

**George Rogers Clark  
Middle School  
ALICES**

**STUDENT HANDBOOK  
2009-2010**

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**500 N. Buntin St.  
Vincennes, Indiana 47591  
(812) 882-5172**

**NAME** \_\_\_\_\_ **ID NUMBER** \_\_\_\_\_

**HOMEROOM** \_\_\_\_\_ **TEAM** \_\_\_\_\_ **LOCKER #** \_\_\_\_\_

## NON-DISCRIMINATION POLICY

It is the policy of the Vincennes Community School Corporation that no regular or vocational education student, employee, or candidate for a position in the corporation shall be discriminated against on the basis of race, color, religion, national origin, including limited English proficiency, creed, ancestry, age, sex, marital status or disability.

The Vincennes Community School Corporation has a written non-discrimination grievance procedure established for all employees and students. This procedure is available in each school office and the administration center.

### COORDINATORS:

**Title VI**                    Thomas F. Nonte, Executive Director for Instructional Services  
Vincennes Community School Corporation  
1712 S. Hart Street Road; Vincennes IN 47591  
812-882-3668

**Title IX**                    Thomas F. Nonte, Executive Director for Instructional Services  
Vincennes Community School Corporation  
1712 S. Hart Street Road; Vincennes IN 47591  
812-882-3668

**Section 504:**                    Richard Rutherford, Principal  
Franklin Elementary School  
2600 Wabash Avenue; Vincennes IN 47591  
812-882-8176

**ADA**                    Jerry Booe, Supervisor of Transportation,  
**(Americans with** Maintenance, & Custodial Services  
**Disabilities Act):**            Vincennes Community School Corporation  
1712 S. Hart Street Road; Vincennes IN 47591  
812-885-1405

# 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	<u>45</u>
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>

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## **WELCOME**

*The faculty, staff, and administration welcome you to George Rogers Clark Middle School. We are happy you are here. Your primary responsibilities are to acquire and demonstrate respect for learning, yourself, others, and the environment. These four areas will serve as the foci of our efforts as we seek to accomplish our mission.*

*This handbook includes space to write daily class assignments and space for parents and teachers to communicate. In addition, it contains information about school rules and procedures for easy reference. Changes or additions in the procedures may be made from time to time to ensure the smooth operation of the school day. Phone extensions and e-mail addresses have been made available to improve communication between parents and staff.*

*Parents are encouraged to supply the school with their email addresses so as to increase the effectiveness of communication between the school and home.*

