

# Clark Middle School Guidelines

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### Student Creed

I am a student seeking to be a scholar.  
The standard is excellence today and tomorrow.  
I am disciplined, focused, and on-time.  
I am organized, respectful, and responsible.  
I am on a mission to elevate myself, my community and humanity.

### Creating a Climate for Learning

Clark Middle School is a place where “everyone is someone special.” Our school is organized and designed to facilitate and enable “teachers to teach and students to learn.” The efforts of the staff to create a climate for learning at Clark are reflected in the accomplishments and achievements of our students. Our educational goal is to make learning so exciting that students will experience the joy of discovering new ideas and building new skills, thereby developing a love of learning that will create “life-long learners.”

Student work and projects are proudly displayed throughout the school and students who complete their work on time are reinforced and praised by teachers. Positive attitudes toward school, staff and long- term changes in behavior are goals for each student. The staff focuses on positive, effective approaches in building self-esteem by teaching students respect for themselves and others. Students are provided many opportunities to develop and demonstrate self-discipline and responsibility. The Clark Middle School staff is deeply committed to providing and maintaining a safe and orderly school environment as well as reinforcing positive character development.

This handbook contains most of what you need to know to have a book and know its contents. If you do only those things you know are right and treat others as you would like to be treated, you will have a wonderful middle school experience. The administrators, teachers and staff are here to help you meet your goals. Work hard, abide by the expectations, and trust others when you need assistance, and success is guaranteed during your stay at Clark Middle School.

Sincerely, Cessilye R. Williams, Principal



## Attendance

### Absences

(See Middle School Student Handbook District Guidelines pg. I-3) When a student is absent a parent or guardian must call the school at 742-7763 by 10 a.m. the day of your absence. This is a 24-hour number with voice mail. If calling is not possible, the student is to bring a note from the parent to the office when s/he returns to school. Absence types:

**Excused Absences** are approved by parents and the school. Babysitting, or staying home for reasons other than being ill are not considered excused.

**Unexcused Absences** are not approved by a parent and/or the school and are considered trancies.

**Prearranged Absences** are known ahead of time such as a trip, vacation, or illness. Get a Pre-Arranged Absence Form from the office and complete 2 to 3 days before to notify the office and your teachers. You will need to make arrangements with your teachers for makeup work and/or missed assignments during your absence.

**Arriving late** to school is considered a Tardy or Truancy unless excused as above. Upon arrival have a parent call, come to the office for a pass or bring a note to check in.

**Blue Passes** Do not leave the school without making arrangements with the attendance office. Should you have to leave the building at some time during the day, please follow these guidelines:

1. Your parent/guardian may call the office or you may bring a written note from your parent/guardian. The note should contain a contact phone number for the day that you need to leave. Give the note to the secretary before school starts.
2. The secretary will give you a "blue pass" which is to be shown to your teacher at the time you leave class.

When you return to school, stop in the attendance office so that the secretary may make note of your return.

**Closed Campus** All middle schools are closed campus, which means that students are not allowed to leave the building or the campus grounds from the moment of arrival at school until dismissal at 2:45 p.m. A parent must sign their student out with the office when leaving and the student must check back in when returning to school.

**Parent absences** also require a note! The school and emergency medical personnel must have a written note explaining who temporary guardian(s) are for any minor. For student safety, the office needs a copy and the student should keep a copy with them.

### Tardy Policy

Per ASD district handbook, "a student late for class without an acceptable excuse" shall be noted as tardy. Students are tardy if not in class when the bell rings. Tardies will start over each quarter.

- 1st offense - Warning
- 2nd offense - 4th offense - Minor Incident Report (MIR)
- 5th offense - MIR and phone call home to parent by student/teacher
- 6th offense or 7th offense - MIR and student will be issued a detention, including phone call home to parent by student/teacher
- 8 offenses or more - Administrator discretion.

## Academic Supports

The Clark Extended Day Learning After School Program provides a safe, fun, and educational environment for students in 6th through 8th grade. Students are given a variety of well- rounded enrichment activities that meet their developmental needs and interests. Activities may include: SBA Preparation, science, homework help, art, music, crafts, creative dramatic play, technology, and group projects. Clark Extended Day Learning After School will work with the school to enhance students learning through an extended day program. The program operates Monday through Friday throughout the school year.

