

CHARLESTOWN MIDDLE SCHOOL

“A Place of Respect, Learning, and Achievement.”

2023-2024 Handbook



School Phone Numbers

Main Office.....812-256-6363
Fax.....812-256-7282

Web Sites

Charlestown Middle School.....cms.gccschools.com
Greater Clark Co. Schoolswww.gccschools.com
PowerSchool Home<https://pschool.gcs.k12.in.us/public/>

School Hours

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

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

Table of Contents

Principal's Message & Staff Information	3
Schol Vision, Mission & Belief Statements	4
Academic Information	5
Attendance Information	8
Discipline Information	11
eLearning	17
General School & Student Information	18
Health Services	19
PRIDE Program	21
Student Activities	23
Student Assistance Programs	24
Student Conduct & School Safety	25
Technology & Chromebook Information	27
Transportation Information	28
GCCS Student Rights & Responsibilities	29
AHERA Notification	29

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. 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 takes precedence.

To see the entire Students Rights and Responsibilities [click here](#).

MESSAGE FROM THE PRINCIPAL

TO STUDENTS

The faculty and staff would like to welcome you to Charlestown Middle School. We are confident that your overall experience here will be of great value to you as you prepare for high school. This student handbook has been developed so that you can be well informed and organized throughout the school year. Your commitment to academic achievement, time management, self-discipline and social responsibility will help ensure your success. We hope this handbook serves you well and that you have a productive and enjoyable year.

TO PARENTS

This handbook contains the Greater Clark County Schools Student Rights and Responsibilities Handbook and Student Discipline Policy. This is also available for viewing on the website. In the event there is a discrepancy between language contained in this student handbook and language contained in Indiana law, the state law and/or GCCS Policy language takes precedence.

Charlestown Middle School uses PowerSchool. This is a website link for parents/guardians to view important school information regarding their child such as attendance, schedule, homework, and grades.

To access the handbook online and any information pertaining to the school please visit our website at: <https://cms.gccschools.com/>.

ADMINISTRATION

Adrienne Bach	Principal	abach@gccschools.com
Amy Gilbert	Assistant Principal	agilbert@gccschools.com
Russ Cook	Dean/Athletic Director	rcook@gccschools.com
Jan Haire	Counselor	jhaire@gccschools.com
Amy Gillespie	Counselor	agillespie@gccschools.com
Angela Smith	Academic Coach/AIC	asmith@gccschools.com
Brandon Lyons	SRO	blyons@gccschools.com

SUPPORT STAFF

Jennifer Webb	Administrative Assistant (Main Office)	jwebb@gccschools.com
Morgan Sampson	Office Assistant	msampson@gccschools.com
Brandi Burdin	Health Assistant	bburdin@gccschools.com
Debbie Rush	Treasurer	drush@gccschools.com

*This list was accurate at time of printing; however, it is natural that staff will change throughout the year.

AUTHORITY OF STAFF

The administrative staff, teachers, and paraprofessionals of this school are vested with legal public authority. Refusal on the part of a student to respect this authority shall be considered insubordinate conduct and dealt with accordingly. According to the law, all educators may act in the place of a parent, *in loco parentis*, in the best interest of the student.

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 STATEMENT

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 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.

ACADEMIC INFORMATION

GRADING

Grades are given for each class a student is enrolled in as a representation of a student’s knowledge and achievement in that class. The final determination of a student’s grade lies with the teacher who will justify each grade by means of scores and results from varied learning experiences based on the GCCS policy of 70% of the final grade derives from assessments and 30% of the final grade derives from assignments.

Grades are available on a regular basis through the Power School Parent Portal. Parents are strongly encouraged to create a portal account.

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.

Grading Scale

A 90-100 B 80-89 C 70-79 D 60-69 F 0-59

Grade Reporting Schedule

Grading Period	1 st	2 nd	3 rd	4 th
Dates	July 26 - Sept 29	Oct 9 – Dec 15	Jan 2 – Mar 15	Apr 1 – May 24
Mid Term Progress Reports	Aug 28 – Sept 1	Nov 6 – 10	Feb 5 - 9	Apr 22 - 26
Grading Period Ends	Sept 29	Dec 15	Mar 15	May 24
Grades Posted to PowerSchool Parent Portal	Oct 3	Dec 19	Mar 19	May 29
Parent/Teacher Conferences		Nov 7		

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.

