacher PD	September 2023						
	Su	Mo	Tu	We	Th	Fr	Sa
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
10 Veteran's Day Holiday 11 (Official Veterans Day) 20-24 Thanksgiving Holidays	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
14 Last Day of 2nd Qtr. (42 Days) 15 Teacher Workday 15-29 Christmas Holidays	October 2023						
	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
	November 2023						
	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
	December 2023						
	Su	Mo	Tu	We	Th	Fr	Sa
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
January 2024							1 New Years Day
Su	Mo	Tu	We	Th	Fr	Sa	2 Teacher PD
		2	3	4	5	6	3 Students Return
7	8	9	10	11	12	13	15 MLK Jr. Day
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				
February 2024							Mardi Gras Holidays 12-14
Su	Mo	Tu	We	Th	Fr	Sa	15-16 E-Learning Days
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29			
March 2024							7 Last Day of 3rd Qtr. (43 Days)
Su	Mo	Tu	We	Th	Fr	Sa	8 Teacher PD/Student Holiday
					1	2	25-29 Spring Break
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							
April 2024							1 Teacher PD Student Holiday
Su	Mo	Tu	We	Th	Fr	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					
May 2024							22 Last Day of School and 4th Qtr. (47 Days)
Su	Mo	Tu	We	Th	Fr	Sa	23 Teacher Workday
			1	2	3	4	24 Teacher PD
5	6	7	8	9	10	11	27 Memorial Day
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		
June 2024							
Su	Mo	Tu	We	Th	Fr	Sa	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

- First and Last Day of School
 Teacher Workday/Student Holiday
 Holiday for Students/Teachers
 Teacher PD/ Student Holiday
 End of Quarter
 Teacher PD/Workdays (TBD)
 E-Learning Day

173 Student Days 14 Teacher Workday/PD

Operational Fee:

A one-time, yearly operational fee of \$45 is charged per student at registration to help cover the following expenses for your child:

Postage/envelopes/paper – for mailings to students

Student Agenda – given to all students.

Enrichment Fee – Art, STEM, Teen Discovery, Teen Connections, etc.

Payment will be made via My School Bucks:

Myschoolbucks.com

In addition to making the school payment fee online, there will be other items that will be able to be purchased via My School Bucks such as school shirts, field trips, spirit packs, dance tickets, etc.

CBMS Activities (clubs and sports):

All students are encouraged to take part in the school activities and/or become involved in and take an active part in school programs. These are wonderful opportunities for students to grow and thrive that will give them real-life skills that they will one day need as an adult. There are many activities to be a part of and participate in at CBMS.

Club:

Band
FCA
FCCLA
Fishing Club
NJHS
Scholar's Bowl
TSA

Sport:

Basketball
Cheer
Cross-Country
Football
Soccer
Track and Field
Volleyball
Wrestling

*Monthly Club days, where all students will be able to join the club they want, will start in the fall and finish in the spring.

CENTRAL BALDWIN MIDDLE SCHOOL POLICIES AND PROCEDURES

Appearance/Dress Code

Students are expected to be clean and appropriately dressed for school. Dress and appearance must follow the BCBE dress code policy. Dress and appearance must present a serious approach to school and must not present a health or safety problem and/or cause a disruption to the learning environment. The school principal will be the final authority for determining appropriate dress within the framework of the policy. See below:

Secondary Schools Dress Code

All secondary schools in the Baldwin County Public Schools System shall implement, within the parameters set forth below, the mandatory dress code policy. Pupils are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause a disruption to the school educational environment. The local school principal will be the final authority for determining appropriate dress within the framework of this dress code.

A. Information Dissemination for Secondary Schools

1. It is the responsibility of district and school support staffs to adequately communicate to parents, information common to all secondary schools including general guidelines for enforcement of the dress code policy.
2. Each secondary school shall communicate the dress code information to parents:
3. The means by which this information is communicated shall include one or more of the following:
 - a. County/School website
 - b. Social media: Facebook, Twitter, etc.
 - c. School newsletters;
 - d. Parent meetings;
 - e. Rapid notification system
 - f. PTA meetings and newsletters;
 - g. Parent advisory meetings;
 - h. Television, radio and/or newspaper announcements;
 - i. Posters displayed at school and in the community;
 - j. Registration materials.

