

# CARL STUART MIDDLE SCHOOL

## Parent Guide 2017-2018

2745 Carl Stuart Road

CONWAY, AR 72034

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### ADMINISTRATORS, COUNSELORS, & OFFICE STAFF

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Counselors	Ms. Belinda Claunch Ms. Lena Priest	claunchb@conwayschools.net priestl@conwayschools.net
<b><u>Office Staff</u></b>		
Attendance	Ms. Renee West	westr@conwayschools.net
Bookkeeping	Ms. Herky Sullins	sullinsh@conwayschools.net
Nurse	Ms. Hannah Siegel	siegelh@conwayschools.net
School Resource Officer	Officer Joey Slayton	slaytonj@conwayschools.net

#### Emergency Contact

When a child becomes ill at school or is injured, we must have a way to contact a parent. Please be sure to update the information sheet in the school office if you have a change in your phone number, street address, or change your place of employment.

#### Teacher Contact

All CSMS employees can be contacted by e-mail. Go to the district website, [www.conwayschools.net](http://www.conwayschools.net). Under the schools tab, choose "Secondary" and then "Carl Stuart". On this site, you will find the appropriate teacher's name, and you may submit an e-mail.

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# Bell Schedule

(Monday – Thursday)

First Period 8:05 - 8:50

Second Period 8:53 - 9:42

Third Period 9:45 - 10:30

Fourth Period 10:33 - 11:18

## Fifth Grade

Lunch  
11:21 - 11:51

Class  
11:54 - 12:54

## Sixth Grade

Class  
11:21 - 11:50

Lunch  
11:53 - 12:23

Class  
12:26 - 12:54

## Seventh Grade

Class  
11:21 - 12:21

Lunch  
12:24 - 12:54

Sixth Period 12:57 - 1:42

Seventh Period 1:45 - 2:30

Eighth Period 2:33 - 3:18

# Bell Schedule

(Fast-Friday)

First Period	8:05 - 8:45
Second Period	8:48 - 9:32
Third Period	9:35 - 10:15
Fourth Period	10:18 - 10:58

## Fifth Grade

Lunch  
11:01 - 11:31

Class  
11:34 - 12:33

## Sixth Grade

Class  
11:01 - 11:30

Lunch  
11:33 - 12:03

Class  
12:06 - 12:33

## Seventh Grade

Class  
11:01 - 12:00

Lunch  
12:03 - 12:33

Sixth Period	12:36 - 1:16
Seventh Period	1:19 - 1:59
Eighth Period	2:02 - 2:42
ACTIVITY PERIOD	2:45 - 3:18

## Traffic Plan for Car Riders and Visitors to CSMS



Carl Stuart Street becomes a ONE WAY street on school days between the hours of 7:30 AM - 9:00 AM and 2:00 PM - 4:00 PM.

Because of the traffic at Carl Stuart Middle School and Marguerite Vann Elementary, situations arise that cause us to worry about our students' safety. For the safety of all children, we ask you to follow the established traffic plan:

1. When approaching the school from Hubbard Street, CSMS cars should merge into the far left lane of Carl Stuart Road as shown in the green arrows above. The right lane is reserved for Marguerite Vann cars.
2. All car riders should be dropped off or picked up in front of the school building. Students are **NOT** allowed to load or unload on Carl Stuart Road.
3. Upon turning into the drive to enter the front of CSMS, the right-hand lane is considered the DROP-OFF LANE and the left-hand lane is considered the THRU LANE.
4. The DROP-OFF LANE is reserved for car riders who are **LOADING OR UNLOADING ONLY**. The THRU LANE should remain open for cars that are moving through or are ready to leave campus.
5. After the last bell in the afternoon and children have started loading (approximately 3:20pm), you will be expected to move up through the DROP OFF Lane. Vehicles that continue to remain parked in the DROP OFF LANE will be asked to move forward in order to not impede traffic.

