

*CMS*

*PARENT  
HANDBOOK  
2009-2010*

*500 Buntin St.  
Vincennes, IN  
812-882-5172*

Hello parents!

The contents of this handbook are designed to provide you with important information to assist your communication with our school. Most of this information is copied from your child's student handbook. We encourage you to read your child's handbook as it contains much information not included on these pages.

The information below is meant to summarize responses to some key questions. If you need further clarification, please feel free to contact the school and speak to an administrator or one of your child's teachers.

- Absences - If your child is absent from school, please call as early in the morning as possible. Call the school at 882-5172, then press '1'. This will direct you to Marissa Breidenbaugh's phone. Please leave a message with your child's name, your relation to the child, the reason for their absence, and a number you can be reached if needed. If your child misses any part of a day due to an appointment, please send a note with them upon their return. If you know in advance about an extended absence, please send a note with your child so we may be aware and provide an opportunity for homework to be collected prior to their absence.
- School Reach - The corporation will soon be incorporating a mass telephone system that allows the broadcast of telephone messages to parent and staff cell and home phones. The system will mainly be used at the VCSC Central Office for weather or other emergency messages. If you have not provided the school with an updated phone number, please do so as soon as possible.
- ISTEP - This state assessment will only occur during the spring this year. The testing window begins March for the free-response items. The multiple choice portion of the test begins April 26. It is very important students be in attendance on these dates if at all possible.
- Conference - If you need to request a conference with your child's team, please call the school and enter the extension of one of their teachers. These extensions are provided on one of the following pages. If you have any other question, press '3' and you will be directed to one of the school secretaries for assistance.
- Flex - Every student is schedule with a Flex class. This curriculum for this class varies according to the day of the week. Included are: Character education lessons; SSR (Sustained Silent Reading); Enrichment activities in core subjects; data collection for math, LA, and school improvement; and ZAP (Zeros Aren't Permitted) which provides time for students to get caught up on homework
- Nurse - See Health Service in this handbook
- IPASS - This program is available to assist students in need of additional support in the areas of academics and behavior. More detailed information is listed later in this handbook.
- PBS (Positive Behavioral Interventions and Supports) - Please make a point to read the details later in the handbook. The program is well underway and has made provided a framework that creates increased consistency among staff and students regarding behavior and response. In addition, an award system is in place to reinforce students "Doing the Right Things".

# VINCENNES COMMUNITY SCHOOL CORPORATION

## SCHOOL CALENDAR for 2009-2010

Thursday, August 13	Enrollment: First Day of School
Monday, September 7	No School, Labor Day
Friday, October 23	Fall Vacation Day
Wed, Thur, & Friday, November 25, 26, & 27	No School, Thanksgiving
Monday, December 21	First Day of Holiday Vacation
Monday, January 4	Return to School
Friday, February 12 & Monday, February 15	Winter Vacation Days/Feb. 12, Make-up Day
Monday-Friday, March 22 –March 26	Spring Break
Monday, March 29	Return to School
Friday, April 2 & Monday, April 5	Easter Break - April 5 is Make-up Day
Tuesday, April 6	Return to School
Friday, May 7	Spring Vacation Day/Make-up Day
Friday, May 14	Spring Vacation Day/Make-up Day
Friday, May 21	Spring Vacation Day/Make-up Day
Friday, May 28	Last Day of School

The last student day would be May 28, unless more make-up days are needed. The last faculty and staff day would be May 28, unless more make-up days are needed.

There will be a calendar adjustment day April 1. Number of days lost will determine the final date of school. If necessary, the calendar will be extended to comply with law.