B. Compliance Guidelines for Secondary

4. Upon the first infraction of the Dress Code, the student will be warned and the parent notified.
5. Upon the second infraction of the Dress Code, the student will receive one-half day Saturday School or one full day of On Campus Suspension (OCS).
6. Upon the third infraction of the Dress Code, the student will receive a full-day of Saturday School or one full day of On Campus Suspension (OCS).
7. Upon the fourth infraction of the Dress Code, the student will receive a one-day suspension.
8. Upon the fifth infraction of the Dress code, the student will receive a two-day suspension.
9. Upon the sixth and subsequent infraction(s) of the Dress Code, the student will receive a three-day suspension, subject to expulsion.

C. Secondary School Dress Code

All attire:

Tops:

- Tops that reveal the body in an inappropriate manner are not permitted. This includes but is not limited to mid-driffs, bare at the sides, sundresses, "spaghetti strap" type tops, Racer backs, off-the-shoulder tops, low-cut front or low-cut tops
- No cut off tops. (No midriff can be showing)

- No sleeveless garments.
- No see-through garments.
- Designed so that the neckline does not reveal cleavage.
- Designed to cover all undergarments.
- Fit properly- no oversized or overly tight tops.
- No tank top/undershirt can be worn as a shirt.

Shorts:

- Length should be at fingertip/hand or mid-thigh, whichever is longer.
- Fit properly- no oversized or tight shorts.
- No spandex, biker, or see-through shorts.
- Must be hemmed and not rolled up

Dresses:

- Length should be at fingertip or mid-thigh, whichever is longer.
- Splits may not exceed (3) inches above the top of the knee.

Pants:

- Length should be at fingertip/hand or mid-thigh, whichever is longer.
- Fit properly- no oversized or tight shorts.
- No spandex, biker, or see-through shorts.
- Must be hemmed and not rolled up
- Length should be at fingertip or mid-thigh, whichever is longer.
- Splits may not exceed (3) inches above the top of the knee.
- Proper fit- no sagging or baggy fit: worn at the waist.
- No see through or spandex legging pants.
- Pants that are too tight or allow for exposure of undergarments are not permitted.
- Leggings, yoga pants, and other tight fitting, spandex or lycra-based pants must be worn with an acceptable top that covers the private areas of the body.
- Leggings/tights may be worn only under shirts and dresses of appropriate length.
- No Oversized or tight pants.
- No Pajamas or pajama bottoms
- No holes in jeans in inappropriate areas (length rule); Pants or Jeans may only have holes at the knee or below. Pants or Jeans that have holes above the knee are not allowed, unless there is material beneath the holes
- Sweatpants and warm-up suits will be allowed.

Shoes:

- Must be worn at all times, fastened properly.
- *Classes may require certain shoes. Ex. P.E., Chemistry.
- No bedroom slippers.

Accessories:

- Students may not wear hats or head coverings in school buildings or on school premises. This includes but is not limited to bandanas, athletic headbands, headscarves/hair wraps, and other forms of headgear or hair covering.
- Exceptions include:
 - Head gear used as part of a uniform such as the JROTC cap, band uniform hats, and athletic headgear worn with a uniform on the playing and practice fields are allowed.
 - Religious purposes, which have been approved prior to wearing.
 - During extreme cold weather, students will be allowed to wear toboggans outdoors on campus.
 - Other than safety-related accessories for safety related purposes, accessories such as masks, hats, caps,

sweatbands, or other head covering will not be worn in building.

- No gang related clothing/items will be allowed.

D. Exemptions for Secondary Schools

All secondary students enrolled in the Baldwin County Public Schools shall be required to dress in accordance with the adopted dress code policy. A student may be exempted from complying with the policy in the following instances:

- (1) When noncompliance derives from financial hardship.
- (2) When noncompliance derives from the student's particular disability or health condition that requires a departure from the dress code; or
- (3) When noncompliance derives from a student's sincerely held religious belief.

