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CHARLESTOWN MIDDLE SCHOOL

Preface

This handbook's purpose is to familiarize you and your parents with the school, acquaint you with the services available, and outline our behavior expectations.

There is information here your parents may need in order to better understand the structure and services of our schools. The more familiar everyone is with our educational system, the better we can make it work for you. Take this booklet home for your parents to read.

When you and your parents have both finished reading the handbook, please complete the handbook signature form indicating this, and return it to your (homeroom) teacher by the date on the form.

Remember, this document cannot cover all situations and the decisions necessary to organize and administer a sensitive and humanistic environment; therefore, we do reserve the right to make the occasional hard decision. If you have concerns or suggestions regarding the school, please contact the building principal directly.

It is our sincere hope that this handbook will help explain the expectations we have for you and that your days in Charlestown Schools will contain success, challenge, and happiness.

The Fall Mountain Regional School District regularly releases lists of names and addresses of pupils, teachers, and other personnel for official and professional purposes. Parents and students may refuse the disclosure of information provided that a written request is submitted to: Superintendent of Schools, P.O. Box 600, East St., Charlestown, NH 03603, by September 30th.

An Affirmative Action Equal Opportunity Employer

CMS Mission Statement: Charlestown Middle School and its surrounding community strives to educate all children by using sound academic programs and by emphasizing honesty, compassion, courage, fairness, respect and responsibility.

F.M.R.S.D. Core Values

Respect: treating yourself and others with patience, understanding, and honor

Integrity: acting in a manner that is trustworthy, virtuous, and dedicated

Citizenship: commitment to our community, our nation, and our world

Responsibility: being accountable for our own actions

Elimination of Discrimination on the Basis of Handicap.

The Fall Mountain Regional School District will comply with Section 504 of the United States Rehabilitation Act of 1973 and the regulations implementing Section 504 promulgated through the United States Department of Health, Education and Welfare.

The School Board is of the general view that discrimination against a qualified handicapped person solely on the basis of handicap is unfair. The School Board will, to the extent reasonably possible, see that qualified handicapped persons are included in the mainstream of life in the school community.

The administration will comply with the provisions of this policy and implement Section 504 of the United States Rehabilitation Act of 1973 and the regulations promulgated there under by the United States Department of Health, Education and Welfare, as part 84, Title 45, U.S. Code, as such regulations are applicable to the Fall Mountain Regional School District.

Elimination of Discrimination on Basis of Sex, Race, Age, Creed, Color, Marital Status or National Origin.

The Fall Mountain Regional School District School Board is committed to nondiscrimination in relation to sex, race, age, creed, color, marital status, national origin, handicap, and any other human differences. In keeping with the requirements of Federal and State Laws, every effort will be made to remove any vestige of discrimination in employment, assignment, promotion, educational opportunities, services offered, discipline, location and use of facilities and educational offerings and materials.

Safe School Zone

Any violation of RSA 193-D (the safe school zone law) will result in a report filed with the Charlestown Police Department.

Violations include theft, destruction, violence, and possession of weapons and/or harassment.

Definition of Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and sexually motivated physical conduct or verbal communication which has the purpose or effect of substantially interfering with a student's educational environment or which creates an intimidating, hostile or offensive educational environment. Sexual harassment includes, but is not limited to the following:

- verbal or physical sexual advances including pressure for sexual activity;
- unwelcome sexually motivated touching, pinching, patting or intentional brushing against;
- repeated verbal harassment or abuse;
- repeated remarks or gestures of a sexual nature;
- demanding sexual involvement accompanied by threats.

Sexual harassment is an abuse of POWER. Sexual harassment is viewed from the eye of the receiver of the behavior, not the giver.

The Fall Mountain Regional School District guarantees an environment free of sexual harassment in any form.

The Fall Mountain Regional School District shall not tolerate any behavior, verbal or physical conduct, by any administrator, faculty, staff member, or student which constitutes sexual harassment of any employee or student.

Definition of Bullying

Bullying among children is commonly defined as intentional, repeated hurtful acts, words or other behavior, such as name-calling, threatening and/or shunning committed by one or more children against another. These negative acts are not intentionally provoked by the victims, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim. Bullying may be physical, verbal, emotional or sexual in nature. For example:

- Physical bullying includes punching, poking, strangling, hair pulling, beating, biting and excessive tickling.
- Verbal bullying includes such acts as hurtful name-calling, teasing and gossip.
- Emotional bullying includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing and peer pressure.
- Sexual bullying includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault.