### POTENTIAL STUDENT DAYS LISTED ABOVE

August	13	December	14	April	20
September	21	January	20	May	17
October	21	February	18		
November	18	March	18		

<b>High School</b>		<b>Middle School</b>		<b>Elementary</b>	
<u>6 Wk Period Ends</u>	<u>Days</u>	<u>6 Wk Period Ends</u>	<u>Days</u>	<u>9 Wk Period Ends</u>	<u>Days</u>
Sept. 25	31	Sept. 25	31	Oct. 16	46
Nov. 6	29	Nov. 6	29	Dec. 18	<u>41</u>
Dec. 18	<u>27</u>	Dec. 18	<u>27</u>		
<b>End of Semester</b>	<b>87</b>	<b>End of Semester</b>	<b>87</b>	<b>End of Semester</b>	<b>87</b>
<hr/>					
Feb. 19	33	Feb. 19	33	March 12	48
April 9	28	April 9	28	May 28	45
May 28	<u>32</u>	May 28	<u>32</u>		93
	93		93		
<b>Total Days</b>	<b>180</b>		<b>180</b>		<b>180</b>

# Mission Statement

*The mission of Clark Middle School is to strive for all students to meet or exceed state and local academic standards and develop respect for self, peers, and adults. Students will demonstrate learning through diverse assessments. Guided support for academic preventions and interventions will be provided through a network of education and community resources.*

## VOICE MAIL NUMBERS & E-MAIL ADDRESSES FOR FACULTY

(call 882-5172 then enter the extension)

