

**Central Park Middle School
421 Elm St.
Schenectady, New York 12304**

Central Park Middle School was established in 1922. It is one of three middle schools in the Schenectady City School District. Central Park has approximately 730 students. Students are organized into teaching teams. The teams work closely together to plan activities for their students. They also coordinate their efforts with the encore teachers, administrators, and guidance counselors.

Mission Statement

The Mission of Central Park Middle School is to promote a well-behaved, literate, motivated, humble and responsible thinker. We will accomplish this mission by providing an enthusiastic, nurturing staff using an integrated, challenging curriculum in a well-equipped, orderly, and innovative environment.



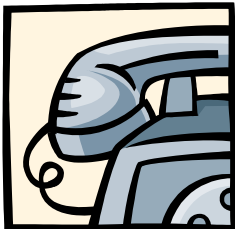
Motto

“Climbing the Hill to a Higher Education”

Feeder Schools:

Lincoln Elementary
Martin Luther King Magnet School
Paige Elementary
Woodlawn Elementary

**Administrators: Ms. Ozarowski, Principal
Ms. Lori Caplan, Assistant Principal**



Telephone Numbers:	Main Office	370-8250
	Guidance Office	370-8251
	Health Office	370-8252
	Attendance Office	370-8253
	FAX	881-3662

Central Park News Line: 446-4000 Access Code (8413)

This handbook is also available online and can be
accessed at:

<http://www.schenectady.k12.ny.us/CentralParkHome.htm>

List of Items Covered In The Student/Parent Handbook

Attendance
After School Activities
After School Hours
Answering Machine
Assignment Notebooks--Agenda
Athletic Code of Conduct
Auditorium
Awards
Breakfast
Bicycles
Bus Behavior
Caught in Action Program (CIA)
Change of Address/Change of Telephone Numbers
Character Counts Program
Closed Campus
Closing of School
Computer Resources
Code of Conduct
Delayed Opening of School
Deliveries
Detention
Disaster Plans
Dress Code
Early Dismissal
Emergency Contact Numbers
Enrichment Activity Period (EA)
Extra Curricular Activities/Field Trips
Field Trips
Fighting
Final Exams
Fire Drills
Fund Raising
Fun Night
Grooming
Guidance Counselors
Hallways
Hall Monitors
Harassment
Health Office Policies and Procedures
Honor Roll
Ineligibility List
Internet Acceptable Us Policy
Insubordination
Interim Reports

Locks and Lockers
Lost and Found
Lunch Program
Newsletter
Parent Conference
Passes
Personal Belongings
Physical Education
Report Cards
School Hours
School Offices
School Verification Letters
Skateboards
Snowball Throwing
Substitute Teachers
Support Services
Suspensions from School
Sustained Silent Reading (SSR)
Tardiness to Class
Teacher Removal From Class
Telephone Use
Textbooks/Library Books
Transportation
Truancy
Vandalism
Visitors
Withdrawals from school

Bell Schedule/Delayed Bell Schedule
Computer use parent permission form
Schedule for Interim and Student Progress Reports
School Calendar

Attendance:

ABSENCE – Whenever your child is absent, please call the attendance office by 9:15 AM to report the absence. **Please be aware that we must have a written excuse of the absence.** The note should be given to the child’s homeroom teacher on the day of return. The excuse should include the reason for the absence, the date (s) of the absence and the parent/guardian’s signature.

LATE – Any student who arrives after 8:10 AM is considered “**Tardy.**” A note of explanation is required from the parent/guardian. Tardies are recorded on a student’s attendance record.

State law requires strict accounting of attendance and punctuality.

A little late to school is too late. If a student is late for school he/she must report to Mrs. Coirin in the guidance office. If a student is tardy without a written excuse, lunch detention will be assigned. Students are expected to serve the lunch detention on the day they arrive late without a note.

EARLY DISMISSAL - Whenever possible, it is recommended for parents to schedule routine medical/dental appointments outside of the school day. Parents who wish to have their child excused during school hours (dental, medical appointments, etc.) must call or send a note stating the reason for the absence and the time the student is to be excused. Students must give the dismissal note to the Attendance Office that morning.

Parent/guardian should report to the office when they come to pick up their child. Students will not be released to adult friends/relative without written permission from the parent/guardian. Identification may be requested of adults who pick up students.

EXTENDED ABSENCES - If a student is absent for an extended period of time, please notify your guidance counselor. A student who is ill for more than 10 school days may qualify for home tutoring. Forms for home tutoring are available in the Health Office.

NOTE - Students **MUST** be in school each hour of each day unless an acceptable excuse is presented for the absence. State law requires regular attendance until the age of 16. Academic progress is difficult when students are tardy or absent too often. Mr. James Goyette, School Attendance Counselor, contacts parents/students when absences are excessive or not supported by a written excuse from the parent/guardian.