Cyberbullying

This District is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as “cyberbullying,” by students, staff or third parties is prohibited and will not be tolerated in the district. Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner. In addition, any communication of this form, which disrupts or prevents a safe and positive educational or working environment, may also be considered cyberbullying. Students and staff will refrain from using personal communication devices or district property to harass or stalk another.

The district will take any report of cyberbullying seriously and will investigate reports promptly. Students are encouraged to report an incident immediately to a teacher or principal, who will take appropriate action. Students who make a report should also preserve evidence of the cyberbullying. For example a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate.

Students whose behavior is found to be in violation of this policy will be subject to loss of privileges and discipline, up to and including expulsion. Any perceived criminal conduct will be reported immediately to the local law enforcement.

Procedure For Filing Alleged Charge Of Harassment/Bullying

1. The complaint is reported to the building complaint managers and an informal interview is held to determine the seriousness of the charge. If the charge is in violation of HUM 402.02 an investigation is held.
2. A Harassment Complaint Form and a Witness Disclosure Form is filed with the principal, complaint managers, and District Title IX Coordinator.
3. Upon completion of the investigation, the complaint managers will attempt to resolve the complaint, and will take action it deems necessary to correct the effects of the harassment charge.
4. If the complainant is not satisfied with the action, they may appeal in writing within five working days to the complaint managers.
5. An investigation will be scheduled with the Title IX Coordinator and Superintendent in an attempt to determine remedial action to satisfy the complainant.
6. If the complainant is not satisfied with the resolution, he/she may submit written objection to the Fall Mountain Regional School Board.

Hazing (FM policy JICFA)

It is the policy of the District that no student or employee of the District shall participate in or be a member of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board of Education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental or physical health or safety of a student, for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

Fall Mountain Regional School District policy JICFA is on file at SAU 60 Central Office.

Protection of Pupil Rights

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. §1232h, requires [Fall Mountain School District] to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

No Child Left Behind Act of 2001

The district's hiring procedures include hiring only individuals who are "Highly Qualified" as defined by the No Child Left Behind Act of 2001. A definition of "Highly Qualified" along with the credentials of all teachers and paraprofessionals are on file at the SAU 60 Central Office and are available upon request.

FERPA

The family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the students education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

Attendance

You are required by law to attend school during the hours that school is in session. It is important that you be in school each day in order to maintain a high level of achievement. Any student who is absent for more than 30 days in one school year may be considered for retention at their current grade level.

Work missed when you are absent is to be completed as quickly as possible after your return to school. You have, with teacher's permission, up to a maximum of two days for every one day that you are absent to make up work, with the exception of long term assignments which will be determined by the teacher.

Homeless Education Act

If a family lives in any of the following situations:

- a shelter, motel, vehicle or campground
- on the street
- in an abandoned building, trailer or other inadequate accommodations
- doubled up with friends or relatives because you cannot find or afford housing

Then, preschool and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Please call the school for more information.

Morning Exercises

Each school in the Fall Mountain Regional School District shall make available a time and place properly supervised, for the exercise of freedom of assembly and the free exercise of religion as provided under RSA 189:1B.

Students and parents shall be informed annually at the beginning of the school year, of the above opportunity.

Absence

The State Board of Education and the Fall Mountain Regional School Board have adopted attendance policies to help us ensure that children are accounted for each morning.

1. Parents should call the school office (826-7711) before 8:30 to notify us of their child's absence or send a note with brother, sister, or neighbor.

2. Teachers take homeroom attendance and send an absence list to the office by 8:45 a.m.
3. The attendance secretary checks the teachers' absence lists against the parent call list.
4. Parents of children not accounted for are called either at home or at work.
5. Students not in school for the day should not be at any school events that day.

Reasons To Be Absent

1. Student illness.
2. An appointment that could not be scheduled after school.
3. A family emergency.
4. Confirmed religious observance.

Home Tutoring

When you are unable to attend school for an extended period of time, home tutoring may be requested by your parents. This service will depend upon the availability of a tutor and submission of requested information. Call the school office for information.

Tardiness

If you are late, you are to report directly to the school office with a note. The late arrival time will be noted, you will sign in and then report to class. If you miss a bus, it is your parents' responsibility to get you to school on time. Students are considered **tardy after 8:30 AM**. Chronic tardiness will result in a disciplinary referral.

Early Dismissal

If you are to be dismissed early, bring a note explaining the reason. The note should be given to your homeroom teacher, and it will be sent to the office with attendance slips. Your name and time of dismissal will appear on the daily attendance sheet so that teachers will be aware that you have an excused absence.

Emergency Contact/Registration Forms

It is very important that we have up-to-date information on your emergency form in the office. Be sure that we have **at least two** numbers (in addition to the parents/guardians) where we can reach a responsible adult in an emergency.

