

# CHARLESTOWN MIDDLE SCHOOL

*"A Place of Respect, Learning, and Achievement."*



## 2020-2021 HANDBOOK

### School Phone Numbers

Main Office.....256-6363  
Fax.....256-7282

### Web Sites

Charlestown Middle School..... <http://cms.gcs.k12.in.us/>  
Greater Clark Co. Schools .....[www.gcs.k12.in.us](http://www.gcs.k12.in.us)  
PowerSchool Home ..... <http://classroom.powerschool.com>

### School Hours

8:25a.m.-3:10p.m.  
Doors Open: 8:10a.m.

Charlestown Middle School  
8804 High Jackson Rd.  
Charlestown, IN 47111

**HANDBOOK**  
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**HANDBOOK**

Welcome to Charlestown Middle School. This handbook is available to every student and parent as a quick reference to information necessary to understand the daily operations of our school. It will help students organize their assignments and give parents a means to monitor student assignments and communicate with teachers. If you or your parents have any questions concerning the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator.

**This handbook serves as an abbreviated version of Greater Clark County Schools *Student Rights and Responsibilities Handbook* and Student Discipline Policy. In the event there is a discrepancy between languages contained in this student handbook and GCCS Policies or Indiana law, as amended, relating to students’ rights and responsibilities, the state law and/or GCCS Policy language controls.**

**To see the entire Students Rights/Responsibilities visit [GCCS Student Rights and Responsibilities](#) .**

**CHARLESTOWN MIDDLE SCHOOL PHILOSOPHY**

Charlestown Middle School recognizes that the adolescent years are the period of the most rapid physical,

emotional, social, and intellectual growth in our students. The role of Charlestown Middle School is to create and nurture a caring, innovative atmosphere and to provide a quality education for all students during this unique period in their educational and social lives. Our goal is to build upon the learning process initiated at the elementary school while providing a solid educational background that prepares students for high school.

Our program is student-centered and designed to develop the necessary skills for each student to reach his/her full potential. It helps the student develop a sense of responsibility and sound attitudes concerning health, citizenship, leadership, cooperation, human relations, and personal values in order to participate effectively in a rapidly changing world.

The Charlestown Middle School staff encourages cooperation among the home, school, and community to ensure a successful educational experience for all students.

### **Vision**

Charlestown Middle School is a place of respect, learning, and achievement.

### **Mission**

We will achieve our vision through the following instructional practices.

Should See and Hear Almost Daily	Should/Might See and Hear, but Not Daily	Should Never See or Hear
PRIDE expectations posted Routines and procedures in place Learning targets and objectives displayed Students actively engaged in content Students participating in discussions regarding content. Teacher moving to monitor students during student work time Teacher checking for understanding Students reading or responding to text Students using technology appropriately A balance of the Gradual Release of Responsibility (“I Do, We Do, and You Do”)	Students working in collaborative groups, or pairs.  Students receiving PBIS rewards  Students using technology as a tool in learning.  Formative assessment	-Teacher sitting at desk while kids are off-task, disengaged  -Kids playing non-educational games  -Long lectures  -A disengaged, or dysfunctional, classroom

### **Belief Statements**

We believe that Charlestown Middle School must:

- Provide a safe physical and emotional environment in which to learn.

- Cooperate with home and community to encourage positive character development.
- Appreciate all students as individuals to be treated according to their needs with respect, encouragement, and discipline.
- Meet all students where they are and develop potential individually.
- Promote a healthy self-esteem for students based upon realized ability, responsibility, and appropriate behavior.
- Challenge all students to meet their potential by pursuing their goals, interests and abilities with passion.
- Expose all students to other ideas and cultures, preparing them to function responsibly in a culturally diverse world.
- Provide opportunities for exploration of jobs in a variety of areas.
- Encourage all students to become independent learners and provide opportunities to explore marketable and employable skills.
- Educate our students academically, physically, intellectually, socially, and emotionally.
- Provide all available resources, including technology, to support a quality education.
- Prepare our students to be critical thinkers, problem-solvers, and good decision makers.

## **PBIS - Positive Behavior Intervention Support**

A key piece of PRIDE at CMS is PBIS, (Positive Behavior Intervention and Supports) also known as PBS, is a systems change method that promotes positive behaviors in students. Strategies are developed that manage student behavior in classroom settings and outside of classroom settings. It is an all-encompassing system of behavior management where all parties involved are on board, so that behavior management is not produced in a piecemeal way. Instead, all students in a school are accountable with support to behave in ways that positively affect them personally, academically, socially, and from a health perspective. PBIS is designed to positively affect not only the student behavior, but student quality of life. The three systems of support that are part of PBIS are Primary (School wide), Secondary (Classroom), and Tertiary (Individual). Programs are behaviorally-based on practices that research has shown to be effective (Positive Behavior Interventions and Supports).

CMS is one of 6 schools in Indiana that is a model site for PBIS. Administrators, teachers, counselors, and staff have worked to create consistent expectations for all areas of the building. Teachers have taught and modeled these expectations so the students will know the proper behavior.

### **CMS (PBIS) Rewards 2020-2021**

**Pirate Bucks:**

An integral piece of the CMS PRIDE system is the use of pirate bucks. Pirate bucks serve as the currency of our building. Students earn pirate bucks from any adult in the building as a reward for positive behavior. These bucks can be redeemed in many ways, with a brief description below:

**School Wide Redemption:**

- Dodgeball and Basketball Tournaments  
*100 Pirate Bucks per team of 4 players*
- Game Room  
*10 Pirate Bucks to play X-box, pool, karaoke, ping pong & other games at lunch*
- Random Redemptions  
*Items such as spirit wear, candy & tickets to games*
- Quarterly Reward Activities  
*0 Referrals for one 9-week quarter*
- Popcorn at Lunch  
*5 Pirate Bucks, as available on Wednesdays*
- Pirate Raffles  
*1 each Quarter—Prizes such as an iPad, game system & Kindle Fire*
- Book Store Redemptions
- *iPod Days, Hat Days*
- *Merchandise available for daily purchase with Pirate Bucks*
- Open Gym at Lunch  
*5 Pirate Bucks, as available on Wednesdays*
- Admission to all CMS Athletic Events  
*5 Pirate Bucks*
- Attendance Contests  
*Monthly perfect attendance recognition with 5 Pirate Bucks*
- Gotcha Moments  
*Pirate Bucks for specific positive behaviors such as on-time to class and having materials ready*

**Classroom Redemption:**

In addition to the school wide rewards, every classroom teacher has posted both a list of ways to earn pirate bucks in their class as well as opportunities to redeem pirate bucks in their classroom.

**Big Three Reward:**

Any student who maintains 96% or better attendance, Earns A/B Honor Roll for all quarters, and has 0 Referrals will be eligible for an end of the year reward.

**PRIDE**

Charlestown Middle School implements the GCCS PRIDE initiative to help instill college and career readiness skills in our students. We focus on Persistence, Respectfulness, Initiative, Dependability, and Efficiency across our school every day.

Greater Clark County Schools Have

# PRIDE



## PERSISTENCE

Persevere Through Challenges, Problem-Solve



## RESPECTFULNESS

Accept and Serve Others, Possess a Positive Attitude, Communicate Clearly



## INITIATIVE

Self-Starters, Critical Thinkers



## DEPENDABILITY

Academic Readiness, Reliable, Demonstrate Responsibility and Teamwork



## EFFICIENCY

Organized, Punctual, Self-Management



Students are assigned a Chromebook by the school upon completed registration through Infosnap. The condition of each Chromebook is determined when issued and students are expected to return them in good condition. Students will be charged a fee for a damaged or lost Chromebook. If a Chromebook is misplaced during the school year, payment must be made before a new one is issued. If payment cannot be made, students will be issued a Day User Chromebook until it is replaced. Students will be charged for any lost or damaged Chromebook at the end of the school year.

## **Chromebook Care**

### **Students will:**

- Use digital devices, networks, and software in school for educational purposes and activities.
- **Bring Chromebooks to school each day charged and ready for use.**
- Leave protective case/shell on Chromebook at all times.
- Keep my personal information (including home/mobile phone number, mailing address, and user password) and that of others private.
- Show respect for myself and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Report inappropriate use of technology immediately.