After School Activities

- ◆ The 21st Century Learning Community Grant provides funds for an After School Program that runs five days each week beginning September 30, 2003. The program runs from 2:45 – 5:15 PM. Late bus transportation is provided for students who qualify for transportation. Information will be sent home regarding this program in September. The program is free and open to all CPMS students. Parent permission is required. Students may attend all or some days. This program includes homework assistance, computers and other instructional programs, sports component, and

courses from a variety of community agencies. CPMS teachers and paraprofessionals staff the program.

- ◆ Wednesdays from 6:00 – 8:30 PM there will be supervised programs through the 21st Century Learning Community Grant.
- ◆ A variety of intramural athletic programs are offered for students. Please refer to monthly newsletters for information. You may call the Athletic Office (370-8185)
- ◆ Police Athletic League (PAL) After School Sports Program. This program is available to students who are a member of PAL. Registration cost is \$1.00. Pal provides opportunities for evening and weekend activities as well as once a week sports training. Details will be announced and sent home.

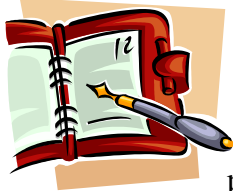
After School Hours

Students are expected to leave the building immediately after dismissal unless they are under the direct supervision of a teacher, or part of an after-school activity. The Main Office closes at 3:30 PM each day.

Answering Machine

The Main Office and Guidance Office are staffed from 7:30 AM – 3:30 PM. When no one is available to take your call, we have answering machines to take your messages.

Assignment Notebooks – The AGENDA



The Middle School staff helps students develop organizational skills that will assist them in becoming successful students and productive adults. The student assignment notebook is designed to assist students in logging their daily assignments. The assignment book also has a section that serves as a pass for the student. Students must have this section filled out in order to leave the classroom. Parents may use the assignment notebook to check on assignments, and communicate with teachers. Parents are asked to sign the notebook to indicate they have checked their child's progress/homework completion, etc. Students are required to use and carry the assignment notebook. The first book will be given to the student free of charge. Replacement books will be sold through the school store for \$3.00.

Athletic Code of Conduct

7th and 8th grade student athletes are required to follow the Schenectady Schools Athletic Code of Conduct. This document is provided by the coach of the sport and requires parent and athlete signatures.

Auditorium:

Educational and entertaining programs will be presented throughout the year. Students attend with their teacher and sit in assigned seats. Students are expected to be attentive, courteous, and respectful during the entire program. Students shall not whistle, stamp feet, or make other disruptive noises.

The CPMS Auditorium was refurbished several years ago and is in excellent condition. We take pride in our students' care of this facility and their respectful behavior during auditorium events.

Awards

Awards are presented by teams on a monthly and quarterly basis. Teams recognize Student of the Month. We recognize Honor Roll students each quarter. Throughout the year, students are recognized for outstanding participation in various school activities. End of year awards are given on the last day of school.

Backpacks

As a result of safety concerns, students will not be allowed to use backpacks during the school day. Students may use backpacks to transport books and belongings to and from school. Backpacks must remain in the lockers between 8:05 and the end of the day.

Breakfast

Breakfast is served from 7:40 – 8:05 AM each morning. The full price is \$.75. Students who walk to school should arrive for breakfast before 7:50 AM. Bus students should go to the cafeteria immediately upon arrival.

Bicycles:

The school is not responsible for stolen bikes and we do not encourage students to ride bikes to school. All bicycles should be locked when parked.

Bus Behavior:

See "Transportation"

Caught In Action Program (CIA)

CIA stands for Caught in Action. It is a program developed by the safety and discipline committee as a strategy to recognize good behavior. When a student is doing something above and beyond the call of duty, and is "caught in action", they will earn a small weekly reward (pencil, eraser, etc.) and have their name put in a drawing to earn a larger monthly prize. His or her name will also go on a bulletin board for everyone to see.

When a student is doing something above and beyond the call of duty, the adult shows the student the CIA coupon, puts the student's name on it and signs it. The coupon goes in a box kept in the main office. On Monday, students who have earned a CIA coupon during the past week will have their name announced and will receive a prize. All names will stay in the box for the month, for the chance to be picked for a monthly prize. The number of donations we receive may determine the number of monthly winners.

Change of Address or Telephone Number:

Parents are required to keep the school informed of changes of address or telephone number. Changes must be reported to the Main Office as soon as possible. Parents will be notified, in writing, when a change of address necessitates a change of school.

Character Counts

Central Park participates in the nationally recognized Character Counts program. Each month we focus on a pillar of character. The six pillars are: Caring, Respect, Responsibility, Fairness, Citizenship and Trust. Students will see character bulletin boards, hear character announcements, read character essays in our newsletters, and will participate in events that celebrate the pillars of character.

Closed Campus:

Central Park is a closed campus. This policy is in effect from the time the student arrives at school until school is dismissed at 2:40 PM. **Once a student is on school grounds, they may not leave without permission.** If you leave school at the end of the day, you will not be allowed to re-enter or attend the after school program. Students who ride a bus to school are not permitted to leave the school grounds before or after school.

