

CALEDONIA – MUMFORD
MIDDLE SCHOOL



2020 - 2021
Parent/Student Handbook

Caledonia-Mumford Middle School

99 North Street Caledonia, NY 14423

Web Address: www.cal-mum.org

Fax: 585-538-3430

High School Office --- 538-3482

Principal --- Paul Estabrooks

Secretary --- Sue Hayes

Attendance Officer --- Marion McCombs

School Nurse --- Meg Geer

Director of Athletics --- Mike Reed

Director of Transportation --- Ron Otto

CSE Chairperson --- Paul Estabrooks

Counseling Office --- 538-3445

Secretary --- Shannon Laursen

Middle School Counselor --- Jinny Mancuso

School Psychologist --- Megan Rogers

District Mission Statement

The Caledonia-Mumford Central School District, in collaboration with our community, takes pride in providing safe, comprehensive and rigorous educational experiences, in order for all students to graduate as ethical, responsible, lifelong learners, who are college or career ready.

Caledonia-Mumford Central School District

Mission

The Caledonia-Mumford Central School District, in collaboration with our community, takes pride in providing safe, comprehensive and rigorous educational experiences, in order for all students to graduate as ethical, responsible, lifelong learners, who are college and career ready.

Vision

The Caledonia-Mumford School District will provide a high-quality and well-rounded educational experience.

District Beliefs & Core Values

The School District will:

- Create a learning environment that reflects the high expectations of our society.
- Create a school culture that has the emotional, intellectual and financial support of our community.
- Collaborate with the community to provide a safe, supportive and challenging educational environment.
- Foster students who are respectful, caring and eager to learn.
- Value transparent, frequent and candid communication.
- Provide instruction, equipment, facilities and materials so that students will become self-directed learners prepared for the experiences of the world.
- Expect that our faculty and staff will utilize ongoing professional development to ensure our students will receive the best instruction possible.
- Expect high levels of dedication to improvement and excellence from all students and persistence through challenging tasks.
- Expect appropriate, caring and healthy behavior from all members of the school community.
- Continually seek to innovate, implement and solve problems to provide the best educational experiences possible for our students.
- Communicate with the community at large so there is an understanding of the mission, vision, beliefs and values and the steps needed to monitor, adjust and achieve for all.
- Celebrate individual and group accomplishments with the highest level of pride.

Caledonia-Mumford Students will:

- Be independent, critical, and creative self-directed thinkers who are able to effectively communicate.
- Be innovators, implementers and collaborative problem solvers with the ability to produce and compete in an ever-changing world.
- Have multiple opportunities to explore and participate in meaningful co-curricular and extra-curricular activities.
- Understand and appreciate personal differences and diversity.

Our students will demonstrate the character, skills, attitudes and attributes to be productive, respectful and responsible citizens.

Caledonia Mumford Middle School
6th, 7th and 8th Grade

Bell Schedule

Breakfast	7:25 – 7:35
Start of the day	7:30
Block 1	7:35 – 8:35 – 60 min
Block 2	8:40 – 9:40 – 60 min
Block 3	9:45 – 10:45 – 60 min
LUNCH	10:50 – 11:20 – 30 min
Block 4	11:25 – 12:25 – 60 min
Block 5	12:30 – 1:30 – 60 min
Block 6	1:30 - 2:00 - 30 min

2020-2021

Amended by BOE: August 11, 2020

July '20							August '20							September '20						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4						1				1	2	3	4	5
6	7	8	9	10	11		2	3	4	5	6	7	8	6	7	7	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
30	31																			

October '20							November '20							December '20						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

January '21							February '21							March '21						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				

April '21							May '21							June '21						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3						1				1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

Holidays

Labor Day Recess: Monday, September 7
 Columbus Day: Monday, October 12
 Veteran's Day Holiday: Wednesday, November 11
 Thanksgiving Recess: November 25-27
 Winter Recess: December 24 - January 1
 Martin Luther King, Jr. Day: Monday, January 18
 President's Day Recess: Feb. 15-19
 Spring Recess: March 29 - April 5
 Memorial Day: May 31

State Exams

Regents: January 26-29, June 16 - 25
 3-8 ELA: April 20-22, 3-8 Math: May 4-6, 8 Sci. June 7

Superintendent's Conference Days

Sept. 2, 3, 8 and 9

First Day of student attendance: Thursday, Sept. 10
 Last Day of School For all Students: Friday, June 25
 Commencement: Friday, June 25 at 7:15 PM

SCHEDULE OF MAKE-UP DAYS

If more than four (4) days are used for emergency closings before March 31, then, as necessary, students and staff will attend school as follows:
 April 5, then March 29, then March 30 and March 31

Days of Instruction

September	15+4	February	15
October	21	March	20
November	17	April	19
December	17	May	20
January	19	June	19
1st Sem.	89 + 4 = 93	2nd Sem.	93

How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face covering in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

cdc.gov/coronavirus

STUDENT EXPECTATIONS, RIGHTS, AND RESPONSIBILITIES

CALEDONIA-MUMFORD MIDDLE SCHOOL STUDENTS ARE EXPECTED TO:

1. Be prompt and be prepared.
2. Be honest and ethical.
3. Be active participants.
4. Be tolerant.
5. Be resilient.
6. Exercise self-control.
7. Make common sense decisions.
8. Cooperate with teachers and classmates.
9. Respect the rights and property of others.
10. Carry out basic student responsibilities.