6. Only pull into the THRU LANE to pass other cars if you are ready to exit or if a school official waves you forward.

Please help us by following these guidelines. The first week will be the most difficult, but with your cooperation, the traffic will flow as smoothly as possible, and our children will be safe. If you have any questions about the traffic plan, please contact the school.

Buses load and unload behind the school.

**ALL STUDENTS SHALL ARRIVE NO EARLIER THAN 7:30am AND BE PICKED UP NO LATER THAN 3:50pm.**

## BICYCLE USE

Students who ride bikes to school are responsible for securing their vehicles in the rack located in the front of the school. Students are expected to follow all safety regulations pertaining to safe operation. Students may not ride their bikes on the school campus grounds (keep off the grass and sidewalks).

## RESTRICTED AREAS

Upon arriving at school before 8:00, please adhere to the following guidelines:

### **Students eating breakfast:**

- Report to the cafeteria
- Sit in assigned grade level area
- After eating, students should report to areas listed below:

### **Students NOT eating breakfast:**

5<sup>th</sup> grade - report to small gym

6<sup>th</sup> and 7<sup>th</sup> grade - report to big gym

**Students are NOT allowed to go to their locker, to the gym, or to classrooms before school unless they have a note from the teacher. All students will be dismissed around 8:00am to go to their lockers and to go to their first period classes.**

## CHECKING IN AND OUT OF SCHOOL

Parents must check students in or out at the school office. When a student is late to school, he/she will receive a tardy admit slip to class. All tardies are considered to be unexcused unless a doctor, dentist, or counseling appointment card (or excuse) is presented. A student is allowed four tardies per semester before being referred to the office. Calling a student out of a class disrupts the entire class and should be avoided. A parent may only check out his/her child.

1. Notes will **NOT** be accepted for check-in/check-out purposes. The attendance office will only accept phone calls from parents. Any student checking in from a medical or court-ordered appointment must have official documentation.
2. Students may leave only if a parent/guardian picks them up and signs them out.
3. When leaving school for appointments, students should:
  - a. arrange appointments during their study hall time. **Please do not schedule appointments during standardized testing weeks.**
  - b. upon returning to school, bring written notice of office visitation.
4. Students who do not report to class (stay in restrooms, roam campus, etc.) will be considered truant.

## TARDIES

Tardies are disruptive to the classroom. Students should be seated by the time the tardy bell sounds. When a student has been tardy four (4) times per semester, he/she will be sent to the office for disciplinary action. When a student is tardy to first period, he/she must report to the school office for a tardy admit. A parent/guardian must sign his or her child in at the office.

## ABSENCES

Education is more than the grades students receive in their courses; therefore, students' regular attendance at school is essential to their academic, social and cultural development. We do understand that some absences cannot be avoided. If your child is or will be out for an extended period (more than three days), please e-mail his/her counselor who will organize make-up work for you to pick up.

## ESCHOOL

Each parent/guardian will receive a computer code with which they can access his/her student's ongoing grades/progress. HAC (Home Access Center) is updated every two weeks by teachers at CSMS. Parents are encouraged to use this as a tool to communicate with teachers regarding grades and missed assignments. Parents are also encouraged to e-mail teachers regarding student progress.

## COMMUNICATION WITH TEACHERS

Parents are encouraged to have an open dialogue with their child's teachers. Many teachers will provide electronic avenues for parents to quickly communicate with them, through apps, texting, email, etc. However, parents may also wish to contact the teacher by phone or in a face-to-face meeting. Conway Public School provides two opportunities (one in the fall and one in the spring) to parents to meet with teachers through Parent Teacher Conferences. The dates and times for these conferences are displayed on the Conway Public School calendar. In order to meet with a teacher via phone or face-to-face conference outside of these two district-designated times, parents should contact the teacher and ask for a time to meet that is before or after school or during the teacher's prep period. **Please note that a teacher will not be able to meet with or communicate with a parent/guardian while he/she is teaching a class. Furthermore, a teacher will not be able to participate in an impromptu conference with parents/guardians in the hallway or outside as he/she is performing duty due to distraction and potential confidentiality concerns.** Scheduling an agreed-upon conference time beforehand will ensure that the teacher is prepared to devote time to address your concerns without compromising the educational opportunity and safety of other students.