## **E-LEARNING**

Greater Clark County Schools will provide students with the opportunity to educationally engage outside of the traditional school setting through the implementation of eLearning days. The use of eLearning days will enhance the district's ongoing 1:1 computer initiative by providing students with instruction during school cancellations. The Indiana Department of Education encourages school districts to hold eLearning days as an opportunity for students to continue their lessons through technology initiatives.

What is eLearning?

eLearning utilizes electronic technologies to access curriculum outside of the traditional classroom. Greater Clark County Schools believes that continuity of instruction in the event of the loss of an instructional day, due to weather or other circumstances, is a critical component to our students' success. Therefore, our schools will provide the opportunity for students to interact with their teachers through the use of personal devices, Google Classroom, email and other electronic digital media to ensure uninterrupted instruction. More information regarding eLearning days can be found on the Greater Clark County Schools website.

## **BUS REGULATIONS**

Riding the school bus is a privilege. Improper conduct at the bus stop or on the buses may result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses.

While on the bus, students should keep hands and head inside the bus at all times. Horseplay is not permitted around or on the school bus. Bus riders are not permitted to leave their seats while the bus is in motion. Students who are transported to school are NOT permitted to leave the school property once they get off the bus.

Misconduct reports from bus drivers may result in a student being denied bus-riding privileges from one to five days (or longer, depending upon the number of bus conduct reports a student acquires).

**Riding a Different Bus:** Stop locations may change periodically based on the student population, demographics and physical conditions of the area served. Students must ride on their assigned bus, to their assigned stop. All stop locations are determined by the transportation department. Students are prohibited from riding to (or from) another student's home/ bus stop. Parents must make alternative arrangements for transportation if an emergency arises.

## **Transportation Guidelines and Procedures:**

1. Transportation eligibility is determined by a student's home address.
2. GCCS does not allow alternating addresses during the week. Students are allowed one pick up location and one drop off location every day. In other words, the morning address and the afternoon address can be different, but both addresses must be within the assigned school boundary and must be consistent each day.
3. Pre-school and special education students must have a designated, responsible greeter at the stop when the bus arrives to drop off. If the greeter is not at the stop when the bus arrives, the child will be taken back to the school or to the nearest police department as a safe haven. Repeated failure to greet students at the stop may result in the loss of transportation. **Note: all other students, Kindergarten to 12th grade, will be dropped at their stop; it is the responsibility of the parent/guardian to decide if they need to greet their child(ren).**
4. Students must ride on their assigned bus, to their assigned stop. All stops are assigned by the Director of Transportation or designee. Bus drivers are not authorized to assign or change bus stops. **Students are prohibited from riding to (or from) another student's home/ bus stop. Parents must make alternative arrangements for transportation if an emergency arises.**
5. For safety reasons, **students must be at their assigned stop location five (5) minutes before** the scheduled pickup time.
6. Non-students, including parents, are not permitted on a school bus without explicit consent from a school official. Entering without permission constitutes criminal trespass, a Level 6 Felony. (I.C. 35-43-2-2).
7. Bus stop change requests or new students should be directed to the transportation office by using the GCCS website: <http://transportation.gcs.k12.in.us>. For new or changed assignments, an online transportation form must be filled out and the transportation request may take up to 3 school days.
8. For those eligible, all bus stops shall be within .3 mile of a student's home for elementary and middle school students and .4 mile for high school students.
9. If you reside in a No Transportation Zone (NTZ), GCCS will not provide transportation. If you reside in a Limited Transportation Zone (LTZ), GCCS will provided limited pick up points.

## **STUDENT DISCIPLINE**

Charlestown Middle School teachers, counselors, and administrators promote a school environment that



supports and encourages good student behavior. A wide variety of strategies is utilized to help each individual student become successful in school. Some example strategies are: positive rewards, parental contacts, time-outs, lunch detentions, counseling sessions, check sheets, restricted privileges, in-school suspension, after-school detention, participation points, out-of-school suspension, etc.

These strategies are implemented to help develop each child into a student that has self-discipline and positive self-esteem. An integral part of a middle school child's success, behaviorally and academically, is parental involvement. Discipline strategies will almost always be more effective with the involvement and support of parents. Parents will be notified of behavioral problems. If CMS staff and parents work together, students will have a better chance of succeeding.

**The following are the six school rules of Charlestown Middle School:**

1. Follow directions the first time given.
2. Speak appropriately and respectfully to everyone.
3. Be in assigned area.
4. Respect property.
5. Keep hands, feet, and objects to yourself.
6. Always be prepared with required materials.

**The CMS Expectations for Students are as follows:**

1. Students are expected to dress appropriately for a public school setting.
2. Students are expected to bring required materials to class every period of every day.
3. Students are expected to refrain from Public Displays of Affection while at school and school functions.
4. Students are expected to remain in class every period of every day.
5. Students are expected to be on time to class every period of every day.

**Students may be suspended and/or recommended for expulsion from CMS for the following behavior(s):**

1. Using violence towards a person.
2. Using profanity/abusive language.
3. Using, possessing and/or transmitting drugs, alcohol or substances said to be drugs or alcohol on school property or at any school function.
4. Possessing, handling, or transmitting any object that can reasonably be considered a weapon on school property or at any school function.
5. Repeated failure to follow classroom/school rules.

For more detailed descriptions of the Greater Clark County School discipline policies see *the Student Rights and Responsibilities Handbook and Student Discipline Policy*. [GCCS Student Rights and Responsibilities](#)

**Charlestown Middle School  
Matrix for Infractions 2020-2021**

Classroom Infractions 4+ Infractions results in ODR (See Repeated Infractions)
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Classroom Disruption Technology PDA No Materials Not Prepared for Class No Dress for PE	1 <sup>st</sup> : Warning; Log Infraction on CMS Depot	2 <sup>nd</sup> : Warning; Parent Contact by teacher; Log Infraction on CMS Depot	3 <sup>rd</sup> : Guidance Referral; Log Infraction on CMS Depot
Phone/Electronics	1 <sup>st</sup> : Confiscate and take to office for end of the day pick up; Log Infraction on CMS Depot	2 <sup>nd</sup> : Confiscate and take to office for end of the day pick up; Log Infraction on CMS Depot; Call Parents	3 <sup>rd</sup> : Confiscate and take to office for end of the day pick up; Log Infraction on CMS Depot; Refer to Guidance
Hallway	1 <sup>st</sup> : Warning; Remind Student of Hallway Expectations; Log Infraction on CMS Depot	2 <sup>nd</sup> : Warning; Remind Student of Hallway Expectations; Parent Contact; Log Infraction on CMS Depot	3 <sup>rd</sup> : Guidance Referral; Log Infraction on CMS Depot
Dress Code Tardy to Class	1 <sup>st</sup> : Warning; Log Infraction on CMS Depot	2 <sup>nd</sup> : Warning; Log Infraction on CMS Depot; Parent Contact by Teacher	3 <sup>rd</sup> : Guidance Referral; Log Infraction on CMS Depot

### **LUNCH DETENTION**

Lunch detention meets daily and serves as a consequence for many minor student discipline issues. Students are expected to get their lunch and report to the lunch detention room for the entire lunch. While in lunch detention, students are expected to sit in their assigned seat, remain silent, and not be disruptive in any way.

### **AFTER-SCHOOL DETENTION**

After-school detention (ASD) meets one day a week: Monday from 3:00 to 4:00 p.m. While in detention, students are expected to work on school assignments or read. Failure to attend an assigned after-school detention or cooperate with the adult supervisor will result in the assignment of further disciplinary consequences. Parents must provide transportation and must pick up their child promptly at 4:00 p.m.

### **FRIDAY EVENING SCHOOL**

Friday Evening School (FES) meets approximately twice per month from 3:00 to 6:00pm. While in FES, students are expected to work on school assignments or read. If a student arrives without any schoolwork, he or she will be assigned to community service within the school. Failure to attend an assigned FES or cooperate with the adult supervisor will result in the assignment of further disciplinary consequences. Parents must provide transportation and must pick up their child promptly at 6:00 p.m.

### **IN-SCHOOL SUSPENSION (ISS)**

In-School Suspension (ISS) is designed to serve as an alternative to out-of-school suspension for discipline, attendance, or tardy problems. Students assigned to ISS will attend school and will be required to remain in a specific room/area for the entire school day. Students may be assigned to ISS for a period of 1-5 days. Students will be required to work on classroom assignments and any other assignments given by the ISS instructor. Failure to follow rules set forth by Charlestown Middle School and ISS instructor could result in Out of School Suspension.