No School Days

In the event that schools will not be in session or will be delayed in opening, a Global Connect call will be made from the Superintendent's office – please be sure we have your current phone contact information on file. Announcements will also be made through local radio and television stations starting at approximately 6:00 a.m. - 7:00 a.m.

WCFR: 1480/93.5	W HDQ: 101.6	WTSV: 1230
WKNE: 1290/103.7	WKBK: 1220	WBFL: 107.1
WTSL: 1400/92.3	WXXK: 101.7	

Television channel 9 (WMUR of Manchester, NH)

You may also call the SAU # 60 office at 826-7756 & press option 3 for school closing info.

Visitors

School is always open to parents and volunteers. Visitors must check in at the office before going to other parts of the building.

Charlestown Middle School encourages parental visitations. In order to accommodate such visits, we ask parents to do the following:

1. Inform the school of your plan to visit at least 24 hours in advance. That will give the school time to check everyone's calendar.
2. Stop at the office when arriving and leaving so we are aware of your presence & location.

3. Move from class to class with your child unless other arrangements have been made. Student visitors must be approved at least 48 hours before attending classes. No student visitors will be permitted during the first two weeks, the last two weeks of the school year, and the week before or after a school vacation.

Curriculum

The Charlestown schools offer a varied curriculum. Language arts, math, science, social studies, physical education, music, art, and unified arts (health, technology education, and foreign language) are offered to CMS students.

Care of Books and School Materials

You are responsible for all books or materials that have been assigned to your name. You will have to pay for lost or damaged property. In most classes, you will be required to use book covers for your books. (There are plenty of free ones available here at the school - just ask for one). Report cards and progress reports will be withheld until all books and materials have been returned in good condition or replaced. Your effort to take care of school property in general will result in longer service and help minimize replacement costs to your parents and other taxpayers.

Library

Charlestown Middle School has a library that is open daily during school with full time staff available to help you. With a pass, you may work in the library during study hall. Books are signed out for a 2-week period.

Students are encouraged to use the school library as often as possible. However, they are responsible for library materials in their care. Students will be required to pay for any damaged or lost books or materials. Students need to be considerate of others and their need to use the same materials in the future. The library assistant has complete authority in the library. Any student who abuses the privilege of using the library will be disciplined by the same process in effect in the classroom, to include loss of library privileges.

The library has a wide range of materials for students of different grade levels. Books purchased for the library are generally chosen with middle school aged readers in mind. However, some books may contain content more appropriate for older or more mature middle school students. The library's policy is to mark all books designated for grade seven and higher as "young adult" books. If parents would like for their children not to check out these books, please send in a signed note indicating this to the library assistant.

Lunch Program/Cafeteria

Hot lunches are served on a daily basis in the Charlestown Middle School. Your choices are regular lunch, milk, and items from the snack bar. See handout for current prices.

Applications for free and reduced price lunches are sent home at the beginning of the school year. New applications can be made any time during the year as the need arises. (If you need a form, call the office or send in a note with your child)

Grading and Reporting

Classroom teachers evaluate your work on a regular basis. Three times a year report cards are sent home to summarize your progress. Between report card times, teachers will send home progress reports.

Grade A Excellent	A+	97-100	Effort	1 = Outstanding
	A	94-96		2 = Good
	A-	90-93		3 = Satisfactory
Grade B Above Average	B+	87-89		4 = Needs Improvement
	B	84-86		5 = Unsatisfactory
	B-	80-83	Conduct	1 = Outstanding
Grade C Average	C+	77-79		2 = Good
	C	74-76		3 = Satisfactory
	C-	70-73		4 = Needs Improvement
				5 = Unsatisfactory
Grade D Below Average	D	65-69		
Grade F Failure	Below 65			* = Modified program P/F = Pass/Fail

Incomplete Work

Incomplete work due to extended illness, at the end of the grading period shall be recorded as an "I". The work shall be made up and a grade assigned within a two-week period. Extensions may be granted by the principal.

Honor Roll

Students in grades six through eight who have achieved excellence in their studies are recognized on the Honor Roll at the end of each marking period.

"Highest Honors" will include those students receiving all A's.

"High Honors" will include all students receiving an A or B in all subjects.

"Honors" will include students receiving A's, B's & one C with an A to offset the C. The C grade must have an effort grade of 1 or 2.

Retention/Summer School

Any student failing 2 or more core subjects (math, science, social studies, or language arts) will need to attend summer school and/or will be considered for retention.