Closing of School:

In case of inclement weather or other emergencies, schools closing are announced on local television channels and radio stations.

Channel 6, 10, and 13 TV Stations display school closings
WGY, WGNA, WPTR, WROW, WQBK announce closings

Computer Resources



District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of school computers is restricted to students working under a teacher's supervision for approved instructional purposes only. Students and parents must sign a student agreement to use computers and the Internet. Violations of this agreement may prompt termination of computer privileges and other disciplinary action.

Code of Conduct

The SCSD Code of Conduct is reviewed with students at the beginning of the school year with all students. It is reviewed on a monthly basis with new entrants to school. The revised Code of Conduct is included in this Handbook.

Please take time to review this important document!

Delayed Opening of School

On occasion, the opening of school is delayed one or two hours. The school day begins at 9:05 for a 1-hour delay and 10:05 for a 2-hour delay. Breakfast is NOT served when there is a school delay.

Deliveries:

Flowers, balloons, or other gift packages for students are not to be sent to school. If these items arrive at school, students will be notified to pick them up at the end of the day.

Detention:

Detention will be required of students as needed. An administrator will determine the time and extent of detention. Office-assigned detention is from 2:45 – 3:45 PM. Detention is held in Room 112. Individual teachers are encouraged to keep students in their own classrooms after school for extra help, or a penalty for a minor infraction. Students will be given a 24-hour notice of after-school detention. For students who do not comply with the detention system, In-School Suspension (ISS) may result. In special cases, an administrator may assign students to lunch or before-school detention.

A late bus is available for transportation eligible students to attend after-school detention.

Detention Rules:

- **Detention begins promptly at 2:45 PM in the auditorium.**
- No visitors are allowed.
- No talking is allowed, except as permitted by the monitor.
- No one is allowed to leave without permission.
- Students are expected to have a suitable activity to work on, and they must bring all necessary materials with them. Students who have no assignments to work on must bring a book to read.

Disaster Plan (Drills: Fire, Bus, Evacuation, other Emergency)

Throughout the year, students, teachers, and other staff will participate in drills of emergency procedures. These drills are unannounced and all evacuations must be treated as true

emergencies. When the alarm sounds or when an announcement is made, students must follow the direction of teachers or others in charge. Everyone must exit the building quickly, quietly, and in an orderly manner. Student must remain quiet throughout the evacuation. Violation of this directive will result in detention. The safety of all students and staff is a serious matter at CPMS.

Dress Code:

Refer to Code of Conduct pp.4-5

If a student violates the dress code, he/she will be asked to call a parent/guardian, to correct the violation,

The administration has the final decision regarding appropriate dress.

Early Dismissal

A written excuse is required for a student to be released early from school. At the beginning of the day, bring your excuse to Mrs. Coirin in the Attendance Office. A record of your early dismissal will be recorded on the daily attendance bulletin.

Dental and doctor appointments should be arranged for times other than school hours as much as possible. Students are responsible to get and complete their daily assignments when they are dismissed from school for a non-emergency appointment.

Emergency Contact Numbers:

It is sometimes necessary to contact a parent/guardian during the school day, especially in case of student illness. For that reason, it is very important that we have the name and telephone of a responsible person to contact during the day. We can use beeper numbers, a work number, relative that can contact a parent/guardian, etc.

- ◆ This is especially important if you do not have a telephone in your home.

Please contact the office if your telephone number changes during the year.

Enrichment Activity Period (EA):

EA Period is from 2:05– 2:40 PM each day. Students are encouraged to participate in the many clubs and activities that are scheduled during this period. However, if you choose not to participate in activities, you will be scheduled to attend a Study Hall period. You must bring homework or a book to your Study Hall EA. If you choose to end your participation in a club/activity, you must have parent permission to drop the activity and you must notify the teacher who is running the club/activity. You will then be reassigned to a Study Hall with your team teachers. Wednesdays and Fridays will be Sustained Silent Reading for every student not involved in a music group.

- No students are allowed in the halls during EA without a pass.
- No students may leave the building during EA without written permission from a parent and without signing out in the office.

Extra Curricular Activities/Field Trips

There are numerous opportunities available for students at Central Park. Music groups, sports teams, academic clubs, after-school programs, field trips, dances, and fun nights are among the activities available for all students. The best way to find out about the various activities is to listen carefully to the morning announcements. Information is also in the monthly newsletter. Success in school is directly linked to student involvement in school activities. All students are encouraged to get involved.

Field Trips:

Occasionally, certain classes offer opportunities for students to visit sites outside the school related to their course of study. Students are required to return a signed parental permission slip to the teacher before leaving on a field trip. The SCSD Code of Conduct is in effect for all students on field trips. Teachers will distribute rules for field trip participation. Participation in field trips is a privilege that can be withdrawn for students who violate school rules or are on the I-List.

