

CENTERVILLE INTERMEDIATE SCHOOL STUDENT HANDBOOK

Welcome to Centerville Intermediate School! In this handbook, you will find information regarding the school and its day-to-day operation. Please read this information carefully and refer to it for school policies and procedures. If at any time you have questions or concerns, please contact us. On behalf of the faculty and staff, we hope you have an enjoyable learning experience with us this school year!

At Centerville Intermediate we believe that:

- Students learn in different ways
- A safe and physically comfortable environment promotes student learning
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff
- Teachers, parents, and the community share the responsibility for the support of the school's mission

THE SCHOOL DAY

ARRIVAL

The school day at Centerville Intermediate is from 8:00 a.m. until 3:00 p.m. For those students who are car riders, we ask that they arrive at school no earlier than 7:15 a.m. Please do not leave students unattended in front of the school. Students arriving before 7:30 should report to the cafeteria and should remain in the cafeteria until the 7:30 bell. Students arriving after 8:00 are considered tardy and must report to the office. Parents are required to sign the student in for the day.

DISMISSAL

Car riders will be dismissed beginning at 2:45. Parents should form a line directly in front of the school and wait for students. Please remain in your vehicle. If you need to enter the building, please do not park in the car rider line. Bus students will begin dismissal at approximately 3:00. If you have not picked your student up when buses arrive, please do not enter this area. Your child will meet you at the 4th-grade wing end of the building (far side of the cafeteria). All students should be picked up no later than 3:30 p.m.

VISITORS

To ensure the safety of all students, any parent, family member, or other visitor entering the school must report to the office to receive a visitor pass. Make sure to have a **photo I.D.** available. Instructional time is very important for the success of each student. Uninterrupted instruction time will be highly promoted throughout the school year. Please arrange any visits for parties or other special occasions with your child's teacher prior to the visit. If you wish to meet with a teacher regarding your child's progress, please make arrangements with the teacher prior to your visit.

BREAKFAST/LUNCH

The cafeteria staff at CIS strives to provide nutritious meals while meeting the Federal Guidelines and Regulations of the National School Lunch Program. Breakfast and lunch are offered daily. Any questions concerning our breakfast or lunch programs should be directed to the cafeteria manager at 729-1822.

STUDENT DRESS CODE

Student dress should not be detrimental to the educational environment or public image of the school. Any form of hairstyle, hair color, or dress that is considered contrary to good hygiene, distractive or disruptive in appearance, or detrimental to the educational process will not be permitted. All final decisions regarding the dress code of any student will be left to the discretion of the administration.

- Shoes must be worn at all times. Shoes with wheels pose a threat to student safety and may not be worn to school.
- The trunk of the body should be entirely covered from the shoulders to the point of the legs 3 inches above the center of the kneecap.
- Spaghetti straps, halter tops, bare shoulders, bareback, low necklines, etc. are not appropriate for school.
- No shirt with sexual, immoral, profane, drug or alcohol-related, or suggestive imprints may be worn to school.
- Earrings are the only piercings permitted.
- Pajamas may not be worn to school.
- Hats or bandanas of any kind may not be worn (without prior administrative approval).

To help students understand the importance of adhering to the dress code at school, we ask that all family members visiting the school or attending school functions comply with the dress code.

ATTENDANCE (Board Policy 6.200)

Attendance is a key factor in student achievement and academic success. The official school day for students begins at 8:00 a.m. and continues until 3:00 p.m. unless otherwise noted on the board-approved school calendar. Students will be counted tardy if they arrive after 8:00 a.m. and leave prior to 2:45 p.m. Tardies add up and will eventually be counted as a whole day absent.

*Parent Note Guidelines: 8 days of parent notes, total, for the school year

Only 8 days of excused absences are allowed using parent notes. Notes may be used consecutively, or one at a time, but only 8 days are allowed using parent notes. The school administration will schedule attendance committee meetings with parents of students demonstrating an unusual attendance pattern. Chronic absentee issues that cannot be resolved at the school level will be referred to the district level truancy council.

GRADING POLICY (Board Policy 4.600)

Grades given at the end of each nine-week period will be determined from daily work, written assignments, and tests. Semester grades will be determined by an average of grades for each of the nine-week periods. The final grade for the year will be determined by averaging the two-semester grades.

The basic grading system for subject area grades is expressed by a numerical value. The numerical values are equivalent to the following letter grades:

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= Below 59

REPORT CARDS

Formal report cards containing an evaluation of student progress and attendance are sent home every nine weeks. They are to be signed by the parent/guardian and returned to the teacher within a reasonable amount of time. At the end of the school year, if your child has any outstanding balances with the school, the report card will be held in the front office until all debts are paid.

