

Welcome to the 7TH GRADE GOLD TEAM at Charleston Middle School for the 2024-2025 school year! We are looking forward to a great year with your students! Below is some general information about our team and teachers. Please read through the information carefully and sign. **Please return the last page signed to your first-period teacher by Wednesday, August 21st.** You may keep the rest of this letter as your reference for the year ahead.

Communication

Mr. Kanouse	Math	639-6036	kanoused@charleston.k12.il.us
Mrs. Lutz	Science	639-6022	lutze@charleston.k12.il.us
Ms. Bickford	Reading/Language Arts	639-6032	bickfordm@charleston.k12.il.us
Mr. Pitcher	Social Studies	639-6039	pitcherm@charleston.k12.il.us
Ms. Rook	LBS1/Special Education	639-6040	rookd@charleston.k12.il.us
Mr. Williams	LBS1/Special Education	639-6058	Williamism@charleston.k12.il.us
Ms. Farkas	Paraprofessional	639-6040	Farkasg@charleston.k12.il.us
Ms. Phipps	Paraprofessional	639-6058	Phippsb@charleston.k12.il.us

Please access the Gold Team website at <https://cms7g.weebly.com>

We suggest contacting your student's first period teacher for general items. Our Core Gold Team teachers meet daily from 2:00-2:30 should you need to set up a conference or call us during that time. Call CMS at 639-6000 or email one of us to schedule a time.

Assignments/Proficiencies

Gold Team teachers will closely monitor the work completion of our students. See the **7 Gold Homework Policy** for more information. We will also require students to fill out their planners with weekly classroom assignments each Monday. We encourage parents to check their student's planners nightly and/or check the team website to verify daily assignments. For various reasons, students sometimes fail to complete work on time. Students who are absent have one day for every day they are excused for an absence to make up their assignments. If a student is absent before an upcoming quiz, test, project, etc. that the student has known about, the task will be completed the day the student returns to school. Please help us ensure that assignments are getting done! Grades in Skyward/Empower will show a zero/missing until make-up work has been turned in and graded. Students will also be keeping and updating Leadership Binders that will house a collection of student work.

CMS Expectations

A school-wide behavior plan is in place at CMS through the Leader in Me Program. See the **CMS Expectations page** for more information. Some behavior may bypass the 7th-grade behavior plan and be addressed directly with discipline referrals to the office. At CMS, we will focus on meaningful and effective behaviors. CMS will have Trojan punch cards in their planners that will be used to track student successes and setbacks toward specific quarterly behavior goals. We encourage parents to check punch cards weekly to monitor daily classroom behavior in school.

7 GOLD WORK POLICY

Students can expect work most days. **Much of this can be completed during the school day in class.** We encourage students to complete the most difficult tasks at school and/or assignments that require textbooks or group work.

The purpose of work is threefold:

1. To help the student attain information needed before a unit of study, such as new terms.
2. To have independent practice of a concept learned that day.
3. To review learned information to prepare for tests and quizzes.

The completion of work is a requirement for all students.

1. Take the time to follow the directions.
2. Have the work completely and neatly done to the best of their ability. All work should be completed online or on paper in pencil. When a pen is allowed, black or blue ink is required.
3. Work must be labelled and done neatly to the student's best ability to receive full credit.
4. Turn in the work when it is due. **Deadlines will be enforced.** **Negative punches may be issued for repeated issues with work completion.** Work may be turned in after due dates for partial credit.
5. Papers handed in with no names will not be scored.
6. Work left at home is the same as work not done and will be considered late.

Absences

1. If your student is absent, make-up work may be picked up after 3:30 p.m. if requested by 12 P.M. that day. Otherwise, work will be ready the next school day.
2. **It is THE STUDENT'S responsibility to ask for make-up work and to schedule make-up quizzes and tests. Students need to email teachers or see their teacher about work. Most times, students can just check the assignment sheet for what they missed.**
3. For every day a student is absent, they have a day to make up the assignment except for long-term projects, quizzes or tests.

Helpful Work Hints for Students:

1. Check your assignments listed in your planner, Empower, and class materials as soon as you get home!
2. If something is missing, you will have time to solve the problem. The main office is open until 4:00.
3. Check the Team link: www.cms7g.weebly.com/assignments for daily updates on assignments.

Missing Work or Handout Options

1. Return to school to get it.
2. Arrive at school early enough to get it.
3. The school opens at 7:55 A.M.
4. Check Empower or email.

Questions about the assignment

1. Try calling up to 3 teammates to see if they can help you.
*Place all work, books and materials in your backpack the night before and set it by the door.
2. **Teachers are available daily during WIN Study Hall Wednesdays from 2:45-3:20.**

CMS Expectations

All CMS students will be following expectations connected to the Leader in Me program and our CMS handbook. Expectations will be two-fold. One, what staff expect from students and two, what students expect from themselves. The expectations will be based on the habits within the Leader in Me program. Each quarter, student planners will hold punch cards and Leadership binders will contain behavior goal progress. Trojan cards will track positive and negative behaviors observed by staff. In Leadership binders, the students will also select behavior targets and track behaviors monthly.