Middle School Promotion/Celebration

Eighth grade promotion is an integral part of the school program. The staff of Charlestown, Vilas, and Walpole Schools will ensure that sound academic standards for promotion to Fall Mountain Regional School High School be maintained. Attendance for the promotion ceremony practices, are mandatory for students who are participating in the ceremony. Any student suspended on the day of the promotion ceremony will not be allowed to attend the ceremony. Any student in grade eight who receives a final grade of 'F' in more than one subject will be denied a certificate of promotion, and denied the privilege of participating in the end of the year ceremony and all celebration activities. These students will also be required to complete, with a passing grade, failed course work in subject areas offered at summer school. Each middle school team will determine whether or not a student is promoted to ninth grade or retained in eighth grade.

Parent Conferences Parent/Teacher conferences are held in the fall. These conferences provide an opportunity to discuss student progress and to establish a cooperative program that will best help the student. Additional conferences are welcome and may be scheduled on an individual basis at either a parent's or teacher's request.

Homework

You can expect to be given homework on a regular basis. These assignments will be based on your grade level and ability and are relevant to your studies. It is your responsibility to complete each assignment and get it in on time. Class work may be sent home if it is not completed during the day or for purposes of make-up due to absences. It is your responsibility to get all of your assignments when you are absent from class for any reason. Each teacher will explain their classroom rules concerning late assignments.

Requests for work to be collected on the day of an absence needs to be called into the office by 8:30 AM and may be picked up between 3:10 and 3:30 PM that day. Students may also make their own arrangements to have work collected and brought home by calling a classmate at home.

Band and Chorus

Band and chorus are open to all students in grades 6, 7, and 8 on approval of the instructors. Requirements will be sent home with students to review with a parent. Parents and students must sign the permission/agreement form and return to their instructor at the beginning of the school year.

Transportation •• phone: 835-2527.

Bus Transportation

The Fall Mountain Regional School District provides transportation for all eligible students. These students are granted the right to ride the bus providing they obey the rules of proper conduct. These rules exist to ensure a safe trip for everyone.

It is expected that each student will ride his or her assigned bus. Any exceptions to this rule will require a written note from home. Upon receipt of such a note, the school secretary will issue a bus boarding pass. A bus pass will also be required if you need to get off from your bus at a different stop.

Bus Policies and Procedures

1. Students shall arrive at their assigned bus stop at least 5 minutes before the bus is scheduled to arrive. Drivers will not wait.
2. Students shall wait in a safe place, clear of traffic and at least ten feet away from where the bus stops. Students must be standing in a line when the bus arrives.
3. Students shall follow direction of the bus driver at all times.
4. Students shall exhibit classroom conduct at all times.
5. Students shall go directly to an available or assigned seat when boarding the bus.
6. Students will remain seated, facing forward, with their feet on the floor. Students are not to block the aisles or exits.
7. Students are to carry only objects that can be held on their laps.
8. Students shall refrain from eating, drinking, and gum chewing and smoking on the bus.
9. Students are prohibited from extending their head, arms, other body parts or objects out of the bus windows. Students are not to sit with head against the windows.
10. Students shall not spit inside the bus or out the bus windows.
11. Students shall refrain from the use of profane language and obscene gestures on the bus.
12. Students shall cross the road in front of the bus only after the bus has come to a stop and upon direction of the driver (10 feet minimum crossing distance)
13. Students are prohibited from using tobacco products, alcohol, drugs or any controlled substance on the bus.
14. Students shall not carry hazardous materials, nuisance items or animals onto the bus.

15. Students shall not be in possession and /or use weapons or articles used as weapons (including rubber bands, pea shooters, etc.) while on the bus.
16. The noise level will remain low enough for the bus driver to be heard at all times without having to raise his or her voice.
17. Students shall be polite and courteous to all other passengers, passersby, and to the bus driver. No Harassment of any kind is allowed.
18. Students shall respect the rights and safety of others.
19. Students shall not damage any part of the bus.
20. Students shall not wear earphones while on the bus.
21. Cell phones, electronic games, MP3's, cameras, toys & cards, are not allowed on the bus.
22. Students shall not spray anything (including fragrance) while on the bus.

The bus driver will have complete control of the bus and the students he or she is transporting for the duration of the bus ride. Any problem arising with a student, for which the driver issues a written referral, will be promptly reported to the transportation manager. Parents should know that while the district will make every attempt to resolve student conflict issues at the bus stops, they are ultimately a parental or police matter.

Those students guilty of flagrant, repeated, gross disobedience or misconduct on school buses are subject to discipline within the guidelines of the district's policies and regulations. Continued violation of the bus rules will be considered sufficient cause for refusing to transport the student(s) involved, and may lead to suspension from school, depending upon the seriousness of the matter. Physical damage to district property by students will require restitution. If a student's behavior is uncontrollable, the bus will return to the school and the parents will be called to come and get their child.