Fighting

All agencies in our society deplore fighting as a way to settle arguments or differences of opinion between people. Hitting another person violates one of the basic principles of good human relations and will not be tolerated at CPMS.

Students who “incite” fights will also be disciplined.

Refer to the Code of Conduct regarding consequences for fighting.

Final Exams

- ◆ All students take “district” final exams in June. Final exam grades are listed on the report card and count for 20% of the final grade for the year.
- ◆ Absences/refusal to take ANY final exam (without a doctor’s excuse) results in failure for the year.
- ◆ If a student has enough points to pass the course within the first two quarters and fails the 3rd and 4th quarter, he/she must pass the final exam or will fail the course.

Fire Drills:

We are required to conduct monthly fire drills. When the alarm sounds, students must evacuate the building as quickly as possible via the exit designated for that room. Students should walk quickly and not run. There is no talking during a fire drill. After exiting the building, students are expected to line up and follow the directions of their teacher or other adult. Fire drills are a serious matter and students who do not follow fire drill rules will be disciplined appropriately.

Fund Raising

Students have the opportunity to participate in school related fund raising activities throughout the year. The PTO holds an all-school fund-raiser in September. The profits benefit the entire school. Clubs and teams hold fund-raisers to off set field trip and activity expenses. Participation in fund raises is optional. Students must have parent permission to participate. No door to door selling is allowed. Students are expected to deliver all products that they sell. Failure to deliver products is not acceptable.

Fun Night:

Several Fun Nights are sponsored each year by different organizations. They may include music and dancing, basketball or other games, and food. Tickets are sold in advance. Tickets may NOT be purchased at the door. Students who have been absent, suspended, or are on the I-List the day of the activity are not eligible to attend. Fun Night usually runs from 7 – 9 PM.

Grooming

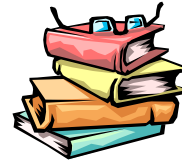
Good personal grooming is expected at all times.
Students' hair must be a natural hair color.
Writing on arms, legs, and hands is not acceptable.



Guidance Counselors:

Counselors are available to assist students having difficulty with any aspect of school, classes, friends, etc. If you have a problem and your counselor is not available, make an appointment with the Guidance secretary.

Last Names A - K Mrs. Dalrymple
Last Names L - Z Mrs. Hall



Every student at Central Park will be assigned a Guidance Counselor. The Guidance Office responds to numerous and varied requests from parents and students. The Guidance Office maintains student cumulative records, enrolls new students and facilitates the withdrawal process for students leaving the school. If students have special needs or issues, it is important for parents to bring this to the attention of the counselor.

Hall Monitors

Central Park has three hall monitors who assist students in the halls. Their job is to ensure that students get to class on time, monitor student behavior and assist students with problems or concerns.

Hallways

Students are expected to be in class on time. There is little time for socializing between classes. Three minutes is sufficient time to make it from one class to the next.

If you remain after class to work with a teacher, ask for a late pass to the next class.

Any time you are asked or need to leave a class make sure you have a pass.

Harassment:

Students are not to engage in activities that constitute harassment (including sexual, verbal, mental, physical, race, religion, disability, or national origin). Discipline for harassment may be an oral and/or written apology by the offending student, detention, In-school suspension, out-of-school suspension, parent conference, police involvement, or Superintendent Disciplinary Hearing. Consequences may include one or more of the above disciplines.

Any student who is the target of harassment of any type should tell an adult immediately.

Health Office Policies & Procedures:

When an illness or injury occurs at school, the student is sent to the Nurse's Office. The school nurse, Mr. Jacobs, will contact parents or guardians as soon as possible. If immediate medical attention is necessary and a responsible cannot be contacted, the nurse or the principal will seek the necessary emergency care.

Illness – Students are expected to be in school unless they are unable to attend due to illness. If a student has contracted a contagious illness, please call the nurse to report this. If a student has an ongoing/chronic health issue that the school should be aware of, please call the school nurse.

Parental permission is required for any student to be sent home by the nurse. It is very important that we have a way to contact a parent/guardian in the event a student needs to leave school.

The nurse screens all students each year. Incoming seventh grade students must have a physical examination by a doctor.

Sports physicals are required for all students participating in inter-scholastic sports. Physicals are available at school.

Medication – If it is necessary for a student to receive any medication, prescription or non-prescription during school hours, the school nurse must have the following:

1. A written order from the student's physician specifying the diagnosis, medication, dosage, frequency, and the time for administering the medication.
2. A written request from the parent, requesting that school personnel administer the medication as ordered.

3. The medication must be provided in the original bottle, container, or tube. This must clearly indicate the date, the name of the child and the physician, the dosage, and the frequency.
4. All medication must be brought to school and picked up by a parent/guardian.

The direct telephone number for Mr. Jacobs, school nurse, is 370-8252.

Honor Roll

Students earn a place on the honor when they achieve a Grade Point Average (GPA) of 3.00 or higher. This translates to at least an overall B average. Honor Roll letters are sent home, a copy of the letter is placed in the student's permanent record, and the student is invited to participate in an honor roll celebration.