## SCHEDULE CHANGES

Once students preregister in the spring, the master schedule is constructed based on student requests at that time. Therefore, any change to individual schedules impacts the balance and numbers within the departments. All students have received ample time to consider their course selections, so changes to individual schedules will only be considered to correct errors or to better meet the academic needs of students as determined by the faculty and staff.

Students may request a change in an elective course during the first week of any semester, provided there is room available in the requested course and the student



meets any prerequisite criteria associated with the course. No classes will be changed after the first week of a new semester other than dropping a class to enroll in study hall. This will only be done if the student does not already have a study hall.

## HALL AND LOCKER RULES

- Students may NOT share lockers.
- Students must walk in the classroom, in the halls, on the sidewalks, etc. Running is only allowed on the playground or in gym class.
- Students should walk to their right especially when going around corners.
- Students may talk quietly in the halls. Remember to use the inside voice.
- Students may not "hang around the lockers" or loiter in the halls. Students should report to class as soon as possible.
- Students may not open any locker other than their own.
- Students may not kick or try to open any locker except by using the combination.
- Students must have a hall pass or be accompanied by a teacher when in the halls during class periods.
- Lockers may not be decorated with any materials that stick to the locker EXCEPT FOR magnets. Locker shelves may be used.
- The cost to rent a locker is \$5.00. The locker must be returned in the same condition in which it was rented.

**Students who fail to observe the above rules are subject to office referral and punishment. Students may lose their privilege of using a locker.**

## BACKPACKS

Backpacks must be placed in lockers before the 8:05 tardy bell rings. They may not be taken out until students are dismissed to the last class of the day.

## BREAKFAST AND LUNCH INFORMATION

Breakfast and lunch may be purchased at the school or brought from home. For breakfast, students are permitted to eat only in the cafeteria. For lunch, students are permitted to eat in the cafeteria or in the courtyard, weather permitting.

<b>Breakfast:</b>	Students--\$1.50	<b>Lunch:</b>	Students--\$2.60
	Adults--\$2.00		Adults--\$3.50

Parents may use [www.EZSchoolPay.com](http://www.EZSchoolPay.com) Internet service to help manage their child's school meal account. Meal balances may be monitored and pre-payments for meals may be made using VISA or MasterCard. Charging meals in the cafeteria is not allowed.

## CAFETERIA RULES

- Students who want to purchase food or drinks are expected to get into the proper line when they enter the cafeteria.
- Students who cut in line or allow others to cut in line will be sent to the end of the line or will sit in a designated area until all other students have been served.
- Students may not purchase food items for other students.
- Once a student is seated, he/she must raise his/her hand and ask for permission to get up.
- Students will clean up after themselves. They will dispose of items properly.
- Students will be dismissed from the cafeteria according to the directions of administrators and/or the duty teachers.
- No student may leave the cafeteria without permission from a school official on duty.
- **Students who fail to observe the above rules are subject to office referral and punishment.**

## FOOD AND DRINK IN GENERAL

All food and drink products are limited to the cafeteria unless approved by the principal or designee or by a classroom teacher as part of a learning activity. If for health reasons a student requires consumption of either food or drink in the classrooms or other buildings, that student must have a form completed and signed by the school nurse. ***NO*** food or drink is allowed across the street, on the hill, or around the pond area, even if the food has not been opened.

## CLOSED CAMPUS POLICY AND VISITORS/VOLUNTEERS ON CAMPUS

All schools in the District shall operate closed campuses, which means students are required to stay on campus from their arrival until their dismissal at the end of the regular school day. Students may be given permission to leave the campus by the school principal or his/her designee and must sign out in the office.

