

HOME  
OF THE  
TIGERS



**CENTRAL  
MIDDLE  
SCHOOL**

MAIN OFFICE  
340-2890

ATTENDANCE  
726-6108

500 EAST NINTH  
EDMOND, OK 73034

## Attendance Policy

In order to be successful in school, good attendance is imperative. Students should be on time for their first class, which begins at 7:40 a.m. If you must be absent, your parents should call the school's attendance secretary by 11:00 a.m. each day of your absence. The number is (405) 726-6108. When leaving a message, please include parent name, student name, grade level, date of absence, and reason of absence.

If you should arrive late, students will check in through Safe ID. Our safe ID kiosk is located in the main lobby and available to students starting at 7:45 a.m. each morning. Please see "Middle School Student Attendance" on pg.5 of the EPS Middle School policies.

## Absences and Missed Work

Students should plan on making up all class work and assignments missed during an

absence. A student is allotted one day for each day absent plus one additional day in order to make up missed assignments. Students, please utilize Canvas to communicate with teachers and keep up with work missed while absent.

## Checking Out

If you must leave school before the end of the day (illness, orthodontist, etc.) only your parents, guardians, or those designated on your portal page may check you out. Designated adults will use a driver's license to sign out students through Safe ID. This process takes place in the attendance office through the main entrance.

## Change of Address

If you have a change with your primary address, please notify the office as soon as possible. You must bring to the school proof of residency and a utility bill. All other contact information, such as your name or phone number, can be updated through Infinite Campus on a computer. There are times when we must contact parents, so please notify us when a parent's number changes.

## Tardies

Students are considered tardy if they are not inside their classrooms and ready to begin work when class begins. Teachers may take disciplinary measures on the first tardy or any succeeding tardy. Tardiness can result in after-school detention with the teacher or with the office. If detention is assigned, there will be communication between the home and school.

## School Activities

Students may not be allowed to participate in after school or evening activities if they are absent with an unexcused absence the day of the activity or if they are serving a suspension. The school cannot assume responsibility for students when they leave the supervised activity and/or area.

## **Telephone**

Students will be permitted to use an office telephone if they are ill, need medication, or if the school changes plans unexpectedly (for example, sports practice or a game is canceled). Students must have a phone pass from their teacher to use the phone during the school day.

If someone should call for a student at school, they will not be brought from class to answer the phone. The person may leave a message, and the message will be delivered. In the case of an emergency, the message would be delivered as soon as possible.

Messages called into the school after 1:45 p.m. are sometimes not possible to deliver before school ends.

## **Publicity and Sales**

Posters publicizing activities must be approved by the principal before being displayed. Organizations that are not school related cannot advertise in the school. Students are not allowed to sell items at school as part of out-of-school fundraisers.

## **Before and After School**

Students are not allowed on campus before 7:10 a.m. Students arriving at school before 7:45 a.m. should wait in the gym in their designated grade level areas. A student must have a pass to enter the school to visit a teacher or go to the library before 7:30 a.m. Students may also choose to eat breakfast in the cafeteria. As soon as they are finished eating, students should go to their designated location in the gym.

After school, the building should be clear of all students by 2:20 p.m. unless they are participating in after school athletics, with a teacher, in detention, or placed in after school study hall. Students staying after school need to be in their assigned location by 2:20p.m. Those students not riding the bus need to be picked up no later than 2:30p.m. Students who

can't be picked up by 2:30 p.m. are urged to ride the bus.

## **Student Dress Code**

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and appropriateness. It is the intent to restrict extremes and indecency, which will detract from the main purpose of the educational program. Dress and grooming which causes or is likely to cause disruption of the instructional program of the school is prohibited. Please see the "Dress Code" section of the EPS Middle School policies on pg.14.