## **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	Extension	Email Addresses	Name	Extension	Email Addresses
Attendance	2155	<a href="mailto:breidenbaughm@vcsc.k12.us">breidenbaughm@vcsc.k12.us</a>	Lane, D	6104	<a href="mailto:laned@vcsc.k12.in.us">laned@vcsc.k12.in.us</a>
Bahr, D	6001	<a href="mailto:bahrd@vcsc.k12.in.us">bahrd@vcsc.k12.in.us</a>	Lane, J.	6106	<a href="mailto:lanej@vcsc.k12.in.us">lanej@vcsc.k12.in.us</a>
Bahr, J	6004	<a href="mailto:bahrj@vcsc.k12.in.us">bahrj@vcsc.k12.in.us</a>	Lindsey	2176	<a href="mailto:lindseyb@vcsc.k12.in.us">lindseyb@vcsc.k12.in.us</a>
Bailey	2163	<a href="mailto:baileyjill@vcsc.k12.in.us">baileyjill@vcsc.k12.in.us</a>	Marsh	6109	<a href="mailto:marshw@vcsc.k12.in.us">marshw@vcsc.k12.in.us</a>
Balthus	2236	<a href="mailto:balthusb@vcsc.k12.in.us">balthusb@vcsc.k12.in.us</a>	Meyer, C	6110	<a href="mailto:meyerc@vcsc.k12.in.us">meyerc@vcsc.k12.in.us</a>
Breidenbaugh	6179	<a href="mailto:mbreidenbaugh@vcsc.k12.in.us">mbreidenbaugh@vcsc.k12.in.us</a>	Meyer, E	6111	<a href="mailto:meyere@vcsc.k12.in.us">meyere@vcsc.k12.in.us</a>
Butler	2230	<a href="mailto:butlerc@vcsc.k12.in.us">butlerc@vcsc.k12.in.us</a>	Michel	6113	<a href="mailto:michels@vcsc.k12.in.us">michels@vcsc.k12.in.us</a>
Chastain	6010	<a href="mailto:chastainp@vcsc.k12.in.us">chastainp@vcsc.k12.in.us</a>	Miller-6th	6118	<a href="mailto:millerm1@vcsc.k12.in.us">millerm1@vcsc.k12.in.us</a>
Clegg	6013	<a href="mailto:cleggb@vcsc.k12.in.us">cleggb@vcsc.k12.in.us</a>	Miller-7th	6119	<a href="mailto:millerm2@vcsc.k12.in.us">millerm2@vcsc.k12.in.us</a>
Colvin	6016	<a href="mailto:colvind@vcsc.k12.in.us">colvind@vcsc.k12.in.us</a>	Mize	6121	<a href="mailto:mizel@vcsc.k12.in.us">mizel@vcsc.k12.in.us</a>
T. Connor	6018	<a href="mailto:connort@vcsc.k12.in.us">connort@vcsc.k12.in.us</a>	Muller	6122	<a href="mailto:mullerr@vcsc.k12.in.us">mullerr@vcsc.k12.in.us</a>
Cooper	6019	<a href="mailto:cooperm@vcsc.k12.in.us">cooperm@vcsc.k12.in.us</a>	Noland, J	6123	<a href="mailto:nolandj@vcsc.k12.in.us">nolandj@vcsc.k12.in.us</a>
Danko	6089	<a href="mailto:dankom@vcsc.k12.in.us">dankom@vcsc.k12.in.us</a>	Noland, T	6128	<a href="mailto:nolandt@vcsc.k12.in.us">nolandt@vcsc.k12.in.us</a>
Dice	6021	<a href="mailto:dicek@vcsc.k12.in.us">dicek@vcsc.k12.in.us</a>	Oxley	6099	<a href="mailto:oxleyb@vcsc.k12.in.us">oxleyb@vcsc.k12.in.us</a>
Duffey, S.	6025	<a href="mailto:duffeys@vcsc.k12.in.us">duffeys@vcsc.k12.in.us</a>	Ritterskamp	6132	<a href="mailto:ritterskamp1@vcsc.k12.in.us">ritterskamp1@vcsc.k12.in.us</a>
Elliott	2165	<a href="mailto:elliotts@vcsc.k12.in.us">elliotts@vcsc.k12.in.us</a>	Schroeder	6305	<a href="mailto:schroederm@vcsc.k12.in.us">schroederm@vcsc.k12.in.us</a>
Evans	6090	<a href="mailto:evansa@vcsc.k12.in.us">evansa@vcsc.k12.in.us</a>	Sims	6136	<a href="mailto:simns@vcsc.k12.in.us">simns@vcsc.k12.in.us</a>
Frederick	6092	<a href="mailto:frederickt@vcsc.k12.in.us">frederickt@vcsc.k12.in.us</a>	Smith, W.	6142	<a href="mailto:smithw@vcsc.k12.in.us">smithw@vcsc.k12.in.us</a>
Funk	6135	<a href="mailto:funkk@vcsc.k12.in.us">funkk@vcsc.k12.in.us</a>	Stidham	6144	<a href="mailto:stidhamd@vcsc.k12.in.us">stidhamd@vcsc.k12.in.us</a>
Greemore	6093	<a href="mailto:greemores@vcsc.k12.in.us">greemores@vcsc.k12.in.us</a>	Stroud	6146	<a href="mailto:stroudj@vcsc.k12.in.us">stroudj@vcsc.k12.in.us</a>
Heiden	2180	<a href="mailto:heidenjm@vcsc.k12.in.us">heidenjm@vcsc.k12.in.us</a>	Thais	6148	<a href="mailto:thaiss@vcsc.k12.in.us">thaiss@vcsc.k12.in.us</a>
Hills	6094	<a href="mailto:hillsl@vcsc.k12.in.us">hillsl@vcsc.k12.in.us</a>	Tipton	6149	<a href="mailto:tiptonc@vcsc.k12.in.us">tiptonc@vcsc.k12.in.us</a>
Holland	2168	<a href="mailto:hollandj@vcsc.k12.in.us">hollandj@vcsc.k12.in.us</a>	Trueblood	6264	<a href="mailto:truebloodc@vcsc.k12.in.us">truebloodc@vcsc.k12.in.us</a>
Hutchison	6097	<a href="mailto:hutchisont@vcsc.k12.in.us">hutchisont@vcsc.k12.in.us</a>	Webb	6150	<a href="mailto:webbc@vcsc.k12.in.us">webbc@vcsc.k12.in.us</a>
King	6101	<a href="mailto:kingj@vcsc.k12.in.us">kingj@vcsc.k12.in.us</a>	Webber	6152	<a href="mailto:webberd@vcsc.k12.in.us">webberd@vcsc.k12.in.us</a>
Kocher	6329	<a href="mailto:kocherm@vcsc.k12.in.us">kocherm@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>



