



Carman-Ainsworth Middle School

Parent Handbook

2016-2017

Our District Vision and Goals:

“Working Together to Guarantee Learning for Every Student”

1. All students will improve their proficiency in Reading, Writing and Mathematics.
2. The Carman-Ainsworth Community Schools will provide quality service and add significant value to the community we represent.
3. The Carman-Ainsworth Community Schools will be intentional and systemic in directing all resources toward achieving this vision.

Middle School Mission Statement:

It is our purpose to education all students to high levels of academic achievement, as determined by state and national standards, while fostering positive growth in behaviors and attitudes. We commit to a comprehensive system of support to assure this outcome.

WELCOME TO CARMAN-AINSWORTH MIDDLE SCHOOL

On behalf of the administration and staff at Carman-Ainsworth Middle School, we would like to welcome you to an exciting school year. It is our goal for all of the students at Carman-Ainsworth Middle School to have success academically along with an enjoyable experience here. We encourage parent/guardian(s) to come up to school and get involved. We have created this handbook to be a reference and a guide throughout the school year. Please contact us at 591-3500 with any questions.

Middle School Philosophy and Structure

The physical structure of the building reflects our dedication to the needs of middle school aged students. The 6th grade students have an entire wing to themselves. It is divided into separate houses with individual halls, lockers and core teachers. This permits a first taste of independence with plenty of support and supervision to help students handle the responsibilities of this freedom.

The 7th and 8th grade wings are also divided into houses. This structure creates smaller communities within our large school. Each house is guided by a team of core teaching staff. Through the use of houses, we can create a supportive atmosphere for each student and best address the needs of middle school students. Yet, it also allows us the additional offering possible in a larger school setting. We find this structure very beneficial to all the students in our building as they transition into adulthood.

TRANSITIONING TO THE MIDDLE SCHOOL

Transitioning to the Middle School can be a difficult time for parents and students. At this time the students are maturing rapidly, testing their limits and putting a huge priority on the opinions on their peers. Parents can feel just as confused and frustrated as the students. On top of all of this students must begin to really focus seriously on their academics. The new State of Michigan graduation requirements demand that students leave the Middle School ready for the rigor of High School.

SO WHAT CAN PARENTS DO TO HELP?

COMMUNICATION

- Read the information on school policies, curriculum and stay current with events at school
- Check Parent View frequently to stay current with your child's progress
- Encourage your student to participate in our bi-weekly progress reports
- Check your child's planner nightly
- Email or call teachers with any questions or concerns
- Attend report card pick up and other school events
- Ask your child about his or her day

ORGANIZATION

- Encourage keeping their student planners up-to-date, this will help them juggle their different assignments.
- Have separate colored folders for each class
- Keep school supplies at home in one easy to access place
- Constantly communicate with your child about their schedule and assignment due dates
- Have a place established at home where homework is to occur

Study Habits

- Spread projects and test preparation over several days, instead of just the night before a due date
- Establish a *work-first-play after* rule
- If your student is struggling with an assignment, require they ask the teacher for an explanation, then follow-up the next evening by having your child now explain it to you (This encourages responsibility and communication)
- Set clear expectations and follow through on consequences
- Consider a weekly family meeting to organize the week to come

COMMUNICATION

Finding the right person to answer your questions, or handle your concerns is important to us. This quick guide should help identify who to call first. Our ability to contact you is also vital; please keep your child's emergency card up-to-date.

Main Office: (810) 591-3500

- Discipline concerns
- Residency or enrollment questions
- Parent Newsletters
- Principal Contact
- Report Cards

Transportation (810) 591-3470

- Bus schedule questions
- Reporting an absence

Attendance Office: (810) 591-3512

- Homework requests
- Illnesses/injuries at school
- Medications given at school
- Updating the emergency card
- Athletic questions

Guidance Office: (810) 591-3548

- Scheduling questions
- Academic concerns
- Personal Issues for a student

Office: (810) 591-3500

Office Fax: (810) 591-3594

Office Hours

7:00 a.m. to 4:00 p.m.