### **ALTERNATIVE TO SUSPENSION SITE (SAS)**

In-School Suspension can also be assigned to an alternative site for more serious infractions. The alternative site for GCCS is located at 630 Meigs Ave., Jeffersonville, IN 47130. The report time is 8:00 AM and the

dismissal time is 2:00 PM. This is an alternative educational placement and attendance is mandatory. Parents are required to provide transportation for their child. Failure to comply with this assignment will result in a referral being made to the Clark County Probation office as a truancy charge.

## **OUT OF SCHOOL SUSPENSION (OSS)**

Out of School Suspension (OSS) will be used for serious violations of the student discipline policy; students are prohibited to be on school property during the suspension period. The student will be counted absent from school, but the days will not be counted toward his/her total excessive absences mentioned earlier in the handbook. Upon his or her return to school, a student may request make up work from all teachers.

## **CHEATING/PLAGIARISM**

The first time a student is involved in cheating/plagiarism he/she will be warned, the parent notified, and a grade of zero will be given on the assignment. The student will also be assigned a disciplinary consequence. Repeated instances will result in an office referral and progressive discipline.

## **DRUGS, TOBACCO, ALCOHOL**

### **STATEMENT**

The Board of School Trustees promotes drug and smoke-free schools for all students. Considering the health dangers involved and other negative consequences of tobacco, alcohol and other drug use, our school system promotes enforcement of drug-free policies, provides drug education and enhances the development of life skills that keep youth from ever resorting to drugs.

While it is clear that most youth do not use drugs, a policy is necessary for the students who do. It is also acknowledged that students who are using or abusing alcohol, tobacco, or other drugs may need professional assistance to become drug free. Consequently, this policy will afford them the opportunity for voluntary enrollment in a program designed to help them become alcohol, drug, and/or tobacco free.

### **ALCOHOL OR OTHER DRUGS**

#### **RULES**

- A. If a student possesses, handles, transmits or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind (including look-alikes) on school property or at a school function, he or she will be suspended for no fewer than five days (SAS), the student will be arrested and the process for expelling that student will begin.
- B. In the event of a first time\* offense, the parent(s) and student will be advised of various assessment/treatment programs and offered the opportunity to participate in an approved program in lieu of expulsion. If a student goes for an assessment and completes any prescribed educational program offered there, the same will serve as an alternative to expulsion for first time offenders. (\*Note: Refer to paragraph Section 1. Rule F. for students who transmit drugs or alcohol.)
- C. The assessment/educational program as an alternative to expulsion will be offered only one time while a student is enrolled in the school corporation.
- D. Students must provide verification that he/she has successfully completed the prescribed assessment as well as the prescribed number of educational sessions, if applicable. Parents will be responsible for any costs of the assessment, education program and for transporting the student to and from the area for assessment/education.
- E. Students who opt for the assessment/education program as an alternative to expulsion are eligible to receive an expulsion waiver to return to classes after the five days of out-of-school suspension.
- F. Students who TRANSMIT drugs or alcohol IN ANY MANNER to someone else will be immediately suspended, the student will be arrested, and processed for expulsion. Also, a student who transmits material, which he/she expressly or implicitly represents to be a controlled substance, will be immediately suspended and processed for expulsion. The assessment/educational program as an alternative to expulsion is not available to students who are identified as transmitting drugs or alcohol.
- G. Any adult employee of the school corporation who observes or who has reasonable suspicion that a

student may be transmitting, possessing, using or under the influence of drugs or alcohol should convey that information to his/her immediate supervisor or the person in charge of the school function, whichever is appropriate.

H. If a student chooses assessment and education as an alternative to expulsion, an administrator should follow the steps on the Drug and Alcohol Possession/Use "Checklist for Administrators". This will include giving the parent the Drug and Alcohol Possession/Use "Parent Information Sheet," completing the "School Referral Form" and making the "Agency Report Form" available to personnel at the assessment agency so that it can be returned to the school.

## **TOBACCO**

### **STATEMENT**

The Board of School Trustees endeavors to aid students in understanding the health dangers involved in tobacco usage and the effect that it has on others (non-smokers.) In addition, the Board of School Trustees recognizes that any student under the age of eighteen (18) who has violated the Greater Clark County Schools tobacco policy has also violated the Indiana tobacco possession law (IC 35-46-1-10.5). Students found possessing or utilizing tobacco products will be afforded the opportunity of voluntary enrollment in a tobacco education program, which is designed to help people deal with their tobacco usage.

For the purposes of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, electronic cigarette (or e-cigarette), electronic vaping device, personal vaporizer (PV), electronic nicotine delivery system (ENDS), cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

### **RULES**

The following steps will be adhered to when processing tobacco violations.

#### **Possessing or Using Tobacco Products**

##### **First Offense:**

1. Confiscate products and keep as evidence in case of legal action.
2. Contact parents and inform them of student's offense.
3. Assignment to SAS.
4. Inform students/parents that the student may attend an approved tobacco education program as an alternative to two (2) of the five (5) days out-of-school suspension.
5. If student provides written proof of enrollment in an approved tobacco education program, the suspension will be reduced to three (3) days of out-of-school suspension. 6. If student fails to complete a tobacco education program within 30 school days, the student will be suspended for the remaining two (2) days of the five (5) days out-of-school suspension.

##### **Second Offense:**

1. Confiscate products and keep as evidence in case of legal action.
2. Contact parents and inform them of the offense.
3. Assign five (5) days out-of-school suspension.
4. A recommendation of expulsion may be made.

##### **Third Offense:**

1. Suspension with recommendation for expulsion.

### **Elementary and Middle School**

\*Tobacco offenses will not be cumulative over the course of the student's elementary and middle school enrollment. Elementary and middle school students will be afforded the first, second and third offense procedures each school year.

**References:** IC 35-46-1-10.5

**Revised:** April 8, 2014

**(Occasionally the Charlestown Police Department will bring in drug dogs to do locker searches. As part of this program, the police officers educate the students on drug dog awareness and searching techniques.)**

## **WEAPONS AT SCHOOL**

Effective Schools Research indicates that teaching and learning occur at high levels in a safe and orderly environment. Any student who knowingly possesses, uses, and/or transmits a weapon in any of the following described locations constitutes an interference with educational functions and/or school purposes. Therefore, weapons are strictly prohibited in any school building or any school property or at any school sponsored or school related activity, regardless of the location of the function or activity. Furthermore, using a weapon in any way, on or off school property, that constitutes a violation of the law of the State of Indiana, where such use causes an interference with school purposes or educational functions will not be tolerated.

Weapons are defined as any of the following or anything represented to be any of the following: explosives, fireworks, laser devices, mace, any type of gun (including pellet guns, air guns and BB guns), firearms as defined by IC 35-47-1-5, destructive devices as defined by IC 35-47.5-2-4, deadly weapons as defined by IC 35-31.5-2-86, knives, switchblade knives, straight razors, metal knuckles, chains, stars, ice picks or any other items that could reasonably be used or are capable of being used for violence, force, coercion, threat, physical harm and/or intimidation. Small pocket items that are designed and normally used for personal grooming or trimming are not prohibited, but are discouraged. If such an item is used, however, to harm or threaten another person, then such item will be considered a weapon and the provisions of this policy will be applied.

### **Rules**

- 1.** The principal or his/her designee will immediately investigate any case where a student is involved in possessing, using, and/or transmitting a weapon as identified above or defined by state law. The principal or his/her designee will involve the student's parents as early as possible in the investigation.
- 2.** If the finding is that the student was possessing, using, and/or transmitting a weapon (with the exception of a firearm, deadly weapon, or destructive device), the student may be suspended and a recommendation for expulsion may be initiated. Special education students will have a causal conference prior to any recommendation for expulsion. A student with disabilities (as defined in Indiana Code) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.
- 3.** In compliance with Indiana Code, a student who is:
  - a. Identified as bringing a firearm (IC 35-47-1-5) or destructive device (IC 35-47.5-2-4) to school or on school property; or
  - b. In possession of a firearm or destructive device on school property, must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
  - c. The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection 4.b. for a student who is expelled under this section.
- 4.** In compliance with Indiana Code, a student who is:
  - a. Identified as bringing a deadly weapon to school or on school property; or
  - b. In possession of a deadly weapon on school property, may be expelled for a period of not more than one (1) calendar year.
- 5.** In compliance with Indiana Code, a superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in behavior described in item #3. The superintendent may give similar notice if the student engages in behavior described in item #4.
- 6.** In addition to the statutory requirements of the Indiana Code, building principals or their designee will notify the superintendent and appropriate local law enforcement agencies if the incident involving a weapon includes any expressed or implied threat by the possessor of the weapon.