Ineligibility List

I-List

Central Park Middle School has an "Ineligibility List" on which students are placed as a consequence of their behavior. The "I-list was created by the Shared Decision Making Team at Central Park approximately five years ago. Please read the following information to become familiar with the process used to create the daily I-List.

When a student accumulates a total of five discipline referrals to the office in any one school year, his/her name is placed on the "Ineligibility List" for two weeks. If he/she does not receive another discipline within that two-week period, the student's name is removed from the list. However, with each discipline the student receives for the remainder of the school year, his/her name is placed on the list for an additional two weeks.

In-School suspension, out of school suspension and truancies are treated a little differently. Those students who receive in-school or out-of-school suspension or those students who are truant will immediately be placed on the I-List.

While on the list, a student is not eligible to receive hall passes, participate in athletic games, attend school assemblies, go outside at lunch, or attend most after school activities such as dances, sporting events, fun nights, etc.

If a student is a member of an athletic team, they may practice with the team but may not compete or be present at the games. In other words, they lose privileges that other students enjoy.

Opportunities will be available for students to earn back their privileges and "get off" the I-List. These opportunities may include community service, reflective assignments, and character packet completion in our After School Program.

Internet Acceptable Use Policy

Only students with signed "Internet Permission Slips" may use the Internet. Students who log into inappropriate Web Sites are subject to the consequences that are stated in the Code of Conduct. Internet use should be viewed as a privilege, not a right.

Insubordination:

Failure to comply with reasonable requests or direction by a teacher, administrator, or support staff shall be deemed insubordination. Abusive language (including swearing) or indecent gestures directed at a teacher, administrator, or support staff member (whether direct or indirect) shall be deemed insubordination.

Please refer to the Code of Conduct for additional information and consequences.

Interim Reports:

An interim report will be mailed home at the five-week point of each quarter. The purpose of the interim report is to let the parents know how their child is doing for that particular quarter.

The following is a list of dates as to when the Interim Reports will be mailed home:

- 1st Quarter Interim Report - Friday, October 10, 2003
- 2nd Quarter Interim Report - Friday, December 19, 2003
- 3rd Quarter Interim Report - Friday, March 12, 2004
- 4th Quarter Interim Report - Thursday, May 13, 2004

Locks and Lockers

Your homeroom teacher will assign your hall locker and your physical education teacher will assign a gym locker. You must assume responsibility for the security of your lockers. You must use a lock on your lockers. You should plan to go to your locker in the morning before homeroom, before and after lunch, and at the end of the day.

Lockers are provided for student convenience. Students are expected to keep their lockers neat and clean, and not give the combination to anyone. **Students may not share their lockers with anyone, and are not to use a locker assigned to someone else.**

- ◆ Do not keep valuables in the locker!

Lockers are provided for the safe keeping of books, coats, backpacks, and other necessary belongings.

The administration has the right to search any student's locker when there is a reasonable suspicion that the student may possess items in the locker that are detrimental to the health, safety, and welfare of themselves or others, or are illegal, stolen, or disruptive to the educational process.

The school is not responsible for lost locks or personal property. The vast majority of problems with lost locks and personal belongings are due to student carelessness or poor judgment. Students are responsible for the safe keeping of their personal belongings.

Students are expected to properly lock their locks at all times. Students should open locks in such a way to protect the secrecy of their combinations.

Students must report a stolen lock to the administration immediately. No items can be kept in lockers without a proper lock.

Good quality Master Locks are available to students for a \$5.00 deposit. The deposit will be returned at the end of the year, when the lock is returned. Locks are available from Ms. Caplan.

Lost and Found:

Students who lose a personal belonging at school should report it immediately to the office. Lost articles are routinely found by custodians and returned to the office within a few days. Stolen articles are another matter. Stealing is a serious offense and is treated as such. Upon notification of a theft, an investigation is conducted, and hopefully, the stolen or lost article will be returned to the rightful owner.

A **Lost and Found** bin is located in the basement under the main stairway. Large items of clothing, etc. are placed there. Small items are kept in the main office.

Students who find an article that does not belong to them should bring the item to the office.

Students should not leave personal possessions and school books in any place but a locked locker or a secure location that is provided by your teacher.

Lunch Program:

Breakfast Program: The hours of operation for the breakfast program are 7:40am – 8:05am . Central Park staff members supervise the cafeteria.

Lunch Program: Students are expected to remain at school during their lunch period. Only with written parent permission may a student leave to go home at lunchtime. Students may choose to bring their lunch to school or purchase one from the lunch program. The cost of lunch is \$1.65. Students may also purchase milk for a price of .45 cents. There is also a snack line available for students to purchase such items as nachos, chips, etc. If students qualified to receive free or reduced priced lunch during the previous school year, they will continue to receive it during the month of September for the next school year. A new application form will have to be made for each school and is due before **September 20th**. The price for reduced lunch is 25 cents. Weather permitting, students will be able to play outside after finishing their lunch. On inclement days, students may choose to go to the gym, if available.