# INFORMATION YOU 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.

## 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

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

### LOCKERS

Each student at CMS is issued his/her own locker. Your locker will come with a lock provided by the school. **DO NOT GIVE YOUR COMBINATION TO ANOTHER STUDENT OR LEAVE IT UNLOCKED.** No one else is allowed to use your locker. You are responsible for keeping your locker clean (posters, pictures, stickers, etc. are prohibited in lockers). Only school supplies and personal items necessary for school are allowed. You are responsible for your personal belongings. There will be periodic locker inspections by your homeroom teacher. The school corporation retains the right to inspect the locker to insure that the locker is being used in accordance with its intended purpose.

### GUM

Students are no longer allowed to chew or possess gum at Clark Middle School. This privilege has been abused in the past. Custodians have spent countless hours cleaning due to some students leaving gum under desks, on the floors, and other places other than waste containers.

### LOST AND FOUND

If you lose something at school, or on the way to or from school, you will always want to check the "Lost and Found" located in 3 areas. They are the office area, coliseum or your classroom.

### MAIN OFFICE/TELEPHONES

The main office is open from 7:40 am to 4:00 pm each school day. You should visit the office only if you have a matter of importance to discuss with the principal or the school secretary. Please inform the office of any address or phone changes. Students needing to use a phone may do so behind the receptionist's desk if the call is important, permission is granted, and a passport is signed by their teacher stating the reason for them being out of class.

### ELECTRONIC DEVICES

All electronic devices must be maintained in school lockers from the time students enter the building until the bell rings to end the school day. See page 17 for possible consequences.

## 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.

## 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).

## SCHOOL SUPPLIES

Pencils, pens, notebooks, folders, erasers, and misc. supplies may be purchased in the school bookstore before the tardy bell each school day. Also a pencil and pen machine are located in front of the main office.



## MEDIA CENTER CONDUCT

### 1. Book Checkout

- \* Check out is for 2 books at a time.
- \* Check out length is 2 weeks.
- \* Book return is expected before or on due date.
- \* Payment is expected for lost or damaged books.
- \* Alternative checkout is offered for those with overdue books.

### 2. Reference Books

- \* Most reference books must be used in the library.
- \* Those with cards in the pocket may be checked out.

### 3. Behavior

- \* Best behavior is always expected.
- \* Use of library voice is appreciated.
- \* Student Handbook rules apply at all times.
- \* Work/Study areas are to be kept clean & orderly.



### 4. Passes

- \* Passes or Passports are needed by students.
- \* Sign in at Computer Area.
- \* Restroom, drink, etc., passes will not be issued.

### 5. Computers

- \* Computer usage is for educational purposes.
- \* Corporation Internet Permission Forms are necessary.
- \* Honor Code applies to all computer usage.
- \* Personal discs, games, objectionable language and websites will not be permitted.

## DISASTER DRILLS

*Fire drills* are required by law and are held periodically so orderly evacuation of the building may be accomplished. After the alarm has been sounded, students are to walk quietly out of the building and remain with their class until the signal is given to return. *Severe weather drills* are also required. Notification to move to protective areas will be by signal or over the public address system. Everyone is to obey all instructions and remain absolutely quiet.

## PHYSICAL EDUCATION

Students are required to wear green shorts of appropriate length, white t-shirt, socks, and clean tennis shoes. Jewelry may not be worn during P.E. class. Students who cannot remove piercings must cover it with a Band-aid. Lockers are provided, however, locks are not. Do not leave anything unattended. If a student is unable to participate in P.E. the school must have a statement from a physician.