If the parents or guardians desire not to have their child comply with any portion of the Baldwin County Board of Education dress code policy for the reasons stated above, or due to special extenuating circumstances related to an item listed above, the students' parents or guardians must secure an exemption from their child's school principal. Parents or guardians should supply a written explanation to the school principal as to why an exemption should be granted. If the outcome of the principal's determination is not to the parent or guardian's liking, the parent or guardian may submit a written exemption request to the Superintendent, or his or her designee. Additional grounds for an exemption may be allowed at the principal's discretion.

Attendance/Check-ins and Check-outs through the Front Office:

Students are required by Alabama law to be in school. Parents, as stakeholders of CBMS, it is your duty to make sure if your child is absent from school, you provide a parent or doctor's note for the absence. It is the parent's responsibility to communicate with the school for any potential absence that may involve having the student out of school for a few days. The school principal will make a final decision regarding whether to excuse an absence for any length of time. Students get nine parent notes for the school year. Students will have 3 days to make up work for an excused absence. If a student happens to be suspended off campus, the suspension will be excused, and the student will need to complete any work on the day(s) they are suspended.

All student check-ins and outs are made via the school front office. Please have a valid reason as to why your child is checking in or out from CBMS. Students will not be called to the office in advance of a parent coming to pick up their child. You will be required to show your identification before you enter the school.

If your child becomes ill, that child will need to report to the office and see the nurse. Parents will be notified, most likely by the school nurse, however, an office staff member (administrator, clerk, or registrar) may contact a parent if there is a situation that would require the help from another professional besides the nurse.

Bathroom Procedures/Classroom Passes:

To protect the integrity of the classroom, CBMS has a first ten-minute and last ten-minute policy to begin the classroom instruction and then wrap it up before the next class period. This means that the first 10 minutes and last 10 minutes of the class are protected times for the teacher. However, teachers will use common sense if there is an emergency, and the student needs to go to the restroom. Additionally, students will be able to use the restroom at lunch. Since there are

only 3 minutes of transition time, students are not able to go to the restroom between classes. Students will be required to use an **e-hall pass** to leave the classroom for any reason. This will involve signing out using a computer whether to go to a restroom, office, etc.

Bus Notes:

Students are not allowed to ride home on the bus with other students unless it is an extenuating circumstance. A note would then be required, and parents will be called to verify the note. This would then be **Administrator Approved**. This is also done on a case-by-case basis.

Cafeteria breakfast/lunch:

Good manners, respect for all, and cleanliness are required of all. Breakfast will be served each day and students may purchase breakfast. Students will sit at assigned tables and may have assigned seats (if principal determines to do so) for lunch. Students will be escorted to lunch by their teacher. Running and/or horseplaying in the hallways or in the cafeteria will not be tolerated. Taking another student's food – whether snack, lunch, or drink will not be tolerated. Food will be purchased in the cafeteria and students will be required to remember their lunch code. All student accounts are to be paid in full by parents/guardians by the end of the school year.

- Breakfast: \$2.00 paid/\$0.30 reduced
- Lunch: \$3.00 paid/\$0.40 reduced
- A la carte item prices are determined by CNP manager.

Cell phones, Airpods and/or wireless head devices:

Students are not allowed to use a cell phone, airpods, or wireless head devices unless they have permission given by the Baldwin County Public School Superintendent. CBMS is not responsible for any item of this nature if it is brought to school and is either lost, stolen, or damaged. ****Only wired headphones will be allowed, within the classroom only.***

*Parents do not call or text your child during the day as this could result in a disciplinary measure as students are not allowed to use their cell phone during the school day.

Chromebooks and Chargers:

Students will be issued a Chromebook and charger at the beginning of the school year. Students are required to have a padded backpack to help protect the Chromebook. Students are expected to bring their Chromebook and charger each day and make sure that their Chromebook has been fully charged the night before. Students are not allowed to let other students borrow their Chromebook and/or charger. This will protect a student from a potential problem that might occur. Parents are strongly encouraged to monitor their child's use of the Chromebook to make sure that it is being used correctly at home. Students who lose or damage these items will be charged a fee for replacement. Any child who willfully or maliciously damages or destroys a Chromebook will lose the privilege to use one. Other misuses of the Chromebook will have

consequences outlined by Baldwin County Public Schools. *Parents are encouraged to call the school (251-947-2327) and ask for the Help Desk to assist with any issues involving the Chromebook and/or charger.