**1st Session** is from 3 to 4:30 p.m. and

**2nd Session** is from 4:30 to 5:30 p.m.

Students enrolled in one of our many sports programs will participate in 1<sup>st</sup> session until 4:00 p.m. Sports programs are held during the 2<sup>nd</sup> session from 4 to 5:30 p.m. throughout the duration of the sports event season. A list of sports events available to students can be found on the Anchorage School District website, listed under Sports. Transportation services are provided for students enrolled in the program who qualify as a regular bus riding student. Attendance will be taken daily. Parents are to inform staff by phone or note if your child will not be attending the

after-school program. The Extended Day After School Program will contact parents if students are absent. We have several enrollment options to suit your needs. Please ensure that your contact information is current. NOTE: Students who choose to visit the Community Library during 1<sup>st</sup> or 2<sup>nd</sup> session will not be able to ride the Extended Day After School Program bus.

## Behavior Rules

You are responsible for knowing and following all rules and expectations outlined in the Middle School Student Handbook District Guidelines. In addition, this section outlines Clark Middle School specific rules for our campus and further clarifies district rules. It may be best for you to first read the Behavior Rules in the Middle School Student Handbook District Guidelines Sections II and III, then read this section. **Not knowing the rules cannot be used as an excuse.** Students who are inappropriate or do not follow the rules will receive sanctions according to district policy.

**Understand that school rules apply any time your actions affect the school. Certainly, this is true at school and on the bus; however, jurisdiction may also apply away from school (see also the Middle School Student Handbook District Guidelines Section III Jurisdiction). Similarly, if students do anything that is unlawful they may also be subject to school discipline. This is to help keep students safe. All you really need to remember is:**

- Respect all others and yourself
- Treat others as you would like to be treated
- Be appropriate and responsible for your actions
- We are here to learn - be in class on time with the materials that you need

**Building Hours** Front doors are opened at 6:45 a.m. Students are not to be in the hallways or at lockers until 8 a.m. If you arrive early, remain in the Multi-Purpose Room until 8 a.m. Students must exit the building by 3 p.m. unless involved in a supervised activity. Any student in the building after 3 p.m. will be required to have written permission from the administration or teacher unless participating in a supervised activity.

### **Backpacks, Book bags, Jackets, Hats/Headwear \***

For safety reasons, these items are to be placed in your locker as soon as you enter the building and remain there until you leave the building. Headwear includes hoods,

headbands, head phones and ear buds. Students may not carry backpacks, bags, purses, fanny packs, etc. during the day without written permission from Administration. Jackets, coats, hats/headwear, headphones and earbuds may not be worn during the day. \*Individuals may request exceptions to policies related to the wearing of headwear for religious reasons.

**Balloons, Flowers & other deliveries** Balloons are not allowed in the building at any time as they can subject students/ staff to serious health risk as well as the potential of setting off the fire alarm. Please avoid deliveries of flowers and similar items.

**Buses** For safety reasons, students will have assigned seating on busses to and from school.

**Computer** use is a privilege, particularly given the limited resources that are available. Students must follow all Anchorage School District and Clark Middle School policies or lose computer privileges. Regardless of the device used, use must be ethical, legal, and only for teacher approved school projects. This is particularly true of using the Internet. Students must have on file and follow the Internet User Agreement prior to using any computer. Students are responsible for what is in their files and their passwords, just like a hall locker. Students may only be in areas they appropriately have access to—NOT others files, folders, or servers. Failure to follow set procedures as prescribed by the Anchorage School District is a serious offense and will result in appropriate consequences. Take care of this unique privilege!

**Dress** Clark Middle School prepares students to be college and work force ready. School is a place where every student goes to “work” each school day. Every work place has specific dress requirements. These dress requirements are similar to the expectations required for most work places. Even though it is not fair, what you wear often determines what people think about you.