## 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

## CMS VENDING MACHINES

### Student Guidelines

1. Drinks should be consumed in the coliseum prior to school.
2. No one should be drinking pop or juice after the 7:50 a.m. bell that dismisses students from the coliseum.
3. At no time are any beverages allowed in the hallways.
4. Pop or juice may be purchased after school.
5. Bus drivers know that students may not drink beverages on the bus.
6. Vending machines are not to be used during the lunch period.
7. Recycling is a must! Please use the recycling bins.
8. The administration reserves the right to revoke privileges of any student using CMS vending machines at any time.
9. Occasionally, teachers may use the vending machines for their students as rewards; however, this must be under their supervision.



## 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.

## 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.



## FRIDAY NIGHT SCHOOL (FNS)

Friday Night School is a teacher-supervised study period on Friday evening from 3:15 pm to 6:00 pm. Students are to report to the Asst. Principal's office after school. Students are expected to read, study, and/or complete assignments during the entire time period and are responsible for bringing any textbooks, library books, or other school assignment materials. Sleeping, talking, or causing a disturbance is not permitted. Students who fail to comply will not receive credit for attendance at Friday Night School and will be required to serve 1 ASD plus another Friday Night School session or face more serious disciplinary measures.

Transportation from Friday Night School is the responsibility of the student and his/her parent. In cases where a parent has indicated a valid reason for their child being unable to attend a particular Friday Night session, **prior to the date of the Friday Night School**, one opportunity will be provided to reschedule the assigned Friday Night School. Students may not request their Friday Night School assignments be rescheduled. A reminder will be given the day of Friday Night School.

## AFTER SCHOOL DETENTION (ASD)

Students may be assigned after school detention by teachers or administrators as a consequence of misbehavior and/or not completing homework in a timely manner. Detention takes place after school until 4:00 pm. Students are given one day to notify parents they must stay after school. ASD may be assigned by an administrator if a parent is reached by phone and transportation arranged. Detention for missing work continues until assigned work has been completed.

# 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.

The following three pages were designed by the **PBS** team to provide detailed information with respect to the school-wide expectations. Teachers will spend time the first days of school teaching students the procedures to be followed in specific areas related to the school and school-related activities.

The third page outlines behaviors that will be handled by the teacher as well as behaviors that could result in an office referral.

It is important to remember that an accumulation of inappropriate behaviors result in escalated consequences. This philosophy is similar to the one society utilizes and students would experience as they obtain even greater responsibility for their actions. Our hope is to provide a system that supports their personal growth and assists in the accomplishment of our school's mission.

## Clark Middle School Behavioral - Location Rules 1

	Field Trips	Restroom	Tunnel/Hallway/Stairs	Bus
Respect Learning	<ul style="list-style-type: none"> <li>Use level 1 voice</li> <li>Ask appropriate questions</li> <li>Return permission slip on time and required fee</li> <li>Complete required work on time</li> <li>Be involved</li> <li>Be a good listener</li> </ul>	<ul style="list-style-type: none"> <li>Use level 1 voice</li> <li>Return to class promptly</li> <li>Use during passing periods</li> <li>Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>Use level 1 voice</li> <li>Be where you are supposed to be</li> <li>While using stairs, walk on steps</li> <li>Use banister appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Take care of school assignments, books, and materials</li> </ul>
Respect Yourself	<ul style="list-style-type: none"> <li>Use good behavior</li> <li>Represent CMS in a positive way</li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Greet others</li> <li>Help others</li> </ul>	<ul style="list-style-type: none"> <li>Enter or leave bus only when it has completely stopped.</li> </ul>
Respect Others	<ul style="list-style-type: none"> <li>Follow directions of adult supervisor</li> <li>Hands &amp; feet to yourself</li> <li>Use nice words</li> <li>Be courteous</li> <li>Be helpful when needed</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilet</li> <li>Keep it clean for others</li> </ul>	<ul style="list-style-type: none"> <li>Keep to the right</li> <li>Keep hands and feet to yourself</li> <li>Close lockers quietly</li> <li>Follow directions of adult supervisors</li> <li>Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>Be on time</li> <li>Sit in assigned seat promptly</li> <li>Remain seated</li> <li>Tell driver name when asked</li> <li>Keep hands and feet out of aisle</li> <li>Respect others' personal space</li> <li>Use a level 1 or 2 voice</li> <li>Listen to directions of driver</li> <li>Use language appropriate to CMS</li> </ul>
Respect Environment	<ul style="list-style-type: none"> <li>Put trash in appropriate containers</li> <li>Show care and pride wherever you are</li> </ul>	<ul style="list-style-type: none"> <li>Dispose of trash</li> <li>Keep walls, floors and stalls free of graffiti</li> <li>If problem, report to adults</li> </ul>	<ul style="list-style-type: none"> <li>Treat materials, books and lockers with care</li> </ul>	<ul style="list-style-type: none"> <li>Keep food and drinks in backpack</li> <li>Put trash in trash can</li> </ul>