Newsletter

Each month, we prepare and distribute a NEWSLETTER of interest to students and their parents/guardians. Students are expected to bring the Newsletter home.

Parents – if your child does not present you with a copy of the Newsletter by the 4th day of the month, please call the school and we will give him/her another copy.

The newsletter is published on the district website and can be accessed at

<http://www.schenectady.k12.ny.us/CentralParkHome.htm>

Parent Conference:

Parent – Teacher – Student conferences are available throughout the year. The guidance office schedules all conferences. Please call 370-8251.

Passes:

Students must have a room pass or their assignment notebook/agenda pass to go leave a classroom to go to the Media Center, lavatory, Offices, Guidance, Nurse, band/orchestra lessons, etc. An adult may stop a student in the halls at any time and ask to see the room pass or assignment notebook.

Personal Belongings:

Do not bring anything to school that you cannot afford to lose? Students should not bring any item to school that does not pertain to a school activity. Prohibited items include electronic devices such as Walkman, radios, cellular phones, tape recorders, cameras, beepers, hand held games, etc. Students should not bring large sums of money, dangerous items, nuisance items, and toys.

- ◆ Each personal item should have some kind of identification mark on it. Proper marking might help a student locate lost item.
- ◆ The school is not responsible for the loss of personal items or money.
- ◆ **Items that are taken away from students may not be given back without parental notification and/or pick-up.**

Physical Education:

Physical Education Classes: Physical Education is a participation-based class. In order to receive credit, a student must attend to participate. Students who are legally absent or occasionally unprepared should see their physical education teacher to arrange for a make-up class. Students who have a medical excuse from a physician should bring the excuse to the school nurse. Students who are excused for medical reasons are still expected to change and participate to the best of their ability as determined by the school nurse and the physical education teacher. Successful completion of physical education earns the student .50 units required for middle school grade promotion.

Gym Lockers – Students will be assigned a gym locker located in the locker room. They should register the combination with their physical education teacher. Key locks are not permitted. Students are expected to change into appropriate attire for physical education (ie. Shorts, Sweatpants, T-Shirts/Sweatshirts). Locks can be rented for a \$5.00 fee.

Before School Open Gym – Mondays through Thursdays, from 7:40 am – 8:05 am, the gym is open and supervised by staff. The program operates on first come-first served basis. The first 45 students may participate. Activities include basketball and jump roping.

Jewelry Policy - For safety reasons, students are not permitted to wear jewelry during physical education classes. All jewelry should be locked in the student’s individual gym locker.

Physical Education Curriculum

The Middle School Physical Education Curriculum provides a foundation of knowledge, skills and experiences which will give students the background to select from a diverse range of activities that can be practiced and enjoyed throughout their lifetime.

Through participation in a variety of selected activities students will gain knowledge and skill in the following areas: sportsmanship, positive interpersonal relationships, skills and strategies for problem solving, enhancement of the four components of physical fitness, enhancement of fundamental motor skills, knowledge of basic skills, strategies and rules necessary to play a variety of sports. Students should gain a basic awareness and exposure to the extracurricular sports offered on the Modified and High School Level.

It is also necessary to complete four years of Physical Education in order to graduate for High School in New York State.

Each class begins with a stretching and cardio-vascular fitness element followed by the skills and drills that lead up to the day’s activities. The following is a tentative list of activities to be offered this year:

- Recreational games
- Soccer
- Basketball
- Badminton
- Lacrosse
- Dance (Electric Slide, Macharinea, etc.)
- Football
- Volleyball
- Floor Hockey
- Softball

The following is a list of Schenectady Modified Sports Available free of charge to Middle School students:

Soccer Football Basketball Wrestling Softball Baseball

Physical Education Policies

GRADING

Class Participation (90%), skills and written tests (10%) will determine a student's grade. Successful completion of each year of Middle School Physical Education earns the student .50 units of the 5.25 required for middle school grade promotion.

EXPECTATIONS

- Arriving on time for class
- Being Dressed (Changed top and bottom) with tied sneakers
- Cooperating with the teacher
- Participating to the best of your ability

Physical Education is a participation-based class. In order to receive credit for class you must attend so that you can participate. If you are legally absent, you should make arrangements to make up the classes that have been missed if you want to receive the credit.

IF YOU ARE UNPREPARED FOR CLASS

You must bring your agenda with you to class

- 2 times per marking period you can make up the credit
- 3 – 5 times per marking period – ½ hour detention
- 6 times per marking period – In-School Suspension
- 8 times per marking period – Out of School Suspension

MEDICAL EXCUSES

If you have a medical excuse from Physical Education, you will be given alternative activities, or written work to do depending on your injury. One day excuses should be in writing from the parent, and given to the Physical Education Teacher. Long-term excuses should come from a doctor and be brought to the school nurse.