Monday – Friday

Visit C-A at www.carman.k12.mi.us

COMMUNICATION WITH TEACHING STAFF

Open communication between home and school plays a large factor in student success. Below you will find the list of teachers broken down by grade level and house. If you have any concerns about your child's grades or classroom please contact that teacher right away.

SIXTH GRADE HOUSES

North House	East House
Mrs. Pierce (Reading): 591-6217	Mrs. Butler (Reading): 591-6269
Mrs. Gooding (Writing): 591-6871	Mrs. M. Johnson (Writing): 591-6862
Mrs. Baldwin (Math): 591-6872	Mrs. Albee (Math): 591-6865
Mrs. Kolodin (Science): 591-6875	Mr. Cassel (Science): 591-6866
Mr. Barger (Social Studies): 591-6874	Ms. Kennedy (Soc. Studies): 591-6863
	Ms. Hamman (Resource): 591-6861

SEVENTH GRADE HOUSES

House B	House C
Ms. Werschky (ELA): 591-6282	Mrs. Wilber (ELA): 591-6249
Mr. Parker (Math): 591-6263	Ms. Opp (Math): 591-6268
Mrs. Magness-Abernathy (Science): 591-6275	Mrs. Warburton (Science): 591-6287
Ms. Bendall (Soc. Studies): 591-6265	Mr. Willingham (Soc. Studies): 591-6252
	Mrs. Osborn (Resource): 591-6264

EIGHTH GRADE HOUSES

House 1	House 3	Additional House
Mrs. Bartkovich (ELA): 591-6245	Mrs. Strouse (ELA): 591-6280	Ms. Jackson (ELA): 591-6273
Mr. Sharai (Math): 591-6234	Mrs. J. Johnson (Math): 591-6271	
Mr. Vanzile (Science): 591-6278	Mr. Maynard (Science): 591-6283	
Mrs. Worthing (Soc. Studies): 591-6250	Mrs. Pittel (Soc. Studies): 591-6272	
Mr. Lichtenberg (Resource): 591-6248	Mrs. Everett (Resource): 591-6241	

SPECIAL EDUCATION STAFF

Mrs. Casault: 591-6285	Mrs. Osborn: 591-6264	Mrs. Houck: 591-6244
Ms. Hamman: 591-6861	Ms. Florida: 591-6289	Mr. Lichtenberg: 591-6248
Mrs. Everett: 591-6241	Mrs. Prosch 591-6276	Mrs. Sassanella: 591-6876
		Mrs. Shepard: 591-6218

ELECTIVE STAFF

<u>World Languages:</u> Mrs. Pierce: 591-6261 Ms. Robles: 591-6260 Ms. Ryan 591-6230	<u>Math Lab</u> Mr. Coombe: 591-6881
<u>Music and Choir:</u> Mrs. Kenworthy: 591-6235 Mrs. Tennis 591-6236 Mr. Lewis: 591-6869 Mrs. Hall: 591-6869	<u>Arts:</u> Mrs. Crandall: 591-6255 Mr. Minger: 591-6219 Ms. Cawood: 591-6293
<u>Physical Education and Health:</u> Mr. Stegall: 591-6864 Ms. Masi: 591-6216	<u>Computers:</u> Mr. Warren: 591-6298

Physical Education and Health	
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Mr. Lengemann: 591-6270	
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POLICIES

ATTENDANCE

Excellent attendance is a key component to a successful school year! Please keep absences and tardiness to a minimum.

When Absent: Call 591-3512 that day to let the school know

When Tardy: (not in class when the bell rings at 8:00 a.m.)

Do one of the following:

- Call the Attendance Office 591-3512
- Bring your child to the Attendance Office and sign them in
- **Send your child to the Attendance Office with a note**

Note: after the third unexcused tardy to a class students will be sent to the responsibility room.

