



CHARLESTON

CUSD NUMBER ONE

Charleston Middle School • www.charleston.k12.il.us

Phone: (217) 639-6000

920 Smith Drive, Charleston, IL 61920

Fax: (217) 639-6005

Parents and Students,

Welcome to Charleston Middle School (CMS)! The start of the 2025-2026 school year will be here before you know it. The purpose of this letter is to give you as many details about common questions that are asked before the school year begins. I would recommend that both students and guardians become familiar with our Charleston Middle School website <https://www.charleston.k12.il.us/o/cms> which will provide you a lot of information about Charleston Middle School. If you have further questions that are not addressed by the letter, please feel free to contact CMS at (217)639-6000.

Initial Dates to Remember

- 1) July 7th -Online Registration for Charleston CUSD 1 opens
- 2) CMS Open House
 - a. August 11th– 7th Grade Open House-5:30-6:30 PM in Gym
 - b. August 11th – 8th Grade Open House-6:45-7:45 PM in Gym
- 3) August 12th- First student attendance day.
- 4) August 20th - School Pictures at CMS

For all other events, please visit our CMS website and look on events.

Extracurricular Events

There are many opportunities for students at CMS to participate in extracurricular events. Most of the events will be announced when school starts; however, if your child is interested in baseball, softball, cross country or golf, these events start before school begins, and you should listen for announcements for tryouts. If students participate in athletic events, they must have a sport physical and complete the extracurricular packet which can be found on the CMS website under the extracurricular tab. You can also pick up the packet in the office at CMS. Students who do not have physicals on file will not be permitted to try out for a team.

CMS Schedule

Student schedules will be available on Skyward for families who have registered and paid all fees on August 4th for CMS. Students will be able to see what team and classes they have been assigned. At CMS, switching a child's team will not be considered by administration.

Students will be able to enter the building at 7:55 a.m. Students can be dropped off at the front of the building or by the canopy entrance. All students will enter through the main doors. From 7:55 -8:25 students will be able to eat breakfast. All students not eating breakfast will go to the gym or the media center until the first bell at 8:25 in which students will be dismissed to their lockers. Students first class begins at 8:30. Schedules for each grade level can be found below:

LEARNING AND LEADING EVERY DAY



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7th grade Schedule

7:55-8:25	Doors Open-Breakfast
8:30 – 8:45	Morning Minutes
8:45-9:40	Core – Pd 1
9:40-10:35	Core – Pd 2
10:35-11:30	Core – Pd 3
11:32-12:12	Lunch – Pd 4
12:14-1:10	Core – Pd 5
1:10-1:55	PE/Exp
1:57-2:43	PE/Exp
2:45-3:20	WIN/ Band & Chorus

8th grade Schedule

7:55-8:25	Doors Open-Breakfast
8:30-8:45	Morning Minutes
8:45-9:30	PE/Exp – Pd 1
9:32-10:17	PE/Exp – Pd 2
10:19-11:16	Core – Pd 3
11:16-12:12	Core – Pd 4
12:13-12:53	Lunch- Pd 5
12:55-1:49	Core – Pd 6
1:49-2:43	Core – Pd 7
2:45-3:20	WIN/Band & Chorus

Dismissal at CMS will be at 3:20. Walkers and car riders will be dismissed and will go out the doors to the east side of the building. A map of traffic flow can be found on the CMS website under the parents tab.

School Supplies

School supply lists can be found on the online registration tab. There is a list for 7th and 8th grade. I will also send a copy of the supply list to each family. One thing that we are asking is for all students to have a binder that zips up. We are trying to really work on organization and minimizing the amount students need to go to their lockers. Students are allowed to have water bottles but are only allowed to have water in classes. No other drinks are allowed in the classroom.

1:1 Devices

Students will be issued their devices during the school day on the first week of school. Students will have new logins and passwords for their computer. Computers are required daily at Charleston Middle School for instruction. Students are expected to follow AUP guidelines for computers or they could lose the privileges of computers. Students are expected to charge their computers each night. At Charleston Middle School, students are required to do many of their assignments on the computer.

Physical Education

Students are expected to dress daily for Physical Education. Uniforms consist of red shorts and a black shirt for incoming 7th graders and a gray or black shirt for 8th grade which can be purchased at several places in Charleston. Tennis shoes are required for physical education. Dressing for PE is not an option. A student's grade will be affected greatly if they do not dress for PE.

Lockers

Students will have a locker assigned to them. Their combination can be found on their schedule. This is sometimes a concern of students, but staff will be very helpful in helping students master their combinations in no time. In physical education, students will have a locker and their PE teacher will assign them a lock.

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Morning Minutes/WIN

What are Morning Minutes? Morning Minutes is at the beginning of the day at CMS this year from 8:30-8:45. This is a time to teach and reinforce our Leader in Me skills and to prepare students for the day. WIN stands for "What I Need". WIN days are held daily from 2:45-3:20. Each day in WIN has a different focus such as homework completion, interventions, workday, and student action teams. Band and chorus students meet daily at this time as well and Leader in Me skills will be taught and reinforced during this time.

Competency Based Education/Progress Reports

At Charleston Middle School, all classes will be utilizing Competency Based Education for the 2025-2026 school year. This will change the way in which you will look at your student progress and the way grades will be posted at Charleston Middle School. **A grade letter conversion will be posted in Skyward for Semester 1 and Semester 2 only.** Grades in Skyward are a reflection of evidence completed and tracked through Empower. Empower progress reports will be emailed for mid-term of Semester 1 and Semester 2 and during other designated times by the District. Progress Reports can be accessed via Empower anytime throughout the school year. Parents will not receive paper copies of midterms and report cards unless the parent contacts the school's office. If you need access to Empower, please email: elarning_help@charleston.k12.il.us for a username and password. Parent(s)/guardian(s) are encouraged to contact your child's teacher for detailed information regarding Competency Based Education grading policies/procedures. Charleston Middle School honor roll will be determined at the end of the school year. Honor roll will be based on an average of course scores at the end of the year.

Student/Parent Handbook

The student/parent handbook can be found on the CMS website under the Parents tab. Your child will get a copy of the handbook in his/her planner. We ask that you please read and understand the handbook. The information in the handbook should be discussed with your child and will help you understand the expectations of Charleston Middle School.

Information of special importance to students/parents can be found on the following pages:

1. CMS Mission/Expectations (pages 2-4)
2. Attendance/Late Policy (pages 6-8)
3. Promotion and Retention (pages 9-10)
4. Acceptable Use of Technology (pages 11-13)
5. Student Conduct/Consequences (pages 18-27)
6. Extracurricular Activities (pages 27-30)

Cell Phones

We understand that students have cell phones. 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.

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Administration will strictly enforce cell phone violations which can be found in the student/parent handbook on page 22.

As always, I am sure parents/students may have additional questions. Most of those questions will be addressed during open houses at the beginning of the year. If you have questions, feel free to contact CMS at (217)639-6000.

Robert Lynn
CMS Principal
639-6001

rnmylyn@charleston.k12.il.us

"Lead, inspire, make a difference"

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