Students will get positive notes/punches on the cards if they showcase 7th grade expectations by any CMS staff member.

Students will constantly be recognized for meeting and achieving expectations.

Students who do not showcase 7th grade Leader in Me expectations will receive verbal warnings to redirect behaviors. **If the behavior issue is not corrected, a negative note/punch or a classroom referral may be issued by any staff member at CMS.** After multiple negative notes, you may be called to meet with your teachers and a phone call made home. If issues continue, a discipline referral will be written up to the Dean of Students to further handle the issue. Students who meet quarterly behavior goals will attend quarterly celebrations and receive other special recognitions.

CMS Expectations

Be Proactive- You're in Charge	<ol style="list-style-type: none">1. I follow directions and take initiative.2. I take responsibility for my actions and attitudes.3. I don't blame others when I make mistakes.
Begin With the End in Mind- Have a Plan	<ol style="list-style-type: none">1. I prepare for class ahead of time.2. I plan ahead and always have a hall pass.3. I set goals for myself.4. I do meaningful work.
Put First Things First-Work First, Then Play	<ol style="list-style-type: none">1. I stay on task and complete work on time.2. I show up to school and dedicate time to my Big Rocks each day.3. I show self-control.
Think Win-Win-Everyone Can Win	<ol style="list-style-type: none">1. I am respectful to everyone and everything.2. I consider the feelings and needs of others.3. I look for solutions to problems.
Seek First to Understand, Then to Be Understood- Listen Before You Talk	<ol style="list-style-type: none">1. I listen first before speaking.2. I use my eyes, ears and proper voice when listening.3. I ask questions to understand.4. I don't make assumptions about others.
Synergize-Together is Better	<ol style="list-style-type: none">1. I get along with everyone and compliment others.2. I value differences in others and learn from them.3. I participate in discussions.
Sharpen the Saw-Balance Feels Best	<ol style="list-style-type: none">1. I learn new things and reflect on ways to grow.2. I take care of my body.3. I balance my time between work and play like putting my phone away during school.
Find Your Voice- Inspire Others	<ol style="list-style-type: none">1. I look for ways to help others.2. I find my strengths, pursue my passions, and try to make the school better.

Other School Policies

Charleston Middle School will enforce the dress code and cell phone policy listed in the planner. Students who are dressed inappropriately will be asked to call their parents/guardians to bring them other clothes. **The expectation at CMS is that each student's cell phone must be put in their locker at the first bell at 8:25 a.m. and not taken out until the final bell at 3:20 a.m.** If a student must contact his/her parent, they can get permission to come to the office to make a phone call. Staff will strictly enforce cell phone violations found in the student/parent handbook.

Throughout the year, we may show videos that are educational and at times entertainment as part of a celebration. All videos will be rated G or PG. If a rating of PG-13 is used, we will notify all students prior. Please prepare your child to communicate with us any alternatives you wish for them as far as the ratings go. You are encouraged to see the rating guidelines at this link:

<http://www.tvguidelines.org/resources/TheRatings.pdf>

School Supplies

You may pick up the needed 7th grade school supplies at many local stores. You can also find a supply list from our CMS office or 7 Gold website. Please refill any school supplies throughout the year so your child comes prepared for class. **Check with your student each month to assess supply needs, especially pencils every few weeks!**

Thank you so much for the time you've taken to read this! We want to make sure that you are informed about our 7th grade policies and how to communicate with us, so your child has a successful transition to middle school. We are looking forward to a fun, successful year with your student!

Sincerely,
7 Gold Team Teachers
Charleston Middle School



Please fill out the information below and return it to your student's 1st period teacher by Wednesday, August 21st.

_____ I read the Gold Team parent letter and policies.

_____ I will encourage my student to check their planner or online team website for any assignments missed.

_____ I permit my student's attendance on any field trip that may occur during the school day during school hours. ****Notices of trips, trips needing money, alternative lunches, or other items will be sent out at least 2 weeks before the event on paper and through Skyward.**

Any Questions for the 7 Gold Team:

We utilize email for day-to-day items and reserve phone calls for more important conversations. What is the best route for communication with you? (**Circle all that work**)

*This is also a great time to ensure your contact information is correct and up to date on Skyward as we use the information listed to contact you.

Email (Listed on Skyward)

Phone call (Primary number listed on Skyward)

Parent Signature _____ Date _____

Student's name (please print) _____

Use the bottom and back of this paper to tell us in 1,000,000 words or less all the amazing things about your child.