## Clark Middle School Behavioral - Location Rules 2

	Arrival	Cafeteria	Assemblies	Computer Stations	Dismissal
Respect Learning	Remove hats/hoods upon entering the building Greet others with kind words Use Level 0 or 1 voice	Use Level 1 or 2 voice Remain seated until dismissal	Level 2 voice Keep to the right in the tunnel Use the "right" door Use Level 0 voice during the program	Use level 1 voice Use only the computer you have been assigned	Use level 1 or 2 voice Stand behind white line Walk Make sure you have your assignments, books, and other materials
Respect Yourself	Be considerate of others' personal space Follow directions of adult supervisors	Eat in a timely manner Follow directions of adult supervisors	Follow directions given by adults Use active listening Face the speaker or performance	Use kind words Help others Follow directions of adult supervisors	Wait on crossing guard Cross at appropriate intersection or use tunnel Follow hallway procedures even when you are alone
Respect Others	If eating breakfast, go to the cafeteria at 7:35 or at time when teacher releases to that location Keep hands and feet to self Follow hallway procedures	Walk to designated areas Keep hands and feet to yourself Say please and thank you Use Level 0 voice when adult is speaking	Walk Use kind words Greet others, help others Use level 0 voice when adult is speaking Use Level 0 voice during assemblies	Focus on your own work Give your best effort Use the computer appropriately (as directed) Raise your hand and wait patiently for assistance	Keep hands & feet to yourself Use kind words Walk on the right side of the hallway Walk on the right side of the stairs
Respect Environment	Treat materials, books, and lockers with care	Return trays & silverware Treat tables and chairs with care Keep your area clean	Keep it clean Sit where directed and stay until dismissed	Leave computer station neat Keep food & drinks away from the computer	Walk on the sidewalk Take care of your belongings & school displays