STUDENT BEHAVIOR EXPECTATIONS:

1. Accept **RESPONSIBILITY** for your actions and others around you.
2. Show **RESPECT** for students, staff and school property.
3. Be **HONEST** with self and others.
4. Strive for **PERSEVERANCE**; the ability to work through challenges.
5. Show **COURAGE/LEADERSHIP**.

STUDENT RESPONSIBILITIES:

Education in a free society requires students to maintain certain responsibilities. Therefore, all Caledonia-Mumford Middle School students should:

1. Attend school every day unless excused by parents/guardians.
2. Contribute to the maintenance of a safe and orderly school environment that is conducive to learning.
3. Immediately report to school officials any individual possessing a weapon, alcohol, or illegal substance on school property or at a school function.
4. Work to the best of their ability in all educational pursuits. To this end, each student has six basic classroom responsibilities:
 - Keep track of your own books and assignments.
 - Start your work promptly and use time wisely.
 - Ask for help when you need it.
 - Do your own work.
 - Turn your work in on time.
 - Accept responsibility for your grades and other consequences.
5. Respond to direction given by teachers, administrators, and other school personnel in a respectful, positive manner when at school and other school sponsored activities such as assemblies, dances, and extracurricular events.
6. Conduct themselves as representatives of the district when participating in or attending school sponsored events, and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
7. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.

DIGNITY FOR ALL ACT

The Dignity Act expands the concept of tolerance, respect for others and dignity to include: an awareness and sensitivity in the relations of people, including but not limited to, different races, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, gender identity, and sexes. Each building must have a compliance officer to review and investigate issues that involve this new law.

The Building Principals will be serving as the Dignity Act Coordinators in each of their buildings:

Elementary School – Dave Bulter – 538 – 3481 – dbulter@cal-mum.org

Middle School – Paul Estabrooks - 538- 3482 – pestabrooks@cal-mum.org

High School – Rebekah Chenaille - 538 – 3483 – rchenaille@cal-mum.org

If at any time you have a question or concern around the Dignity for All Act, please feel free to contact the above Dignity Act Coordinators.

OLWEUS BULLYING PREVENTION PROGRAM

We want the best for you and your child and you want the school environment to be safe and free of violence. That's why we at Caledonia-Mumford Middle School has a program called the *Olweus Bullying Program* to address the issue of bullying at our school. We want to make our school a violence free zone.

As a part of the *Olweus Bullying Program*, 6th, 7th and 8th grade students will be involved in a series of lessons designed to help students:

- define bullying and understand what behaviors are considered bullying
- understand the effect of bullying behaviors and develop empathy for targeted students
- learn ways to respond to bullying behavior
- learn when and how to report bullying
- learn the consequences the school has established for engaging in bullying behavior

The overall goal of the *Olweus Bullying Program* is to empower students to report bullying behaviors and to give school staff tools to recognize, intervene, and issue consequences for bullying behaviors that they witness or hear about from students. Because the *Olweus Bullying Program* takes a system wide approach to putting an end to bullying in schools, it not only involves the students and school personnel, it involves families as well. To succeed, the program needs your input. Your support will greatly contribute to our efforts in making Caledonia-Mumford Middle School safer and more nurturing for all our students.

Bullying and harassment may happen more during the middle school years than at any other time. These activities may include anything from excessive teasing or name calling to physically pushing someone around in order to frighten, intimidate, or threaten. The staff at Caledonia-Mumford is committed to doing everything in our power to prevent bullying and harassment and to intercede when it comes to our attention. Since children usually engage in bullying behavior when adults are not present, it is important for students to inform their teachers or school personnel when this happens. The administration will handle harassment complaints very sternly, quickly, and with the utmost confidentiality in order to protect students.

CHARACTER EDUCATION

Character is the basis for how we make decisions in our lives. It influences how we react to crisis and how we treat others and ourselves. We will be working with the staff about putting Character Education into the everyday classroom. Each month will be a different character trait.

Our goal is to empower individuals to stand on a foundation of values so they may act responsibly when faced with difficult decisions. We will be recognizing students for their character.

ATTENDANCE

The attendance of all students eligible to attend school is considered to be an important element in an effective school learning program. There is a direct and positive relationship between the amount of time spent in class and the quality of the learning experience in that course. To that end, regular daily attendance is expected in all courses. Students who are unexcused from class are subject to discipline and jeopardize the class participation portion of their grade. All students are expected to attend classes on a regular basis in accordance with the provisions of Education Law. Parents are to notify the school of their child's absence by calling the attendance officer at 538-3421 as early as possible. Upon completion of the daily attendance list, the school will attempt to phone parents who did not previously call to report the absence and request an explanation. A student who has an unexcused absence must make up all missed work. If a child is absent three or more days, the parent may request homework assignments by calling the Guidance Office at 538 –3445 by 10:00 a.m.

ABSENCE FROM SCHOOL

The following are excused absences: illness, serious illness or death in the immediate family, emergency medical or dental attention, religious holidays, and absences approved in advance by the principal or his designee. The following are unexcused absences: truancy, missing the bus, family vacations, shopping, working, hunting, fishing or leaving school without permission. Final determination of excused and unexcused absences is subject to state and school regulations. A student who has an unexcused absence during the day may not attend any school function on that day or evening.