Name	Ext.	Email	Name	Ext.	Email
Attendance	2155	<a href="mailto:breidenbaughm@vcsc.k12.us">breidenbaughm@vcsc.k12.us</a>	Bahr, D	6001	<a href="mailto:bahrd@vcsc.k12.in.us">bahrd@vcsc.k12.in.us</a>
Bahr, J	6004	<a href="mailto:bahrj@vcsc.k12.in.us">bahrj@vcsc.k12.in.us</a>	Bailey	2163	<a href="mailto:baileyjill@vcsc.k12.in.us">baileyjill@vcsc.k12.in.us</a>
Balthus	2236	<a href="mailto:balthusb@vcsc.k12.in.us">balthusb@vcsc.k12.in.us</a>	Breidenbaugh	6179	<a href="mailto:mbreidenbaugh@vcsc.k12.in.us">mbreidenbaugh@vcsc.k12.in.us</a>
Butler	2230	<a href="mailto:butlerc@vcsc.k12.in.us">butlerc@vcsc.k12.in.us</a>	Chastain	6010	<a href="mailto:chastainp@vcsc.k12.in.us">chastainp@vcsc.k12.in.us</a>
Clegg	6013	<a href="mailto:cleggb@vcsc.k12.in.us">cleggb@vcsc.k12.in.us</a>	Colvin	6016	<a href="mailto:colvind@vcsc.k12.in.us">colvind@vcsc.k12.in.us</a>
T. Connor	6018	<a href="mailto:connort@vcsc.k12.in.us">connort@vcsc.k12.in.us</a>	Cooper	6019	<a href="mailto:cooperm@vcsc.k12.in.us">cooperm@vcsc.k12.in.us</a>
Dice	6021	<a href="mailto:dicek@vcsc.k12.in.us">dicek@vcsc.k12.in.us</a>	Duffey, S.	6025	<a href="mailto:duffeys@vcsc.k12.in.us">duffeys@vcsc.k12.in.us</a>
Evans	6090	<a href="mailto:evansa@vcsc.k12.in.us">evansa@vcsc.k12.in.us</a>	Frederick	6092	<a href="mailto:frederickt@vcsc.k12.in.us">frederickt@vcsc.k12.in.us</a>
Funk	6135	<a href="mailto:funkk@vcsc.k12.in.us">funkk@vcsc.k12.in.us</a>	Greemore	6093	<a href="mailto:greemores@vcsc.k12.in.us">greemores@vcsc.k12.in.us</a>
Heiden	2180	<a href="mailto:heidenjm@vcsc.k12.in.us">heidenjm@vcsc.k12.in.us</a>	Hills	6094	<a href="mailto:hillsl@vcsc.k12.in.us">hillsl@vcsc.k12.in.us</a>
Holland	2168	<a href="mailto:hollandj@vcsc.k12.in.us">hollandj@vcsc.k12.in.us</a>	Hutchison	6097	<a href="mailto:hutchisont@vcsc.k12.in.us">hutchisont@vcsc.k12.in.us</a>
King	6101	<a href="mailto:kingj@vcsc.k12.in.us">kingj@vcsc.k12.in.us</a>	Kocher	6329	<a href="mailto:kochem@vcsc.k12.in.us">kochem@vcsc.k12.in.us</a>
Lane, D	6104	<a href="mailto:laned@vcsc.k12.in.us">laned@vcsc.k12.in.us</a>	Lane, J.	6106	<a href="mailto:lanej@vcsc.k12.in.us">lanej@vcsc.k12.in.us</a>
Lindsey	2176	<a href="mailto:lindseyb@vcsc.k12.in.us">lindseyb@vcsc.k12.in.us</a>	Marsh	6109	<a href="mailto:marshw@vcsc.k12.in.us">marshw@vcsc.k12.in.us</a>
Meyer, C	6110	<a href="mailto:meyerc@vcsc.k12.in.us">meyerc@vcsc.k12.in.us</a>	Meyer, E	6111	<a href="mailto:meyere@vcsc.k12.in.us">meyere@vcsc.k12.in.us</a>
Michel	6113	<a href="mailto:michels@vcsc.k12.in.us">michels@vcsc.k12.in.us</a>	Miller-6th	6118	<a href="mailto:millerm1@vcsc.k12.in.us">millerm1@vcsc.k12.in.us</a>
Miller-7th	6119	<a href="mailto:millerm2@vcsc.k12.in.us">millerm2@vcsc.k12.in.us</a>	Mize	6121	<a href="mailto:mizel@vcsc.k12.in.us">mizel@vcsc.k12.in.us</a>
Noland, J	6123	<a href="mailto:nolandj@vcsc.k12.in.us">nolandj@vcsc.k12.in.us</a>	Noland, T	6128	<a href="mailto:nolandt@vcsc.k12.in.us">nolandt@vcsc.k12.in.us</a>
Osborne		<a href="mailto:osbornes@vcsc.k12.in.us">osbornes@vcsc.k12.in.us</a>	Oxley	6099	<a href="mailto:oxleyb@vcsc.k12.in.us">oxleyb@vcsc.k12.in.us</a>
Richey		<a href="mailto:richeyk@vcsc.k12.in.us">richeyk@vcsc.k12.in.us</a>	Ritterskamp	6132	<a href="mailto:ritterskamp1@vcsc.k12.in.us">ritterskamp1@vcsc.k12.in.us</a>
Schroeder	6305	<a href="mailto:schroederm@vcsc.k12.in.us">schroederm@vcsc.k12.in.us</a>	Sims	6136	<a href="mailto:simns@vcsc.k12.in.us">simns@vcsc.k12.in.us</a>
Smith, W.	6142	<a href="mailto:smithw@vcsc.k12.in.us">smithw@vcsc.k12.in.us</a>	Stidham	6144	<a href="mailto:stidhamd@vcsc.k12.in.us">stidhamd@vcsc.k12.in.us</a>
Stroud	6146	<a href="mailto:stroudj@vcsc.k12.in.us">stroudj@vcsc.k12.in.us</a>	Thais	6148	<a href="mailto:thais@vcsc.k12.in.us">thais@vcsc.k12.in.us</a>
Tipton	6149	<a href="mailto:tiptonc@vcsc.k12.in.us">tiptonc@vcsc.k12.in.us</a>	Trueblood	6264	<a href="mailto:truebloodc@vcsc.k12.in.us">truebloodc@vcsc.k12.in.us</a>
Webb	6150	<a href="mailto:webbc@vcsc.k12.in.us">webbc@vcsc.k12.in.us</a>	Webber	6152	<a href="mailto:webberd@vcsc.k12.in.us">webberd@vcsc.k12.in.us</a>
Williams	2245	<a href="mailto:williamsb@vcsc.k12.in.us">williamsb@vcsc.k12.in.us</a>	Wisley	6153	<a href="mailto:wisleyk@vcsc.k12.in.us">wisleyk@vcsc.k12.in.us</a>
Wright		<a href="mailto:wrightk@vcsc.k12.in.us">wrightk@vcsc.k12.in.us</a>	Yoder		<a href="mailto:yodera@vcsc.k12.in.us">yodera@vcsc.k12.in.us</a>