CSMS welcomes visitors and volunteers to campus, but safety and security must be enforced at all times. A visitor to anywhere on campus must enter the front doors of the building and immediately check in at the front office. If visiting parts of the campus

other than the administrative area, the visitor must have his or her driver's license scanned in order to receive a visitor pass **prior to visiting other areas of the building**. This pass must be prominently displayed on the shoulder area at all times while on campus. Due to confidentiality concerns, visitors are not allowed to visit classrooms while class is in session unless expressly approved by the principal or his/her designee. Certain visitors to campus may be allowed to enter during lunch to visit with students; however, such visitors must following established procedures shown below:

1. **Parents/Guardians:** Parents/guardians are welcome to visit their child(ren) during lunch. In order to ensure student safety, parents/guardians must enter the building through the front doors and proceed immediately to the front office. Parents/guardians will then sign-in and receive a visitor pass, which will enable them to proceed to the cafeteria. Parents/guardians may only sit with their own child(ren) and at the designated round tables in the cafeteria to ensure adequate space is provided in the cafeteria for the remaining students. Once the student lunch time has elapsed, the parent/guardian should return to the front office to sign-out and then immediately exit the school through the front doors.
2. **Other Visitors:** No visitors are allowed on campus during lunch without permission from the principal OR unless approved by the parent/guardian through completion of a Visitor Consent Form. All approved visitors will then follow the same procedures for entering and exiting campus as well as dining with students as stated for parents/guardians.

**CSMS students are not allowed to bring guests to school with them.**

## GENERAL INFORMATION

Please read the following information carefully:

- **CAUTION:** Students are discouraged from bringing personal belongings, valuables, or large sums of money. Furthermore, these items should not be held in the lockers. If a student must bring a large sum of money to school, he/she may speak to office personnel and arrange to leave the money in the office.
- **CAUTION:** The school is not responsible for lost or stolen articles. All items brought to school should be marked with the student's name (especially shoes, jackets, backpack, and binders). Students should bring "found items" to the office. CSMS will make a good faith effort to help students locate lost or stolen items which are deemed necessary for educational purposes.

- **ATTENTION:** Students are expected to wait in the designated area if they arrive before 8:00 a.m. No student is allowed in any other part of the building without a pass. When students are dismissed around 8:00am, they are to go to their locker and then ***directly*** to their first period class. The first period teacher will give the student a pass if the student needs to go elsewhere.
- **ATTENTION:** During lunch periods, students are not allowed to roam the building. Any student in the hallways during lunch must present a pass.

## GENERAL SCHOOL CONDUCT

While on the school campus or involved in any school activity the following rules will be observed:

- **Any** teacher or staff member in the school has the right to correct students. Disrespect or insubordination toward teachers or staff members will not be tolerated and will lead to disciplinary action.
- There will be no selling of anything at school unless the school principal has granted prior permission.
- Gum is not allowed to be consumed on school premises unless approved by the principal or designee or by a classroom teacher as part of a learning activity.
- No running except on the playground or during gym class.
- No spitting or rock throwing will be allowed.
- Book bags or backpacks are to be used to transfer items between home and school. Therefore, book bags and backpacks must be stored in lockers before the 8:05 tardy bell rings and must remain there until the student is dismissed from school for the day. Students riding a bus may make arrangements with their eighth period teacher in order to obtain their bags early for quick exit to the bus upon dismissal. Bags will then be held in a designed area of the classroom until dismissal.
- Keep hands, feet, and other objects to yourself.
- Gambling, contraband, and weapons are strictly prohibited on school premises.
- **Cellular phones and other electronic equipment must be turned off from first bell to the last bell of the day and must be stored out of sight UNLESS prescribed use is directed by an administrator or teacher as part of a learning activity. First offense-warning. Second offense-Saturday School.**

## GIFTS/DELIVERIES FOR STUDENTS

The school does not accept the delivery of gifts or flowers for students. Any delivery made to the school will result in a parent being called to pick it up or the student being given the item AFTER the dismissal bell at the end of the day. Furthermore, the school is not responsible for lost or stolen deliveries made by outside groups to a student.