It is extremely important to NOT send your child to school if they have a temperature of 100 degrees or higher or have other symptoms associated with Covid - 19.

RETURNING AFTER ABSENCE

Upon returning to school, the student must present a written excuse from home within two days. As required by law, the excuse must have the reason why the student was absent and it needs to be signed and dated by a parent/guardian. Such an excuse must be presented to the MS Office. Students who forge an excuse, either to cover for an absence or to leave school early, for oneself or another, will be disciplined accordingly.

ABSENCE FROM CLASS

Upon returning to school and/or class, it is the student's responsibility to meet with the teacher to determine what make-up work is to be completed. Students have one day for each day of absence (unless extenuating circumstances exists) to make up work. If this work is not completed in this length of time, a zero will be recorded and will be averaged with the other marks in calculating the average for that quarter.

TARDY TO CLASS

The definition of being tardy to class is the failure to be in the classroom by the start of the announcements at 7:40 (Block 1) or the sound of the bell (Blocks 2-6) without a signed pass. Teachers will keep accurate records regarding student attendance. Upon a student's third tardiness, Saturday detention or in-school suspension will be assigned (this will occur for the fourth and fifth tardiness to each class as well). With a student's sixth tardiness to each class (and thereafter), the student will be suspended from school. Students who are late to class because of being detained by a teacher should be given a pass by that teacher and will not be penalized.

TARDY TO SCHOOL

When a student is tardy to school, he or she must report to the Attendance office (located in the Nurse's office) to sign in and to obtain a pass to his or her assigned class. Upon a student's third tardiness, in-school suspension or Saturday detention will be assigned. Subsequent offenses will result in a lengthier in/out of school suspension and a parent/guardian conference. Chronic truancy will result in a Superintendent's hearing and a possible recommendation for permanent suspension.

PERMISSION TO LEAVE DURING THE SCHOOL DAY

All students wishing to be released early for an appointment (doctor, etc.) must bring an excuse on the day of the appointment to the Attendance Office (first thing in the morning) and receive an early dismissal pass. At the beginning of the period during which dismissal will occur, the student is to present the pass to his or her teacher. If the appointment is completed before the end of the school day, the student should return to school. Upon returning to school, the student is to report to the Middle School Office or Attendance Office to sign in. Should a student become sick during the day, he or she is to ask permission and secure a pass from his or her teacher to report to the Nurse's Office. Students too ill to stay in school **must receive official consent to leave school from the Nurse's Office** and parents and/or guardians. When a student is being picked up, a parent must enter the Middle School foyer and sign the student out.

ACTIVITY ELIGIBILITY

Any student who arrives late to school must have a parent note stating reason for tardiness. A student who has not reported to the attendance office by 7:35 a.m. may not participate in any after school activity that day. Students who arrive at school later than 7:35 a.m. may participate in after school activities if they gain approval by the building principal for a funeral or other excused absence, or have a note verifying a medical appointment. Any student in legal attendance at 7:35 who leaves early due to illness or doctor appointment must return with a doctor's note to participate in an after school activity the same day. Advisors and chaperones of all activities will be provided with an updated attendance list for the day.

FAMILY VACATION ABSENCE

Although students are permitted to participate in family vacations, each day of school missed is an unexcused absence. Prior to leaving on a trip it is the student's responsibility to contact all teachers to inform them of the dates of absence, as well as to request all assignments that will be missed. In addition, the parent must also notify the Attendance office of the dates of absence. A written note is required upon returning to school. Students are responsible for the completion of course work and assignments covered by the class during such absences. Please turn in a completed Vacation Verification form (available in the main office) at least one week prior to the scheduled absence.

VACATION VERIFICATION

Student Name/Grade

DATE _____

I am aware that under existing State Law, it is illegal to remove my child from school for a vacation as long as school is in session. Further, I know that my child will be experiencing loss of instructional time during this period.

1. I understand that it is not the responsibility of the school or the teacher to see that missed work is made-up. It is the responsibility of my son/daughter to make-up missed work in a reasonable period of time (to be determined by the teacher).
2. I have instructed my son/daughter to obtain, if possible, work that he/she will miss while out of school. When work is assigned for the absence period, upon return the student will be responsible for submitting the assignments, which may be used for grading purposes.
3. _____ will be absent

from _____ to _____

Parent/Guardian Signature

LOCKERS

School lockers remain the exclusive property of the school, and the administration reserves the right to inspect lockers at any time. At the end of the school year, homeroom teachers will check locker conditions and assess a \$10 fee to those students who have misused their lockers.

1. Students will be provided with a hall locker and a gym locker/lock. Students are to keep their lockers locked and not give their combinations to anyone. Lockers assigned to students are to stay as such unless the office authorizes a change and students are not to trade or share lockers.
2. Students may not go to lockers before 7:30 a.m.
3. A student is allowed locker privileges during the interval between classes, during a study hall and during class when permitted by the teacher.
4. Do not write on or attach offensive materials inside or outside of the locker.
5. The school is not responsible for any valuables left in lockers. Things of monetary or personal value should not be kept in lockers.
6. If a padlock is lost or stolen, the student is responsible for the replacement cost and should notify the main office.
7. Students should double-check gym lockers when taking physical education classes to be sure that all of their equipment is inside their locker and it is locked.
8. Students experiencing difficulty with combinations or lockers should contact the secretary in the Middle School Office.