# INFORMATION STUDENTS NEED FOR THE DAY!

## GUIDELINES FOR STUDENTS

1. Follow the rules and regulations of the school.
2. Be at school on time each period ready to learn.
3. Do the best you can in each class both academically and conduct wise.
4. Act appropriately, responsibly, and respectfully toward yourself and others.  
and faculty.

## DAILY SCHEDULE

PERIOD	TIME	OTHER INFORMATION
Homeroom	8:00 AM to 8:10 AM	Morning Announcements/Pledge Of Allegiance/ Moment of Silence
1	8:15 AM to 8:55 AM	
2	9:00 AM to 9:40AM	
3	9:45 AM to 10:25 AM	
4	10:30 AM to 11:10 AM	Sixth Grade Lunch
5	11:15 AM to 11:55 AM	Seventh Grade Lunch
6	12:00 Noon to 12:40 PM	Eighth Grade Lunch
7	12:45 PM to 1:25 PM	
8	1:30 PM to 2:10 PM	
9	2:15 PM to 3:05 PM	6th grade to HR @ 2:55

## ONE HOUR DELAY SCHEDULE

PERIOD	TIME	OTHER INFORMATION
Homeroom	9:00 AM to 9:10 AM	Morning Announcements/Pledge Of Allegiance/ Moment of Silence
1	9:15 AM to 9:55 AM	
2	10:00 AM to 10:40 AM	
4	10:45 AM to 11:20 AM	Sixth Grade Lunch
5	11:25 AM to 12:00 AM	Seventh Grade Lunch
6	12:05 AM to 12:40 PM	Eighth Grade Lunch
3	12:45 PM to 1:25 PM	
8	1:30 PM to 2:10 PM	
9	2:15 PM to 3:05 PM	6th grade to HR @ 2:55

## TWO-HOUR DELAY SCHEDULE

PERIOD	TIME	OTHER INFORMATION
Homeroom	10:00 AM to 10:05 AM	Morning Announcements/Pledge Of Allegiance/ Moment of Silence
1	10:10 AM to 10:40 AM	
2	10:45 AM to 11:15 AM	
4	11:20 AM to 11:55 AM	Sixth Grade Lunch
5	12:00 AM to 12:35 PM	Seventh Grade Lunch
6	12:40 PM to 1:15 PM	Eighth Grade Lunch
3	1:20 PM to 1:50 PM	
8	1:55 PM to 2:25 PM	
9	2:30 PM to 3:05 PM	Sixth Grade to HR @ 2:55

### CAFETERIA

A 40-minute lunch period is provided for you. Plate lunches and a la carte items may be purchased, or you may bring your lunch from home. If you forget your lunch money and do not have any money in your account, you may charge for that day and bring money the next day.

#### GUIDELINES

1. No borrowing money.
2. You should take your seat quietly and listen for directions.
3. Stand in line in an orderly fashion.
4. No food or drink is to be taken out of the cafeteria.

#### LUNCH I.D. NUMBERS

On the first day of school every student will receive a lunch I.D. Number. This I.D. Number is only to be used by the identified student to debit/credit the lunch account on a keypad located with the cashier. Cash may also be used to pay for the lunch selections at the cashier station.