SCHOOL CALENDAR/SCHEDULE AND TIMES

	6 th Grade	7 th & 8 th	2 Hour Delay
Impact	8:25-9:06	8:25-9:06	10:25-10:35
2nd	9:10-10:01	9:10-10:01	10:38-11:16
3rd	10:05-10:56	10:05-10:56	11:19-11:57
4th	11:29-12:40	11:00-11:51	12:00-1:08
5th	12:42-1:53	11:55-1:14	1:11-1:49
6th	1:55-3:10	1:18-2:10	1:52-2:28
7th		2:14-3:10	2:31-3:10

Arrival & Release of Students

Parents bringing students to school should drop them off in the back entrance no earlier than 8:10 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 up along the back of the building. Parents/guardians should be ready to state their student’s assigned car rider number 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.

Breakfast

Breakfast begins at 8:10 and ends at 8:25am. Students are responsible to be in class on time.

Hallway & Passing Time Routine

Students will have 4 minutes between classes to: use the restroom, get a drink of water, get in and out of their lockers, and travel directly to class. The expectation is that **all students should be in their seats and ready for instruction when class begins**. Any student in the hallway during class is expected to have a signed pass from their assigned teacher. Students not having a pass will be sent back to class upon the first offense; the second offense may lead to disciplinary action. Running in the hallways is prohibited.

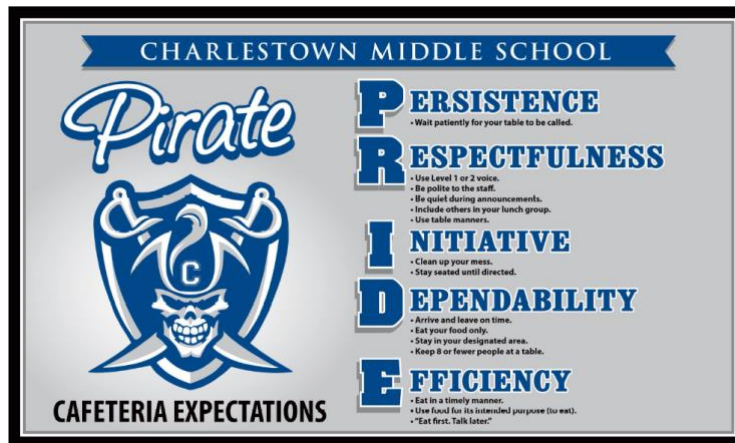
Lunch/Cafeteria Procedures

Students will enter the cafeteria and get in line to pick up their lunches. Students will exit the serving line and immediately go to their table. Students not eating school lunch will go immediately to their table. Students are not to cut in front of others in the food line. Please keep the lunchroom clean by depositing litter in the wastebaskets, returning all trays and utensils to the dishwashing area, and by leaving your table clear for others. Students must go to the cafeteria and remain there until dismissed. Permission is required to leave the cafeteria for any reason.

No commercial deliveries at lunch will be accepted. Students may bring lunch from home if they do not purchase food in the cafeteria. Delivery of lunch to a student during the day is not encouraged.

Keeping the cafeteria clean is a requirement of all students eating breakfast or lunch. Good manners are mandatory.

- Students will place all belongings in their locker before entering the cafeteria.
- Students will enter the cafeteria and sit at their assigned table until they are called up to the lunch lines.
- Students will sit for the remainder of the lunch period, except to use the restroom with permission.
- Assignments to tables will be for a quarter. New assignments will be at the beginning of each new quarter.
- All adults in the cafeteria have authority to enforce expectations
- Students will not touch another student's tray, food, or personal belongings.
- Students will not throw anything in the cafeteria.
- Students cannot use other student's account to purchase a meal.
- 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

After School Hours

All students are encouraged to become involved in extracurricular school activities. Unless students are involved in a supervised activity after school, they are expected to leave the building immediately after the last bell. The building is closed to students at 3:15pm.



JULY 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 2023
 24 Teacher Only Day
 Elementary Back to School Night
 25 Teacher Only Day
 Secondary Back to School Night
 26 First Student Day

SEPTEMBER 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 2023
 4 No School – Labor Day
 5 Teacher Only Day/PD
 29 End of 1st Quarter (46 days)

NOVEMBER 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2023
 2-6 Fall Break

November 2023
 7 Teacher Only Day – Election Day
 Parent/Teacher Conference Day
 20-24 Thanksgiving Break

JANUARY 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 2023
 15 End of 2nd Quarter (44 days)
 18-29 Winter Break

January 2024
 1 Winter Break
 15 No School – Dr. Martin Luther King, Jr. Day

MARCH 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2024
 19 No School – President's Day