7. All weapons will be confiscated by the principal or his/her designee and held under strict security. If the weapon incident could constitute a violation of Indiana and/or federal law, the weapon will be turned over to authorities. The owner of the weapon may claim it from the police or sheriff under whatever rules are applicable. If there is no violation of law, the weapon will be retained by school authorities until a final disposition of the case.
8. A firearm for purposes of this policy is defined as: any weapon that is capable of, or designed to, or that may readily be converted to expel a projectile by means of an explosion.
9. A destructive device for purposes of this policy is defined as:
- An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described herein.
  - A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore of more than one half inch in diameter or a device that is substantially similar to an item described herein.
  - A combination of parts designed or intended to use in the conversion of a device into a destructive device.
  - The term "destructive device" does not include a device that, although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
10. A deadly weapon for purposes of this policy is defined as:
- A weapon, taser (as defined in IC 35-47-8-3), or electronic stun weapon (as defined in IC 53-47-8-1), equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - An animal (as defined in IC 35-46-3-3) that is readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - A biological disease, virus, or organism that is capable of causing serious bodily injury.

**References:** The GCCS Policy Manual and the Greater Clark County School Student Rights and Responsibilities Handbook and Student Discipline Policy are revised annually and are on the Greater Clark County School Corporation website. [GCCS Student Rights and Responsibilities](#)

## **SEXUAL HARASSMENT OF STUDENT(S) BY A STUDENT**

It is the policy of the Greater Clark School Corporation to maintain a learning environment that is free from sexual harassment.

It shall be a violation of this policy for any student of the Greater Clark County School Corporation to harass another student through conduct or communications of a sexual nature as defined in Section I.

### **Rules**

#### **I. Definitions of Harassment**

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any student to another student:

- Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
- Verbal or physical contact of a sexual nature constitutes sexual harassment when the allegedly harassed student has indicated, by his or her conduct or verbal objection, that it is unwelcome.
- A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
- Such conduct has the purposes or effect of substantially interfering with an individual's academic performance or extra-curricular participation or creating an intimidating, hostile, or offensive educational environment.

## **II. Complaint Procedures**

When a student or his/her parents or guardian believe a violation of this policy has occurred, they may file a formal complaint under the procedure established by the school corporation. To file such a complaint, contact the principal, Title IX Complaint designee or Superintendent's designee.

# **ANTI-HARASSMENT/BULLYING POLICY STUDENT POLICY**

## **STATEMENT**

Greater Clark County School Corporation is committed to providing a workplace and educational environment that is free from harassment or bullying based upon any threatening behavior, including but not limited to, references to sex, race, color, religion, national origin, age, disability, ancestry, marital status, familial status, sexual orientation, or veteran status. Greater Clark will not tolerate harassment of employees, students, volunteers, or patrons by anyone.

It shall be a violation of this policy for any employee or student of the Greater Clark County School Corporation to harass or bully another employee, student, volunteer or visitor through conduct or communications. The use of the term "employee" also includes volunteers who work subject to the control of school authorities and school district patrons.

This policy should be broadly interpreted to evidence Greater Clark's commitment to equality of opportunity, human dignity, diversity, and academic freedom. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe and harassment-free workplace/educational environment for our staff, students and patrons.

Greater Clark recognizes the need to address situations of bullying, harassment and/or intimidation in an educational format. This format needs to include educational information for students and parents in the areas of prevention, intervention and discipline.

## **RULES**

1. No employee, student or any person on school district property or associated with a school district event shall intentionally harass, intimidate, demean, bully, or abuse a person or groups of persons (physically, verbally or by other conduct) with the purpose or effect of inflicting injury or unreasonably interfering with such person's work or academic performance. Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behavior committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.
2. No employee, student or any person on school district property or associated with a school district event shall create an intimidating, hostile, or offensive work or academic environment in connection with any school activity, event, trip, meeting or other operation of the school district.
3. No person shall retaliate or threaten retaliation against another person for reporting, testifying or otherwise participating in any investigation, or proceeding relating to a complaint of harassment.
4. The above rules apply when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

## **DISRUPTIONS**

1. Any parent, guardian, or patron who disrupts or threatens to disrupt normal school and/or office operations; threatens the health and safety of others; willfully causes property damage; uses offensive language; or who has established a continued pattern of unauthorized entry on school property will be directed to leave school district property promptly by the Superintendent or designee.
2. Any parent, guardian, or patron who uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner will be politely asked by the person to whom the remarks or directed or who overhears the remarks being made to communicate in a courteous manner. If corrective action is not taken by the abusing party, the meeting or telephone conference will terminate. If the meeting occurs on school district property, the offending person will be directed to leave the property.
3. Any parent, guardian, or patron who intentionally displays force that would give victims reason to fear or expect immediate bodily harm will be instructed to leave the school district's premises or event and shall be immediately reported to the appropriate legal authorities.
4. If an individual refuses to leave upon request, the appropriate law enforcement officials will be notified. An Incident Report should be completed for the situations set forth in paragraphs 1, 2 and 3.
5. If behavior of the type identified in paragraphs 1, 2, and/or 3 is exhibited by employees and/or volunteers, discipline will be handled in accordance with the Discipline and Dismissal of Classified Staff Policy (4362/4362.01) or Discipline and Dismissal of Certified Staff Policy (3362/3362.01), as applicable.
6. If behavior as identified in paragraphs 1, 2 and/or 3 is exhibited by students, discipline will be handled in accordance with Policy 5517/5517.01/Student Discipline.

### **COMPLAINT PROCEDURES**

1. Any employee, volunteer or student making an allegation that he/she has been the subject of harassment/bullying may use the complaint procedure explained below or may complain directly to his or her immediate supervisor, building principal, or Title IX Complaint Designee for the school corporation. Filing of a complaint or otherwise reporting harassment/bullying will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.
2. Any non-employee/patron making an allegation that he/she has been the subject of harassment/bullying may also use the complaint procedure explained below or may complain directly to a building administrator, the Superintendent or designee.
3. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. All documents related to such reports or investigations will be kept in a separate file and will not become part of any regular personnel file or student education record. However, any official disciplinary actions by the Superintendent, designee, or the Board will become a part of any regular personnel file or student education record.

### **REPORTING HARASSMENT/BULLYING**

All reports of harassment/bullying shall be handled in the following manner:

1. Reports must be in writing on forms supplied by the corporation unless the complainant is unable to reduce the report to writing. If the complainant is unable to reduce the report to writing, the complainant's statement will be dictated into a recording device and then reduced to writing.
2. Reports must name the person(s) charged with the harassment/bullying and state the facts.
3. Reports must be presented to the building principal/supervisor unless the person making the complaint is a non-employee or the person charged with the offense is the building principal/supervisor or the complainant feels that the report will not adequately be addressed by that person. In those instances, the report shall be presented to the Title IX Complaint designee. The building principal/supervisor shall inform the superintendent or designee of all filed reports.
4. The complainant shall be entitled to representation at his/her own expense and choice at any meeting concerning the complaint brought under this policy.



5. The building principal/supervisor who receives a report shall thoroughly investigate the alleged harassment/bullying.
6. The report and results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation, if there is a reasonable basis for the same, to the Board of School Trustees of any action deemed appropriate.
7. The Board of School Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems appropriate with consideration of such due process rights as may apply. The alleged victim's name will not be released to the public unless required by law. The Board of School Trustees' action will be considered final in this matter.