CAFETERIA AND FOOD ITEMS

The cost of breakfast this year will be \$1.55 and lunch will be \$2.65. You may prepay on a weekly or monthly basis if you wish. Students will continue to use their lunch ID numbers from elementary school. (ID cards are stored in the middle school office and available if you need for identification purposes.) If you wish to prepay, you need to send in cash or a check made payable to Cal-Mum School Lunch Fund and the plan will automatically begin. The price for five days of lunches is \$13.25. Feel free to call any time for further assistance or to have your questions answered. The number to reach the cafeteria manager is 538-6811 x 1166 and she will return your call.

1. Lunches are served in the cafeteria. If you have food allergies or have concerns about specific servings, please talk to the cafeteria manager.
2. Once students have been seated in the cafeteria, they must remain at their places until the period ends (except for returning trays or purchasing additional food). Do not move from table to table.
3. Poor manners and rowdiness will not be tolerated. Students are to eat their lunch in a neat and orderly way, and not be disruptive to others.
4. Glass containers are not permitted in school.
5. Food and beverages are not to be consumed outside of the cafeteria unless class schedules prevent compliance.
6. No food or beverages will be sold during the last five minutes of any lunch period.
7. Be in the lunchroom on time. Do not leave the cafeteria early. Ask permission to leave the lunchroom (receive pass from supervisor).
8. Students are not allowed to phone out for food deliveries of any sort.
9. Be polite and courteous to staff on duty. Supervisors' directions are to be followed immediately and without question.
10. Students are to clean up their area. When asked, as an individual or group, to pick up litter, do so whether or not it is yours. Failure to do so will be considered insubordination.

LEARNING LABS (Study Halls) PROCEDURES

Study Hall is an academic period that must be used as such. Students will be expected to maintain a quiet and respectful environment for completing academic tasks. This can best be accomplished by keeping movement and conversation to a minimum.

- **Arrive on time.**

This means that all students must be in their assigned classroom by the time the bell rings or they are TARDY.

- **Bring enough work to every class.**

This means students must bring all the work they need to stay busy for an hour without going to their lockers.

What is work?

- Projects that need to be completed, notes to be studied
- Daily homework
- Outside reading (bring a book)
- Prepare for tests and quizzes

If a student chooses not to do work, the study hall teacher will find something for him/her to do. Students are to remain seated at all times.

- **Passes**

Students are expected to use their agenda book for pass use in study halls. One student at a time will be excused to use lockers or restroom facilities. Time limit is a maximum of four minutes. Students may bring a pre-signed pass from the teacher they expect to meet with during that block. Students should get these passes from 7:30-7:40 am or before study hall. Teachers should have sign-out sheets in their rooms in order to locate students. Students are responsible to check back in at the end of the block. If they do not, they will not be allowed to check out during the next class. Study hall is not a time to clean out lockers.

- **Behavior**

Sleeping, drinks or snacks, cards, board games, cell phones, DVD or any electronic devices are not allowed. Students are responsible for the cleanliness of the desk, tables and floor area around their seats. Students who willingly or habitually violate the rules listed above are subject to loss of privileges and/or disciplinary action from the teacher or administrator in charge.

- **Structure of Study Halls**

Study Hall monitors shall have appropriate project supplies and reading material available for students.

PERSONAL/STAFF PASSES

Students may not leave the classroom without a personal/staff pass (located in the agenda book) from the teacher in charge.

ANNOUNCEMENTS

Announcements will be made at the beginning of the first period. Emergency announcements may be made at various times. All announcements must be in the office by 7:30 AM and signed by the sponsoring teacher or administrator. All classes are to be courteous and quiet during announcements. The Pledge of Allegiance will be said at the beginning of the morning announcements each day. Your cooperation is expected. A copy of the announcements will be sent daily to all parents who have an email on file.

FIRE DRILLS AND EMERGENCIES

Fire drills are held periodically for the safety of the school community. When the fire alarm sounds, students are to stop all work immediately and follow the teacher's instructions for leaving the building, using the designated exit. After safely exiting the building, all middle school students will line up by grade level in alphabetical order to take attendance in the designated meeting location. The okay to return to the building will be given over the public address system. While students are passing, silence is to be maintained. The reason for this request is obvious. Failure to hear and follow such directions may cause serious injury. Therefore, silence is required at all times during fire drills.

APPROPRIATE BEHAVIOR AT SCHOOL DANCES/FUN NIGHTS

A school dance is a certified school function. This means that all of the normal rules and regulations for appropriate student behavior apply. Students are expected to act in a reasonable and respectful manner. In order to attend any Caledonia-Mumford Middle School dance, students are required to follow all school attendance policy/procedures for the day of the scheduled dance.

1. Students displaying inappropriate behavior will be asked to leave the dance. An office referral will be turned into the principal the morning of the next regular school day.
2. Examples of inappropriate behavior include (but are not limited to): smoking, vulgar language, fighting, dangerous actions, disrespect to school employees or chaperones, continued inappropriate displays of affection, continued inappropriate dancing.
3. Any students suspected of using or possessing alcohol or illegal drugs will be detained, and will only be released to their parental relations.
4. All dances/fun nights are closed to students from other schools.
5. Once students leave the dance they cannot return.