**Breakfast is \$1.10/day (\$.30 for reduced breakfast)**

**Lunch is \$2.15/day (\$.40 for reduced lunch)**

**Combo line \$2.85/day**

A student may pay any amount of money toward his/her cafeteria account. The student should pay on his/her account on the first floor hallway by the Buntin Street entrance from 7:30—8:00 am on Monday mornings. The cafeteria will also accept money for student accounts daily during passing periods prior to 10:00 am.

Only items purchased from the lunch line will be deducted from the student's account. Items that are purchased at the snack bar must be paid for in cash.

## **EXTRA-CURRICULAR ACTIVITIES**

CMS is proud of its Extra-Curricular program. Before you are allowed to participate in sports the school must receive permission from your parents, and you must have passed a physical examination.

Students wishing to participate in extracurricular activities may not have more than 3 combined “U’s” or “F’s” on their most recent grade card. Eligibility for fall extracurricular activities will be based on the final grading period of the previous year. Students with more than 3 “F’s” from the final grading period this past school year will be allowed to take summer school to earn eligibility. Participants receiving a combination of either 2 or 3 “U’s” or “F’s” will be allowed to tryout and participate in practice until grade checks, which will occur at the halfway point of the grading period. Participants receiving unsatisfactory or failing grades will also be required to participate in IPASS. Any participant that is failing or marked unsatisfactory in more than one class at the grade check will be released from the team.

Cross Country B/G  
Basketball B/G  
Wrestling B  
Softball G  
Volleyball G

Track B/G  
Football 7/8th grade B  
Swimming B/G  
Soccer B/G  
Golf B/G

Spell Bowl Team  
Academic Super Bowl Team  
Science Olympiad Team  
Student Council  
Circle the State with Song Choir

## **INTERVENTION PROGRAM ASSISTING STUDENT SUCCESS (I.P.A.S.S.)**

Intervention Program Assisting Student Success (IPASS) is an early intervention program for students in need of academic and/or behavioral support. IPASS is based on the philosophy that all students can succeed. The program gives students the opportunity to build academic, discipline, and social skills. IPASS also provides parent(s)/guardian(s) with family education. Students build these skills through one-on-one, small group sessions, tutoring, and community services. The program respects students and emphasizes personal responsibility as well as parent(s)/guardian(s) responsibility. IPASS focuses on setting goals in order to achieve success in school both academically and behaviorally. Positive reinforcement is utilized to assist in modifying student behavior. Research shows that positive reinforcement is one of the most effective methods in behavior modification.

Students may be recommended for IPASS by teachers, administrators, parents, or any other staff member. Students may also speak to an IPASS instructor on their if they desire. Communication will increase between the parent and school to determine a plan of improvement for the student.

If you have further questions, please contact either Mrs. Beth Lindsey at ext. 2176 or Mrs. Jeanne Heiden at ext. 2180.

## **COUNSELOR**

The role of the guidance counselor is to assist students in achieving their social, educational, vocational as well as personal goals. This is accomplished through character education activities as well as individual and group interactions, and contacts with parents. The guidance counselor additionally works closely with external agencies/programs to provide additional services for Clark Middle School students. A few of the agencies/programs include: Behavioral Health Agencies, Educational Talent Search Program, 21<sup>st</sup> Century Scholarship Program, Twin Rivers Career & Technical Education Area. For assistance, please contact Mrs. Jill Bailey at 882-2163 or [baileyjill@vcsc.k12.in.us](mailto:baileyjill@vcsc.k12.in.us).

## HEALTH SERVICES

Students may use the services of the school nurse for the care of illnesses, or health related problems that occur at school. **First aid will only be administered for injuries that occur at school.**

To see the nurse, you must have a signed passport from your classroom teacher. **Only in an emergency**, are you permitted to go directly to the nurse.

Only medications/treatments that are necessary to maintain the student in school, and must be given during school hours will be administered by designated school personnel. Any medication that can be taken at home, either before, or after school, will not be given during school hours.