Dress at school must be appropriate; it cannot be disruptive to learning, unsafe, or gang related. Dress that has writing or images related to alcohol, weapons, violence, tobacco, drugs, sex or gangs, or containing any obscenity, harassing or demeaning words is inappropriate. Chains may not be worn and all jewelry must easily break away for the safety of the wearer. Footwear suitable for outdoors must be worn at all times. Safety of students are crucial in determining the proper wear of all shoes. This means: no flip-flops, bathroom shoes, Adidas or sandals that are not appropriate for the weather, bedroom slippers, slides or oversized

shoes. Hats, headbands, bandannas, sunglasses, non-prescription (over-the-counter) contacts and earbuds must be removed upon entering the building. Headphones or earbuds are not to worn during the day including lunch and during passing time. Coats, jackets, backpacks, bags, fanny packs, purses, or similar items are to be placed in lockers upon entering the school and remain in the locker during the day. Clothing that is too revealing is inappropriate for school or work. Examples of inappropriate clothing includes garments which: allow undergarments to be seen (too small or tight, see-through or sagging), exposed mid-riffs, or low-cut tops or sides, strapless or have top straps less than one inch wide, shorts or skirts that are too short (shorter than four inches above the kneecap). Solid leggings (not transparent leggings or hosiery) or long pants, must be worn with skirts or shorts less than 4 inches above the knee cap. Clothing that is unsafe or may hide unsafe items is inappropriate. This includes clothing that is too large, baggy, or bulky. Examples include oversize jeans; oversize shirts; jackets, quilted vest, oversize windbreakers, etc., or backpacks, bags or purses. Pants that are too big to stay up above the hipbones without a belt are too baggy for school and overalls need to have straps hooked correctly. Students may wear a fitted sweatshirt or fitted sweater to help stay warm during colder weather. It is a good idea to keep one in your locker. Pajamas and pajama bottoms are not allowed. If a staff member indicates a student is dressed inappropriately, the student will need to change clothes. This will be accomplished by having parents bring appropriate clothes to school or exchanging for clothes provided by the school. The student will be asked to sign a Dress Code Contract. Continued offenses may result in discipline sanctions.

**Fines** Students will receive fines for missing locker locks, textbooks, library books and extra-curricular sports gear and/or uniforms. Fines are due and payable at the time of report card distribution.

**Food/Beverages in Halls & Classrooms is Not Allowed.**

Food is to be consumed in the MPR only. Students drinking or eating in the hallways will be asked to dispose of the food or drink immediately and may be subject to disciplinary action. The only exception to this will be water in clear water bottles.

**Gum** is not allowed at Clark at any time.

**Hallways** Teachers will be visible in doorways, pods and hallways, greeting students and supporting a safe and

positive school environment. Students are expected to go directly to class, using their passing to move safely from one class to another. For safety reasons, avoid congregating in large groups and/or blocking the halls or doorways. If you want to visit with your friends in the morning you may meet them in the MPR during breakfast. “Cruising”, walking with a large group of people, or walking on a grade level floor where you have no classes can be seen as aggressive and/or intimidating and is not permitted. Students should not walk shoulder to shoulder in a manner that blocks the passing of others. Walking with linked arms is not allowed.

**Hall Passes** Students must have a pass signed by a teacher to be in the halls during class time. Student must remain in the multipurpose room (MPR) during lunch and may not leave without a pass from the teacher and signing out with security.

**Passes** You need an appropriate teacher-signed pass whenever you are out of class or requesting to leave the lunchroom for any reason, except for an emergency. Being in the hall without a pass may result in receiving a disciplinary consequence. Ask your teacher for a pass before you leave class. ***Insist on having a pass to avoid disciplinary action.***

**Physical Education** Non-mark gym shoes that are fully tied are required at all times in gym class. Gum is never allowed. These are safety issues. See attendance regarding excuses.

**Selling Items** at school is prohibited. Even fundraising for Clark groups requires special administrative approval.

**School Property** Students are expected to treat facilities, equipment, and materials provided responsibly. Deliberate or accidental damage caused by a student may result in a fine for restitution and, if warranted, disciplinary action for vandalism.

**Substitute Teachers** are an extension of the Clark staff and as such are to be treated with respect at all times. Students who are disrespectful and/or disruptive with a substitute teacher are subject to disciplinary action.

**Throwing Objects** at any time for any reason, particularly in classrooms, over the balcony or in the cafeteria, may result in suspension. This includes any time you are under school district jurisdiction, including the bus stop.