USE OF THE TELEPHONE

Students are to refrain from using the telephone system in the classrooms and offices. Except in extraordinary circumstances, these telephones are off-limits to students.

WORKING PAPERS

Working papers, news carrier and farm work permits, and similar items may be obtained in the High School Office during lunch periods or after school. Working cards will be processed once all paperwork is completed and the student has confirmed employment at a specific job.

CUSTODIANS AND FACILITIES

School staff works untiringly each day to give you a clean, safe, and comfortable building. Be appreciative of their efforts and help them keep our building neat at all times. If you notice discarded items on the floor please pick them up and place them in the nearest wastebasket. Your help is very much appreciated.

STUDENT OBLIGATIONS

Students are responsible for textbooks, chromebooks (including charger and case), materials, gym lock, and books signed out from the library. Failure to return item(s) on time may result in a financial obligation. Periodically a bill will be mailed home or sent with report cards as a

reminder of student obligation. All financial obligations must be met before entering high school. No report cards, transcripts or diplomas will be issued until the materials are returned and/or the financial obligation is met.

CELL PHONE/ELECTRONIC DEVICES

Cell phones or any other electronic devices are permitted in school *only if* they are off and in your locker. If they are seen or used during our school day, students will be referred to the Code of Conduct.

HEALTH/NURSE OFFICE

The Health Office is the place to go for physical examinations, emergency first aid, illness while in school, explanations about insurance forms, and/or consultations.

COUNSELING OFFICE

The Counseling Office is the place to go for personal and group counseling, class schedules, career planning, contacts with recruiters from the military and colleges, and information about college testing, programs, financial aid information, and study skills information.

LIBRARY

The Library is open during school hours. You are encouraged to use the library for research and leisurely reading. You need a pass from your class or study hall teacher if you plan to use the library. You are responsible for any replacement costs due to misplaced or lost books and materials. All library materials must be signed out prior to leaving the library.

FUNDRAISING

School fundraising projects must be approved by the Principal. In general, only one fundraising activity should be conducted at any one time. The purpose for the fundraising activity must be clearly outlined. Fundraising for athletic programs must also be approved by the Principal and the Athletic Director and maintained within the athletic program.

Fundraising occurs through several different student organizations: class accounts, club accounts, booster accounts, and accounts set up for specific activities like the Washington DC trip. A student could contribute fundraising monies to several accounts. Each account is separate. The following information is specific to class accounts. Monies raised by students will profit their individual and/or class account for use toward school-related expenses and events related to being a member of your class. Student individual accounts may be used towards the purchase of yearbooks since the class is represented as a whole in the yearbook each year.

The goal of our fundraising efforts is to ensure that your senior year of high school is memorable. Families should anticipate expenses of approximately \$871 if students fully participate in senior year activities. Expenses could be as little as \$54 if you opt out of the memory making. To reach the estimated \$871, students should fundraise yearly with the goal of earning \$119 each year. If the family chooses not to fundraise, you might consider contributing \$119 each year to the individual students' account making the senior year expenses manageable. (Example: if an 8th grader has a class account balance of \$457, the student has exceeded the minimum balance requirement by \$100. That means the 8th grade student could use his/her individual class account funds to purchase a yearbook and/or to pay for an 8th grade semi-formal dance ticket. A student in 8th grade who has \$350 in the individual class account will NOT be

able to use the account for other class expenses. The semi-formal ticket will have to be purchased outright.) Note to 8th graders--a separate student account is set up for the 8th grade Washington DC trip fundraising. Any money left over in students' Washington accounts after the trip will be transferred to each student's individual class account.

Each school year, as fundraising activities are completed, class advisors record individual student earning into the class account spreadsheet. At the end of each school year, advisors will communicate the individual student account balance to families.

If you are going to deposit fundraising money into your individual student account from an external fundraising source or as a family contribution, a check must be written to the appropriate class and your child's name should be in the memo line. All checks should be directed to the class advisor for deposit.

Individual student account balances that remain at the end of senior year can be transferred to one sibling IF the family requests that transfer in writing to the class advisor. Funds will not be reimbursed to the student. If there is not a sibling to transfer to, the funds will be transferred to the Student Council Account.

PARTICIPATION ON TRIPS / ATTENDING "AWAY" SCHOOL EVENTS

All students are expected to exemplify proper behavior in school and at away school-related activities. Decisions will be made as to the students are allowed to participate in field, club, class and athletic trips (ex. band, sporting event, class trips, etc.). Poor behavior exhibited by students could eliminate the possibility of participating on these trips and future trips. Please note that any funds paid by the parents/students will not be available for full or partial reimbursement in the event the student does not attend the field trip. The District is not responsible for any such loss and will not reimburse the students/parents. The same rules and regulations govern all CMCS students attending CMCS functions held at a place other than CMCS as if that event was being held at CMCS.