Pain relievers will no longer be provided by the school. **If you must take prescription medication of any kind at school, your parent must bring this to the attention of the school nurse.** There must be on file each school year, a signed permit from your parent and your doctor. **All medication must be brought to school in the original container and given to the school nurse. The nurse, or other school personnel will dispense your medication to you at the designated time. Students may not take any medication on their own, including Tylenol, aspirin, or cough drops.** If it is necessary for you to take an over-the-counter medication i.e. (Tylenol, aspirin) at school, your parent must fill out and sign a parent permission form (each year), and provide the medication for you. The nurse will keep this medication for you in her office, and will dispense it to you no more than twice a week. If it is necessary for you to use an over-the-counter medication more than twice a week, you will need a doctor's order in addition to a signed parent permission form.

Health screening services include vision, dental, and hearing testing. Parents should contact the school nurse concerning any specific health problems that their child may have.

## TRANSPORTATION

**CAR**—Arrivals prior to 7:45 should be dropped off at the Coliseum. Later arrivals should be at the Buntin St. or 5th St. entrance. Pickup at the end of the day should be at the 5th St. entrance.

**WALKERS**—Students who walk to school are allowed safe passage to and from school. Incidents of misconduct should be reported to the principal.

**BICYCLES**—The following guidelines must be followed:

- \* All traffic laws must be observed.
- \* Bicycles are to be parked in designated areas and locked.
- \* The school is not responsible for damage incurred or theft of bicycle on school property. Vandalism should be reported to the office.

**BUS**—Riding the bus is a privilege. Improper conduct on the buses will result in the privilege being denied. Upon dismissal, students are to immediately report to bus loading areas which are located at Buntin & Perry Streets. Call 885-1405 to schedule bus transportation

# ATTENDANCE

## Attendance

Excused Absence – days/periods missed due to illness, medical appointments, death of a family member, court appearance of student, dismissal from school by school nurse (only on date of dismissal), parent call-in or Drs. note, suspensions, or other absences as approved by the principal. All medical notes should be turned in to the office upon the student’s return.

Unexcused Absences – days/periods missed due to: personal business, personal transportation problems, vacations, working, staying home, or absences as determined by the principal.

## Truant Absences –

- Failing to attend school without the knowledge of the parent/guardian.
- Having left home to attend school—but not arriving.
- Not being in assigned location in school during the school day.
- 

## Excessive Absences

- After 5 days absence – a letter will be sent home to your parents.
- After 10 days, a second letter will be sent home to your parents requesting a conference with your counselor and principal. At this conference a determination may be made to place the student on “doctor’s notes” only. Also at this conference, a determination may be made to consider referrals to any of the following:
  1. IPASS (Intervention Program Assisting Student Success)
  2. Division of Children and Family Services
  3. Knox County Probation

## Tardiness

Students are expected to report to classes on time. A five minute break between classes allows sufficient time to move from one class to the next on time. By definition, a student is tardy when he/she is not in the classroom when the tardy bell rings.

### **Referrals to the office – per semester (tardies)**

# of tardies	Consequence
5	Silent Lunch
10	Detention
15	Friday Night School
20	ATS one day
25	ATS two days
30	Conference with parents/consequence
>35	Administration discretion for consequence

Any student entering the building after 8:00 a.m. must sign in at the office. In addition to the stated consequences, contact with parents will occur sooner for tardiness to school.

# Positive Behavioral Interventions and Supports (PBS)

Clark Middle School is implementing **PBS** the 2009-2010 school year for the first time. **PBS** is a system that helps students develop the practice of positive behaviors. The basic philosophy of **PBS** is:

- **TEACH** students how they are expected to behave
- **REINFORCE** their good behavior
- **PROVIDE SUPPORT** to students as they learn to correct misdirected behavior

Students will learn appropriate behaviors through instruction, practice, feedback, and encouragement. With consistency in behavioral expectations, students learn that there are both consequences and rewards for their choices.