**Visitors/Trespassing** All visitors must report to the office when entering Clark. Students from other schools may not visit during the school day. Similarly, you may not visit other schools or your old school or be on other school’s

property. Students failing to do so will be subject to District trespass policies. (See also Middle School Student Handbook Section III, Visitors and Trespass)

## CHAMPS

The goal of classroom management is to develop a classroom of students who are responsible, motivated and highly engaged in meaningful tasks. The CHAMPS acronym is a proactive tool that allows teachers to directly teach students expected behaviors. This approach is focused on preventing problems rather than dealing with them.

### CHAMPS stands for:

Conversation  
Help  
Activity  
Movement  
Participation

### CHAMPS Voice Levels:

**Level 0:** Silence  
**Level 1:** Whisper (peer to peer)  
**Level 2:** Soft Conversation (table group)  
**Level 3:** Presentational (whole class or class presentation)  
**Level 4:** Outside (never used within school)

### Guidelines for Success:

Be Responsible  
Always try  
Do your best  
Cooperate  
Treat everyone with dignity and respect

## Extracurricular Activities

**Activities–Sports** are available throughout the school year as funding permits. Required paper work includes a participation form signed by a parent and a current physical form. Any unpaid fines (i.e. lost uniforms) are to be paid per district policy. All practices are from 4 to 5:30 p.m. daily. Participants must have transportation arranged ahead of time and picked up within 15 minutes of the activities ending time (i.e. 5:45 p.m.). Sports having competitions with other schools will have a schedule of games, which generally last until 6 p.m. or later. For safety reasons, all Clark athletes are required to have up-to-date parental/ guardian contact information.

Student spectators must have parental supervision to attend scheduled games and competitive events.

**Academic Activities** - Non-Sports activities are many and vary each year depending on funding and staff. They are offered before during and after school. Examples include: National Junior Honor Society, Technology groups, Spelling Bee, Battle of the Books, Geography Bee, Speech and Debate, Drum Line, Informers Practice, etc. A participation form must be signed by parents and on file for those activities that occur before or after school.

**Assemblies** are planned throughout the year. Student behavior during these assemblies is extremely important and will determine the frequency of such enrichment opportunities. Any misbehavior/disrespect during an assembly may result in disciplinary action.

**Dances** are from 3 p.m. to 4:30 p.m. Students who are inappropriate and/or break any rules during a dance will call a parent for immediate pick up. Appropriate discipline will be applied and attendance at future activities may be denied. Dances are for Clark students only. Once you leave the dance, you may not return. Students must be picked up by 4:45 p.m.

**National Junior Honor Society** Clark's chapter of NJHS is open for membership to students in 6th, 7th and 8th grades who have spent one semester at Clark and have a grade point average of 3 .5 and above, and who have demonstrated qualities in citizenship, service, leadership, and character, consistent with national guidelines. Students are reminded that discipline problems reflect personal qualities that are inconsistent with the membership requirements of NJHS.

## Help

There are many people available to help you with problems ranging from lockers that are jammed to serious crisis. Try to find at least one adult you are comfortable talking to whether it is the principal, a teacher, counselor, security or custodian, to answer questions. Remember when seeking help from someone in the office:

- Unless it's an emergency, get a pass from your teacher before you come to the office or visit the office during lunch.
- Enter only from the main door and sign in at the counter when you enter, and sign out when you leave.

**Administrative Assistant** is in the main office and can help you with sports paperwork.

## Other Student Information

**Administrators** are the Principal and Assistant Principal who can be contacted through the office to assist students with any safety or serious issues.

**Attendance Secretary** is at the front Welcome Desk, when entering the building. The Attendance Secretary can help with all attendance issues and guide you to other help.

**Counselors** are here to help you. Use the Request to See Counselor forms available at either office counter, ask a teacher for a pass, or drop by during lunch. Do not wait for a counselor unless you have an appointment. Except in emergencies, you must have a pass to see a counselor.

**Custodial staff** is available to assist you with many things; however, we are very limited in the number of custodians that we have on hand. If a locker is stuck or needs repair our custodian is the person that does it. Our custodians can also assist if you need help cleaning up a spill. Students can notify a custodian directly or let Security, your teachers, Administrators or the front desk know what is needed. Custodians are NOT here, and do not have time, to pick up after you - please help us keep our building to look spectacular by disposing of your trash and assisting others.

**Financial Data Control Clerk (FDCC)** is the person who deals with all money transactions. If you need to pay for something or have a problem with the vending machines, see the FDCC.

