

Dear Parents/Guardians,

We hope you've had an enjoyable summer and would like to welcome you to Carmel Middle School for the 2018-19 school year! Please take the time to read this letter carefully as it contains some very important information.

This year school will start on Tuesday, August 14th. Please note that, Friday, August 24th, is a NON-SCHOOL DAY due to the traffic congestion created by the Concours events. In addition, Wednesday, August 31st is a minimum day and students will be released from CMS at 12:00. Finally, Monday, September 3rd is Labor Day and school will not be in session.

Beginning Friday, August 17, I will send out a weekly parent letter via email that will keep you updated on events at CMS. If you do not receive this email letter on August 17, please call the Registrar at 624-2785 ext. 2693 to verify your email address. Multiple email addresses may be added to the distribution list if you would like. We rarely send out communications via the postal service so it is very important that we have your correct email address and that you update us if there is a change to your physical, mailing, or email address. Two other ways to stay informed are the CMS Daily Bulletin and our school website. Every afternoon, we post the next day's bulletin on our website homepage. The bulletin contains timely information on what is happening for students at CMS. In addition, our website has a variety of other useful information, including a school calendar with detailed information about upcoming events. Our website is www.carmelmiddle.org. Finally, if there are last minute/late changes to events, we will use our ConnectEd system to notify parents.

The CMS office reopens on Wednesday, August 1st. In a typical summer week we are open Monday through Friday from 7:30 a.m. to 3:00 p.m. however many of our office staff may be involved in meetings and/or trainings so please contact our office before dropping in to ensure that you are able to meet with the people you need to see. Starting the first day of school, Tuesday, August 14, our office is open from 7:30 a.m. to 4:00 p.m.

If you did not register your child online in May, you will need to call our Registrar as soon as possible and complete the registration process. Additionally, when any student starts at a new school site, CUSD residency must be established. That means all sixth grade parents and any new families to the district must satisfy the residency requirements before your child can be scheduled. Finally, the T-DAP vaccination booster is required for all 7th grade students. Students will not be able to pick up a schedule or start school without clearing residency and completing registration. In addition, 7th grade students must provide evidence of the T-DAP booster prior to getting a schedule.

6th Grade "Building A Connection"

An important event for all incoming sixth graders is our "Building a Connection" (BAC) Orientation held on Monday, August 13 from 1:30-3:30 p.m. in the CMS Gymnasium. The BAC mentors have a special day planned for all sixth graders. The sixth grade students need to arrive a few minutes early and meet in the area in front of the gym. We will open the gym doors promptly at 1:30 p.m., and the fun will begin! Building a Connection is a program that pairs Leadership students as mentors with incoming sixth graders. BAC leaders are good role models who have had success at CMS. These mentors have received special training to help make the transition to middle school easier for our sixth grade students. Don't let your sixth grader miss this important day. If you have questions, please contact Dan Morgan or Blaise DiGirolamo in the office at 624-2785. At the end of the BAC event 6th grade students will receive their class schedules and locker assignments/combinations. This will allow students and parents 30 minutes between the BAC and the Welcome Back BBQ to explore our campus together to become familiar with your child's assigned schedule and routine.

PTO Welcome Back BBQ

The PTO will sponsor a Welcome Back BBQ and Social event on Monday, August 13 from 4:00–6:30 p.m. We hope all families will come to celebrate the beginning of another school year, reconnect with old friends and make new friends. In addition to a BBQ, this will be the first opportunity for you to pick up your child's class schedule. During the evening you can buy P.E. clothes, order a yearbook, sign up to volunteer with PTO, purchase a bus pass, register for school sports, and find out about other organizations such as Music Boosters, Sports Boosters, and FOCUS. For families who cannot attend this event, class schedules may be picked up on the first day of school, August 14, starting at 7:30 a.m. at tables in front of the school. Students will also be able to purchase PE clothes the first two weeks of school in the student store.