March 2024
 15 End of 3rd Quarter (52 days)
 18-29 Spring Break

MAY 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2024
 8 Teacher Only Day/PD

May 2024
 7 No School - Election Day
 24 Last Student/Teacher Day
 End of 4th Quarter (38 days)

June 2024
 4 New Washington HS Graduation 7pm
 5 Charlestown HS Graduation 7 pm
 6 Jeffersonville HS Graduation 7pm

AUGUST 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

OCTOBER 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

DECEMBER 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

APRIL 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JUNE 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- First/Last Day
- No School
- Teacher Only Day
- eLearning Day
- Graduation

ATTENDANCE INFORMATION

ATTENDANCE

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. The responsibility for regular school attendance by a student rests with the student and his/her parent or legal guardian.

In an effort to meet one of the Other Indicators for Annual Yearly Progress students must maintain a ninety-five percent (95%) attendance rate. Students who fail to meet these criteria are subject to the disciplinary procedures.

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 documenting the need/reason for the absence; meet with probation officer; assign in-school suspension, out-of-school suspension and/or detention after school hours; recommend expulsion; or, initiate legal proceedings against students and parents.

A parent/guardian must notify the school if the student is going to be absent, tardy, or will be leaving school early for an appointment. Parents are expected to call the school on the day of absence by 9:00 a.m. (one call for an extended absence is sufficient). A message may be left by calling 812-256-6363 and ask for the attendance secretary or after hours leave a voice message on extension 12140. Parents unable to call on the day of the absence **MUST** call the school the next school day. If a call is not made to verify the absence the next school day, the absence will be considered an **unexcused absence**.

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.

ABSENCE DEFINITIONS

Absences from school will be counted as half days or full days per state code and will fall into one of five categories:

1. Exempt
2. Excused
3. Truancy
4. Unexcused
5. Out of School Suspension

1. **Exempt Absences** are absences from school, class or assigned activity which are exceptions to the compulsory attendance law and which are not reported or recorded as absences. These include:
 - A. Service as a page for/or as an honoree of the Indiana general assembly
 - B. Service on the precinct election board or as a helper to a political candidate or to a political party on the date of each general, city or town special and primary election at which the student works
 - C. Appearance in court in response to a subpoena to serve as a witness in a judicial proceeding
 - D. Active duty service with the Indiana National Guard for not more than ten days in a school year
 - E. Member of the Indiana wing of the civil air patrol and who is participating in a civil air patrol, which includes international air cadet exchange program for the length of the program and emergency service operation for not more than five days in a school year

F. Exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household. The student must be in good standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.

2. **Excused Absences** are defined as absences from school, class or assigned activity for one of the following verified reasons:

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

3. **Truancy** is defined as absence from school, class, or assigned activity without the permission of parent/legal guardian or principal/designee. A student will also be considered truant if he/she leaves a class, a school-sponsored activity and/or the school without the proper permission of school authorities. In dealing with truancy, the term "instance of truancy" shall be used. This term defines a period of truancy that may vary in length. For example, two consecutive days could be an "instance of truancy." Being truant will result in school consequences.

4. **Unexcused Absence** is defined as absence from school, class or assigned activity without proper parent communication, written documentation from medical or legal provider, or is not defined by one of the excused or exempt absence categories.

Note: Absences with proper parent communication, but without written documentation, may only be marked excused up to five times. After the fifth occurrence, all undocumented absences will be marked as unexcused unless, or until, documentation is provided.

5. **Out-of-School Suspension** is defined as exclusion from all school classes and school sponsored activities for one to ten days. It may be assigned if a student has violated applicable sections of the Greater Clark County Schools' Student Rights and Responsibilities Handbook or Indiana law.

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.

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.

FAMILY TRIP/VACATIONS

Vacations during school time are discouraged. Days missed for vacation are absences and fall under the Greater Clark Attendance Policy guidelines.

HOMEWORK (MAKE-UP WORK) FOR ABSENCES

- 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.

- 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.
- In the case of an Out-of-School Suspension (OSS), the student is required to complete all assignments and school work assigned during the period of the student's suspension. The principal or the principal's designee shall ensure that the student receives notice of any assignments or school work due and teacher contact information in the event that the student has questions regarding the assignments or schoolwork. The student shall be allowed to make up missed tests or quizzes when the student returns to school.

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.

SICK AT HOME

- **Fever:** Return when fever free for 24 hours (without requiring the use of fever reducing medications)
- **Diarrhea and/or vomiting:** Return 24 hours from last episode of vomiting/diarrhea
- **Pink eye or other bacterial infection:** Return 24 hours after start of antibiotics
- **Other:** If you are unsure if your child has an illness that may be contagious to others, please reach out to their healthcare provider for return to school guidance.