**Mediation** Many student issues can be resolved through mediation. In this process the individuals come together and meet with one of the Administrators, counselor or a trusted staff member to work through conflicts and find solutions. If there is a situation you need assistance in solving, come to the office to talk to someone as soon as possible. We are here to help!

**Safety/Security** are here to help students with any security issues you may have. They also keep track of who served detentions, by grade level, so ask them if you have questions.

### STAFF I can go to if I Need HELP!

- \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- > Clark Middle School staff really cares about me
- > Clark Middle School staff who are happy to see me when I return from an absence.
- > Clark Middle School staff makes time for me.

**Honor Roll** includes all 6th, 7th and 8th grade students who obtain a 3.0 grade point average or above, with no grade below a C. There will be a posted and published listing of students who meet these requirements.

**Library** The purpose of the library is to help students and faculty to complete successful research projects, discover enjoyable reading, and utilize current information technology to its greatest advantage.

**Hours:** The library is usually open 8 a.m. to 3 p.m. for student use.

**Check-out:** Usually, you may check out as many as three (3) books at a time for a period of two (2) weeks.

**Over Due Books:** Students will be notified when you have overdue items. Fines are due and payable at the time of report card distribution.

### Lockers Dos:

- Keep your locker combination to yourself. Put only your items in your locker. You could end up suspended or worse for something others put into your locker or they could take your items.
- Stay in your assigned locker. See the office if someone knows your combination. As personal locks are not permitted on school lockers, another lock will be assigned. If the lock is lost or misplaced, a \$5.00 fine will be assessed.
- Close the door by gently closing it with your hand. It should easily close and latch top and bottom. If it does not, open it again and check to see what is in the way.
- Keep things organized in your locker. Be careful nothing touches the back of the area where the dial is or the locker will jam.
- It works best if your textbooks and small items are neatly on the top shelf. Hang your backpack on the REAR hook (not the top), hang your jacket from the top or side hooks.
- Carefully place large binders in the bottom of your locker so they are well behind the side rails.
- If the locker is not working correctly or you notice something broken or damaged report it immediately to the Security counter.
- Remove your lunch daily and take home dirty clothes weekly.
- You may decorate only the inside, not the outside of the locker. Use only transparent tape to hang items.

- Remember that lockers can be searched at any time by the building administration.

#### **Locker Do Nots:**

- Never share a locker with another person. If you do, expect your items to be taken.
- Don't move to another locker or put your items in another person's locker even for a short time.
- Never, ever kick or slam into the door of a locker. It breaks the doors which are expensive to repair or replace and you may be charged for it and disciplined.
- Don't leave your backpack laying in the bottom of the locker or hanging from the top hook or the locker will jam.
- You may not have sodas or any glass bottles or items in your locker.
- Don't allow old food or dirty clothes to build up in your locker.
- Inappropriate pictures (with drugs, alcohol, gangs, violence, weapons or sexually explicit) are not to be in your locker or at school.
- Do not use stickers or double back tape that often won't come off or damage lockers.
- Do not write on lockers with anything, not even dry erase or special markers. Everything will damage the paint and a fine will be assessed.
- You may not hang anything on the outside of a locker.

**Lost and Found** If you are missing an item check the lost and found at the back counter and in the Locker Rooms. If the item is valuable, please talk to a Security person or complete a Lost and Found Report form in the front office. If you find an item, please return it to the office immediately. Using, possessing, or distributing a found item is considered theft of that item. Items are quickly returned to you if your name is on them.

**Lunch** Clark Middle School will provide free lunch for all students. We have provided a few lunchroom reminders:

- If a student is late to lunch, it is a tardy just like a class.
- Please stand in orderly lines and do not cut.
- Throwing food will result in suspension.
- Use the CHAMPS Voice Level of 1 while in the cafeteria to maintain a peaceful lunch environment.

Students must receive permission to leave the lunchroom for any reason. Teachers often will issue lunch passes for students to eat in their classroom. Students are to raise their hand if they wish to be dismissed from their table. Students are released only after the floor and table are completely

clean. Lunchroom work detail /detentions/suspensions will be assigned for rule infractions.

**Memory Book** is published yearly. Cost will vary each year depending on publication costs. You are responsible for your book at all times. Do not write anything inappropriate or allow anyone to write anything inappropriate in your book. We encourage student/families to reserve your memory book by purchasing your copy during registration.