Discipline offenses handled by the Teacher/Staff		Discipline offenses that result in an Office Referral
<ul style="list-style-type: none"> <li>• <b>Not prepared</b>-Comes without materials, etc.</li> <li>• <b>Inappropriate Physical Contact</b>-Any contact which could lead to disruption or injury</li> <li>• <b>Theft</b>-Situations that can be handled by the teacher</li> <li>• <b>Vandalism/Property Damage</b>-Misuse of property and/or minor destruction resulting in damage that can easily be fixed by student w/or w/o help</li> <li>• <b>Teasing/Taunting</b>-Disrespectful messages or gestures that do not include serious threat or intimidation</li> <li>• <b>Defiance/Disrespect</b>-Brief or low intensity failure to respond to adult request</li> <li>• <b>Disruption</b>-Low intensity interference with instruction/activity</li> <li>• <b>Inappropriate Language</b>-Non-directed, isolated incidence of profanity or rude language</li> <li>• <b>Dress code violations</b>-Situation that can be handled by the teacher (i.e. “zip up your jacket”) <i>or sending student to the office if a change of clothes is necessary.</i></li> <li>• <b>Cheating</b>-Violations of rules of honesty in student work as set by the teacher.</li> <li>• <b>Other</b>-Any other minor problem behaviors that interfere with the educational process.</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Fighting/Serious Physical Aggression</b>-Actions involving serious physical contact where injury is intended or highly likely, such as two individuals exchanging blows that could result in serious injury.</li> <li>• <b>Theft</b>-Student in possession of, having passed on, or being responsible for removing someone else's property that has significant value and cannot easily be replaced.</li> <li>• <b>Abusive Language</b>-Words used to threaten harm or profanity used to hurt another individual.</li> <li>• <b>Vandalism/Property Damage</b>-Student participates in any activity that results in substantial destruction or disfigurement of property: damage that cannot easily be fixed.</li> <li>• <b>Bullying/Harassment</b>-Student delivers disrespectful messages (verbal or gesture) to another person that includes threats and intimidation, pictures, or written comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks <i>or persistent teasing and/or taunting.</i></li> <li>• <b>Defiance/Disrespect</b>-Refusal to follow directions, repeated dress code violations, talking back, and/or socially rude interactions that continue despite several interventions and/or seriously interferes with the learning or activity of others.</li> <li>• <b>Chronic minor infractions</b>-<i>Behavior causing interference in a class or activity that continues despite adult intervention.</i> Disruption includes continuous loud talking, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out of seat behavior.</li> <li>• <b>Inappropriate electronic devices</b>-Having cell phones, iPods, mp3 players, and other electronic devices on during school hours.</li> <li>• <b>Illegal items</b>-Having at school items that are not allowed including, but not limited to: tobacco, alcohol, drugs, and inappropriate reading material.</li> <li>• <b>Inappropriate Language</b>-Student continues to curse or uses profanity despite continued teacher intervention.</li> <li>• <b>Truancy</b>-Skipping class or students not being where they are supposed to be.</li> <li>• <b>Other</b>-Student engages in other major problem behaviors that do not fall within the above categories or behavior that escalates or continues despite</li> </ul>
<p><b>Ideas for Managing Behavior</b></p> <ul style="list-style-type: none"> <li>• Eye contact</li> <li>• Proximity</li> <li>• Non-verbal signals</li> <li>• Pre-correction and reminders</li> <li>• Pre-teaching of expectations</li> <li>• Positive practice</li> <li>• Re-teaching of school/classroom rules/expected behaviors</li> <li>• Link rewards to appropriate replacement behaviors</li> <li>• Acknowledge effort to change</li> <li>• Warning of impending consequence</li> <li>• High levels of supervision</li> <li>• Visual cue cards</li> <li>• Behavior contract</li> <li>• Parent Contact including email, phone call, letter</li> </ul>	<p><b>Consequences may include but are not limited to:</b></p> <ul style="list-style-type: none"> <li>• Timeout in room</li> <li>• Detention</li> <li>• Loss of privileges</li> <li>• Moving seat</li> <li>• Admin/parent/student/teacher conference</li> </ul> <p><b><u>When intervention attempts have not been successful in reducing/eliminating behaviors:</u></b></p> <p>Before referring students to the office for offenses listed above teacher/staff will:</p> <ol style="list-style-type: none"> <li>1. Utilize intervention strategies to address/redirect problem behaviors</li> <li>2. Contact parents before behavior becomes chronic</li> <li>3. Conference with Principal to inform/communicate potential referral</li> <li>4. Complete referral form to accompany student to the office</li> </ol>	
<p><b>Additional administrator consequences may include but are not limited to:</b></p> <ul style="list-style-type: none"> <li>• Restitution</li> <li>• Alternative to Suspension</li> <li>• Out of School Suspension</li> <li>• As per Board of Education policies (including expulsion)</li> </ul>		

# STUDENT CONDUCT

## AUTHORITY OF VCSC SCHOOL EMPLOYEES

*All of the employees of the VCSC have certain responsibilities to the school. Below you will find state laws outlining responsibilities of students and school personnel to maintain an environment conducive to learning environment.*

### IC 20-33-8-8

#### Duty and powers of school corporation to supervise and discipline students

Sec. 8

- (a) Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of:
  - (1) A school corporation; and
  - (2) the students of a school corporation.
- (b) In all matters relating to the discipline and conduct of students, school corporation personnel:
  - (1) Stand in the relation of parents to the students of the school corporation; and
  - (2) have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system, subject to this chapter.
- (c) Students must:
  - (1) Follow responsible directions of school personnel in all educational settings; and
  - (2) refrain from disruptive behavior that interferes with the educational environment.

### IC 20-33-8-14

#### Grounds for suspension or expulsion

Sec. 14

- (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:
  - (1) Student misconduct.
  - (2) Substantial disobedience.
- (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
  - (1) On school grounds immediately before or during school hours, or immediately after school hours, or at any other time, when the school is being used by a school group.
  - (2) Off school grounds at a school activity, function, or event; or
  - (3) traveling to or from school or a school activity, function, or event.

### IC 20-33-8-17

#### Student's legal settlement not in attendance area

Sec. 17

- (a) A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

## **IC 20-33-8-25**

### **Additional disciplinary actions authorized**

#### **Sec. 25**

- (a) This section applies to an individual who:
- (1) Is a member of the administrative staff, a teacher, or other school staff member; and
  - (2) has students under the individual's charge.
- (b) An individual may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following:
- (1) Counseling with a student or group of students.
  - (2) Conferences with a parent or group of parents.
  - (3) Assigning additional work.
  - (4) Rearranging class schedules.
  - (5) Requiring a student to remain in school after regular school hours:
    - to do additional school work; or
    - for counseling
  - (6) Restricting extracurricular activities.
  - (7) Removal of a student by a teacher from that teacher's class for a period not to exceed five (5) class periods for middle, Jr. high or high school students.
  - (8) Removal of a student from school sponsored transportation.
  - (9) Referral to the juvenile court having jurisdiction over the student.