MIDDLE SCHOOL CLUBS AND ACTIVITIES

You can become involved in a variety of clubs at Caledonia-Mumford Middle School. Most of the clubs meet after school. Participation provides an opportunity to develop leadership skills and build friendships. You get to have fun and help plan and coordinate fundraisers, special trips, social activities, and educational programs. There are a variety of clubs and special interest groups, including: Student Council, Jazz Band, Spanish Club, Ski Club, Academic Challenge Bowl, Odyssey of the Mind, PageTurners, Chess Club, Science Club, Middle School Play, Trap Club, and Tech Club.

INTERSCHOLASTIC SPORTS

The Caledonia-Mumford Central School welcomes all eligible players for Varsity and Junior Varsity sports teams. There are also organized teams for Middle School. This is your opportunity to develop skills in your favorite sport(s), earn team and individual recognition, certificates and plaques, and compete among other schools in team sports. Participants are expected to keep up with their schoolwork and make academic work a priority.

The organized teams for the Maroon and White are 1) Football; 2) Soccer (boys and girls); 3) Cross Country (boys and girls); 4) Volleyball (girls); 5) Basketball (boys and girls); 6) Softball (girls); 7) Baseball (boys); 8) Track (boys and girls); 9) Tennis (boys and girls); 10) Golf.

PASS/FAIL POLICY

All students must pass a course at a preceding grade level before enrolling in that course at the next grade level (i.e., English 7 must be successfully completed before a student is enrolled in English 8). There will be no “doubling up” of courses (i.e., English 7 and English 8) without specific permission from the Principal. Students who fail a course(s) are recommended to attend summer school as an alternative to repeating the course(s) the following year.

1. Students who fail three or more CORE courses in grade 6, 7 and/or 8 must repeat the entire year in all courses-not just those that they failed.
2. Students who fail one or two CORE courses in grade 7 and/or 8 should repeat the course or courses failed in summer school.

REPORT CARDS AND GRADES

There are four report cards issued during the school year. To make the Honor Roll, you must have an average of 85 - 89% or higher; to make the High Honor Roll, you need an average of 90 - 100%. If you have an incomplete in a class for a marking period, you will not be eligible for Honor or High Honor Roll; therefore, you will also not be eligible for the National Junior Honor Society or the Honors Banquet at the end of the year.

CHECKING YOUR GRADES

There is a student portal in School Tool where you can monitor your grades in each of your classes. There is a link to the School Tool from the home page of the school website. www.cal-mum.org. Student logins (username) are first initial, last name. Ex. Jsmith. Passwords are the students’ four digit lunch code. Ex. 1234. Parents may also view their child’s academic progress/grades in the School Tool. Parents should login (username) using the email address that they have on file with the school. Parents create their own password. For assistance with the School Tool Parent/Student Portal, contact Sarah Santora.

REPORTING PROCEDURES TO PARENTS

Parents will receive progress reports displaying a grade range and up to two comments from each class. This year the students will be handed their progress report and report card. Additional reports are as follows:

1. The **Complimentary Report** is an effort to recognize excellence in student performance and to compliment the students for work well done.
2. The **Progress Report** is to inform the parent/guardian of the progress of their student at any particular time during the school year.
3. The **Deficiency Report** is a written notice to parents/guardians that their student is in academic difficulty in a particular subject(s) including the reason(s) for the difficulty and the teacher recommendations.

WHEN TO LOOK FOR PROGRESS REPORTS AND REPORT CARDS

The following dates we are planning to hand out or send in the mail:

- | | |
|--------------------------------------|-------------|
| ● 5 week Progress Reports | October 9 |
| ● 10 week Report Card | November 13 |
| ● 15 week Progress Report - 8th only | December 18 |

- | | |
|--------------------------------------|------------------------|
| ● 20 week Report Card | January 29 |
| ● 25 week Progress Report - 8th only | March 12 |
| ● 30 week Report Card | April 23 |
| ● 35 week Progress Report - 8th only | May 21 |
| ● 40 week Report Card (Mailed) | mailed week of June 28 |

THE REPORT CARD

The report card has important features that we feel are responsive to the needs of our student program. The card's features include the following:

1. There will be only one grade displayed for each of our four marking periods.
2. The report card will show the name of the teacher for each course, and your student's attendance in each class. There will be an opportunity for each teacher to make up to three comments each marking period on the student's progress in that course. These comments will not carry over to the next marking period.
3. The passing grade is 65% and the absences and tardiness sections will be displayed by the marking period.
4. Units of credit earned each year will show on the card and cumulative units will also be shown.
5. Final grade: In all classes, grades 6-8, final exams will count 20% and yearly coursework 80%.

NATIONAL JUNIOR HONOR SOCIETY

To be considered for membership in the National Junior Honor Society, a student must achieve a cumulative average of 90% or higher for three consecutive semesters. A student must also demonstrate strength in the areas of service, leadership, citizenship, and character. There is a strict deadline for the application to be returned to the school with a letter of recommendation. Your child will be invited to complete the application process by letter in the spring. If your child received an incomplete as a grade on their report card, he or she is not eligible for the National Junior Honor Society.

FINAL EXAMS

Students are expected to:

1. Be prepared and report on time to proper test site.
2. Remove all books, notes, etc. from reach or sight.
3. Refrain from talking. Raise hand if asking a question.
4. Exit the test site quietly after being dismissed by the test supervisor.

Failure to follow these procedures may result in termination of the test and loss of credit (0%).