Class/Course Change:

There are no course changes during the school year, unless the principal determines there is a need in which to change a class.

Dances:

CBMS dances are held in the gym from 6:00pm – 8:30pm unless otherwise noted. Appropriate dress and behavior are expected by students. It is a privilege to attend a school dance. Students from other schools will not be allowed to attend. Poor behavior by a student can result in a student losing the privilege to attend any dance in the future based on the discretion of the school principal.

Discipline of Students:

All discipline of students will be done in a fair and consistent manner following Baldwin County Public Schools Policies and Procedures as outlined in the 2023-24 Parent and Student Handbook Code of Conduct. Additionally, CBMS administrators will follow a discipline matrix that covers discipline matters that are not outlined by a specific BOE policy. Typically, student consequences regarding discipline, are progressive in nature, however, it will depend on the Classification of a Violation. Violations will range from a Class 1 to a Class 3. The sanctions (consequences) will range from a Class 1 sanction to a Class 3 sanction.

Drills:

Drills are conducted throughout the school year for the purpose of having students and staff prepared in the event of a true emergency. These are to be taken seriously and students are to remain quiet and listen for instructions by their teacher.

Enrollment Requirements:

Students enrolling in the 7th or 8th grade must have proof of residency and proof of a birth certificate. Additionally, immunization requirements (IMM 50-regular immunizations and IMM 90-measles booster) must be met.

Medicine/Medical:

All medicine for students will be checked in by the school nurse and stored in the nurse's office. A form will be filled out by parents regarding medicine. Students are not allowed to carry medicine on their possession, unless, it has been cleared by a doctor and school nurse (ex. Asthma students). Neither the school nor the Board of Education is responsible for medical bills for students that result from accidents that occur during the school day or at school functions.

Non/Privilege List:

Students will be given an opportunity to participate in fun school activities each quarter whether it be fieldtrips, dances, pep rallies, etc. Students will be placed on a non-privilege list each quarter

if they receive one of the following items below and will not be able to participate in any school activities during the quarter:

1. Failed a class the previous quarter (does not apply to previous school year for 1st quarter)
2. Missing assignments and/or zeroes on assignments during the quarter
3. 1 day of OCS or OSS
4. 3 days of Unexcused absences

On Campus Suspension Program Procedures (OCS):

1. Students assigned to OCS will report to the front office at a designated time following homeroom attendance.
2. The student will have class assignments to complete by paper and pencil. Students will not use a laptop while in OCS. Students will turn in their backpack to the front office.
3. Students are not counted absent from school while in OCS.
4. Lunch will be at a designated time during the day.
5. While in OCS, students will not be allowed to attend assemblies, pep rallies, etc. However, once the day is over, they may attend practice for a sport (determined by the contract that all student/athletes sign relative to the sport they play).
6. Parents will be notified by mail or phone if their child is placed into OCS.
7. Teachers will check on any student they may have in OCS to make sure that they understand the assignment(s).
8. Students assigned to OCS are expected to behave. If a student chooses to misbehave while in OCS, they will be removed, suspended for one day, then they will complete the remainder of their assigned time to OCS.
9. If a student becomes sick or checks out during assigned OCS, he or she will make up the time missed when they return to school.

Parent/Teacher/Administrator Conferences:

Parents are encouraged to be part of their child's educational experience. Attending functions such as **Open House** and the **Best of CBMS** are a couple of examples. However, there may be times when a parent and teacher need to meet to discuss a student's academic needs and/or behavior. Conferences are to be set up before school, after school, or during a teacher's planning. Teachers will not be called out of class to meet with any parent. By the same token, parents are expected to call and work with CBMS administration to set up conferences as needed. When parents show up unexpectedly, an administrator may not be able to meet at that time, due to other tasks that they may be attending to. Out of professional respect, it is expected that if this happens, parents will leave a message for the administrator, so that the administrator can set up a meeting.

Outside Food/Drinks and/or Snacks:

Outside lunches (McDonalds, Pizza Hut, Zaxby's, etc.) are not allowed to be brought to the school and delivered to the office to be given to a student. Additionally, tumblers are not allowed on campus by students. Students will be allowed to use water bottles that have a top that screws on or a normal water bottle to be refilled during the day. Snacks will be sold to students while in homeroom.