When Picking Your Child Up during School Hours:

- Go to the Attendance Office
- Request your child
- Sign them out
- If they return that day, sign them back in at the Attendance Office

Note: The attendance office will not call a student down prior to the parent's arrival. We consider all class time valuable.

Make-up Work:

Students must arrange to make up their missing work with individual teachers. A student will be allowed the number of days absent plus one to complete make-up work unless special arrangements have been made.

CELL PHONES

Cell phones are not to be used, seen, or heard during school hours (this includes text messaging), or during bus time. Cell phones should be kept in student lockers during the school day. **Cell phones may only be used at the end of the school day.** Any student who violates this rule will have the phone confiscated and a parent will need to come to the school to pick up the phone. Failure to hand over a cellular device when asked is considered insubordination and will result in further disciplinary action. **If personal property is confiscated the school will not be held liable for items not picked up in a reasonable time.**

DRESS CODE

Every student shall maintain a reasonable standard of dress which is appropriate to the role of the student, reflective of the age level and conducive to a wholesome climate for learning. Dress and grooming which distracts from or disrupts the educational process is prohibited.

Dress and grooming in the Carman-Ainsworth Middle School will be based on appropriateness, common sense, and good judgement. Unusual or exaggerated modes of dress and/or conspicuous departures from accepted norms in dress and grooming are prohibited. Clothing that advocates the use of illegal substances or activities, or that advertises alcohol or tobacco, or that contains offensive language/material or inference is prohibited.

The following dress (including jewelry) and grooming guidelines will be applied:

- Pants must be secured so that undergarments are not visible. Skin must not show higher than six inches above the knee. Shirts shall be long enough to cover the top of pants, shorts, or skirts. Clothing that is too tight or revealing will not be allowed.
- Items containing material deemed “obscene to minors” in the form of inappropriate messages or pictures deemed obscene to minors are prohibited.
- Items displaying illegal substances or activities or those that are prohibited for minors are not allowed.
- Items containing messages that are defamatory or discriminating toward another group or individual are unacceptable.
- Any clothing or insignia deemed to be gang related is prohibited. In addition, any outward display of gang associated behavior will not be allowed.
- Clothing with hate messages, or pictures/messages that represent groups or individuals that promote hate messages, are unacceptable. Suicide related messages are also unacceptable.
- Jewelry or clothing that contains any type of sharp object is not allowed.
- Hats, caps, visors and sunglasses are not to be worn in the classroom or building while school is in session unless approved by the building principal or his/her designee.
- Shorts, skirts, and holes in jeans above the knee need to be appropriate for minors within the school setting. (If there are holes in jeans and shorts above the knee, legging or tights must be wore so skin is not shown.)
- Tank tops may be worn that are appropriate for the learning environment. (Three-finger rule to guide the width of the garment.)
- Clothing, accessories, or personal grooming habits which interfere with or disrupt the educational process are not allowed.
- Items which could present a safety risk are prohibited.

Students not wearing appropriate clothing will be asked to change at school if possible or sent home from school to change; or excluded from classes until a parent/guardian can be reached. In order to increase instructional time, if your child comes dressed inappropriately they will be given clothing to wear for the remainder of the day if available. The appropriateness of student dress will be determined by a school official, consistent with these guidelines and the Student Code of Conduct.

If your students' attire is not considered appropriate and is disruptive to the educational environment, the student may be subject to disciplinary action as determined by a principal or his/her designee.

ACADEMIC PROGRAMS

We are proud to offer a wide variety of classes to support every student at CAMS. Our goal is to develop individuals with strong academic skills while providing a safe and supportive environment. For the 2016-2017 school year we will offer our 8th grade students a chance to earn high school credit.

