

CARRITHERS MIDDLE SCHOOL

Advance/Comprehensive Program Center

4320 BILLTOWN ROAD
LOUISVILLE, KENTUCKY 40299

PHONE: 485-8224

FAX: 485-8394

WEB ADDRESS:

<http://www.jefferson.kyschools.us/Schools/Middle/Carrithers/index.html>

Vision of CMS:

All Carrithers Middle School students are inspired to excel academically and socially to become productive citizens and future leaders. In our school community, all students progress towards proficiency in all content areas.

Mission of CMS:

Our mission is to increase the achievement and growth of every student through effective and engaging teaching and learning strategies. Together, utilizing rigorous academic standards, we prepare our students to be productive citizens who are committed to learning.



Communication

We want to keep you informed regarding what's going on here at Carrithers. We encourage you to sign up on our Remind system. To receive messages via text, text @carrit to 81010. To receive messages via email, send an email to carrit@mail.remind.com.

Also remember, to visit our website, check parent portal regularly, and email teachers as needed.

Attendance

We hope that you will plan to be here every day! Illness, death in the family, and observance of religious holidays are considered excused absences. If you are absent from school, your parent/guardian should call the school (485-8224) before 9:00 A.M. *When you return, bring a note signed by your parent/guardian with your full name and the explanation for your absence.* This note is to be taken to the school office. A limit of 10 notes from parents will be accepted. After that, a doctor's excuse is required. Without this note, the absence will be unexcused. A call to the school the day of the absence and a note when you return serve as safety means for school and home. Make every effort to arrive at school on time. You should be in your first class by 7:40 a.m. Those arriving after classes begin, must sign in at the front office and will be assigned to tardy hall.

Telephones

In case of an emergency, students are permitted, with permission from the appropriate counselor, to use the office telephone. **Please** take care of all after-school arrangements with your parents before you leave home. Parents should avoid calling the school to leave messages for students. Delivering these messages interrupts instruction in the classroom. Personal student phones are not to be seen, used, nor heard during the school day. Electronic equipment will be confiscated by the school for up to 30 days. To prevent damage or theft, we advise students to keep phones at home or in their lockers.



Medication

The office clerk will dispense no medication of any kind, unless you have a form on file, signed by both parent and doctor. All medications must be in the original container. Medications, prescribed or over-the-counter, must be kept in the office at all times. Students are never to receive, have, or distribute **any** medication.

Immunizations

Kentucky State Law requires that each student must have a current Immunization Certificate. This information must be on file in the school building. Sixth-grade students are to receive the required measles/mumps/rubella boosters, Hepatitis B shots, and a physical examination prior to middle school enrollment.



Illness During the School Day

If you become ill while at school, you should request a pass from a teacher to go to the office. If you are too ill to return to class, you will be permitted to call home. Arrangements must be made by your parent/guardian for you to leave school. If you are injured while participating in any school activity, you should notify your instructor immediately. Each student must understand that the school is not responsible for doctor and hospital expenses resulting from accidents of any kind.

Guidelines for Success

- C - Cooperate With Others
- O - Observe Others' Right to Learn
- B - Be Responsible
- R - Respect Rules
- A - Always Try Your Best



Transportation

Most students are transported to school by bus. Buses load and unload from the front of the building. Upon arriving at school, you are to report to either the cafeteria or the gymnasium. You will then be dismissed to breakfast and first class. Skateboards, scooters, or roller skates never to be ridden on campus. When riding the bus, remember that the bus driver is in charge. Riding the bus is a privilege (not a right) that is dependent upon good conduct. Poor conduct can result in suspension from the bus and/or school. If you arrive by public transportation, walk, or come by automobile, you should enter the building at the front entrance and report to one of the designated areas. Students need to use the sidewalks when walking to school and not cut across the parking lot. Cars and other vehicles are not to enter the bus area. Bicycles need to be securely locked onto the rack in the parking lot.



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If a student is going to go home with another student after school, both students must bring a note from their parents giving permission to do so. **Both notes must be taken to the office by 8:00 a.m. to be verified by the school clerk. If the notes are not in by 8:00 a.m., approval will not be given.**

Lost and Found

When clothing articles are found in the building, they are sent to the Plant Operator's Room located off the cafeteria. Items such as purses, wallets, and jewelry are taken to the main office. The school is not responsible for missing items. If you lose something, check the lost and found in both areas. Please write your name on coats, jackets, book bags, etc. Students are cautioned not to bring large amounts of money or valuables to school.

Textbooks/Library Books

You will be required to pay for the replacement of lost or damaged books. This includes any classroom assigned books and library books/magazines. There are late fees charged for overdue library books.



Non-School Related Items

Toys, sunglasses, electronic games, chains (belt or key), sports equipment, hats, trading cards, comic books, cell phones, IPODS, MP3 Players, and similar items are not allowed during the school day. We will not investigate the loss or theft of any of the above mentioned items.

If visible or audible during the school day, they will be confiscated. The first time an item



is confiscated, a parent must come in to collect the item. After the first time, the item is kept for 30 days. Refusal to hand over an item will result in ISAP until it is turned in to the office. Trading, buying, and selling for personal gain will not be allowed on school property. Distribution of any materials that are not approved or authorized by the Principal will also not be allowed.