The basic concept of **PBS** reflects our school motto: **DO THE RIGHT THING!** In the **PBS** system, this includes demonstrating respect for learning, yourself, others, and the environment.

## School-Wide Expectations

## Definition

Respect Learning

Show you are prepared and involved in doing your best work.

Respect Yourself

Show care, confidence, and pride in yourself.

Respect Others

Use nice words, positive behavior, and kindness.

Respect Environment

Show care and pride in our school.

Our hope is to provide a system that supports their personal growth and assists in the accomplishment of our school's mission.

## DRESS CODE

*It has been our experience that student conduct, attitude, and safety may be affected by appearance. Students are prohibited from wearing any clothing, jewelry, or accessory in a manner which interrupts the learning environment. The administration of Clark Middle School reserves the right to require student apparel be changed if deemed in any way to be disruptive, unsafe, or inappropriate even if not specified below. Violations of the dress code could result in disciplinary action. Students will be asked to change into appropriate attire before returning to class or they can be sent home due to dress code violation. Continual violation of the dress code could result in suspension.*

The items listed below serve as a guide but are not all inclusive:

1. Shorts and skirts must approach the knee and of appropriate material. (boxers, spandex and other tight-fitting material are prohibited) Pants containing holes, rips, or tears must not expose skin above the appropriate length of shorts.
2. Pants and shorts must be worn at the waistline. There should be no sagging. Underwear should be covered by appropriate clothing. Pajama bottoms are prohibited.
3. Shirts must not expose the midriff, cleavage, or undergarment. All shirts of any kind should include sleeves.
4. Any clothing or jewelry that displays any picture, expression, or insignia that relates to alcohol, drugs, tobacco products, racial slurs, gambling, or sex are strictly forbidden. (This includes any suggestive, disruptive, or offensive sayings or images as well as double meanings or innuendoes.)
5. Chains (on wallets, keys, etc.) or any other items that could be harmful are prohibited. Hats, sunglasses, coats, or jackets are not to be worn in school or the class room at any time unless approved by the office. Backpacks should be stored in lockers.
6. Shoes must be worn at all times.
7. Hair color should be a natural color and not disruptive to the educational process.

## HONESTY IN YOUR WORK

We expect you to be honest. If you have difficulty with your work, see your teacher for help. It is perfectly acceptable to need help. **It is not acceptable to be dishonest.**

The goal of your school is to provide an educational environment for you that is conducive to learning and to the development of wholesome attitudes and habits. Honesty and integrity are of utmost importance. **Cheating**, whether inside or outside the classroom, does not show a sense of responsibility on the part of the student, and therefore, should not occur. Your teachers will provide you with complete and proper instructions regarding what is expected of you in your subject areas. If you permit your work to be used by others, as well as misrepresent the work of others as your own, it will be considered cheating on your part.

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office immediately as to the action taken. On a **second offense**, a one (1) day ATS from the class in which the infraction occurred. On the **third offense**, the student will be suspended from school.

# ACADEMIC INFORMATION

## GRADE CARDS/PROGRESS REPORTS

Grade cards will be issued every six weeks. Due the change in the length of grading periods, progress reports will be issued only to students in danger of failing after three weeks. Parents concerned about their child's progress are encouraged to contact teachers at any time. Phone extensions and email addresses of teachers may be found near the front of this handbook.

In addition, students in need of academic interventions may be referred to IPASS. Information regarding IPASS may be found on page 10.