### **SANCTIONS FOR MISCONDUCT**

1. A substantiated charge against an employee shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge. (See Policies 4362/4362.01 and 3362/3362.01)
2. A substantiated charge against a student shall subject such student to disciplinary action including but not limited to suspension or expulsion in accordance with Policy 5517/5517.01 and Indiana law.
3. A substantiated charge against a non-employee shall subject such person to disciplinary action including but not limited to being banned from coming on or about school property, activities, or events, the filing of restraining orders or law enforcement notification.
4. Such disciplinary action will fit the circumstances of the incident and will be designed to cause the harassment/bullying to stop.

### **FALSE REPORTING**

Any person who knowingly files false charges against another in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action as is set out above in the applicable paragraphs for Sanctions for Misconduct.

### **EDUCATIONAL OPPORTUNITIES AND NOTIFICATION OF THIS POLICY**

1. *For employees:* Notice of this policy will be circulated and posted in all buildings and work sites for the Greater Clark County School Corporation.
2. *For Students and Parents:* Notice of this policy will be included as part of the Student's Rights and Responsibility and Due Process Handbook.
3. *For Patrons:* This policy will be posted on the Greater Clark Website <http://www.gcs.k12.in.us/gccs>.
4. In-service education for employees and students on this policy and the issue of harassment will be conducted in conjunction with the implementation of this policy and throughout the school year.

## **STUDENT BULLYING/HARASSMENT POLICY**

### **Bullying and Harassment (student to student):**

Upon the first reported issue, a school counselor will document the incident. At that time, counselor will meet with the reporting student (victim) and decide if the reporting student will attempt to resolve conflict on their own, or put the other student(s) on "notice" to end bullying or harassment behavior. The reporting student can choose to confront the accused in a counselor led session if so desired. Administration will be notified depending on the severity of the issue. Upon second incident, a school counselor will refer the students

involved to administration. The administrator will call home and assign consequences if counselor has already warned the student(s) involved to end reported behavior. Upon third incident, administrator will assign progressive consequences. If a situation moves to a fourth incident, progressive consequences will be assigned, the school will hold a parent meeting and formal paperwork may be filed.



## **CHARLESTOWN MIDDLE SCHOOL ANTI-BULLYING STRATEGY STOP**

the bullying by telling the individual(s) to leave you alone!

### **WALK**

away from the bullying individual(s)!

### **AND**

### **TALK**

about the bullying individual(s) with a CMS adult!

## **Student Dress Code**

### **DRESS AND GROOMING**

While fashion changes, the reason for going to school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Listed below are the styles or manners of dress expected during school hours. Minor modifications will be made for non-academic activities such as the Prom, Athletic Events, etc.

1. All State health and safety standards must be observed. Personal hygiene and sanitation are strongly stressed.
2. Shoes or sandals must be worn at all times.
3. All shirts must have a sleeve covering the shoulder; a sleeveless top cannot be worn. Shirts may not expose the side, midriff, cleavage, or back. Pajamas are not allowed.

4. Clothing with obscene markings or advertisements of alcoholic beverages, drugs, tobacco, drug references, indecency, vulgarity, profanity, cult or gang membership, or any other message that is deemed to be disruptive to the learning environment of the school will not be acceptable. **IF THERE ARE TWO MEANINGS, THE WORST WILL BE RECOGNIZED!**
5. No caps, hats, bandanas, hoods, or durags will be worn unless authorized by school officials.
6. No heavy jackets, long coats, or blankets are to be worn during the school day.
7. No chains, including wallet chains that could damage furniture or impose a potential danger to others will be permitted.
8. Shorts (when standing) must be to the top of the knee in length. The knee rule also applies to girl's skirts and pants with holes in them.
9. "Sagging" is not permitted.
10. Bags larger than 5x7 are not allowed to be carried during the school day. All bags larger than 5x7, backpacks, and string backpacks must remain in the locker during the school day.
11. A student will be required to change clothes that are unacceptable, or may be required to wear school provided clothing items to conceal non-compliant or inappropriate attire. Class time missed will be unexcused.
12. Final determination regarding student dress and grooming will be determined **by the administration.**

## **STUDENT ATTENDANCE**

### **STATEMENT**

Daily attendance of all students who are enrolled in the Greater Clark County Schools is required in accordance with state law and corporation policy. Students are expected to attend school regularly in order to derive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Designated school personnel shall maintain accurate attendance records for each student. The responsibility for regular school attendance by a student rests with the student and his/her parent or legal guardian.

When absenteeism noticeably affects a student's academic or personal success, and/or is in violation of either state law or school board policy, school personnel shall take such action as is deemed appropriate, including but not limited to the following: counsel with students and parents; require written statements from parents or guardians; assign in-school suspension, out-of-school suspension and/or detention after school hours; recommend expulsion; or, initiate legal proceedings against students and parents.

**Excused Absences:** Children are expected to attend school each and every day. Charlestown Middle School recognizes excused student absences for the following reasons, when such an absence is verified by parent, guardian, physician, or other responsible agency:

- Personal illness that involves fever, vomiting, diarrhea, accidents, injuries, or other illnesses that is communicated to the school by parent or guardian in writing or by phone (no more than 5 occurrences)
- Medical or dental appointments with documentation that cannot be scheduled outside the school day.
- Death of immediate family member or other relative.
- Religious observances. Advance notification of the principal or his designee by parent/guardian and a church official is required for approval.
- Other highly extenuating circumstances that will be determined by the principal in advance of the absence.
- Service as a page in the Indiana General Assembly.

School personnel will make reasonable attempts to notify parents when an absence has not been verified within the allotted time; however the law is clear; it is the parent's responsibility to notify the school of student absences.

Action required for excessive absences:

- When a student has been absent (unexcused) a total of five (5) days in a school year, the principal or his/her designee, as a matter of concern, shall contact the parent.

- When a student has been absent (unexcused) a total of fifteen (15) days in a school year, the principal or his/her designee will send the first legal notice.
- When a student has been absent (unexcused) a total of twenty-five (25) days in a school year, the principal or his/her designee will send the second legal notice, the Administrator completes a "Truancy Affidavit," and will refer student to truancy advocate.

An undocumented absence is defined as an absence without a written verification from a medical or legal provider.

## Absence Procedures

### **A. Absence Limitation**

Middle School students must maintain an annual attendance rate of 95%. To achieve this rate, students must be present 171 out of 180 days.

### **B. Excessive Absences**

The following procedure will be used:

1. The principal or his/her designee will identify the student(s) by monitoring attendance records; 143704768. Communication shall be established with the home by telephone, letter or conference; 143707264. If the family does not respond to the communication and/or if attendance of student does not improve, the corporation attendance personnel shall be notified; 143860032. If illness or other health problems are identified when communication with family is established, the student shall be referred to the school nurse; 143863680. If extenuating circumstances causing excessive absences are identified, the student may be referred to appropriate agencies; 143864320. If the attendance problem persists, the assistant principal/principal and attendance personnel shall confer and the attendance personnel may send appropriate legal notices, make court appearance and otherwise represent the school corporation in enforcing attendance laws via the Prosecutor's Office. The attendance personnel shall keep central office administration informed of special cases.

### **C. Student Make Up Work**

1. The student upon returning to class must initiate the request for make-up work. If an absence is known in advance, the student is encouraged to complete the work before the absence.
2. In general, one make-up day for each day absent is the designated time allotted to get work caught up. If an assignment or graded activity was announced before the absence, the student is still responsible for the work due upon the date of the student's return to school. Extended illness and other extenuating circumstances shall be handled on an individual basis by the principal or principal's designee.
3. In the case of out-of-school suspension, the student, once he/she returns, will be given the number of school days the suspension was assigned to make up work missed. It is the student's responsibility to solicit make up work from his/her teacher(s).

### **D. Parent-Guardian Verification of Absence**

If your son/daughter is absent from school, ***it is your responsibility to call the school and report the absence before 9:00 a.m. the day your child is absent.*** You should call 256-6363 and ask for the attendance secretary or after hours leave a voice message on extension 12504. Please state your name, your child's name, and the reason for the absence.

### **E. Arriving or leaving during school hours**

It is sometimes necessary that students arrive late or leave early during the school day. When students arrive late or leave early, they must report to the office. Students who arrive late must go to the main office and sign in. Students are not to leave the building during the school day without being signed out at the main office by a parent, legal guardian, or an adult designated by the parent to school personnel. A student will be assigned a half-day absence if he/she arrives to school after 11:45 a.m. or signs out before 11:45 a.m. and does not return.