PHYSICAL EDUCATION MAKE UP PROCEDURES

It is the student's responsibility to arrange for make up credit with their teacher. Classes should be made up within 5 days of the missed class. Legal absences, and up to two unprepared classes per marking period can be made up. Depending on the reason for the missed class you can either do written work, or attend and participate in 2 consecutive EA periods.

Missed Classes Due To Suspension

Written work will be available to those students who have received In-School Suspension and those attending the after school Suspension program. Written work must be completed on the day the individual has been suspended.

Report Cards

Parents are informed about student progress on a regular basis. The year is divided into four 10-week quarters. A report card will be mailed to the student's home at the end of each quarter.

The following is a list of dates for the mailing home of Student Progress Reports:

- 1st Quarter Progress Report – Tuesday, November 18, 2003
- 2nd Quarter Progress Report – Friday, February 6, 2004
- 3rd Quarter Progress Report Wednesday, April 14, 2004
- 4th Quarter Progress Report - Monday, June 28, 2004



Letter grades are issued at the Middle School level:

A 94-100	B 83-86	C 73-76	D 65-66
A- 90-93	B- 80-82	C- 70-72	F 0-64
B+ 87-89	C+ 77-79	D+ 67-69	

School Hours:

Students are permitted in the building for the breakfast at 7:40 AM. Students who do not eat breakfast, but who walk to school, should not arrive until 8:00 AM.

Unless the weather is inclement or very cold, all students remain outside until 8:05 AM.

The school day is from 8:10 AM – 2:40 PM.

School Offices:

The Main Office is to the right of the main entrance. Main Office hours are 7:30 AM – 3:30 PM. The Main Office telephone number is 370-8250. There is an answering machine on this line when office personnel are unavailable.

The Guidance/Asst. Principal/Attendance/Nurse's Office is located to the left of the main entrance.

The Guidance telephone number is 370-8251.

The Nurse's telephone number is 370-8252

School Verification Letters:

Due to the high volume of requests, we ask that you give a 24-hour notice when you request a DSS verification letter.

Skateboards

Skateboards and roller blades are not allowed on school property at any time!

Snowballing and throwing or shooting any potentially dangerous object or projectile:

Students will be subject to disciplinary action if they are snowballing, throwing, shooting any object on school grounds. This type of action is prohibited at all times. This rule is enforced in order to protect property and prevent injuries.

Substitute Teachers:

We want Central Park Middle School to have a good reputation. Respectful treatment of substitute teachers is a way to create and maintain our reputation. An important opportunity for students to assist in this matter is in the courtesies that they extend to substitute (guest) teachers. We expect students treat “guest” teachers with respect.

Support Services:

The School Psychologist (Dr. Naparstek) and Social Worker (Mr. Guzzetti) are available on a part-time basis. Call the Main Office and we will give them a message.

Suspension from School

If a student is suspended out of school there is an after-school program that the student should attend to receive attendance credit. This is a two-hour program where teachers supply the days work. The program is held from 3:00 - 5:00 in a designated room. In order to receive credit the student must be on time and stay the allotted time.

When a student is suspended, the expectation is that the parent will meet with the Assistant Principal/Principal the day the student returns to school for a conference.

Sustained Silent Reading

Middle School students and staff will participate in Sustained Silent Reading during EA period on Wednesdays and Fridays. Students are expected to have a book or other appropriate reading material every day. SSR is not a time to do homework.

Tardiness to Class:

Students who are tardy between classes must report directly to the next period class. Tardiness is dealt with by individual teachers and within teams. The teacher assigns detention after 3 tardies to class. If a student is consistently tardy, parents will be contacted and appropriate action will be taken.

Please do not come to the office for a pass to class unless the office made you late.

Remember to ask for a pass when a teacher or other staff member is the reason for your tardiness to the next class.

Teacher Removal From Class:

If a student persists in disruptive classroom behavior, the teacher may exercise his/her right to remove the student from class. **Refer to the Code of Conduct for procedures for removal and student due process rights.**

When a student is removed, a parent/teacher/student/administrator conference will be held.

Telephone Use:

The telephones in the offices are for emergency use only. Please make arrangements to go to a friend's house before coming to school.

The telephones in the offices are very busy and we want parents/guardians to be able to get through to Central Park, in the event of an emergency. This is especially true at dismissal time. Telephones are located in all CPMS classrooms, therefore students are able to contact parents when they are asked to stay after school.

Textbooks/Library Books

Students will be held responsible for the care of textbooks issued by the classroom teachers and for library books that are borrowed from the school library. If a student should lose a textbook there will be a charge for the replacement of the book and then another book will be issued to the student. It is expected that library books will be returned by the due date so that other students may use the books.

TRANSPORTATION

The Transportation Office for the Schenectady City School District is located at the Steinmetz Education Center on Oakwood Avenue. If you live 1.5 miles or more from Central Park Middle School, you will be eligible for bus transportation to and from school. You will receive a letter during the summer. This will indicate the bus stop and the bus number you will ride. If you have any questions or concerns regarding transportation, you should contact the transportation office directly at 370-8103.