SICK AT SCHOOL

Generally, your child will be sent home if he/she shows any of the following: elevated temperature (100.0+), respiratory symptoms, vomiting, pain in chest or stomach, fainting, injury, any condition meriting doctor review - pink eye, unexplained rash or redness, pediculosis (head lice)/bed bug infestation, diarrhea, etc. Students should be fever-free for 24 hours prior to returning to school for the safety of all students. In the event that we cannot reach the parent/guardian the school will begin contacting the student's listed emergency contacts in PowerSchool. Please make sure that the home, cell and work phone numbers of parents and emergency contacts are kept up-to-date in PowerSchool. Please contact the office if any of these change during the school year. This type of occurrence will be documented as an excused tardy.

TARDY POLICY

A tardy is defined as a student not being in his/her assigned classroom at the start of class.

1. **Excused Tardies** are defined as late sign-ins or early sign-outs with proper documentation of:
 - a. Personal illness that involves fever, vomiting, diarrhea, accidents, injuries, or other illnesses that is communicated to the school by parent or guardian in writing (no more than 5 occurrences).
 - b. Medical or dental appointments with documentation that cannot be scheduled outside of the school day.
 - c. Death of an immediate family member or other relative.
 - d. Religious observances. Advanced notification of the principal or his/her designee by parent/guardian and church official is required for approval.
 - e. Other highly extenuating circumstances that will be determined by the principal in advance of the absence.
2. **Unexcused Tardies** are defined as a late sign-in or an early sign-out from school, class, or assigned activity without written documentation from a medical or legal provider, or other highly extenuating circumstances that will be determined by the principal in advance of the tardy.

TARDY TO CLASS

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

TARDY TO CLASS: FIRST PERIOD

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.

DISCIPLINE INFORMATION

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:

- Students are expected to dress appropriately and follow GCCS Dress Code.
- Students are expected to bring required materials to class every period of every day.
- Students are expected to refrain from Public Displays of Affection while at school and school functions.
- Students are expected to remain in class every period of every day.
- 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):

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

To see the entire Students Rights/Responsibilities [click here](#)

INFRACTION PLAN

Charlestown Middle School uses a school-wide infraction system and behavior matrix. The purpose of the infraction system is to re-teach expectations. The process for CMS infraction as seen below is based on infractions per class period.

1st - Warning by teacher and reteach desired behavior

2nd – Teacher Contacts Parent and reteach desired behavior

3rd – Counselor Referral and Parent Contact

4th and beyond – Meet with Administration or Dean– Progressive Discipline Consequence given

DISCIPLINE POLICY (CONSEQUENCES)

The intent of Charlestown Middle School's discipline policy is for **the safety, protection and best interest of all students who attend our school, not punishment**. However, there are times when disciplinary measures are needed and required by law. This section gives a general summary of the actions and consequences when disciplinary measures are needed and required by law. Below actions are a guideline and do not have to be sequential.

Changes will be made per Administration discretion and severity of action by student.

1. Teacher/Principal Verbal Warning
2. Teacher removal from class

3. **Detention**
4. **Lunch Detention**
5. **Friday Evening School**
6. **In School Suspension**
7. **Out of School Suspension**
8. **Alternative Education Program**
9. **Expulsion**

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.

Temporary Teacher Dismissal (TTD)

In the event that a student is not following classroom rules set forth by the teacher, the teacher may remove the student from the classroom for the remainder of the period. Students who receive a TTD will be counseled by an administrator or counselor when available, placed in an alternative setting, and will be expected to complete the work sent with them by the classroom teacher or work assigned upon returning to class the next day. TTDs are also logged in the student's discipline file and cumulative consequences will be assigned. Those consequences could range from lunch detention to OSS.

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.

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.

If a student is suspended, the student is required to complete all assignments and school work assigned during the period of the student's suspension. The principal or the principal's designee shall ensure that the student receives notice of any assignments or school work due and teacher contact information in the event that the student has questions regarding the assignments or schoolwork. The student shall be allowed to make up missed tests or quizzes when the student returns to school.

Expulsion

An expulsion is a disciplinary action that causes a student to be separated from school attendance for more than ten days, or suspended from attending school for at least one school year. This would prevent a student from completing in the normal time his/her overall courses of study in any school in the school corporation. In addition, a student would face the temporary loss of their driver's license/permit per Indiana law.