### **F. Appointments**

Parents are encouraged to set up appointments so the students will not miss any part of the school day. If

a student comes to school late, or leaves early for an appointment, a signed note should be given to the attendance secretary to document the absence.

#### **G. Vacations**

**Parents are discouraged from taking students out of school for vacations. Please try to arrange vacations around the school schedule.**

#### **H. Truancy:**

1. First instance:
  - Less than 1 period, if in the building – After School Detention (ASD)
  - More than 1 period, or out of the building – Friday Evening School (FES)
2. Second instance:
  - Less than 1 period, if in the building – FES
  - More than 1 period or out of the building – ISR
3. Third instance:
  - Less than 1 period, if in the building – ISR
  - More than 1 period or out of the building – 3-5 days SAS, notice to corporation attendance liaison
4. A student who has three (3) instances of truancy in a school year and/or has more than ten (10) days of unexcused absence from school in a school year. A student who is determined to be a habitual truant may:
  - be referred into Clark County Juvenile Probation.
  - become ineligible to hold an operator's license or learner's permit until the age of eighteen. This privilege may be reinstated if the student demonstrates good attendance for one school year.

**Tardy to class:** It is expected that students arrive to class on time. Multiple tardies will result in school consequences.

Excessive tardies will be handled as follows:

- 1<sup>st</sup> tardy – teacher warning (student is notified that on the next tardy his/her parent will be contacted by the teacher)
- 2<sup>nd</sup> tardy – parent is contacted by teacher
- 3<sup>th</sup> tardy – parent is contacted and a referral to a school counselor is made
- 4<sup>th</sup> + tardies- Office Referral

**J. First Period tardy to class:** If a student is less than 5 minutes late to first period class, it is considered a classroom tardy and progressive consequences as outlined above will be followed. If a student is more than 5 minutes late for first period, it is considered a late arrival/sign-in and progressive late arrival/sign-in consequences will be followed, as outlined below.

**K. Late arrivals/sign-ins:** First period begins at 8:25a.m. If a student is more than 5 minutes late to first period, or enters school any time after 8:30 a.m., it is considered a late arrival and the student is required to sign-in. Habitual late arrivals/sign-ins will result in school consequences.

Habitual late arrivals/sign-ins will be handled as follows:

- The 5<sup>th</sup> unexcused late arrival/sign-in in a nine week period will result in an assignment to Friday Evening School (FES).
- The 8<sup>th</sup> unexcused late/arrival or sign-in in a nine week period will result in an assignment of up to 3 days of in-school suspension at the Student Alternative to Suspension Site (SAS).
- The 10<sup>th</sup> unexcused late arrival/sign-in in a nine week period will result in an assignment of up to 5 days of in-school suspension at the Student Alternative to Suspension Site (SAS) and consideration for alternative placement.

**L. Legal Settlement:** If a student's legal settlement changes within the school corporation's boundaries during the semester, he/she may, at the election of the parent, complete the semester or at the discretion of the school, the entire school year.

**M. Transfers within GCCS schools:** Any parent desiring to transfer his/her child to a school within the district may do so by requesting said transfer in writing to the home school principal. The request will be

granted if both principals agree to the transfer, if there is room in the receiving school and if the available program does not have to be changed or modified to accommodate the child. If either principal disapproves the transfer, the parent can appeal to the Superintendent. Transfer request forms are available in the Greater Clark County Schools Principals' Handbook. Transportation must be provided by the guardian. Transfer privileges may be revoked due to poor attendance and/or behavior concerns.

**Cash Transfer Tuition:** Below is a summary of how cash transfer tuition students are handled:

- **Transfer students before ADM count from another Indiana School District** – No Charge.
- **Transfer students after ADM count from another Indiana School District** – Tuition will be determined by the GCCS business office.
- **Transfer students from another state** – Tuition is charged at a daily rate and will be determined by the GCCS business office after ADM count.

**N. Withdrawal from school:** Students should report to the guidance office secretary as soon as they know they are moving. The student is to report to the guidance office on their last full day of school and pick up withdrawal forms. The forms are to be taken to each teacher during the school day and returned to the guidance office after his/her last period class. Students should return all school owned books and articles to the appropriate persons. When the withdrawal forms are completed and finalized by the guidance office, each student will be given a copy for his/her new school. If a request is made in advance, the student's records may be copied for the parents to pick up or they may be mailed to the school where the student will be enrolling.

### **ABSENTEEISM CONSEQUENCES**

School personnel will make reasonable attempts to notify parents when an absence has not been verified within the allotted time; however the law is clear; it is the parent's responsibility to notify the school of student absences.

Action required for excessive absences:

- When a student has been absent (unexcused) a total of five (5) days in a school year, the principal or his/her designee, as a matter of concern, shall contact the parent.
- When a student has been absent (unexcused) a total of fifteen (15) days in a school year, the principal or his/her designee will send the first legal notice.
- When a student has been absent (unexcused) a total of twenty-five (25) days in a school year, the principal or his/her designee will send the second legal notice, the Administrator completes a "Truancy Affidavit," and will refer student to truancy advocate.

**An undocumented absence is defined as an absence without a written verification from a medical or legal provider.**

# Show **PRIDE & Be SAFE:** GCCS Safety Protocols

PROTOCOL	EXAMPLES	TEACHERS	STUDENTS
	Bullying Child Abuse Threats Possible Weapon Possible Bomb Drugs/Alcohol Gang Activity Power Outage Water Advisory	Follow Protocol  Share with building administrator  Record a statement  Maintain confidentiality	Share with trusted adult  Be honest and accurate  Maintain confidentiality
<b>Shelter</b> 	Severe Weather Heat Index Earthquake Medical Emergency Community Concern Hazardous Materials Contaminates Investigation	Follow announcements  STAY calm & stay with your students  Close doors and windows  Take attendance, LISTEN and follow directions from personnel in charge	Tornado - Move to safe area  Earthquake - Drop, cover and wait  Hazmat - Help seal the room  Other emergencies: Stay calm, LISTEN and follow directions from the teacher in charge
<b>Lock Down</b> 	Person on school grounds with weapon and intent to harm	Follow AVOID, DENY, DEFEND  STAY calm and stay with your students  Take Attendance/Report Information  LISTEN and follow directions from personnel in charge	Avoid the Confrontation Deny access to your location Defend yourself  STAY calm and silent  LISTEN and follow directions from the teacher in charge
<b>Evacuation</b> 	Following an emergency  Following an earthquake  Hazardous Materials or Contaminates inside the school	STAY calm and stay with your students  Take a copy of class enrollment and emergency plans for your students  Take your purse, house keys, car keys, phone, walkie talkie, etc. with you  LISTEN and follow directions	STAY calm & STAY silent  Take your phone and keys Leave your stuff  LISTEN and follow directions from the teacher in charge
<b>Fire</b> 	Fire	Pause and Assess  Exit Following Fire Evacuation Route	STAY calm & STAY silent  Leave your stuff  LISTEN and follow directions from the teacher in charge



Keeping the cafeteria clean is a requirement of all students eating breakfast or lunch. Good manners are mandatory. Food may not be consumed outside the cafeteria.

The poster features a blue banner at the top with the text "CHARLESTOWN MIDDLE SCHOOL". Below the banner is the word "Pirate" in a stylized, blue, cursive font. Underneath "Pirate" is a blue and white shield-shaped logo containing a skull with a large letter "C" on its forehead. Below the logo, the text "CAFETERIA EXPECTATIONS" is written in a bold, black, sans-serif font. To the right of the logo, five key expectations are listed, each starting with a large blue letter and followed by a list of specific rules:

- P**ERSISTENCE
  - Wait patiently for your table to be called.
- R**ESPECTFULNESS
  - Use Level 1 or 2 voice.
  - Be polite to the staff.
  - Be quiet during announcements.
  - Include others in your lunch group.
  - Use table manners.
- I**NITIATIVE
  - Clean up your mess.
  - Stay seated until directed.
- D**EPENDABILITY
  - Arrive and leave on time.
  - Eat your food only.
  - Stay in your designated area.
  - Keep 8 or fewer people at a table.
- E**FFICIENCY
  - Eat in a timely manner.
  - Use food for its intended purpose (to eat).
  - "Eat first. Talk later."