At Central, our goal is for students to remain in class. In order to best accomplish this goal, remember the following about dress code: Parents, please check to see what your student is wearing before they leave for school in the morning. Shorts and skirts length should be no shorter than an unsharpened #2 pencil length from the top of the kneecap. No holes in jeans above the top of the unsharpened pencil. Razorback shirts, spaghetti straps, dep arm tank tops, or midriff shirts are not allotted at school. Also, please no track shorts unless being worn for a P.E. class.

If the student does not meet dress code, teachers and administrators will send students to the office where a quick-fix action may take place: parents called to bring a change of clothing, student wear clothing provided by the school, application of duct tape to clothing, etc. However, in any case where a student is not able to comply with the policy, the student will remain in AISP for the remainder of the day. Again, our goal is to minimize the time out of class while still adhering to the dress code. Severe offenses or violations will require AISP.

## **Lost and found**

The official lost and found is located in the Tiger Den area. Typically, this is used for coats and lunchboxes. Items of value are

typically turned into the main office. Items not claimed within a reasonable time will be given to a charitable organization. Please remember to label all your personal items.

## **Media Center**

The media center at Central is at the heart of our building and our curriculum. Students are asked to treat this facility and its holding with the greatest respect.

## **Lockers**

Lockers are currently not being used at Central Middle School. Should lockers be assigned at some point in the future, below are some items to be aware of.

1. Once you have been assigned a locker, it will be yours until the end of the year. Students should not switch lockers.
2. Do not bring unnecessary or nuisance items to school. Label your supplies, etc.
3. Do not bring valuable items to school. This includes amounts of money more than the price of lunch.
4. State law (Section 24-102 of Title 70) provides that “pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk or other school property. School personnel shall have access to school lockers, desks and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such search...”
5. Students will be expected to plan for a minimum number of locker visits during the day. The teachers will assist students in working out a manageable plan.

## **Backpacks**

Students are welcome to use backpacks for the purpose of transporting books and materials to and from school on a daily basis. Starting in the 20/21 school year, students are allowed to carry backpacks to and from class.

## **Cafeteria Lunch/Breakfast**

Students may purchase a lunch or bring one from home. Students wishing to purchase school lunches may open a lunch account. The student may deposit money in the account and access the money by use of the student ID badge. Parents can now manage their kid’s lunch account from the internet. Log onto [www.mealpayplus.com](http://www.mealpayplus.com) to register. The cafeteria cannot accept deposits after 9:30 a.m. daily. Current lunch prices are as follows:

Breakfast: FREE

Lunch: FREE

## **Transportation**

Riding a bus is a privilege which may be lost if behavior is inappropriate. On the bus, students are under the direct control and supervision of the driver. If there are problems, the driver will file a written report with the transportation director and appropriate action will be taken. The following are bus behavior guidelines:

### **Before bus arrives:**

1. Arrive at the bus stop 5 minutes before the bus is due. Dress appropriately for the weather. You may have to wait in the rain or cold.
2. Wait for the bus in a safe place, stand ten feet back from the roadway, and wait until the bus comes to a complete stop before approaching it.
3. Form a single line and enter the bus in an orderly manner (no pushing or shoving).
4. When entering or exiting the bus, always use the handrail.

5. Once you have entered the bus, find your assigned seat quickly.
6. Carry belongings in a backpack or book bag, and if something falls under or around the bus, tell the driver. Never try to pick it up yourself.

### **While on the bus:**

1. All rules for the classroom apply to the bus. No loud talking or yelling is permitted.
2. Always cooperate with the bus driver and other school officials.
3. Remain seated facing forward at all times, do not change seats, and keep feet out of the aisle. Bus seats are designed to protect you in an accident and can only do so if you are sitting properly.
4. Do not be destructive. Throwing objects on or off the bus is strictly prohibited. Students and their parents may be held responsible for damage to the bus or property outside the bus. Vandalism, including writing on seats, will not be tolerated.
5. Harmful items, such as drugs, tobacco, alcohol, knives, weapons, etc., are strictly prohibited. All district policies regarding dangers weapons and drugs apply to all students, whether at school or on a bus.
6. Be courteous to your bus driver and fellow passengers. Use no profane language or gestures.
7. Help keep the bus clean.
8. Keep all parts of the body inside the bus at all times.
9. No food and/or beverages of any kind may be consumed on the bus. Lunches may be taken to school if kept inside a lunch box or in a backpack/book bag. No food or drink of any kind will be allowed on the return trip after school.
10. Only those items that can be safely held in your lap or stored under the seat will be permitted on the bus. In addition,

glass or glass containers are not to be transported on a school bus.