SUMMER SCHOOL

In order to attend summer school, the student must adhere to the following criteria:

1. Receive at least a 55% final average in the course during the regular school year.
2. Complete 40 weeks of instruction.
3. Alternate arrangements for summer school must be approved by the middle school principal.
4. If a student earns a grade point average of 65% or above in summer school, the student will be advanced in that subject area.

5. In extenuating circumstances, the ultimate decision on who may attend summer school rests with the middle school principal.

MAKE-UP WORK

Students have one day to make up work missed for each day absent. It is the student's responsibility to see that this is done. Any work not made up in the required time will receive no credit (0%).

PHYSICAL EDUCATION POLICY

All pupils shall attend and participate in the physical education program as approved in the school plan for physical education and as indicated by physicians' examinations and other tests approved by the Commissioner of Education. One half (1/2) units of credit per year is required for graduation. A parental excuse is accepted for a one-day absence; you may be required to see a doctor for an absence that will excuse you from regular physical education longer than one day. Your program will be modified after consultation with a doctor (reports may be required in some cases).

SCHOOL BUS CONDUCT RULES

The underlying thought behind our entire school bus transportation system is safe transportation of the students. In order to have a safe and efficient school transportation system, we must have the utmost cooperation from our students. The rules and regulations herein mentioned are in full force and effect on all school buses at all times and places.

1. Allow 3-5 minutes leeway before the bus arrives.
2. The bus cannot wait. If the student is not visible, the driver will stop, blow the horn, and proceed.
3. While waiting for the bus, stay on a driveway or sidewalk. Stay off lawns. Do not wait in the street.
4. Do not approach the bus until it comes to a complete stop.
5. Always take your assigned bus and board the bus at the proper bus stop.
6. When boarding, line up in a single file. Pushing or shoving is not permissible.
7. When you board the bus, sit down as soon as possible, remain seated, and ride quietly.
8. Students will not be permitted on the bus with the following:
 - a. live animals
 - b. unpackaged glass containers
 - c. large packages (this excludes musical instruments and athletic equipment)
9. In the interest of safety, students with radios are not allowed to play them while riding the bus.
10. Never extend arms, legs, or head out of the bus windows.
11. NO SHOUTING.
12. Do not throw anything in the bus or out of the windows.
13. Smoking is PROHIBITED on the bus.
14. Loud noises, bad language, fighting, or bad conduct will not be tolerated.
15. Respect your bus driver and obey his/her instructions.
16. When arriving at school, remain seated until the bus comes to a complete stop or wait for a signal from the bus driver. Remember, the bus driver is in charge at all times.
17. NEVER open the door yourself. This is the driver's job. Use the front door only. Emergency doors and windows are for emergency use only.
18. When getting off the bus, if you have to cross the street, always pass in front, but do NOT

pass until you see the flashing lights and observe that all nearby cars are halted and the bus driver has motioned to you that it is safe to cross the road.

19. Students will be left at their homes each night or at a place specified by the Board of Education. If you wish to leave the bus at any place other than at your home (or where you boarded the bus), you should present a note to the office from your parent or guardian giving you permission to do so.

BICYCLES/SKATEBOARDS

If you ride a bicycle/skateboard to school, please observe all traffic rules for your safety. The bicycle storage area is located outside the middle school main entrance. Be sure you secure your bicycle to the rack, using a locking device. Skateboards must be brought to the main office for storage.

SEXUAL HARASSMENT

The district is committed to safeguarding the right of all students within the school district to learn in an environment that is free from all forms of sexual harassment. Conduct is deemed to be sexual harassment when the student perceives behavior as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, blocking a student's movement, rape or attempted rape.

Sexual harassment is a form of sex discrimination. Any student, who believes that he or she has been subjected to sexual harassment, whether by a teacher, other student, or any individual on school grounds or at school activities, should report the alleged misconduct immediately to the Title IX Compliance Officer or his/her designee. The student can pursue his/her complaint informally or file a formal complaint.

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect, the occurrence of any sexual harassment will promptly begin an investigation.

To file a complaint or grievance, these procedures should be followed:

1. Try to reach an informal solution to the problem by discussing the incident with the appropriate teacher, staff member or Superintendent.
2. If no resolution is reached, a written grievance should be filed within thirty (30) days of the incident with the Compliance Officer or designee. An investigation will take place by the Compliance Officer.
3. A finding, in writing, will be made within fifteen (15) days and a resolution proposed.
4. If there is not satisfied with the finding or resolution, the complainant may file, within fifteen (15) days with the Clerk of the Board, a written request for review by the Board of Education.
5. The Superintendent shall submit all written statements and other materials concerning the case to the President of the Board.
6. The Board shall hold a hearing within fifteen (15) school days of receiving the request. All parties concerned shall have the right to present further statements and testimony at such a hearing.
7. The Board shall render a decision in writing within fifteen (15) days after the hearing has concluded.

ALMA MATER

Caledonia, hear us praise thee
All hail to thy dear name
Oh may we ne'er disgrace thee
Or cause thee any shame.
We will honor thee and love thee
Obey thy law and rule
Oh none can rank above thee
Caledonia, our dear school.

You have taught us to be steadfast
To be faithful, good, and true;
To be honest in our dealings
And always loyal, too.
These are all the priceless lessons
We've learned at thy footstool
And for all of them we thank thee
Caledonia, our dear school.