DRUGS, ALCOHOL & TOBACCO

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.

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

- 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 OSS, the student may be arrested and the process for expelling that student may begin.
- B. Students who TRANSMIT drugs or alcohol IN ANY MANNER to someone else will be immediately suspended, the student may be arrested, and processed for expulsion. Also, a student who transmits material, which he/she expressly or implicitly represents to be a controlled substance, may be immediately suspended and processed for expulsion. 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.

TOBACCO

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 twenty-one (21) who has violated the Greater Clark County Schools tobacco policy has also violated the Indiana tobacco possession law (IC 35-46-1-10.5).

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 or any other matter or substance that contains tobacco.

FIGHTING

If student conduct results in physical contact the school resource officer will be involved. If warranted, they have the authority to place the student/students under arrest.

HARASSMENT/BULLYING POLICY

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 (including transgender status, sexual orientation and/or gender identity), race, color, religion, national origin, age, disability, ancestry, marital status, familial status 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.

- 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.

- 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.
- 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.
- 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.

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 in the Students Rights and Responsibilities 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 in the Students Rights and Responsibilities 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.

Investigation Procedures

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!

PLAGIARISM/CHEATING

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.

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:

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

SEXUAL HARASSMENT

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.

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:

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. 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.
3. 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.
4. 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.

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.

SCHOOL RESOURCE OFFICER

The School Resource Officer is not merely a "Cop on Campus," he/she is a visible law enforcement presence on campus. The SRO advises school officials on law-related matters and helps assess school safety needs. There are times the SRO will instruct classrooms with law-related and safety related topics. He/She will serve as a conflict mediator to students. The SRO serves as a role model to students and students are encouraged to seek advice from the SRO to prevent situations from developing into more serious problems.

The School Resource officer will be forwarded major disciplinary information and by criminal law, criminal charges may be filed. Any issue of physical violence against another person may result in the involvement of the SRO.

USE OF DOGS

Trained, certified search dogs will be utilized at various times by law enforcement agencies to search for illegal drugs in the school building and on school grounds.

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.

- 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.
- 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.
- In compliance with Indiana Code, a student who is:
 - 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
 - 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.
 - 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.
- In compliance with Indiana Code, a student who is:
 - Identified as bringing a deadly weapon to school or on school property; or
 - In possession of a deadly weapon on school property, may be expelled for a period of not more than one (1) calendar year.
- 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.
 - 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.
 - 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.
- 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.
- 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.
- A deadly weapon for purposes of this policy is defined as:
 - A loaded or unloaded firearm.
 - A destructive device, weapon, device, taser (as defined in IC 35-47-8-3), or electronic stun weapon (as defined in IC 35-47-8-1), 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.
- GCCS Board Policy 5772: The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)

This policy will also encompass such actions as possession of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

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.

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 and preplanned professional development days. The Indiana Department of Education encourages school districts to hold eLearning days as an opportunity for students to continue their lessons through technology initiatives.

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, Google Meet sessions, email and other electronic digital media to ensure uninterrupted instruction.

eLearning days come in two forms: asynchronous and synchronous.

Asynchronous eLearning Days:

- All assigned work and lessons will be communicated through Google Classroom.
- Assigned work will align to the district sequencing guides.
- Students will work at their own pace to complete the assigned work.
- Some teachers may still deliver face to screen instruction via Google Meet or pre-recorded video opportunities.
- Attendance will be taken via a Google Form on asynchronous eLearning days.

Synchronous eLearning Days:

- All assigned work and lessons will be communicated through Google Classroom.
- The lessons and assigned work will align to the district sequencing guides and students will remain on pace with their GCCS classroom.
- Students will be expected to interact with their teachers according to their school's published schedule.
- Attendance will be taken during the scheduled teacher interaction time. If students are not in attendance during the scheduled time, the student will be marked absent but still expected to complete the work.

More information regarding eLearning days can be found on the Greater Clark County Schools website.

GENERAL SCHOOL/STUDENT INFORMATION

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.**

FOOD SERVICES

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

Please refer to the district or school website for the most up-to-date information regarding breakfast and lunch prices.

LOCKERS

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

- Students are not to give their locker combinations to another student or friend.
- Do not use or share anyone else's locker. The student to whom the locker is assigned is responsible for the contents of the locker.
- Do not place decals or pictures on the locker. Students are not to tamper with, deface, or use another person's locker.
- The school will not be responsible for items taken from lockers. Never leave money or valuables in the locker.
- Students are responsible for keeping the outside and inside of the locker free from writing, decals, or marks of any kind.
- A student using a locker that is the property of the school corporation is presumed to have no expectation of privacy in that locker or its contents.
- The Principal or other member of the administrative staff of a school may search a locker and its contents at any time.