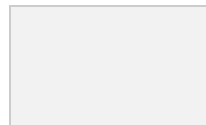
CIS Behavior Matrix

	Warning/Reteach -1 Teacher handled, Marked behavior and documented	Minor -5 Teacher handled, Letter home, walking during recess	Office Referral -10 Office referral with documentation/ office notification. Student sent to the office	Expected Behavior
Language	Offensive remarks or gestures in a causal manner Inappropriate sexual connotations Putdowns to a particular subgroup	Repeated pattern of any inappropriate language	Swearing used to harass or intimidate Showing defiance Creating an unsafe climate	Language that is socially appropriate and respectful
Fighting/ Physical Contact	Horseplay PDA-hand holding or hugging	Pre-fight aggressive-posturing, wrestling, bumping into other students	Hitting or Kicking Encouraging another to fight Retaliating PDA-kissing or inappropriate touch	Respect for others' personal space Walking away from and reporting possible conflicts
Defiance/ Disrespect/ Noncompliance	Passive refusal to participate Extremely slow in response to request Testing the limits	Ignoring reasonable request to stop low-level disruption Overt refusal to participate	Repeated refusal, ignoring reasonable request that leads to escalation and/or to an unsafe situation	Acting in a cooperative manner respectful to school and classroom expectations Responding appropriately when addressed
Disruption	Noise making Outside talk Attention-getting behaviors-silly answers, intentionally bugging others Cell phone use (1st offense teacher confiscated)	Repeated patterns of any disruptive behaviors Cell phone used during the school day. (2nd offense phone sent to office, can be picked up at end of day)	Behavior that stops the learning in class. Defiant repetition of behavior following correction Repeated cell phone use (phone sent to office and parent must pick up)	Cooperative behaviors Respectful talk Contributing appropriately to the classroom discussion and actives
Harassment/ Teasing/ Taunting	Annoying on purpose name-calling	Put-downs Threatening and/or disrespectful body language/posturing Targeted insults	Threat/Extortion; racist/socio-economic status/sexual/religious/disabili ty/ Ethnicity/sexual orientation/cultural remarks; continued pattern of minor offenses; bullying/intimidation	Language that honors and validates others Shows respect for differences
Property Damage	Not returning items to appropriate places	Thoughtlessly damaging property	Theft, purposefully damaging or defacing property	Respect personal and school property Use equipment in an appropriate manner
Lying/ Cheating/ Theft	Borrowing without asking	Taking another's property Refusing to return items Using another student's work	Taking another's property Refusing to return items Using another student's work	

Centerville Intermediate School

Family Engagement Policy

2026-2027



The **mission** of Centerville Intermediate School is to create an atmosphere where every child is valued and nurtured toward success. Our **vision** is to guarantee that every student departs our school with a quality education and the ability to thrive productively as a responsible student and successful citizen.

How are parents included in the ongoing formulation of the Family Engagement Policy and programs for parent involvement?

Our school policy will be reviewed and updated annually. This process will take place during a Leadership Team meeting in which parents are included as stakeholders, providing an integral part of the process. The policy will be made available to parents at registration or enrollment, at the annual Title I meeting, in student handbooks, in the front office and can also be accessed on our school's website.

How will our plan be shared with families?

An annual Title I meeting will be held at the beginning of the school year to explain the school-wide program. Additionally, letters explaining the program will be sent home and information will be on the school website. Teachers will also discuss any questions and concerns at parent/teacher conferences.

How will CIS explain the Title I program to parents of participating students?

A Title I Annual Meeting will be held at the beginning of the school year with a presentation of Title I Services. This will include how students are identified to participate in the program, the services that will be provided, and an introduction of those providing Title I services.

What activities will be provided at CIS to assist parents in becoming more involved in the education of their children?

- Parents are invited to after school, school wide events/activities throughout the school year.
- Parents will be informed of events through multiple avenues listed in the next section.

How will parents be informed of school activities?

- Written communication including school/classroom newsletters
- Skylert calls
- CIS website
- School Marquee
- Parent/ Teacher Conferences
- Facebook

How will parents at CIS be provided with information about curriculum, assessments, and proficiency levels?

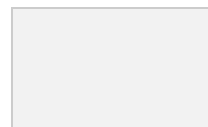
CIS will hold an annual Open House at the beginning of the school year. Where parents will be invited to visit their child's classrooms and meet his/her teachers.

The curriculum at CIS follows the TN State Standards. Aimsweb is used to measure student progress as well as MasteryConnect assessments within classrooms and an end of year summative assessment (TN Ready).

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How will parents utilize opportunities as stakeholders at CIS?

- Parents are invited to serve as members of the School-wide Leadership Committee and are to bring to the committee any concerns relating to the education of their children.
- Parent/Teacher Conferences are scheduled each semester at times convenient to parents' attendance. Parents may also request conferences as needed.
- CIS teachers keep in constant contact with parents through the following: E-mails, letters, phone calls, Graded paper folders, Class Dojo, classwork folders, progress reports, report cards, Facebook, etc.

How can parents be involved at CIS and how will this help student achievement?

Parents are invited to attend all school activities throughout the year such as:

Parent Involvement Activities	Academic Activities
Open House	Title I Meeting
Back to School Bash	Parent/Teacher Conferences
Walk the Dawg	Family Reading Night
Boo Bash	STEM Night
Book Fair	Art Show
Career Day	Awards Day
Field Day	

The partnership between home and school will naturally have a positive impact on student achievement.

What materials are provided for parents?

- Parent-School Compacts
- Invitations and reminders to special events
- Transitional material brochures (e.g. beginning school and moving to middle school)

These materials are distributed to CIS by the local LEA and are prepared in languages parents can understand.

How is the school-parent compact developed and distributed?

The compact is addressed during our annual School-wide Leadership Committee meeting each spring. The committee, composed of an administrator, teachers, and parents, reviews and offers suggestions to improve the effectiveness of this document. It is available to all students and their parents at the beginning of the school year. The CIS family engagement policy is posted to the school website. The importance of this document is discussed at our annual Title meeting. It is also provided in a language and format that parents understand.