Discipline for violations of the above safety rules will be administered as follows:

STEP 1 - A written warning sent home to parents.

STEP 2 - One to three day losses of bus privileges.

STEP 3 - Five day loss of bus privileges.

STEP 4 - Ten day loss of bus privileges.

STEP 5 - Twenty day loss of bus privileges.

STEP 6 - Twenty plus days as recommended jointly by the transportation manager and the principal to the school board.

The above progressive discipline schedule is for common infractions. Violations of a more serious nature, such as but not limited to smoking, fighting, profanity, possession/use of contraband, destruction of property or behavior which jeopardizes the safety and/or well-being of other students will result in advanced progression on the above scale which may include up to a step six action, even for a first offense. Specific questions may be addressed to the transportation manager at 835-2527.

It shall be the policy of the Fall Mountain Regional School District to employ the use of video cameras (with audio) on all school buses used for transporting students. The use of video material shall be to assist administrators and other designated employees of the district in identifying students who may be in violation of the rules of behavior while on the bus. All such recorded images will be held in confidence and used only for the purpose of identification as described above.

After School Arrangements

Bus students **MUST** have a **WRITTEN NOTE** from their parent or guardian in order to do anything other than ride their regular bus home in the afternoon. Walkers **MUST** have a

WRITTEN NOTE from their parent or guardian in order to go home on a bus or ride with another person. **After school arrangements need to be made before coming to school in the morning.** Turn notes in to homeroom teacher at attendance time.

Walkers

If you walk to school, be especially careful to follow these common sense rules:

- Walk on the sidewalks, not in the road.
- If there are no sidewalks, walk on the left so you are facing traffic.
- Plan your morning so you do not arrive at school any earlier than 8:15 A.M. (unless you have made prior arrangements with a teacher), and no later than 8:30 A.M. If individual family problems exist, contact the school.
- Walkers and riders will leave school grounds immediately after school unless other arrangements have been made (changes need to be in writing) Bus wait is for bus students only.

Bicycles, Skateboards, and Scooters

You may ride your bike, skateboard, or scooter to school **but not around on school property.** Bikes, skateboards, and scooters must be left in the designated area, and kept away from play areas or bus wait areas. It is recommended that you lock your equipment to the bike rack. The school is not liable for any damage or loss. Bikes, boards, and scooters may not be brought to school during snowy weather. Bikes and scooters may NOT be brought into the school building. **Reminder – State Law requires anyone under 16 wear a helmet.**

Bus Wait

Bus wait is under the supervision of staff; they will decide (weather permitting), if the students will wait inside or outside. It is expected that students obey the school rules, wear weather appropriate clothing, and wait in their designated areas. Any student needing to enter the building before school must check in with the staff on bus wait (walkers and riders as well as bus students). After school, only students waiting for a bus are to be at bus wait. Walkers & riders exit through the front door and leave school grounds.

Health Services and Regulations

The Charlestown Middle School has one full time and two part time school nurses who cover all three buildings on a rotating schedule or as needed. Any health related questions or concerns should be directed to them.

The nurse provides the following services for the school and community:

- Health assessments • Heights and weights on all students •
- Vision and hearing screenings for grades K, 1, 2, 3, 5, 7, and all new students •
- School physicals on students in grades 5 and 7 by Dr. Brenton • Immunization surveys •
- Contagious disease checks • Kindergarten screenings • Social work and home visits •
- Dental program supervisor • Health and hygiene counseling •
- Scoliosis checks on grades 5, 6, 7, and 8 •

Medication

Prescription medication may be given at school with the following rules:

- Medication prescribed three times a day should be given at home unless the physician states in writing it needs to be given during school hours.
- The school must have a written order from the student's doctor. This gives permission for the child to receive medicine at school.
- The parent must also sign a form permitting their child to receive medicine at school.
- Medication must be in the original container from the pharmacy, labeled with the student's name, date of prescription, name and strength of medication, and directions for administration.

- Medication needs to be delivered to the school by a parent or guardian, and picked up by a parent or guardian.

Non-prescription medications will only be given with parents' written permission. Medication must be in the **original container** or it will not be given.

Accidents and Illness During School

If a student is injured, he/she must notify the staff on duty. The teacher will make sure the student receives proper care. Accident reports are required for any serious injury and parents are notified. **Make sure the school has your current emergency telephone numbers and home address on your registration-emergency card. It is important that you keep these cards up-to-date and add changes as they occur.**

If you become ill during the day, the teacher will refer the student to the Nurse's office. The nurse may be called and/or parents notified. No internal medication of any kind will be administered to a student without written permission.