School Visitors (BOE policy #4.1):

Visitors to the school campus must obtain permission through the principal's office before entering the school building or going on school grounds. Principals are authorized to implement building-level requirements and procedures governing access to the school building and regarding activities attended by school and non-school personnel, including family members, relatives, vendors, and other visitors to maintain appropriate security, minimize disruption with the learning environment, or to avoid a potential risk of harm to a student or employee. Unauthorized persons on school property are trespassers and shall be subject to legal prosecution. This includes students who are on suspension or have been expelled. Student visitors such as former students may or may not be permitted to visit depending on the activities of the school day. All visitors to the campus will follow the following procedures:

- Ring the doorbell at the front entrance double doors.
- State who you are, your purpose for wanting to come inside the school, and have proof of identification.
- If allowed to enter the building, come straight into the office (if going to a pep rally, school activity, classroom, etc.), you will receive a visitors pass and be asked to sign in)

Student Searches (BOE policy #6.17):

Administrators will only be allowed to search a student or student property when there is reasonable suspicion that a student may be in possession of illegal items harmful to students, the welfare of the student's body or items that are significantly disruptive or dangerous to the overall operation of the school program. A search of the person shall be with the student's consent, except under emergency conditions when the safety and welfare of others is involved. When consent is not granted, the assistance of a parent and/or law enforcement officials (school resource officer) shall be secured. The principal may take appropriate action against the student who fails to cooperate with school officials in their investigation of school conduct code and violations.

Student Drop Off and Pickup:

Parents will use the car-rider drop off area, on the south side of the school off Thompson Road, to drop off and pick up their child. Students may begin to be **dropped off at 7:10 in the car-rider line** as we will have a teacher on duty at that time. Do not drop students off in front of the school in the morning until after 7:45am. Do not pick students up in front of the school at the end of the school day until after 3:30. The front of the school is an area where special needs buses drop off and pick up, as well as is used for emergency vehicles if ever needed. Additionally, students are not allowed to be dropped off or picked up in the bus area where buses come in to either load or unload students.

Tardy Policy:

The tardy bell rings at 7:50. Attendance will be posted at 7:50. Having your child on time and ready to learn is one essential, yet very important factor to starting the day off right. Students who are tardy to school may be subject to discipline measures. We want our students to be

successful, but ultimately, it is up to the parent and/or guardian to make sure their child is on time to school. Below will be used for violations of the tardy policy.

- 4th Unexcused Tardy: Warning/Parent Notification
- 6th Unexcused Tardy: 1 Day of OCS and student placed on non-privilege list for the quarter.
- 8th Unexcused Tardy: 2 Days of OCS
- 10th Unexcused Tardy: 3 Days of OCS
- 12th Unexcused Tardy: 1 Day of OSS

Textbooks:

No textbooks are assigned to students. All textbooks are available online. Content teachers will have classroom sets of textbooks for students to use as needed.

Withdrawal Procedure:

When parents plan to withdraw a child from school, they should come to the school office the last day of attendance. The registrar will work with the parent to make sure the student is withdrawn successfully. Please make sure your child has turned in every school item that belongs to CBMS to avoid being charged.

CENTRAL BALDWIN MIDDLE SCHOOL POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT

Bear Pride Program:

- A program designed to increase positive student behaviors by implementing a system of expectations with rewards.

P.R.I.D.E. stands for:

- Pride
- Respect
- Integrity
- Determination
- Excellence

The System Includes All Areas of the School:

- Classrooms, hallways, cafeteria, library, bus, other BCBE school campuses

How Does the System Work?

- Student expectations are posted in classrooms.
- Students follow the expectations.
- CBMS faculty and/or staff awards Bear Bucks to students and states the reason why the student earned the Bear Buck.
- Students turn the Bear Buck into the box in the front office.
- Students are acknowledged monthly for earning a Bear Buck and then a drawing of 3 Bear Bucks are made for students to win a cash prize.
- All Bear Bucks are put into an end of the year drawing for major cash prizes.