Playing cards, trading cards, and dice are not part of the educational process and are not allowed. These items will be confiscated.

All electronic devices and peripherals must be out of sight before entering the building each day.



Breakfast is served each morning from 7:15 until last bus arrival. Along with the traditional hot lunch, you may take advantage of items available a-la-carte. All students at Carrithers Middle School are provided a free breakfast and lunch. Students are assigned a lunch number that is used for identification when receiving a lunch. Food/Drink items must be consumed only in the cafeteria during the regular serving period. If you would like to join your child for lunch, we will provide a separate place for you to eat lunch with your child.

Lockers

Your first period teacher will assign you a locker. We have sufficient lockers so that each student may have one. You should keep your books, supplies, and coat or jacket in the locker. Do not keep money in your locker, and do not share your locker with another student. If others do not know your combination, your belongings should be safe. How well you guard your combination-lock determines the security of your belongings. The school cannot replace articles that are misplaced or missing.



Academic and Attendance Awards



At the end of each grading period, recognition will be given to students who excel in academics. The academic roll will list students with all A's and B's in their subjects. A special Scholastic Letter Program recognizes students who have made a 3.5 grade-point average.

In addition, many other awards and incentives are offered to students who participate and excel in our program. Perfect attendance awards will be presented each grading period as well as for the entire school year. There is a strong correlation between attendance and success in the academic realm.

ESS/Assessment Recovery POLICY

Any eighth grade student who received a Novice Score on the K-PREP Assessment in Reading or Math will be required to complete the necessary module(s) to raise their score to the Apprentice level or higher. Novice scores make students ineligible to be promoted to high school. ESS sessions will be held on a limited basis as funding allows. Students will be required to attend sessions for module orientation and to complete their final exam(s) at school. Student progress will be tracked by the ESS Coordinator, teachers and 8th grade counselor. Upon satisfactory completion of the module(s), the student's eligibility for promotion will be reinstated. Other data may be considered along with module completion as needed, to monitor student growth and progress. These sources would include:

MPA and RPA assessments; resource course gains; SRI & SMI growth; and grade reports.

Late Work/Make-up Policy

Late work is defined as: work that is not turned in to the teacher on the due date, even though the student was present on the day the assignment was made **and/or** on the day the assignment was collected. A late assignment will be accepted if it is turned into the teacher within 3 days of the due date. However, the assignment grade will be reduced by 10% each day it is late past the due date. Late work will not be accepted after three school days. Teachers have the discretion to amend the above policy when extenuating circumstances arise. All federal documents supersede the Carrithers Middle School Late Work Policy.

The JCPS policy concerning **make-up work** is found in the Code of Acceptable Behavior and Discipline. Make-up work for Carrithers students with unexcused absences will follow the JCPS policy with the addition of a 10% grade reduction given for each day the work is not submitted to the teacher following the time the student receives the work and an established due date. Changes in the make-up work policy for students may be amended at the discretion of the teacher due to extenuating circumstances that may arise.



Parent Portal

Parent Portal provides 24 hour access to student academic and attendance reports. Parents may receive log-on information prior to the year beginning. The website address is:

<http://www.jefferson.k12.ky.us/Parent/ParentPortal/index.html> More information may be obtained by calling the school office at 485-8224.

Campus Portal Mobile APP is now available for both Apple and Android devices. Click on "Available on the App Store" icon on the District Notices page for instructions. The District Code is WWHBFL

School of Opportunities

- Get Involved -

- Archery
- Baseball
- Basketball Teams
- "Be Nice, Be You" Club
- Beta/Leadership Club
- Campus Life
- Cheerleading Squad
- Chess Club
- Cross Country
- Dance Team
- Drug Abuse Resistance Education
- Engineering Club
- Extended School Services (ESS)
- FCA
- Flag Football
- Geography/Spelling Bees
- Kid Witness News/WCMS
- Pre-engineering Club
- Quick Recall
- Soccer
- Softball
- Student Technology Leadership Program (STLP)
- Track
- Volleyball Team Varsity and JV
- Yearbook



Each activity is dependent upon a school sponsor.

The **parent-teacher conference** is a very important form of communication, and parents/guardians will be contacted to arrange individual conferences. The teacher or parent/guardian may request additional conferences at any time during the school year.



All conferences are to be arranged in advance, and the parents/guardians are to call or send in a written request. When a conference is scheduled during the school day, parents are to check in at the office before going to any classrooms.

PTSA - parent involvement in PTSA is vital to the success of many programs at the school. Your presence and participation in school activities and committees provides essential support and input for a healthy school environment. We need **you** to join and be an active participant. NOW!

Parent Communication

Newsletters are sent to parents four times during the school year. The newsletter informs parents of CMS events, and contains articles about current happenings within the school.

Interim Reports will be sent home half way through each grading period. These reports are provided to keep parents/guardians abreast of their children's progress in course work and to notify parents if a child is experiencing a significant decline in achievement or is in danger of receiving a failing grade. These reports must be signed by a parent and returned to the first period teacher.

Official Grade Reports will be sent home at the end of the grading period. Carrithers will follow the Jefferson County Public School's grading scale. Grade Reports are to be signed and returned to the first period teacher.