Participation

You are expected to participate in all activities of the school program. If health problems that limit your participation exist, a note explaining your limits and the reasons, is requested from your doctor. This includes being excused from physical education.

Student athletes injured during a sports season will not be allowed to play unless they have written permission/release from their physician to return to athletics.

Student Activities

In the Charlestown Middle School, you have the opportunity to take part in a number of co-curricular programs with competent coaches and advisors. Students are to adhere to the school's dress code at all events. To attend/participate in an activity, you must be in school that day.

- Boys' Soccer • Girls' Soccer • Intramurals • Cheerleading • Recycling Club •
- Yearbook • Jr. High Football • Spelling Bee • Track • Chorus/Band • Geography Bee •
- Student Council • Boys' Basketball • Girls' Basketball • Drama • Volleyball •
- X-Country Skiing • Baseball • Softball • Math Team •

No student is allowed to try out or participate in interscholastic sports including cheerleading until we have received:

- 1) The parent signature form regarding proof of insurance. (Medical & Dental)
- 2) A physical form must be filled out by a physician prior to participation in a sport and the parent questionnaire filled out.

Conduct

Improper conduct at games, practices, meetings, dances, etc. may result in a student being disciplined according to school policy. This will be done by the coach or advisor and parents will be immediately notified. Reinstatement may be worked out cooperatively between teacher, parent, and child.

Eligibility Rules

Maintaining a reasonable level of academic achievement is essential to your being granted the privilege of participating in all extracurricular activities.

The Fall Mountain Regional School District encourages academic achievement and student participation in extra curricular activities. It is not the intent of this policy to discourage participation in extra curricular activities, it is intended to increase learning by keeping students involved in their educational programs. It is also the intent of the board to encourage student responsibility and accountability for their school performance. The board realizes that to achieve

its mission of ensuring a quality education and equal opportunities for students, guidelines shall be developed by its administration that are consistent with the middle school's inclusive philosophy.

Middle School Athletic Academic Eligibility

The student will be placed on PROBATION if he/she receives two (2) D's

The student will be declared INELIGIBLE if he/she receives three (3) or more D's or one (1) or more F's.

1. Any student who is on scholastic probation must remain on probation for a three week period beginning the day report cards are handed out. During probation, the student may participate in any practice sessions, but is not allowed to participate in any games. At the end of the probation period, the grades are checked in every class by the Activities Director or Guidance Counselor. If all teachers indicate that the grades meet the eligibility criteria stated above, the student is declared eligible to participate in games. If the student is not meeting the academic criteria at the end of the three week probation period, he/she will be declared ineligible until the next trimester.
2. Any student, who is declared ineligible, must remain ineligible until the next report card.
3. An incomplete grade will be considered an "F" for eligibility purposes if the work is not successfully completed within two (2) weeks.
4. In a situation where cuts need to be made, ineligible students may try out, but may be the first ones cut.
5. The third trimester report cards, not the final average of the three trimesters, of 6th and 7th graders will carry over to the fall and will affect their participation in fall sports.
6. The third trimester report cards for 8th graders, not the final average of the three trimesters, will carry over to the fall season at the high school and will affect participation in fall sports. Eligibility will be based on the Middle School Code. Regardless of summer and future academic activities, the trimester grades determine co-curricular eligibility.
7. Any student who is enrolled in another school must participate in athletics at that school and will be considered ineligible for sports in the Fall Mountain Regional School District.

Computer & Internet Policy AND Guidelines

•Please also see registration card and first day handouts•

Fall Mountain School District: Internet Access for Students Policy (EGA)

The Fall Mountain Regional School District supports the use of the Internet as an educational tool. It enables students, staff, and administrators to access information, research sources, and interact with people and computers throughout the world. The Internet provides a tool to support and enrich curriculum at all levels. Therefore, Internet access will be made available to students in the District for the purposes of communication, research, and education.

District Personnel will monitor student Internet use and the degree of access to the Internet will be dependent upon the age of students.

Guidelines:

The following activities are unacceptable and are strictly forbidden:

- misusing copyrighted materials, software, sound recordings, or images;
- harassing of any sort;
- plagiarism;
- accessing sexually explicit or objectionable materials;
- disseminating destructive/disruptive materials;
- advertising or other commercial activities (bidding);
- downloading non-educational files to the hard drive;
- installing software; running or the use of unauthorized software;
- violating the privacy of other users;

- unauthorized use of the school's name;
 - using or giving personal information such as name, address, telephone or picture of anyone (including user);
 - damaging computer equipment, software, or network data;
 - using obscene or inappropriate language, messages, or pictures in any format;
 - inappropriate use of limited resources;
 - instant messaging; non-school sanctioned instant messaging;
 - Personal laptops should not be brought into school; personal laptops and devices should not be connected to the school network;*
- *exceptions may be granted by administration.