**School Pictures** School pictures are taken during the first semester of the new school year. Make-ups are scheduled in early fall by an outside agency. Students who wish to order picture packages may do so. All students will have their picture taken and receive a complimentary ID card.

**Telephones/Cell Phones** Office phones are for emergency contact calls only. You must obtain prior permission from a staff member to use the phone. Phones are also available in classrooms throughout the building. Students need to simply ask to use the phone. Cell phones are to be shut off and stored away throughout the day. Students may use cells phone before and after school, unless participating in the afterschool program as this is an extension of the school day.

#### **Textbooks and Supplies**

Students are responsible for the care and covering of all texts issued to you. A fine will be assessed if you lose or damage a text. Fines are due prior to receiving report cards. Students are expected to furnish all paper, notebooks, pens, pencils and related supplies. For your convenience, these supplies may be purchased in the school store.

**Visitors** Parents and visitors are always welcome at Clark Middle School. For security purposes, it is important that all visitors sign in and receive a visitor's pass/badge at the front welcome desk. If parents would like to sit in a classroom, notification to the teacher is required at least 24 hours in advance. There are to be no student visitors.

## Where to go for help

Please follow the guidelines noted below when seeking help:

**If I have a health problem?** The school nurse has your health record from your elementary school. If a new health concern has developed for you, if there is a change in your health from the previous school year, or if you need routine medical care, please see the school nurse. See the nurse at lunch, before, or after school. Any other time you must have a pass from your teacher. The nurse's office is in the front office left of the counselors' offices.

**If I have been abused in any way?** See your counselor, teacher, the nurse or any staff member. This is very important. Please do not delay. We can help you!

**If I am depressed, thinking of running away and/or suicide?** See your counselor, a trusted teacher, administrator, or any staff member. Depression is serious. We can connect you to many community resources that can help you.

**If I might have a problem with drugs or alcohol?** See any administrator, the nurse, your counselor, a trusted teacher, or any staff member. Clark has access to a variety of drug/alcohol counseling programs. We can help you or get help for you.

**If I having a hard time resolving a conflict or getting along with someone?** A mediation is a good solution. Fill out a "Request to See a Counselor" form and indicate who else is involved. A counselor will set up the mediation as soon as possible, and you will be pulled out of class to attend the mediation. In some cases, the assistant principal will assist with a mediation if a conflict can be resolved without the need for discipline.

**If a student is really bothering me?** Attempt to solve the problem by requesting a mediation or by asking a teacher or counselor to help you. If this does not work, see a counselor, security or an administrator. If another student is provoking and/or harassing you, seek help immediately. The problem rarely goes away by itself and usually gets worse.

**If I need help with my school work?** See your teacher first. This is extremely important! See your counselor if the teacher is not available or if the teacher is unable to help to your satisfaction.

**If I need advice about my classes?** Fill out a "Request to see a Counselor" form and see your counselor. Your counselor is the best person to give you sound advice. If you need additional help after seeing your counselor, see an administrator.

**If I need to talk to someone about a personal problem?** See your counselor, the nurse, one of your teachers or an administrator. Please don't wait; let us assist you.

**If I am having trouble with a teacher?** Always try to solve the problem with the teacher. However, if attempts to work through the problem with the teacher are not successful, see your counselor. If a counselor is not available, please fill out a "Request to see a Counselor" form at a later time. You will be called to the office soon. If it's an emergency, see an administrator.

**If I need resource materials for a class project?** See your teacher first. If you need additional research/reference materials, then go to the library. You will find a wealth of resource materials and people willing to help you.

**If I have questions about sports or activities?** See the Assistant Principal (front Welcome Desk or in the office). Remember, you must have a participation form for the sport you are interested in and a current physical examination form on file in the office before you are eligible to participate in sports. The coaches can answer specific questions regarding individual sports.

**If I have questions about my attendance?** See the attendance secretary at the Welcome Desk or stop by the front office. It is your responsibility to clear any concerns with attendance.

**If I am having trouble with my locker?** Do not spend time trying to open it. Go directly to class - don't get a tardy over a jammed locker. Ask your teacher for a pass to go to the office for assistance.