## **IC 20-33-8-28**

### **Waiver of rights**

#### **Sec. 28**

- (a) Any rights granted to a student or a student's parent by this chapter may be waived only by a written instrument signed by both the student and the student's parent. The waiver is valid if made:
- (1) voluntarily; and
  - (2) with the knowledge of the:
    - procedures available under this chapter; and
    - consequences of the waiver.

## **IC 20-33-8-15**

### **Unlawful activity by student**

Sec. 15. In addition to the grounds specified in section 14 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) the student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## **IC 20-33-8-0.2**

### **"Bullying"**

Sec. 0.2. As used in this chapter, "bullying" means overt, repeated acts or gestures, including:

- (1) verbal or written communications transmitted;
- (2) physical acts committed; or
- (3) any other behaviors committed;

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student

**CLARK MIDDLE SCHOOL DISCIPLINE CODE  
GUIDELINES FOR SEVERE MISBEHAVIOR**

**The chart below is simply a guide and does not encompass all potential violations of the student discipline code. A legend for abbreviations include: ASD (After school detention), FNS (Friday night school), ATS (Alternative to suspension), OSS (Out of school suspension)**

<b>VIOLATION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
Defiance/Disrespect toward VCSC personnel	ASD/FNS ATS (1-3)	FNS ATS (1-5 days) OSS (1-3 days)	ATS (3-5 days) OSS (3-5 days) Expulsion request
Inappropriate and/or Abusive language	ASD/FNS ATS (1-3 days) OSS (1-3 days)	FNS ATS (3-5 days) OSS (3-5 days)	OSS 5-10 days Expulsion request
Fighting/Serious Physical Aggression	OSS (5 days)	OSS (10 days) Expulsion request	Expulsion request
Bullying/Harassment/Intimidation/Threats toward another student (including, but not limited to, name calling, spreading rumors, bullying defined at the bottom of page 16) Verbal, written, physical, or electronic	ATS (1-3 days) OSS (1-3 days) Referral to counseling	ATS (3-5 days) OSS (3-5 days) Expulsion request	OSS (5-10 days) Expulsion request
Unauthorized electrical equipment (cell phones, ipods, MP3 players, etc.) Items must be maintained in lockers during school hours	Device confiscated for up to 7 days or parent pick-up	Device confiscated for up to 7 days or parent pick-up	Device confiscated, return to parent, ATS (1-3 days)
Possession, use and/or distribution of any illegal/ unauthorized items (lighters or matches, tobacco, drugs (prescribed or over the counter, look alikes, paraphernalia, etc.)	ATS (1-5 days) OSS (1-5 days) Probation/Police notified Expulsion request	OSS (3-10 days) Probation/Police notified Expulsion request	OSS (5-10 days) Expulsion Request
Verbal or physical threats/attack on a staff member or substitute (orally, written, physically, or electronically)	OSS (1-5 days) Referral to counseling Expulsion request	OSS (5-10 days) Expulsion request	Expulsion request
Possession of indecent or inappropriate materials (written, pictures, digital, or video); PDA (Public display of affection)	ATS (1-3 days) OSS (1-3 days) Referral to counseling	ATS (3-5 days) OSS (3-10 days) Expulsion request	OSS (5-10 days) Expulsion request
Possession or use of weapons/explosives	ATS (1-5 days) OSS (1-5 days) Probation/Police notified Expulsion request	ATS (5-10 days) OSS (5-10 days) Probation/Police notified Expulsion request	Expulsion request
Possession or use of lighter or matches	ATS (1-3 days)	OSS (1-5 days)	OSS (3-10 days)
Violation of computer acceptable use policy	ATS (1-3 days)	ATS (3-5 days) OSS (1-3 days)	OSS (3-5 days) Expulsion Request
Vandalism/property damage	OSS (3-5 days)	OSS (5-10 days)	Expulsion request
Circulating unauthorized petitions	Admin. referral	BSD/ASD/FNS	ATS (1-5 days) OSS (5-10 days)
Setting a fire or pulling the fire alarm	Expulsion request		
Theft	ATS(1-5 days) OSS (1-5 days) Restitution Police notified	OSS (3-10 days) Restitution Police notifies Expulsion request	OSS (5-10 days) Restitution Police notified Expulsion request