Intervention Classes (teacher recommended)	Accelerated Classes (teacher recommended)	High School Credit Classes (8 th grade only)
<ul style="list-style-type: none"> • Math Lab (6th-8th) • ACRI 	<ul style="list-style-type: none"> • Accelerated Math (6th and 7th) • Algebra 1 (7th and 8th grade) • Accelerated English (7th and 8th) 	<ul style="list-style-type: none"> • Spanish 1 • French 1 • Computer Essentials • Algebra One and Geometry

GRADE COMPUTATION AND CREDITS

Grading is cumulative at CAMS. The grade contains all assignments and assessment grades for the entire semester. Another way to think of a cumulative grade would be a “running average”. This grade will keep parents and students informed on their passing status during the course of the semester. The semester grade determines if the student will pass the class and earn credit. The grade will be reset at the beginning of the second semester.

To be promoted to the next grade students are required to earn credits. Students earn a half credit for each passing semester grade. 6th graders must earn 4.0 credits, 7th graders must earn 4.5 credits and 8th graders must earn 5.0 credits during the school year. Grading at CAMS is based on a 4.0 scale.

PARENT VIEW

Parents can access teacher grade books using ParentView. Teachers update their grade books at least once every two weeks. Frequently, checking will help you stay up to date with your student’s progress. Progress reports are also available every other Friday. Students are responsible for picking up a progress report before first hour from the guidance office. Students are to give the progress report to their teacher before class starts and retrieve it before the hour is over.

EXTRA-CURRICULAR OPPORTUNITIES

We encourage all students to get involved at the Middle School! Studies have shown that students who are involved do better in school, have higher self-confidence and are less likely to get into trouble. We are proud to offer a wide variety of activities for students.

Past Activity Offerings: Please note that each year the activities offered may change due to student interest, financial constraints or other concerns.

Quiz Bowl	Book Bowl	Robotics Team
Student Council	Theatre Productions	Science Fair Club
Athletic Teams	Tutoring Opportunities	4H-MSU Extension

ATHLETICS

Carman-Ainsworth Middle School offers many athletic team opportunities for students in the 7th and 8th grades (state school code does not allow for 6th grade students to participate). Tryouts generally occur one week before the season starts. Please contact Mr. Charmoli (810 591-6208) with any questions regarding athletics.

Participation requirements are detailed in the Student Handbook (here are just a few):

- Students must have a current physical on file, any physical after April 15th is good for the following school year.
- Students must be academically eligible; have passed five credit courses the previous semester.
- Student must currently have a passing grade in all classes (Carman-Ainsworth Board of Education rule).
- Students must follow the behavior expectations set forth to remain eligible to play.
- Good sportsmanship is expected of all participants: students, parents, coaches, and fans.

	<u>Boys</u>	<u>Girls</u>
Fall	Football	Basketball
	Cross Country	Cross Country
Winter	Wrestling	Wrestling
	Basketball	Volleyball
	Swimming	Swimming
Spring	Baseball	Softball
	Track	Track

*Cheerleading is offered in the fall for football and in the winter for basketball