## HOMEWORK POLICY

Homework assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to assess student understanding of classroom instruction. Administration and faculty at CSMS are aware of the limited time and access to learning resources that students have at home as compared to school. As a result, **homework or projects assigned by teachers will aim to reflect the following tenets:**

- Homework and projects will be assigned on a weekly basis with an established due date well in advance before the work is due. Even then, faculty will strive to limit the amount of homework to a few pieces per week per class.
- Homework and projects will be connected to learning that has already been taught to students. Therefore, such work will be developmentally appropriate and should be able to be completed by students independently without additional help from parents.
- Adequate completion of homework and projects will not require the gathering and use of numerous, expensive materials or technology devices students may not be able to access at home.

As teachers strive to adhere to the aforementioned tenets in assigning homework and projects, **students are expected to adhere to the following rules of conduct regarding homework:**

- Students are expected to bring homework to class completed and on time. Directions should be followed to receive credit for any assignment.
- Assignments should be noted in the assignment planner each week by the student. If a student is not turning in assignments on time, the parent is encouraged to check the assignment planner each day and ask to see the completed assignment.
- All work should be put in the class section of the student's three-ring binder, math folder or reading folder. This will help the student get to class with the completed assignment.
- Absences will be given the number of days absent to make up assignments (see district Student Handbook). Students should check with teachers immediately upon returning to class for make-up work. ***This is the student's responsibility.***

## POWER OF WORK (POW)

POW is a Carl Stuart Middle School initiative to provide students motivation to complete graded homework and classroom assignments on time, which in turn will improve their academic performance.

**How does it work?** If a student fails to complete 60% or less (75% or less for Pre-Advanced Placement courses) of the required work for a graded assignment, they will have 24 hours to complete the graded assignment for partial credit. Failure to return the graded assignment after 24 hours will result in a POW notice. A POW notice will assign your child to the Friday POW Club to complete the missing assignment for partial credit. If your child fails to complete and return the assignment to his/her teacher from POW Club, a 0 will be entered into the grade book. Five or more POWS in a semester will result in no attendance to the semester bash. When 10 or more POWS are accumulated by in a semester, the student will be assigned to a mentoring teacher and Wednesday POW meeting to work on a student action plan for the duration of the semester. Parents are encouraged to contact the classroom teacher regarding missing assignments and POW notices. Partial credit points will be determined by the grade level departments for late or missing assignments. If your child is absent or does not attend the POW club for the assigned week, they will be reassigned to attend the following week.

## BASH INFORMATION

Students are rewarded for completing assignments. Each semester, there will be a homework bash to celebrate good choices. Any student who earns LESS THAN FIVE (5) POW (Power of Work) notices will be invited to attend the bash, which is held during school hours.

## DRESS CODE (See CPS Board Policy 4.25)

The Conway School Board of Education believes that it has a responsibility to create a culture that is conducive to student learning. On the secondary level, many steps are being taken to create a culture that promotes and fosters respect for one's self as well as others, sensitivity to the diverse population in which we live, and a true understanding of the value of education. As a part of that culture, the way students dress has a definite impact on their learning environment. Although the Conway Board recognizes that dress is a matter of personal taste and expression of one's self, it also recognizes the need to help students understand and avoid the negative impact that inappropriate grooming can have in the classroom. To accomplish this task, the Board has established the following guidelines for appropriate dress in the Conway secondary schools:

- All students shall wear shoes
- Boys shall wear pants or shorts and a shirt. Sleeveless shirts are not permitted.
- Dresses, shirts, and blouses must not expose any part of the midriff or back.

- While in motion, dresses, shorts, and skirts will be at least fingertip length (middle finger)
- Dress code for special events such as graduation, prom, dances, etc. will be determined by the school principal.
- All yoga pants, leggings, jeggings, etc. shall be covered by a garment that provides front and back coverage.