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.

LOST AND FOUND

Student clothing/bookbags found unclaimed are gathered and stored in a location near the cafeteria. Students may ask an adult 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.

RESTROOMS

Students may use the restrooms before and after school, between class periods, and during lunch with permission. 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.**

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.

TRANSFERS WITHIN GCCS

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 of the transfer, the parent can appeal to the Superintendent. Transportation must be provided by the guardian. Transfer privileges may be revoked due to poor attendance and/or behavior concerns.

WITHDRAWAL FROM SCHOOL

Students should report to the guidance office counselor 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.

WORK PERMITS

Effective 7/1/2021, Indiana will no longer require work permits for minor employees. Employers will no longer be required to complete the "Intent to Employ" form, and schools will no longer issue work permits.

HEALTH SERVICES

HEALTH OFFICE VISITS

Students should obtain a pass from his/her teacher prior to reporting to the health office. If necessary, the parent/guardian will be notified and can take appropriate action. The school does not permit a sick student to leave the building without a parent or guardian consent. Please keep the student's medical and emergency contact information (found in on-line enrollment).

The school nurse can provide to a student with a documented medical need a pass for accommodations such as: elevator use, extended passing time, bathroom privileges, etc. These passes can only be issued when the parent/guardian has contacted the school nurse and appropriate documentation has been obtained.

IMMUNIZATION REQUIREMENTS

Indiana law requires parents/guardians to furnish no later than the first day of school attendance, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the state immunization data registry. The statement must show that the student has received these immunizations:

- 5 doses of DTP (diphtheria, tetanus and pertussis)
- 1 dose Tdap
- 4 doses of polio vaccine
- 2 doses of MMR (measles, mumps and rubella)
- 2 doses of Hepatitis A vaccine
- 3 doses of Hepatitis B vaccine
- 2 doses of Varicella vaccine (Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parent report of disease history is not acceptable).
- 1 dose of Meningococcal (MCV4) for grades 6-11
- 2 doses of Meningococcal (MCV4) for grade 12

In addition, vision screening is done in the 8th grade.

INSURANCE

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

MEDICATION

It is school board policy that prescription medications and/or over-the-counter medications will not be administered by school personnel unless detailed guidelines are followed. (This includes cough medicine, aspirin, or other medications frequently used in the home by parents). In order for school personnel to administer medication:

- The following form must be completed in detail by the parent/guardian and signed by the prescribing healthcare provider **each school year**: *Permission Form for Medication During School Day #5330.1 or #5330.2*. These forms can be obtained in the health office or on the website.
- Prescription medication **must** be in the original prescription bottle and over-the-counter medication must also be in the original container and labeled with the student's name.

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.

PRIDE PROGRAM

PRIDE Program











The PRIDE program addresses common expectations (Persistence, Respect, Initiative, Dependability, and Efficiency) while also teaching social emotional learning skills. The PRIDE program encompasses the systems of routines and positive school culture practices that allows the main focus to be on literacy and numeracy in all content areas via expectations, culture and climate, restorative accountability, interventions, and partnerships. Teaching these expectations and measuring student performance will lead to strong employability skills and provide the data to determine each student's college and career readiness. Schools will incorporate PRIDE into their building level plan and matrices. Students will be recognized with a Work Ethics Certificate for mastery of CCR/PBIS/Work Ethic at grade 12.

CMS PRIDE Program

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
-  Game Room
-  Random Redemptions
Items such as spirit wear, candy & tickets to games
-  Quarterly Reward Activities
0 Referrals for one 9-week quarter
-  Popcorn at Lunch
-  Pirate Raffles
-  Admission to all CMS Athletic Events
-  Attendance Contests
-  Gotcha Moments
-  Treat Cart


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.


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



STUDENT ACTIVITIES

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, assistant principal or dean of students may exclude a student from participation if his/her conduct is recognized as being unacceptable.

Eligibility

Age Requirements

- Sixth graders who wish to participate in sixth grade athletics must not be 13 prior to August 15 of their sixth grade year.
- Seventh graders who wish to participate in seventh grade athletics must not be 14 prior to August 15 of their seventh grade year.
- Eighth graders who wish to participate in eighth grade athletics must not be 15 prior to August 15 of their eighth grade year.
- 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.
- 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)

- A student must pass all subjects to participate in interscholastic competition.
- 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.
- Initial eligibility for fall sports is dependent on a 7th & 8th grade student's grades from the last grading period (4th nine-week grading period) of the previous school year.