IMPORTANT DATES

2016-2017 C-A MIDDLE SCHOOL CALENDAR

NCAA Curriculum/Meet the Team Night	Monday, August 29th 5:00 p.m.
First Day of School for Students Half Day	Tuesday, September 6th 7:55 a.m. – 11:18 a.m.
NWEA Testing	Monday, September 12 th thru October 21st
Annual Title 1 Parent Meeting	Thursday, September 15 th 5:30 – 6:00 p.m.
Open House	Thursday, September 15 th 6:00 – 7:30 p.m.
Parent Club Meeting	Monday, Sept. 19 th 6:30 p.m. Media Center
Picture Re-Take Day	Thursday, Sept. 29, 2016
Late Start Wednesday Begins	Wednesday, October 12, 2016
Parent Club Meeting	Monday, October 17 th 6:30 p.m. Media Center
End of 1 st Marking Period	Friday, October 21, 2016
Half Day for Students	Friday, October 21, 2016 7:55 – 11:18 a.m.
Conference/Report Card Pickup	Thursday, October 27 th 4:30 – 7:30 p.m. Gym
STAR Testing Morning Coffee with Principal	Thursday, Oct. 27th 8:00 – 9:00 a.m. Library
STAR Testing Parent Night	Thursday, Oct. 27th 6:00 – 7:00 p.m. Library
NCAA Curriculum/Meet the Team Night	Thursday, November 3rd, 4:30 pm
High School and Beyond Meeting	Tuesday, November 8, 2016 6:00 p.m. Aud.
Parent Club Meeting	Monday, Nov. 21st 6:30 p.m. Media Center
Fall Recess No School	Thurs., Nov. 24 th – Sunday Nov. 27 th
End of 2 nd Marking Period	Friday, December 2, 2016
Parent Club Meeting	Monday, Dec. 19 th 6:30 p.m. Media Center
Winter Recess No School	Thursday, Dec. 22nd – Monday Jan. 2, 2017
NCAA Curriculum/ Meet the Team Night	Thursday, January 12 th 4:30 p.m.
Martin Luther King Day No School	Monday, January 16, 2017
Parent Club Meeting	Monday, January 23rd 6:30 p.m. Media Center
End of 3 rd Marking Period	Friday, January 27, 2017
End of 1 st Semester	Friday, January 27, 2017
Half Day for Students	Friday, January 27, 2017 7:55 to 11:18 a.m.
February Recess No School	Monday, February 20th
Parent Club Meeting	Monday, Feb. 27th 6:30 p.m. Media Center
NWEA Testing	Monday, March 6 th thru March 24th
End of 4 th Marking Period	Friday, March 10, 2017
Half Day for Students	Friday, March 10, 2017 7:55 – 11:18 a.m.
Conference/Report Card Pickup	Thursday, March 16 th 4:30 – 7:30 p.m. Gym
STAR Testing Parent Night	Thursday, March 16 th 6:00 p.m. Media Center
Parent Club Meeting	Monday, March 20 th 6:30 p.m. Media Center
Half Day for Students	Tuesday, March 21 st 7:55 – 11:18 a.m.
CAMS Student Showcase Night	Tuesday, March 28 th 6:00 – 7:30 p.m.
Late Start Wednesday End	Wednesday, March 29 th
Spring Recess No School	Monday, April 3rd – 7 th 2017
MSTEP Assessment Testing	Spring 2017 (April 10 th Thru May 26th)
NCAA Curriculum/ Meet the Team Night	Thursday, April 13 th 4:30 p.m.
Good Friday No School	Friday, April 14 th
Parent Club Meeting	Monday, April 24th 6:30 p.m. Media Center
End of 5 th Marking Period	Friday, April 28, 2017
Parent Club Meeting	Monday, May 15 th 6:30 p.m. Media Center
8 th Grade Cedar Point Trip	Monday, May 19, 2017
Memorial Day No School	Monday, May 29, 2017
8 th Grade Celebration	Friday, June 2, 2017
Exam Day Half Day for Students	Wednesday, June 7, 2017 7:55 – 11:18 a.m.
Exam Day Half Day for Students	Thursday, June 8, 2017 7:55 – 11:18 a.m.
Exam Day Half Day for Students	Friday, June 9, 2017 7:55 – 11:18 a.m.

Online Textbook Resources

6th, 7th and 8th Grade Math:

The Digits Program is available at www.digitsdashboard.com

- Each teacher will send home information needed to log into the website or you can contact your student's math teacher.

6th and 7th Grade Science:

The 6th and 7th grade Science textbooks are available online at <https://www-k6.thinkcentral.com/ePC/start.do>.

- Each teacher will send home more specific information needed for accessing the book or you can contact your student's teacher for his/her log-in information.

6th, 7th and 8th Grade Social Studies:

Social Studies textbooks are available online at www.learntci.com

- Each teacher will send home more specific information needed for accessing the book or you can contact your student's teacher for his/her log-in information.
- Textbooks are also available for check-out through the Media Center.