**CLARK MIDDLE SCHOOL DISCIPLINE CODE  
GUIDELINES FOR SEVERE MISBEHAVIOR—CONTINUED**

<b>VIOLATION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>
Truancy/Out of assigned area/Skipping class	ASD/FNS ATS (1-3 days)	ATS (1-3 days) OSS (1-5 days) Probation notified	OSS (3-5 days) Probation notified Expulsion requested
False reporting; Lying to school personnel	ASD/FNS ATS (1-3 days) OSS (1-3 days)	ATS (1-5 days) OSS (1-5 days)	OSS (1-10 days) Expulsion requested
Chronic minor infractions	ATS (1-5 days) OSS (1-5 days) IPASS referral	OSS (3-10 days)	OSS (5-10 days) Expulsion requested
Other (including, but not limited to dress code violations) A guide for dress code violations is listed. Consequences for other violations would depend on their severity.	Change clothes Parent contacted	Change clothes Parent contacted BSD/ASD/FNS	Change clothes Parent contacted ATS (1-3 days)

## 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.

## 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>



## 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.

## SEVERE WEATHER POLICY



### Tornado Watches

Students may be dismissed at the end of the regular day when under a "tornado watch". Schools may begin after-school activities under a "tornado watch" with respective principals, athletic directors, transportation, or central office administration monitoring the conditions. Activities that are underway when a "watch" is called will be allowed to continue. When lightning is visible, participants in outdoor activities should take cover immediately.

### Tornado Warnings

In the event of a "tornado warning" being issued, students will not be granted permission to leave any Corporation building until an "all clear" is given by the National Weather Service and/or by the local emergency authorities. In the event of a "tornado warning" being issued post dismissal time, students in after-school activities will be sent to a designated shelter and remain there until the "tornado warning" is lifted.

# 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.*

**WRITING**  
**GUIDELINES**

**EXPECTATIONS FOR WRITING:**

- 1. All work should be clean, neat, and legible.**
- 2. Sentences should be complete. Each sentence should begin with a capital letter, end with correct punctuation, and express a complete thought.**
- 3. Most paragraphs should be at least 5-7 sentences. Each paragraph should include the following:**
- 4. CORRECT SPELLING**
- 5. Most essays should be a minimum of 5 paragraphs.**
- 6. SIMPLE 6:** The Simple 6 is a student-friendly, simple rubric that helps students and teachers focus on writing techniques that are needed to perform well in the classroom and on standardized test assessments. Below are the elements found in exemplary writing as defined by the Simple 6 program.
  - Focus on the topic
  - Use of logical order
  - Use of challenging vocabulary
  - Create varied sentence patterns
  - Include exceptional supporting details
  - Display a strong sense of audience

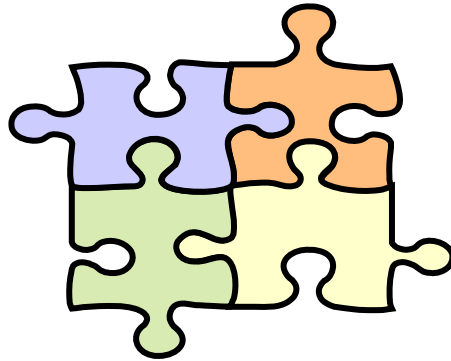
<p><b>Individual teachers may add other requirements or standards. Students are expected to meet those requirements as well.</b></p>
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## **PROBLEM SOLVING STEPS**

Follow these steps for successful problem solving in any class.

### **1. Understand the problem.**

- Read the problem.
- Reread the problem.
- Make a guess.
- Restate the problem.
- Rewrite the question.



### **2. Devise a plan.**

- Draw a picture.
- Construct a table.
- Use a model.
- Find a pattern.
- State choices that you have.
- Weigh the plan.
- What are the possibilities?
- Work backward.
- Use a formula.

### **3. Carry out the plan.**

- Write out the work.
- Solve the equation.
- Recheck the work.
- Explain the work (if required).

### **4. Look Back**

- Verify or check the solution referring to the initial problem.
- Reread the problem to make sure the answer fits and makes sense.

## 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).