## END OF GRADING PERIODS 2009-2010

<b>Period</b>	<b>Ending Date</b>	<b>Grade Cards Issued</b>
First	September 25, 2009	October 2, 2009
Second	November 6, 2009	November 13, 2009
Third	December 18, 2009	January 8, 2010
Fourth	February 19, 2010	February 26, 2010
Fifth	April 9, 2010	April 16, 2010
Sixth	May 28, 2010	May 28, 2010

## GRADING SCALE

A	90-100
B	81-89
C	72-80
D	63-71
F	Below 63
P	Pass
I	Incomplete
S	Satisfactory
U	Unsatisfactory

## POINTS SYSTEM

A	4.0
A-	3.8
B+	3.4
B	3.0
B-	2.8
C+	2.4
C	2.0
C-	1.8
D+	1.4
D	1.0
D-	0.8
F	0.0

The points above are utilized to calculate students' GPA (Grade Point Average)

## HONOR ROLLS

If you have done well in your studies, you will be on an honor roll. We have three honor rolls at Clark.:

<b>Honorable Mention</b>	<b>3.00—3.39</b>
<b>Honors</b>	<b>3.40—3.99</b>
<b>Distinguished</b>	<b>4.00</b>

# STEPS TO SUCCESS AND SURVIVAL

## **Homework: Successful students do their school work.**

- *Write assignments in organizer.*
- *Complete assignments on time.*
- *Complete all assignments.*
- *Strive for EXCELLENCE.*

## **Failure to do homework has consequences:**

- *It will usually result in a lower grade or failure.*
- *Parents will be contacted (possible conference and/or IPASS referral).*
- *Office referral may be given for failure to follow instructions. (Insubordination)*
- *You will be required to make-up missing work during ZAP*
- *You may be assigned after school detention.*

## **ABSENCES:**

### **Make-up Work: You are responsible for completing assigned work for the days you are absent.**

- *Call school for books and worksheets. (Two or more days absent)*
- *Call the office at 882-5172 between 7:30 a.m. & 9:30 a.m.*

### **When you return:**

- *Record assignments from the board.*
- *Contact the teacher for each class*
- *Find out when the work is due.*

### **Prearranged absences:)**

- *Request should be submitted in writing to principal.*
- *ALL assignments are due upon return to school and tests may be given immediately.*

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**NOTE: You may need to stay after school to make up some tests, laboratory projects, or other activities.**

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## **CLASSROOM TIPS:**

- ❖ *Come to school. Attendance is important.*
- ❖ *Pay attention. Do your part.*
- ❖ *Ask and answer questions. Participate.*
- ❖ *Do your work. Earn your grade.*
- ❖ *Behave. You owe it to yourself and others.*

**CLARK MIDDLE SCHOOL CURRICULUM**  
**GENERAL REQUIREMENTS**

Many classes are required by the state of Indiana for students to complete at some point while enrolled in middle school. Variations in schedules are present due to some students being enrolled in Band, Choir, or Math/Reading Labs. Eighth grade students have an opportunity to select a few of their classes but assignments depend on the number of students and the sections available.

**6TH GRADE**

**Full Year Courses:**

Language Arts  
    English  
    Reading

Mathematics  
Social Studies  
Science

**Semester Courses:**

Music (General)  
Math/Reading Lab (based on ISTEP scores)

**12 week courses:**

Physical Education

Art

Business (Keyboarding)

**ELECTIVES (not required):**

Band—full year

Choir—full year

**7TH GRADE**

**Full Year Courses:**

Language Arts  
Mathematics  
Social Studies  
Science

**Semester Courses:**

Industrial Technology  
Family Consumer Science  
Health  
English/Grammar  
Math/Reading Lab (based on ISTEP scores)

**ELECTIVES:**

Business 7 (Computer applications)

Physical Education

Band—full year

Choir—full year

**8TH GRADE**

**Full Year Courses:**

Literature  
Mathematics  
Social Studies  
Science

**ELECTIVES**

**Full Year—** Choir

- Band
- French
- Spanish

**Semester Courses:**

English/Grammar  
Health  
Math/Reading Lab (based on ISTEP scores)

**1 Semester—**

Advanced Industrial Technology  
Art II  
Business 8 (computer spreadsheets)  
First Aid and Safety  
Prevention and Wellness  
Physical Education (Fitness Training or Lifelong Sports).