### Cafeteria Procedures

1. Students will place all belongings in their locker before entering the cafeteria.
2. Students will go to the line of their choice and then sit at their assigned table immediately after receiving their lunch.
3. Students will sit for the remainder of the lunch period, except to return their tray and throw away their trash.
4. Students may use the restroom when they go up to return trays. Permission must be requested in order to use the restroom at any other time.
5. Assignments to tables will be for a quarter. New assignments will be at the beginning of each new quarter.
6. All adults in the cafeteria have authority to enforce expectations
7. Students will not touch another student's tray, food, or personal belongings.
8. Students will not throw anything in the cafeteria.
9. Students cannot use other student's account to purchase a meal.
10. Students will be dismissed to leave the cafeteria by table. Do not leave your assigned table until your table has been dismissed by a supervisor. Tables will not be dismissed if there is any food or trash on the table or on the floor surrounding the table.

REMEMBER – EVERYONE IS RESPONSIBLE FOR CLEAN UP

### PRIDE Rewards During Lunch



1. Open Gym
2. Game Room
3. Garden Lunch
4. Popcorn Days
5. Random Redemptions
6. Quarterly Redemption

## **GENERAL INFORMATION**

### **ARRIVAL/RELEASE OF STUDENTS**

When students arrive to school each morning they are to report to the gymnasium. Parents bringing students to school should drop them off in the back entrance no earlier than 8:00 a.m., but no later than 8:20 a.m. Cars should pull up to the marked drop off zone area to allow as many cars as possible to unload at once. Dismissal begins at 3:10p.m. Car riders will be picked along the back of the building. Parents/guardians should be ready to state the name of their student(s) and follow the line through the system. Busses will pick up students in the front of the building. Walkers will be released once both traffic patterns have cleared. All students should be picked up, or released for walking by 3:30p.m.

### **CELL PHONES – TELEPHONE USAGE**

Students are allowed to bring cell phones to school, but must be kept **turned off and put away**. Cell phones are only to be used for after school activities and are not to be used between the hours of 8:25 a.m. and 3:10 p.m. Students needing to call home during the school day must do so in the main office during lunch or in the classroom with his/her teacher's permission. Students failing to abide by this policy will ~~have his/her cell phone confiscated and logged in the infraction system. The cell phone must be picked up in the main office at the end of the day~~ will result in school consequences. Earbuds/Headphones are to be put away unless requested by teachers.

### **CHEWING GUM**

Chewing gum is a privilege that is allowed. However, in order to keep the building looking nice and the furniture and carpets in good repair, it is important that students dispose of their gum properly. Failure to do so may result in the loss of this privilege. **Teachers have the right to ask students not to chew gum in their class.**

### **CLOSING SCHOOL DUE TO BAD WEATHER**

In the event of inclement weather or mechanical breakdown, school may be closed or may start on a delayed schedule. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over local television stations and through our School Messenger system. If no report is heard for Greater Clark Schools, it can be assumed that school is in session. Please do not call the school. Telephone lines need to be kept open for emergencies.

### **EDUCATIONAL FIELD TRIPS**

School organizations or classes occasionally sponsor field trips. The tour sponsor will require written consent by the student's parents or guardians. Permission slips will be sent home with students a week or two prior to the field trip. These forms will indicate the location, date and possible cost of the field trip. No student is denied the right to attend a field trip due to financial hardship. The teachers and/or the principal handle these cases on an individual basis. Please notify the main office if you are unable to pay the field trip cost.

It is expected that reasonable care and precaution be taken to ensure the safety of all concerned on school trips. However, in the event of an accident, Greater Clark County Schools, Charlestown Middle School, nor any employees or volunteers may be held responsible or liable unless negligence is involved.

When students go on trips they represent Charlestown Middle School. Students are expected to dress appropriately. Students who exhibit severe chronic behavior problems may not be allowed to attend field trips.

### EXTRA-CURRICULAR ACTIVITIES

Charlestown Middle School offers a wide variety of extra-curricular activities to help students develop skills and interests in non-academic as well as academic areas. No person shall, on the basis of sex, race, religion, or national origin, be excluded from participation. The principal or assistant principal may exclude a student from participation if his/her conduct is recognized as being unacceptable.

### EXTRA CURRICULAR ELIGIBILITY

#### **Age Requirements**

1. Sixth graders who wish to participate in sixth grade athletics must not be 13 prior to August 15 of their sixth grade year.
2. Seventh graders who wish to participate in seventh grade athletics must not be 14 prior to August 15 of their seventh grade year.
3. Eighth graders who wish to participate in eighth grade athletics must not be 15 prior to August 15 of their eighth grade year.
4. Sixth and seventh grade students who are too old to compete in their grade level may compete at the next higher grade level in which they meet the age requirements.
5. An eighth grader who is too old may not compete in middle school inter-scholastic competition and IHSAA rules prohibit middle school students from competing with high school students.

#### **Academic Requirements (based on grades received at the end of each nine-week grading period)**

1. A student must pass all subjects to participate in interscholastic competition.
2. A student not passing all subjects is on academic probation. While on probation, the student may not compete in interscholastic competition. The probationary period lasts three weeks. If at the end of that time the student is passing the subject he/she failed, probation will be lifted.
3. Initial eligibility for fall sports is dependent on a 7<sup>th</sup> & 8<sup>th</sup> grade student's grades from the last grading period (4<sup>th</sup> nine-week grading period) of the previous school year.

#### **Other**

1. Students must be present the equivalent of three class periods of the school day to participate in an extra-curricular activity that day.
2. Being tardy to school or absent the day after an extra-curricular activity is unacceptable.
3. **Any student who wishes to participate in athletics must have on file with the school the required insurance, physical, and cardiovascular forms. These forms must be on file prior to trying out, practicing, or playing in any interscholastic competition and are only valid from May 1<sup>st</sup> of the previous school year to April 30<sup>th</sup> of the current school year.**
5. All rules and requirements are published in the **Greater Clark Middle School Athletic Handbook**. The coaches, athletic director, and principal keep a copy of the handbook.

### FOOD SERVICES

Applications are available for free or reduced-price meals and textbook assistance. These forms are available in the guidance office.

### GRADING SYSTEM AND REPORT CARDS

Grades are available on a regular basis through the Power School Parent Portal. It is strongly encouraged for parents to create a portal account. Official Report Cards will be mailed home at the end of the school year.

#### **The grading system is as follows:**

100 – 90	A - Excellent	69 – 60	D - Poor
89 – 80	B - Good	Below 60	F - Failure
79 – 70	C - Average		I - Incomplete

Individual teachers or teams are expected to contact parents when a student is making unsatisfactory academic or behavioral progress. Parents should feel free to contact the staff or administration any time they have questions regarding their child's progress.

### HOMEWORK

Home study is a necessary part of each student's educational program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Some assignments

are long range in nature and require planned study time for their completion. Planned study time eliminates the necessity of spending too much time in completing an assignment the day before it is due. Students who consistently fail to complete homework assignments are less likely to be successful in school.

### **IMMUNIZATION REQUIREMENTS**

Indiana law requires that before a child enrolls in the 6<sup>th</sup> grade, he/she must provide proof of the following immunizations:

- 5 doses of DTaP/DTP/DT/Td vaccine;
- 4 doses of Polio vaccine;
- 2 doses of Measles vaccine; 2 doses of Mumps vaccine; 1 dose of Rubella vaccine;
- 2 doses of Hepatitis A vaccine (required for K, 1, 2, 3, 4, 6 and 12 for 2018-2019 school year)
- 3 doses of Hepatitis B vaccine;
- 2 doses of Varicella vaccine (Chickenpox) vaccine; or written history of disease;
- 1 dose of Tdap (Tetanus, Diphtheria, Accellular Pertussis) vaccine; and
- 1 dose of MCV4 (Menactra or Menveo) vaccine.

In addition, vision screening is done in the 8<sup>th</sup> grade.

### **MEDICATION**

**All medication must be brought to the (front/health) office and taken there. All medication, which includes over-the-counter, cough drops, and prescription medications, must have a written physician's order. "Administration of Medication" for #5114.2A must be signed by the parent/guardian. Students with a chronic disease or medical condition who must possess and self-administer medications during school hours must submit each school year a completed "Self-Administration of Medication" form #5141.2B.**

### **INSURANCE**

Student health insurance is available upon request. Applications are available in the guidance office.