Other Guidelines

- Students must be present the equivalent of three class periods of the school day to participate in an extra-curricular activity that day.
- Being tardy to school or absent the day after an extra-curricular activity is unacceptable.
- 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 April 1st of the previous school year to June 30th of the current school year.
- Any student who wishes to participate in athletics must complete FinalForms. <https://greaterclark-in.finalforms.com/>
- 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.

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 1st 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 3rd 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.

SPECTATOR GUIDELINES

The purpose of the event is to enjoy extra-curricular activities. Your presence at the event is to give support and provide spirit for our students. This should always be done by positive comments. Avoid comments or gestures which are degrading to you and Charlestown Middle School.

1. Although seats may not be reserved, please respect other people and avoid pushing, or moving people out of a seat.
2. Interfering with the visiting team or their fans in any way distracts from our position as a good host school. You are expected to stay in your seat and be a good spectator.
3. Everyone is expected to stand and be respectful during the playing of the National Anthem. Many people have given their lives so that we may live in a free society. You owe them your respect and attention for their sacrifices.
4. Please support our school in a positive and productive way with encouraging comments.

If you cannot follow these few simple guidelines, please stay home. Our student support must be positive and this is what we expect from you.

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.

STUDENT ASSISTANCE PROGRAMS

PARENT/TEACHER CONFERENCES

If a parent/student wishes to confer with his/her instructors, conferences may be arranged before or after school. Students and parents are encouraged to talk with their teachers about the improvement of their classroom progress or any other problem which may be confronting them. Parents can call or e-mail the student's guidance counselors and/or teacher to arrange a conference. An attempt will be made to answer all questions in regarding to the educational progress of the student.

POWERSCHOOL PARENT PORTAL

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

The Parent Portal increases parent engagement and connects the parent/guardian 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 staff email. Parents can choose to have notifications emailed to them at regular intervals. All student information is delivered securely and can only be viewed by creating a parent account using the Access ID and Access Password supplied by the school.

Please note that at the beginning of each term, you may see zeros or extreme 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. This is common and will regulate as more assignments and/or assessments are added to PowerSchool. 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.

STUDENT CONDUCT AND SCHOOL SAFETY

CELL PHONES – TELEPHONE USAGE

Students are allowed to bring cell phones to school, but must keep them **turned off and put away**. Charlestown Middle is an “Away for the Day” school. You can find more information on this at <https://www.awayfortheday.org/>.

Cell phones are not to be out in classes, hallways or in the cafeteria. Cell phones are only to be used for after school activities and are not to be used between the hours of 8:10 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 result in school consequences. Earbuds/Headphones are to be put away unless requested by teachers.

1st Offense: Cell phone is confiscated and returned to the student at the end of the day by the front office.

2nd Offense: Cell phone is confiscated and a parent must pick up the cell phone from the front office.

3rd Offense: Cell phone is confiscated, a parent must pick up the phone and In School Suspension will be issued.

DRESS AND GROOMING

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.

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. Shirts may not expose the side, midriff, cleavage, or back. Strapless, off the shoulder, one-shoulder and spaghetti strap garments 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 and skirts must be mid-thigh length when standing. Holes in pants, shorts, or skirts must not be above mid-thigh.
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. Sunglasses or other non-prescription eyewear.
12. 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.
13. Final determination regarding student dress and grooming will be determined **by the administration**.

SAFETY PROCEDURES

In accordance with state laws and Greater Clark County School’s Emergency Preparedness Plan, classes at our school will discuss emergencies and will participate in periodic safety drills. The purpose of each drill is to teach students how to respond quickly and safely in the event of an emergency. Emergency information is located in each room in the building. Evacuation procedures are also posted throughout the school. The three types of required drills are fire, tornado, and man-made disaster. Our district has chosen to adopt the Standard Response Protocols to utilize for our safety plan.

The Standard Response Protocol (SRP) is based on the response to any given situation not on individual scenarios. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - these five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants.

These emergency drills will be done under the direction of the principal with records of these drills being kept in the principal's office. Drills are taken very seriously. Misbehavior will result in consequences. One day the drill may not be a drill, but a real emergency. We must be prepared. Any and all persons in the building must participate in the drills when they are conducted. During severe weather, we WILL stay tuned to the National Weather Service for up-to-the-minute reports. If severe weather occurs at dismissal time, we will hold the buses until the transportation department deems that it is safe for children to be transported home. Parents may be asked to wait until severe weather passes before transporting their child home in a car. This is a safety precaution for you and our students.