When we have left the classrooms,
When we are far away
Fond memories will linger
To cheer us every day.
Tho' we roam in foreign countries
Our love will ne'er grow cold
But we will still adore thee
Caledonia, our dear school.

Margaret McCabe

GLOSSARY OF PUNISHABLE OFFENSES

<u>OFFENSE</u>	<u>DEFINITION</u>
Absence-Unexcused	An absence for a day or any portion of a day for any reason, other than those cited as excused absence (in the code of conduct), and/or failure to bring a written note by a parent/guardian to verify the excused absence.
Alcohol Violation	Possession or use of any alcoholic substance, including possession with intent to sell, give, deliver, or distribute.
Arson/Fire	Attempting to, aiding in, or setting fire to a building or other property.
Bus Misbehavior	Any violation of school system policy, or bus driver rules or policy occurring on a school bus.
Cheating/Academic Dishonesty	Copying; plagiarizing; altering records; or assisting another in such actions.
Computer/Electronic Communication Misuse	Any unauthorized use of computers, software, or internet/intranet, account to access the internet/intranet; accessing inappropriate websites; misuse of a website, internet/intranet account or internet/intranet resource.
Cutting Class	Unlawful absence from a class or school activity.
Bullying	A variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful. Bullying can take three forms: A- Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings). B- Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats). C- Psychological (including, but not limited to, spreading rumors, manipulating social relationships, or engaging in social exclusion, extortion, or intimidation).
Defamation	False or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of a person or the identifiable group by demeaning them.
Destruction of Property/ Vandalism	Damage, destruction, or defacement (graffiti) of property belonging to the school or others.
Discrimination	Use of race, color, creed, national origin, religion, physical

or mental disability, age, gender, marital status, physical traits or sexual orientation as a basis for treating another in a negative manner.

Disrespect toward Adults

Inappropriate comments or physical gestures to teacher, staff members, or other adults in the school community.

Disruption-Classroom

Behavior that interferes with the learning of others in any learning environment.

Disruption inciting and/or Participating

Behavior disturbing the atmosphere or order.

Disruption-school

Behavior that interferes with the safe and orderly environment of the school or school activity.

Drug Violation

Possession or use of (including possession with the intent to sell, give, deliver, or distribute any inhalants or other intoxicants; controlled dangerous substances including prescription drugs, over-the-counter medicines, look-a-likes, and substances represented as controlled dangerous substances; or drug paraphernalia.

Driving/Parking Violations

The District will enforce N.Y.S. Vehicle and Traffic Law.

Failure to Serve Assigned Consequences

Failure to serve detention, Saturday school, suspension or other assigned consequences.

False Alarms/Bomb Threats

Initiating a report warning of fire, or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

Fighting

A hostile confrontation with physical contact involving two or more students.

Fireworks or Explosives

Possession, use and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances or combination of substances or articles.

Harassment

A sufficiently severe action or persistent pervasive pattern or actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning.

Hazing

Intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school-sponsored activity, organization, club, or team.

Indecent Exposure	Exposing to sight the private parts of the body in a lewd or indecent manner.
Insubordination	Refusing to follow reasonable directions of teachers, staff, administration, including failure to identify self.
Intimidation	Engaging in actions or statements that put an individual in fear of bodily harm.
Leaving school grounds	Leaving school grounds during regular school hours without written or verbal permission from parent/guardian or someone listed on the emergency phone card.
Pager	Carrying, wearing or using an unauthorized portable electronic communications device.
Physical Attack on Staff	Aggressive action directed at school staff, with physical contact, while on school grounds or at a school-sponsored event.
Profanity	Using vulgar or abusive language, cursing, swearing.
Refusal to Obey School Rules	Failure to comply with school rules, regulations, policies, and/or procedures.
Sexual Harassment	Unwanted and inappropriate verbal, written or physical conduct of a sexual nature directed toward others.
Stalking	A malicious course of conduct that includes approaching or pursuing another person with the intent to place that person in reasonable fear of serious bodily injury or death; or that a third person will likely suffer serious bodily injury or death.
Tardiness	Lateness to school or class.
Theft	Taking or obtaining property of another without permission or knowledge of the owner.
Threat to Staff, Physical or Verbal	Expression, conveyed by word or action, of intent to do physical harm to a staff member.
Threat to Student, Physical or Verbal	Expression, conveyed by word or action, or intent to do physical harm to another student.
Tobacco	Possession or use of any tobacco or tobacco products; including possession with the intent to sell, give, deliver, or distribute.

Trespassing	Unauthorized presence on school property while on a restrictive trespass, suspension, or expulsion.
Truancy	Unexcused absence.
Uncooperative Behavior	Intentional failure to follow reasonable directions of staff members or participate cooperatively in a school or class activity.
Weapons Violations	Possession of an object or implement capable of causing harm or used in such a way to cause harm to another. This includes all guns, including pellet and BB guns, knives, and any instrument, visible or concealed, possessed under a circumstance which would reasonably lead a person to believe it was a weapon.

We have tried to include the important aspects of middle school life in the booklet. The material in this handbook is not all-inclusive, and is subject to change. Policies and procedures are under continual review and may be introduced and/or amended at any time throughout the school year. Should incidents arise that are not discussed in the handbook, the principal has the authority to use his judgment in taking appropriate actions.