Items **NOT ALLOWED** to be worn to school include but are not limited to the following:

- Sagging pants
- Pants with holes above the top of the knee
- Pajamas or lounge-wear
- Spandex items unless covered by another dress-code approved garment that provides front and back coverage
- Clothing promoting or relating to gang activity (one leg of pants rolled up; towels hanging from any pocket or draped over shoulder, overalls with one strap unbuttoned, bandanas, etc.)
- See-through shirts UNLESS layered with another dress code appropriate shirt.
- Blankets or towels
- Garments that expose a bare midriff when student lifts his/her arms to shoulder level. Such shirts should come down at least two (2) inches over the top of the waistline of the pants. Student back should not be exposed when sitting.
- Halters, backless, fishnet, or tank tops (shoulder straps must be two (2) inches in width)
- Garments that provide a revealing neckline, allowing cleavage to show.
- Garments with suggestive slogans (vulgar captions; pictures or advertisements for tobacco, alcohol, or other contraband; images that depict death, violence, or hate)
- Anything that covers the head (baseball caps, skullies, du-rags, hats, hoods, sweatbands, sunglasses, combs, picks, curlers, or rakes)
- Hair styles or hair coloring that would be considered a distraction to the learning process
- House shoes or any shoe that is not designed to be worn outside

The dress code at CSMS will be strictly enforced. Any infraction will require a change of clothes in order to remain at school.

## MEDIA CENTER

Hours: The hours of operation are 7:45 A.M. to 3:45 P.M.

Check out: Students may check out 2 books at a time if they so choose; the check out period is two weeks, after which the book will be considered late. Students receive emails letting them know if they have an overdue book. Books may be returned any

time during the day. The lost library book fee varies per book. If a student has a late book or a lost book, check out privileges are suspended until the student brings the book back or pays for the lost book.

### Retention and Continuous Evaluation

Media center materials shall be reviewed regularly to ensure the continued appropriateness of the center's collection to the school's curriculum and to maintain the collection in good repair. The materials no longer meeting the selection criteria, have not been used for a long period of time, or are too worn to be economically repaired shall be withdrawn from the collection. A record of withdrawn media materials including the manner of their disposal shall be maintained for a period of three years.

### Media Gifts

Gifts to the media center shall be evaluated to determine their appropriateness before they are placed in the media center. The evaluation shall use the same criteria as for all other materials considered for inclusion in the media center. Any items determined to be unacceptable shall be returned to the donor or disposed of at the discretion of the media specialist. The media center shall have a list of desired items to give to prospective donors to aid them in their selection of materials to donate.

## STUDENT ACTIVITIES

Ambassadors 5,6,7

Art Club 5,6,7

Band 5,6,7

Basketball 7

Booktopian Society (Book Club) 5,6,7

Choir 6,7

Fire Marshalls 5,6,7

Flag Crew 7

Football 7

G.E.M.S. – Girls Eagerly Maintaining  
(High) Standards 7

Library Helpers 6,7

M.O.C.Q. – Men of High Character &  
Quality 7

Office or Teacher Helpers 6,7

Orchestra 5,6,7

Quiz Bowl 5,6,7

Recycle Team 7

Track 7

Volleyball 7



## SCHOOL TRIPS

Various field trips may be organized/utilized by the school or by individual teachers throughout the year. In the event of a school trip, parental notification will be sent home. A parent/guardian field trip permission slip is included in the paperwork received at the beginning of the year. A valid signature must be kept on file with the office for students to attend. Should your child need to be picked up by a parent while off campus, please make arrangements with the school office **prior to the trip**.

## DANCES

Once or twice a year, CSMS will host a dance to reward 6<sup>th</sup> and 7<sup>th</sup> grade students with good behavior. The dance will be held on campus in one of the gyms or in the cafeteria. Students will be informed ahead of time that if they are sent to the office for discipline reasons, they will not be allowed to attend the dance. Notices will be sent home informing parents/guardians if such a situation occurs.