Hold is followed by the Directive: "**In Your Room or Area**" and is the protocol used when hallways need to be kept clear of occupants.



Secure is followed by the Directive: "**Get Inside. Lock Outside Doors**" and is the protocol used to safeguard people within the building.



Lockdown is followed by "**Locks, Lights, Out of Sight**" and is the protocol used to secure individual rooms and keep occupants quiet and in place.



Evacuate and may be followed by a location, and is used to move people from one location to a different location in or out of the building.

Shelter State the **Hazard** and **Safety Strategy** for group and self protection.

SCHOOL CLOSING INFORMATION

Announcements concerning school closing because of weather or other emergencies will be carried on all local television stations along with the Greater Clark County Schools website www.gccschools.com.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Video monitoring equipment is in use at Charlestown Middle School to monitor student behavior and the property of Greater Clark County schools. See GCCS policy 7440.01. Any tampering with electronic security or safety devices is subject to disciplinary action.

VISITORS AND SCHOOL SECURITY

All visitors should report to the main office. For the protection of our students, Greater Clark County Schools uses a visitor management software known as Raptor. When visiting a GCCS building, visitors must present their driver's license to a designated staff member. The Raptor system will perform a quick check on the visitor to identify individuals who are on a list of offenders not allowed to have contact with our student body. Once the visitor is approved, the office staff will issue a visitor's ID badge. All visitors must wear a visitor's badge. Students who are from other schools will not be allowed to visit.

All doors into the school will be locked and secured as soon as first period begins. Any person who enters the building after that time will be **REQUIRED** to enter at the main entrance outside of the office. Students who intentionally "block open" a door to allow other students to enter the building are risking the security of Charlestown Middle School and will be subject to school discipline including suspension or expulsion.

TECHNOLOGY & CHROMEBOOK INFORMATION

CHROMEBOOKS

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 PRIDE:

I will:

- Use digital devices, networks and software in school for educational purposes and activities.
- Bring Chromebook 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.

Student Responsibility for Computer Devices

1. Each student is personally responsible for his/her computer at all times.
2. The computer is the property of Greater Clark County Schools.
3. Each student will have signed an Acceptable Use Policy and any other necessary document.
4. Students must keep laptops charged.
5. Students must follow teacher direction regarding laptops at all times.
6. Any deliberate misuse of the laptop, including, but not limited to, network removal, installation of unapproved software, intentional physical damage or defacing the computer will result in loss of the computer for a period of time.
7. Any of the issues below may result in a loss of internet, computer, or both for a period of time;(the list is not all inclusive)
 - a. Using proxy sites
 - b. Inappropriate use of websites
 - c. Using profanity
 - d. Providing false information
 - e. Taking pictures or videotaping when not related to an assignment
 - f. Using computer when not allowed by teacher
 - g. Refusing to give computer to teacher when requested
 - h. Cheating in any form is unacceptable
 - i. Profanity is never appropriate in any form
 - j. Threatening, or bullying, is never acceptable
 - k. Hacking the laptop or network

Computers that need repair will be taken to the Technology Coordinator before and after school, during passing time or with a pass from a teacher. It is the responsibility of the student to have his/her Chromebook charged at all times.

COMPUTER/NETWORK POLICY

Every student is required to abide by the Greater Clark County Schools Acceptable Use policy in regards to computers and other devices that are property of GCCS.

TRANSPORTATION INFORMATION

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).

Transportation Guidelines and Procedures:

1. Transportation eligibility is determined by a student's home address. 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.
2. 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).**
3. 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.**
4. For safety reasons, students must be at their assigned stop location five (5) minutes before the scheduled pickup time.
5. 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).
6. Bus stop change requests or new students should be directed to the transportation office by using the GCCS website: <https://www.gccschools.com/home/our-district/departments/transportation/>. For new or changed assignments, an online transportation form must be filled out and the transportation request may take up to 3 school days.
7. 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 provide limited pick up points.

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.

GREATER CLARK COUNTY SCHOOLS STUDENT RIGHTS AND RESPONSIBILITIES

Now that you have read the CMS Student Handbook, we encourage you to continue reading and become familiar with the rights and responsibilities of your student. The Greater Clark County Schools Students Rights and Responsibilities Handbook provides additional expectations not specifically covered in the CMS student handbook. In the event there is a discrepancy between language contained in this student handbook and language contained in Indiana law, the state law and/or GCCS Policy language controls.

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.