**If I've lost an item?** Check the lost and found. For small valuables like eye glasses, jewelry, etc..., check at the front desk. Fill out a loss/theft report form, which can be found in the office.

**If I've just moved what bus do I ride?** Check with any of the front office staff: The Registrar, The Administrative Assistant or the Attendance Secretary for assistance. Counselors are also available to assist students with transportation concerns. You will need to know the street location where you get on the bus. Look for the route number of the bus making your stop.

**If I need to purchase lunches or apply for Free/reduced-price lunch?** All students enrolled at Clark Middle School receive breakfast and lunch at no cost to students or families. In addition, students enrolled in the Extended Day After School Program will receive a free dinner snack pack.

**If I accidentally make a mess in the halls** (this includes broken glass, spills, etc.)? Please notify the nearest teacher or come directly to the office and see a custodian, secretary or administrator. We will have it cleaned up and issue you a pass to your class. Please do not leave a mess for others to clean up for we take great pride in the cleanliness of our building.

**If I need extra support with personal, home or school Issues?** Contact your counselor who has a variety of information about resources that are available to you.

## Behavior Consequences

This is a list of common behavior consequences for Clark. This list will help you understand what the requirements for each are. It is not an exhaustive list nor are all used or applied in this order.

**Phone Calls** Communication between home and school is critical to maintaining a positive learning environment. Staff will attempt to contact parents at home or work to notify them when their student has had difficulty maintaining their behavior at school and to maintain communication. A phone call is usually adequate to correct inappropriate school behavior.

**Classroom/Teacher Sanctions** All teachers and teams will inform students and their families of the rules for their classroom. Students who do not follow the rules and/or consistently repeat the same infraction leading to disruption of the classroom and learning environment, may receive a variety of consequences. For example, in the repeat of same infraction:

- 1st offense – Warning
- 2nd offense - 4th offense – Minor Incident Reports (MIR) completed and verbal redirection
- 5th offense – MIR completed and phone call home to parent by student/teacher
- 6th offense and 7th offense – MIR completed and student will be issued a detention, including phone call home to parent by student/assigning teacher
- 8 offenses or more offenses - Administrator discretion

Additionally, classroom management strategies will be utilized as appropriate to further support student success including: verbal redirection, reassigned seating, time out, delayed passing time, referral to a team counselor, and/or student/parent conferences.

**Detentions** If the specific behavior continues, teachers may assign a 30-minute teacher-supervised detention. The teacher will make a phone prior to the students serving the detention. When detentions are assigned by a team, the detention is to be served the next day detentions are assigned (days vary based on grade levels). In all cases, the teacher and student will make a phone call home to the parent together, prior to serving the detention.

Students will be given a written notice to take to their parents and it is their responsibility to be sure the detention is served. Team assigned detentions are held at twice a week (minimum) during lunch and supervised by a designated teacher. Students will eat lunch in the

detention room. Students must arrive on time, sit quietly and are not allowed to sleep or put their head down. Work to do or having a book to read is recommended. If a student cannot attend on the day assigned the student will meet with Security before the detention time to reschedule. Detentions are short term consequences and opportunities for conversation regarding specific and reoccurring behaviors.

**Saturday School** is provided to students for additional academic learning and support. The Prevention Intervention Coordinators, in addition to Clark Administration, coordinate this extended learning activity. Dates will be announced to students and found in the monthly newsletter. Times: 8 a.m. to 12 p.m.

## Capturing Kids Hearts

The rate of change and the things youth are exposed to today are significantly different from previous generations. To make the difference in our students' lives, we must have the keys that open the doors to their hearts and minds to learning and life. Capturing Kids' Hearts focuses on developing healthy relationships between members of a school's educational community and teaching effective skills that help teachers:

- Develop self-managing classrooms through innovative techniques such as a social contract
- Increase positive behaviors and reinforce the role of emotional intelligence in teaching
- Build classroom rapport and teamwork to create a safe, trusting learning environment
- Develop students' empathy for diverse cultures/backgrounds
- Increase classroom attendance by helping students take responsibility for their actions and performance

Research shows that if teachers can create a relational connection to students, or "Capture Kids' Hearts," performance goes up, and behaviors greatly improve because kids want to be in school; Students want to be in classrooms where teachers know how to connect with them and make them feel valued.

## CLARK MIDDLE SCHOOL CAPTURES KIDS HEARTS