The first bell rings at 7:40 a.m. with first period beginning at 7:45. Students are considered tardy after 7:45 a.m. School ends each day at 2:45 p.m., except on Thursdays when students are released at 2:10 p.m. to allow for teacher collaboration. Since buses depart earlier on Thursdays, you can expect your child to get to his/her bus stop earlier that day. As a reminder, we do not have after school supervision so all students must leave campus or be in a supervised program 15 minutes after the dismissal bell. At 3:00 p.m. we will ring a warning bell indicating that all students must be in a supervised program or be waiting directly in front of the school for pick-up. Please make arrangements to have your student picked up on or before 3:00 as we do not provide after school supervision and students should not be left unattended on our campus after 3:00 for long periods of time. Students found wandering the campus or "hanging out" in an unsupervised setting after 3:00 may be assigned lunch detention for violation of school rules. Our school library, many individual teacher classrooms, and our Extended Learning Center are open after school and students should move to these areas after the 3:00 bell. At this time we have not hired a new ELC coordinator for the 2018-19 school year. Once a coordinator has been hired we will open the ELC for the 2018-19 school year. We will notify all students and families once the ELC has re-opened.

This year we're welcoming several new folks to the CMS family. First, both Mrs. Sefick, a special education teacher, and Mr. Anderson, an 8th Grade social studies teacher opted to take a one-year leave of absence. Replacing them will be Ms. Lindsay Schutzler in special education and Mr. Igor Fedetov in 8th Grade social studies. In mathematics we were able to hire a new teacher, Mrs. Heather Roman, a former CMS student who has spent the last 8 years teaching mathematics at PG Middle School. Anne Pennington, our wonderful library assistant opted to retire at the end of last year and replacing her is multi-talented Ms. Michaela Kuenster. Recently we were fortunate to hire a new site tech, Adam Rodriguez, who will be working closely with our students and all their Chromebook issues and will serve at our tech help center in the CMS Library. Finally, we were fortunate to hire Mrs. Amanda Baird, a fully credentialed Special Education teacher, to serve as a part time aide in our Special Education department. We're very excited about the strength and talents these new team members will bring to CMS and we know that they will all make tremendous positive additions to our great school!

I'll take this opportunity to recommend that you stay involved in your child's education. While middle school students become increasingly independent learners over their three years, they need your regular assistance throughout this time period. A first step will be to review the CMS Code of Conduct. The updated CMS Code of Conduct will be available on the CMS website beginning Monday, August 13th. Please review this document prior to the beginning of the school year. Mr. DiGirolamo and I will meet with all students to go over the key elements of the Code of Conduct during the early part of the year, but it is imperative that you and your child are aware of the rules and policies of the school. In addition, teachers will send home specific class information early in the year. Please make sure to review all this information with your student.

Sixth grade students will be assigned a locker in which they can store their belongings. Seventh and eighth grade students will be assigned a locker upon request in the office. CMS provides each locker with a school

issued lock. For security purposes, only school supplied locks will be allowed on lockers. Locks placed on lockers that are not school issued will be cut and removed. For 6th Grade students locker number and combination will be listed on his or her class schedule. Remind your child NEVER to share the combination with friends as this can lead to issues down the road. If there are any issues with your student's lock or locker, please report them to our office ASAP.

Finally, a word about student drop-off and pick-up. Due to limited curb space, drop off and pick up can be hectic, especially the first few weeks of school. Please follow these directions for drop-off/pick-up: First, never park in the red zone. If you must leave your vehicle, pull around into the parking area. Next, please pull all the way forward before stopping to allow others to pull in behind you, and have your child exit or enter the vehicle quickly. Students may only cross the road in the designated crosswalk where an attendant will be present. We ask that for the first two weeks of school all sixth graders be picked up in the gym parking lot. About half our 6th grade students will have PE 7th period so this location is convenient for many students. It also helps to reduce traffic issues in front of the school during pick up time. Remember that students dropped off or picked up at the front of the school can load ONLY along the curb. The maximum speed limit in front of the school is 5 mph or walking speed. Finally, I'd like to offer the following advice: Drop off your students in the morning around 7:30 and pick up your student from school at 3:00. Following these timelines will allow you to avoid the congestion and long lines that tend to form around 7:40 a.m. and 2:40 p.m. and make entry and exit to CMS much easier.

We're looking forward to working with your children this year and are excited to embark on another fun and productive school year. If you have any additional questions, please do not hesitate to call or stop by our office.

With warm regards,

Dan Morgan

Principal

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