Note consequences for misuse: The use of Fall Mountain Regional School District computers is a privilege, which may be revoked at any time for abusive conduct. The consequences for misusing school district computers may also include suspension from school. All users must behave in a legal and ethical manner at all times. Any costs, liability, or damage caused by the way the user chooses to use his or her network access is the sole responsibility of the user.

Dance Rules

- Only eligible students in grades six through eight will be allowed to attend.
- You must be appropriately and neatly dressed.
- Anyone leaving the building while attending the dance will not be allowed to return.
- Anyone causing a disturbance will be asked to leave and every effort will be made to contact a parent.
- Anyone absent from school the day of the dance may not attend.
- No guests will be allowed unless they have been previously approved.
- Eight chaperones are required to supervise or dance will be cancelled.
- All school rules will be followed: no gum, no hats, etc.
- Soft soled shoes must be worn.

Student Council

Students in grades 6 through 8 have the opportunity to be involved in the Student Council, the students' voice in the school. Representatives are elected from each homeroom in September. Officers are elected and meetings are conducted according to parliamentary procedure.

The purpose of the Student Council is twofold: to help keep the communication open between students and staff, and to provide educational and social activities for everyone during the school year.

Collins Writing Program

Five Types of Writing

Type 1: Capture Ideas

Type One writing gets ideas on paper – brainstorming, Type One is timed and requires a minimum number of items or lines. Questions and/or guesses are permitted.

Type 2: Respond Correctly

Type Two writing shows that the writer knows something about a topic or has thought about the topic. It is a correct answer to a specific question. *One draft.*

Type 3: Edit for FCAs

Type Three has substantive content and meets up to three specific standards called focus correction areas. It is *read out loud* and reviewed to see if the draft meets the following criteria: completes the assignment, is easy to read, and meets standards set by the focus correction areas. Revision and editing are done on the original. *One draft.*

Type 4: Peer Edit for FCAs

Type Four writing is Type Three writing that is read out loud and critiqued by another.
Two drafts.

Type 5: Publish

Type Five writing is of publishable quality. *Multiple drafts*

For All Types:

For all types, skip lines. For Types One and Two, label the type on the left-hand side of the paper. For Types Three and Four, list focus corrections areas on the top left-hand side. Type Three and Four papers should be saved and used to practice editing skills.

Attire

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment. Those standards generally acceptable to the community as appropriate in a formal school setting ordinarily will be the reference criteria.

A student's appearance or mode of dress or cleanliness will not be permitted to disrupt the educational process or constitute a threat to health or safety. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

Parental judgment will also be relied on to support this policy, and parents will be notified as to the nature of any code violations and remedies will be identified.

In partial attainment of the foregoing, the following exceptions or guidelines will be the standards of criteria:

1. The administration has the absolute responsibility to determine what clothing is acceptable.
2. Cleanliness - - clothing and grooming must be such that they do not constitute a health/safety hazard.
3. Clothing - clothing must be adequate in ensuring a decent appearance (underwear must not show) No pajama bottoms or other forms of sleepwear are to be worn to school.
4. Educational distraction - - grooming and dress must not be so unusual or bizarre as to constitute a distraction or to interfere with the educational opportunity of the other students. With ever changing styles and seasons, additional guidelines are established to help maintain high standards of dress so as to prevent distraction to the educational process.
5. Shorts such as walking shorts, Bermuda shorts, and other shorts of similar length (mid-thigh or longer) are acceptable and appropriate. Bus wait may be held outside and students should take into consideration the weather. Short shorts and CUT-OFFS (fringed edges) are not allowed. No pants with writing on the backside.
6. Shirts and tops must be at the minimum waist length (stomach & back covered). Tank tops are not allowed.
7. Common courtesy and etiquette dictates that hats, bandanas, and sunglasses not be worn inside the building.
8. Apparel with slogans or graphics that promote activities prohibited by the school district code of conduct and statute are not permitted.
9. Clothing normally worn when participating in a school sponsored extra-curricular or sports activity may be worn to school when approved by the sponsor or coach; however, gym shorts will not be worn to any class other than physical education.

Any student deemed in violation of the dress code will be required to find acceptable clothing or will be sent home to correct the situation after parents have been notified. Refusal to comply with these standards may result in disciplinary action, including detention and or suspension.