Late Bus:

There is a late bus that is available for students who qualify for transportation. If a student needs to stay after school, the late bus leaves Central Park at approximately 3:45 PM. There is a 5:15 PM ONLY for students who participate in the After School Program. There are designated stops on the late bus route. Your late bus stop may not be your regular stop.

Late Bus Stops

Kings & Windemere
Consaul & Ivy
Sonsual & Cromer
State & Gebhardt
VanVranken & Alexander

Gifford & Wells
Altamont & Woolsey
Mt. Pleasant Middle School
Van Corlaer School
State & Garfield

State & Steuben
Hamilton & Hulett
Campbell & Cherry
Nott & Carrie

Bus Conduct and Safety:

School bus drivers have the responsibility of transporting students to and from school in a safe and courteous manner. Students are expected to cooperate with the drivers to ensure the safety of all riders. Students must also behave appropriately while waiting for the bus at the bus stop. Our bus companies do not allow headphones to be worn on the bus. Students must be able to hear directions from the bus driver, at all time.

Students who violate rules will be disciplined according to the Code of Conduct and may lose their privilege of riding the bus.

Rules for Bus Riders

1. Keep hand and feet to yourself. This means no fighting, inappropriate gestures, and hands inside the bus at all times.
2. Sit in your seat at all times the bus is in motion. We would prefer you wear a seatbelt, however we cannot mandate seatbelt use.
3. Talk in a quiet voice so the bus driver can hear traffic and his/her radio. This, of course, includes the use of appropriate language at all times.
4. Respect the directions of the driver and monitor. Obey promptly.

Parents and students should inform administrators and or the transportation if there are bus problems.

Truancy:

Truancy is an unauthorized absence from school and /or class. New York State law requires that students between the ages of 6 and 16 attend school. Parents have the final responsibility for their child's attendance.

A student is truant if he/she:

- leaves school with prior permission
- obtains a pass to go to a certain place and does not report there
- comes to school but does not attend class
- becomes ill and goes home without permission
- is tardy to school without an written parental excuse

Refer to the Code of Conduct and the I-List for consequences for truancy. If truancy continues, the student may be referred to the Turnabout Program or referred to DSS.

Vandalism:

Students who deface or damage school property shall be required to pay for damages. Students are expected to use their books with care, and to keep them free from marks or defacement. Textbooks are loaned to students free of charge. However, it is each student's responsibility to keep them in good condition.

Visitors:

All visitors MUST sign in at the Main Office.

Students are not allowed to bring students from another school to visit.

Parents/guardians are welcome to visit the school and/or classrooms. Visits to individual classrooms are permitted only with the approval of the principal and teacher. It is important that visits do not interfere with the delivery of instruction or disrupt the normal school environment.

Withdrawals

When a student withdraws from CPMS, he will go to the Guidance Office and ask for a withdrawal form. The student will then report to all of his teachers, including the librarian, main office, and coaches and obtain their signatures on the form. All CPMS property must be returned before withdrawing from school.



EXPECTATIONS FOR STUDENT BEHAVIOR

CENTRAL PARK MIDDLE SCHOOL

1. Students are expected to immediately comply with all adult directions and will behave respectfully and appropriately.
2. Students are expected to attend all classes, arrive on time, participate in class activities, and be prepared with necessary materials.
3. Students will refrain from using street language in the building and never use abusive language and/or behavior.
4. Students will refrain from bringing to school any items that are disruptive to the teaching/learning process including: cassettes, beepers, cell phones, CD players, or radios of any kind.

HALL CONDUCT

- Students are expected to walk on the right side of the hall.
- Students are expected to maintain a conversational voice tone.
- Students are expected to keep their hands, feet, and other articles to themselves. Students are not to hit, push, shove, or make any type of physical contact.
- Students are not to loiter in the halls.

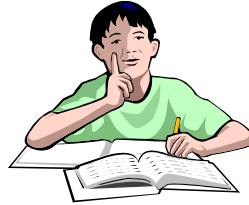
CAFETERIA CONDUCT

- Students are expected to sit at all times other than when in the food line or preparing to leave the cafeteria for activities.
- Students are to use a conversational tone of voice.
- Students are expected to leave their tables clean and orderly.
- Students must not throw food or any other articles.
- Students may not run or horseplay.



DETENTION CONDUCT

- Students are expected to attend their assigned detention.
- Students who have a legitimate excuse not to attend detention must inform the adult who assigned the detention before missing the detention, reschedule the detention, and bring a note from a parent or guardian the following day.
- Students who attend detention should bring homework or reading material.



Students, as you can see we have many exciting opportunities available to students. You also need to be responsible for the choices you make as middle school students. The administration, teachers, and staff are here to help you. We all need to work as a team with YOU as the most important player. We hope you have a positive and successful school year.