## INTERNET SAFETY AND ELECTRONIC DEVICE USE (See CPS Board Policy 4.29)

The Conway Public Schools makes computers and/or computer Internet access available to students in order to permit students to perform research and to allow students to learn how to use computer technology. Use of district computers is for educational and/or instructional purposes only. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. Please refer to the [CPS Board Policy 4.29](#) to access the Internet safety and Electronic Device Use Policy in its full form. In order to use electronic devices on campus, students must complete an Internet/Computer Use Agreement, which outlines the appropriate behaviors one should follow and consequences for inappropriate behavior when using an electronic device on any CPS campus. Students will be issued a username and password for computer use at CSMS. Should there be a problem with a student's login information including password after being issued, the student will need to see the media specialist.

## ADDITIONAL IMPORTANT INFORMATION FOR PARENTS...OR PERHAPS A RECAP OF INFORMATION SHARED EARLIER

- Do not drop students off before 7:30am. Pick up students by 3:50pm.
- Please call the school before 2:45 P.M. with any message for your child.
- We only give messages in case of an emergency. (i.e.; change of ride home, change of who is picking them up, etc.). Please do not ask us to “remind” your student about what they are to do after school.
- You may NOT call on your way to school and ask that we get your child to the office. They will only be called after you have signed them out in the office.
- All students MUST be checked in and out IN PERSON by a parent/guardian. If a student is tardy, the **parent/guardian must sign the student in.**
- Students may NOT ride a different bus home with a friend.
- Please observe traffic patterns. This will help ensure the safety of our students, parents/guardians, visitors, and staff.
- You may only eat with your child. His/Her friends may not sit and/or eat with you.
- Parents/guardians are only allowed to check their student(s) out for lunch.
- If you are dropping off a lunch, please do so 5-10 minutes before his or her lunch starts. Please refer to schedule to know what time each grade level’s lunch begins and ends.
- If you drop anything off for your child, (i.e.; lunch, clothes, etc) make sure it has his or her name on it. \*\*\*\*\*Remember Fast-Fridays\*\*\*\*\*
- If you need to see a teacher, it needs to be scheduled. We will not be able to accommodate you if you drop in and ask to see a teacher for a “quick visit.”
- ALL classroom visits must be approved by Dr. Barnes.
- Your child needs to know his or her phone number, address, and an emergency contact. Unfortunately, emergencies sometimes happen and the information we have on file might be out-of-date.
- Put your child’s name on EVERYTHING!!!!

## PARENTAL INVOLVEMENT POLICY (See CPS Board Policy 6.12)

Conway District Schools that accept and use Title I funds understand the importance of involving parents and the community as a whole in promoting higher student achievement and general good will between the school and those it serves. Therefore, Conway Public Schools shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the school shall work to:

1. Involve parents and the community in the development and improvement of Title I programs for the school;
2. Have a coordinated involvement program where the involvement activities of the school enhance the involvement strategies of other programs such as Head Start, HIPPPY, Parents as Partners, ABC, ABC for School Success, area Pre-K programs, and Even Start;

3. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the school's curriculum is aligned with the assessments and how parents can work with the school to improve their child's academic achievement;
4. Provide parents with the materials and training they need to be better able to help their child achieve. The school may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents;
5. Educate school staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents;
6. Keep parents informed about parental involvement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;
7. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;
8. Find and modify other successful parent and community involvement programs to suit the needs of our school;
9. Train parents to enhance and promote the involvement of other parents;
10. Provide reasonable support for other parental involvement activities as parents may reasonably request.

To help promote an understanding of each party's role in improving student learning, Conway Public Schools that accept and use Title I funds shall develop a compact that outlines the responsibilities of parents, students, and the school staff in raising student academic achievement and in building the partnerships that will enable students to meet the State's academic standards.

Conway Public Schools that accept and use Title I funds shall convene an annual meeting, or several meetings at varying times if necessary to adequately reach parents of participating students, to inform parents of the school's participation in Title I, its requirements regarding parental involvement, and the parents right to be involved in the education of their child.

Conway Public Schools that accept and use Title I funds shall, at least annually, involve parents in reviewing the school's Title I program and parental involvement policy in order to help ensure their continued improvement.

This policy shall be part of every school improvement plan for Conway Public Schools that accept and use Title I funds and shall be distributed to parents of students to the extent practicable, in a language the parents can understand.