Personal Property

Certain items are not appropriate and not allowed in school. Included in this category are:

Radios	CD/Cassette Player-Recorders	Laser Pointers
Weapons	Electronic Games/Toys	Beepers
I-Pods	Drugs/Alcohol/Tobacco	Cameras/Video Cameras
Aerosol Sprays	Zappers/Shock Toys	Lighters/Matches

Cell phones need to be turned off and put away during the school day. Any cell phone that rings or is played with during the school day will be brought to the office for a parent to pick up.

Deliveries of flowers, gifts and/or balloons to students should be made to their homes. Students will not be called to the office during school hours to receive such deliveries and may need to have a parent pick them up after school if they are unable to take them on the bus.

Lost and Found

It is strongly recommended that you do not bring extra money or other valuables to school. The school cannot be responsible for personal property. If you should lose an article, report the loss to the teacher in charge as soon as possible. Check the lost and found box or the office to see if a lost article has been turned in.

Telephone

Telephones in the building are for school business and emergencies only. Students need to make all arrangements for after school activities the night before. Students should come to school prepared for classes - with homework and gym clothes if needed.

Behavior Expectations

MERIT SYSTEM: CMS uses a merit system for students to earn the privilege of participating in school related activities such as: trips, school sponsored dances, roller-skating, and co-curricular activities. Students with fewer than ten demerits earn an "S" in school conduct on their progress reports and report cards. Students who earn a "U" in school conduct are ineligible for the above activities as soon as they receive 10 demerits and until their grade improves to an "S." All demerits revert to zero every six weeks in order for students to have the opportunity to regain eligibility. Merits provided for eligible students include snacks, free time, and trips.

These are some things you are expected to do to help yourself succeed:

- Use equipment and facilities carefully.
- Report to class on time with all the necessary materials, pencils, books, assignments.
- Pay attention. Get involved in classroom lessons.
- Do all the work that is assigned. Ask for help when you need it.
- Get assignments and help when you have been absent.

If you do not do these things, your teacher may:

- Work with you to develop better learning habits.
- Notify the principal and your parents of the problem.

Things you should do to get along with other people and to ensure the safety of everyone:

- Treat other students and all adults with respect.
- Respect school property and the property of others.
- Use appropriate and acceptable language and tone of voice at all times.
- Treat others as you would like to have them treat you.
- Respond properly to reasonable requests made by a staff member.

If you do not do these things, you can expect to be involved in the disciplinary process which consists of:

Step I Classroom Discipline - Detention (0-2 demerits)

Examples of infractions handled at Step I:

1. Chewing gum and foreign objects.
2. Classroom disturbances/uncooperative attitude.
3. Forgery, lying, cheating, plagiarism (first offense)
4. Inattentiveness - not doing your work or not bringing materials to class.
5. Running, and other inappropriate physical behavior.
6. Out of assigned seat.
7. Being disrespectful to students and their work.
8. Arguing with other students.
9. Tardy to school without a note or call from parent or guardian.

Step II Office Discipline - Inschool Suspension (5 demerits)

These are examples of infractions handled at Step II:

1. Repeated discipline problems in classroom, hallway, bus wait, lunch, etc.
2. Repeated harassment/bullying.
3. Forgery, stealing, swearing and fighting (shouting match), pushing incidents.
4. Constant disruption and refusing to cooperate in the classroom.
5. Mental and verbal abuse of another person.
6. Throwing rocks, snowballs or other missiles.
7. Temper tantrums.
8. Not showing up for assigned detentions.
9. Leaving the school grounds without prior approval.
10. Abusive language/threats to others.
11. Disrespect to teachers.
12. Truancy.

Step III Suspension from School (10 demerits)

These are examples of infractions handled at Step III:

1. Smoking or use of chewing tobacco.
2. Defacing school property.
3. Possession of weapons, drugs, drug paraphernalia, tobacco, alcohol, pornography or literature promoting drug use or tobacco products.
4. Blatant disrespect to teachers or other school personnel - threats and or blackmail.
5. Fighting and intentionally causing injury to another student.
6. Continued disregard of school rules and interruption of the learning process.
7. Repeated Truancy.
8. Participation in dangerous actions.

Suspended students are not permitted to participate in any school activity on the day of their suspension.

Consequences for inappropriate behavior that is not listed are at the discretion of the administrator and/or lead teachers.

Office Discipline Consequences

Office referrals can result in:

- a warning (verbal or written) (zero or 1 demerit)
- a detention (2 demerits)
- an in-school suspension (5 demerits)
- an out of school suspension (10 demerits)
- a parent conference can be included with any of the above.