### **INTERNET**

Any student planning to utilize internet services in the Corporation must have a Telecommunications Network Usage Agreement form signed by the parent and on file in the school office. This form will be available at registration. Students who fail to comply with this policy will have their internet privileges revoked.

### **LOCKERS**

All lockers are assigned through the school office. Students should follow these rules of locker care and safety:

1. Never leave money or valuables in the locker.
2. Do not give lock combinations to other students.
3. Keep lockers neat and in order.
4. Report any malfunction to the office.
5. Do not place decals or pictures on the locker.
6. Do not use or share anyone else's locker.
7. The school will not be responsible for items taken from lockers.
  8. Students are responsible for keeping the outside and inside of the locker free from writing, decals, or marks of any kind.

If problems with lockers occur, students should report to class on time and request permission to seek help in the main office. Failure to follow the rules for locker use may result in the loss of locker privileges.

### **PE LOCKERS**

**All students will be required to have their own lock for PE class.** Locks and PE tee shirts are required and may be purchased at the bookstore. Students must remove all personal belongings, including their locks, from their PE locker daily. Charlestown Middle School will not be held responsible for lost or stolen items.

### **LOST AND FOUND**

Student clothing/bookbags found unclaimed are gathered and stored in a location near the cafeteria. Students may ask the CMS day custodian for permission to view these items. All other valuables are kept in the main

office.

### **LIBRARY AND MEDIA CENTER**

The Charlestown Middle School Media Center contains a wide range of materials to meet the diversity of student abilities and learning styles. Materials are selected to guide students in the formation of realistic and balanced judgments in their daily lives. Some materials provide opposing sides of issues so that young citizens can make intelligent judgment and practice critical analysis of all media. Some books may contain language or attitudes that some parents may find controversial or objectionable. Therefore, parents are encouraged to review their child's selections and to enter into meaningful conversations and provide guidance when discussing those materials.

### **NATIONAL JUNIOR HONOR SOCIETY**

Membership in the National Junior Honor Society is by invitation only and is based on these five qualities: scholarship, service, leadership, citizenship, and character. To be eligible for consideration, a student must be in the seventh or eighth grade, be enrolled at the beginning of the school year and have completed at least one full semester at Charlestown Middle School. Sixth graders are not eligible. A seventh or eighth grader must have a 3.6 (grades are not rounded) overall cumulative semester grade point average at the end of the 1<sup>st</sup> semester. If a student feels that he/she is eligible, an NJHS membership application should be completed and turned in no later than the end of the 3<sup>rd</sup> nine-week grading period. Once eligible scholastically, a faculty council then evaluates each student based on the criteria described in the National NJHS Handbook - service, leadership, citizenship, and character. Students selected are notified during a tapping ceremony which is held during a school assembly. Candidates are inducted to membership during an evening ceremony.

### **POWERSCHOOL PARENT PORTAL**

PowerSchool Unified Classroom is the district's web-based student management system where student information is collected and stored.

The Unified Classroom Parent Portal increases parent engagement and connects the home to the classroom with easy visibility to grades, assignments, and progress. From the parent dashboard, parents have access to class schedules, assignments, grades, attendance and communication tools to enhance the education experience. Parents can also choose to have notifications emailed to them at regular intervals. All student information is delivered securely and can only be viewed by using the username and password supplied by the school.

Please note that at the beginning of each term, you may see zeros or wild shifts in the class average of your child. When there are only one or two assignments in the gradebook, a low or high score can make a dramatic change in the overall grade average. The gradebook instantly recalculates the overall grade as every assignment is entered.

If you need assistance in setting up your parent account or in accessing your current account, please contact the school office.

#### **For Student Login:**

1. Connect to the internet and type the following address into your browser's address window:  
<https://classroom.powerschool.com>
2. Click on "Sign In With Google" at the bottom of the page.

#### **For Parent/Guardian Login:**

Parents may use the Single Sign On feature that allows parent(s)/guardian(s) to have one login for multiple students for whom they have legal and parental rights. Each parent can have a unique login, provided each parent has their own email address. Parents can create their own accounts by choosing "Create an Account" and using the Access ID provided through the guidance office.

You and your son/daughter may track academic progress from any device that has internet access. Parents and students should utilize PowerSchool: Unified Classroom to monitor grades-in-progress throughout each grading period.

If you have any questions regarding the use of PowerSchool, please contact the school office.

### **RESTROOMS**

Students may use the restrooms before and after school, between class periods, and at the beginning or end of the lunch period. It is the responsibility of every student to keep them clean. Loitering, writing on the walls, or damaging the facilities in any way will not be tolerated. If you are feeling ill, **report to class first** and get permission to see the nurse. **Do not remain in the restroom.**

### **SEARCH AND SEIZURES**

In general, any staff member can confiscate items that are a violation of school rules, can disrupt the educational process, or may be a hazard to persons in the building. Items such as bookbags or coats and jackets may be searched when there is reason to believe they contain contraband. The following rules clarify other searches:

1. Lockers are the property of the School Corporation and may be searched by the principal or his designee when necessary.
2. Police and police dogs may be used to help administrators search lockers.
3. Luggage, bags, etc. that students take on overnight fieldtrips are subject to search.
4. Electronic surveillance may be used in buildings and buses to ensure student safety.

### **SECURITY SYSTEMS/SURVEILLANCE**

Charlestown Middle School is equipped with an exterior and interior security/surveillance system. An alarm system is in place within the building during hours when Greater Clark County School employees are not present.

### **STUDENT COUNCIL**

The Student Council is the students' way of governing themselves. Students should express ideas or concerns to their representative(s). Representatives should act in a responsible manner and represent the school to the best of their ability. Representatives will be selected from each grade level advisory. Student Council members not only respond to student ideas and concerns, but work at various school functions and help in community activities.

### **TEXTBOOKS**

Students are assigned textbooks by their classroom teachers at the beginning of each school year. The condition of each textbook is determined when issued and students are expected to return them in good condition. Students will be charged for damaged or lost books. If a book is misplaced during the school year, a new book must be purchased before a new one is issued.

### **VISITORS**

All visitors must report to the main office upon entering the school. All doors are kept locked. Visitors must sign the registry in the main office upon arriving and before leaving the building. Visitors will be given a visitor's pass which must be worn at all times while in the building. Visitors should have a valid state I.D. ready to present upon arrival in the main office.

### **WEBSITE**

The Greater Clark County School Corporation website is <http://www.gcs.k12.in.us/>. A complete directory of services, corporation policies, transportation, and weather information is available. The Charlestown Middle School website is <http://cms.gcs.k12.in.us/>. Information regarding programs, guidance services, and current school activities are included on this website.

### **WORK PERMITS**

Any student desiring a work permit must pick up an "Intent to Employ Form" from the student services office and have their employer fill it out. Return this form to the student services office or main office and a work permit will be issued.

Pursuant to Indiana Code 20-33-3-13, an employment certificate may be denied due to poor grades or attendance. A student may appeal the denial of a certificate to the principal. Indiana Code 20-33-3-20 also

allows the revocation of an employment certificate due to a decrease in grades or attendance. A student whose employment certificate is revoked is entitled to a periodic review of the student's grade record or attendance record, or both, to determine whether the revocation should continue. A periodic review may not be conducted less than one (1) time each school year. If upon review the issuing officer determines that the student's grade point average or attendance, or both, have improved substantially, the issuing officer may reissue an employment certificate to the student. A student may appeal the revocation of an employment certificate or the refusal to reissue an employment certificate to the school principal.

**AHERA Standard**

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Greater Clark County Schools is available for review and copying by students, staff and guardians during normal business hours.

**Charlestown Middle School**  
**STUDENT HANDBOOK ACKNOWLEDGMENT FORM**

I have accessed the online version of the 2020-2021 Charlestown Middle School Student Handbook. I understand that I am responsible for following the policies and procedures contained in this student handbook. I agree to follow all of the policies and procedures contained in the student code of conduct. I also understand that if I violate the policies and procedures contained in the handbook that I will be assigned the appropriate consequences.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/  
Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preferred Method of Parent Contact (Please Circle): Phone    Email    Text

Parent Phone: \_\_\_\_\_

Parent Email:  
\_\_\_\_\_