11. Remain absolutely quiet when the bus is approaching and stopped at railroad crossings.

### **When leaving the:**

1. Exit the bus in an orderly manner.
2. If you must cross the street, walk away from the bus and forward about 12 feet until you can see the driver's face. Cross only after the driver motions for you to cross, and check traffic as you cross the street.
3. If something falls under or near the bus, tell the driver. Never pick it up yourself!
4. Never cross behind the bus.
5. Move about 6 feet away from the side of the bus and stay away from the wheels. Do not attempt to grab any part of the bus or run after it.
6. Never attempt to crawl under the bus for any reason.
7. Go directly home after leaving the bus; do not return for any reason.

### **Proficiency-Based Testing**

Proficiency-based promotion is a system, which awards credit for students' knowledge in the core curriculum area: foreign language, social studies, mathematics, science, and English. All students in grades K-12 currently enrolled in Edmond Public Schools wishing to demonstrate proficiency are eligible to take proficiency-based examinations. Students taking the tests for the curriculum in grades 6-8 who receive at least a 90% on an assessment will be able to progress to the next level of the subject area. Tests are offered twice per year (usually may and early July). Refer to the "proficiency based testing info" on the district website.

### **Skateboards and More**

Skateboards, roller blades, and scooters will not be permitted on the campus at any time and should not be used as a means of

transportation. If these items are brought to school, they will be kept in the office until a parent can come to get them. Skateboards should not be on campus during activities. Wheelie shoe inserts are also not allowed on school grounds. The Edmond Board of Education has not approved the use of motorcycles on middle school campuses.

## **Bicycles**

Bicycles should be parked in the bike area when school begins. They should remain parked until dismissal at 2:15 p.m. Bike riding is not permitted on school property. Cheyenne cannot be responsible for the security of bicycles parked and locked on campus.

## **Nuisance Items**

Due to their disruption of the normal orderly school day and the potential risk to student safety, nuisance items such as laser lights, choker chains, and wallet chains may not be brought to school.

Devices such as fidget spinners, video games, and other items that cause any disruption of school may be confiscated and held in the office until an adult claims them.

## **First Aid/Accidents**

If ill or injured, please report to your teacher, and then to the office for assistance. Do not go to the restroom alone if you are feeling ill. Let a teacher know of any problem or discomfort, and follow your teacher's recommendation. Your parents will be notified if necessary. If they are unavailable, the person listed on your registration page will be contacted. If you are involved in an accident at school, please report it to a teacher or administrator.

We do not have a nurse on duty. School nurses are on call as needed. A student who is too sick to attend class should be picked up and taken home to recuperate. Any child running a fever or throwing up must be kept home 24 hours.

## **Medication**

State law binds the school on procedures regarding medication. The procedure is very strict because medication can be very dangerous if it is misused or abused. Please follow the district guidelines in the EPS Middle School Handbook.

## **Student Retention**

State law allows a teacher to recommend that a student be retained at the present grade level. If a parent or guardian is dissatisfied with the recommendation, he or she may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final.

## **Assistance for Disabled Patrons of Central Middle School**

Individuals with disabilities needing any assistance to participate in school sponsored functions (i.e., open house, parent/teacher conferences, plays, etc.) should contact the school office at least 48 hours prior to the event. Please indicate the specific accommodation(s) or service(s) needed to participate effectively in the school activity(ies). Our district is committed to provide accommodations and/or services to parents and community members with disabilities in order to participate in school sponsored programs, as effectively as non-disabled individuals.