

# CALEDONIA – MUMFORD HIGH SCHOOL



2019 - 2020  
Parent/Student Handbook

**Caledonia-Mumford High School**  
99 North Street Caledonia, NY 14423  
Web Address: [www.cal-mum.org](http://www.cal-mum.org)  
Fax: 585-538-3470

**High School Office --- 538-3483**  
Principal ---Rebekah Chenaille  
Secretary --- Susan Voos  
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  
High School Counselor --- Sarah Curran  
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 and career ready.***

# Caledonia-Mumford Central School District

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## **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 High School

## Bell Schedule

|         |                |               |
|---------|----------------|---------------|
| Block 1 |                | 7:45 – 9:12   |
| Block 2 |                | 9:17 – 10:47  |
| Block 3 | (Grades 11/12) | 10:47 – 11:12 |
|         | (Grades 9/10)  | 10:47 – 11:30 |
| Block 4 | (Grades 11/12) | 11:17 – 12:00 |
|         | (Grades 9/10)  | 11:30 – 12:00 |
| Block 5 |                | 12:05 – 1:30  |
| Block 6 |                | 1:35 – 3:00   |

**\*\*Students are late to school and will be marked as such if they are not in their first block class by 7:45 am.**

### **Handbook**

We urge you to read and discuss this Handbook carefully at the beginning of the school year. We have tried to include the important aspects of high school life. 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 their judgment in taking appropriate actions.

## **What Can Students Do To Help Themselves Be Successful?**

Your parents and the staff of Caledonia-Mumford High School want you to have a successful experience in school. The person who is the most responsible for making you successful is YOU. Here are some things that you can do to make your years productive and rewarding.

1. Attend school every single day.
2. Get at least 8 hours of sleep each night.
3. Eat a good breakfast and bring or buy a healthy lunch.
4. Keep yourself clean and neat. It helps you feel good about yourself.
5. Remember that your parents and school staff are all working to help you be successful.
6. Set aside at least one hour each night to do homework or read.
7. Always do your best.
8. Complete all assignments on time.
9. Study for quizzes and tests.
10. Ask questions when you don't understand something.
11. Get involved in clubs, sports, and activities.
12. Smile a lot and keep a positive attitude.

## **Expectations, Rights and Responsibilities**

### **A. Student Expectations**

You are expected to:

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

### **B. Student Rights**

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

### **C. Student Responsibilities**

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with, and abide by, all district policies, rules and regulations dealing with student conduct.
3. Attend school every day; unless the student has a legal excuse.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.

5. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

### **Students Behavior – General Principles**

- A. Discipline is multifaceted and must involve the teacher, home, guidance and administration. CMCS Senior High School will use a variety of strategies that include conferencing, home contacts, detention, and suspension. To be successful in teaching appropriate behavior, all parties must realize that the classroom, and generally in the corridors, the teacher is the key to successful discipline. Teachers are encouraged and required to do whatever is within their power to maintain proper communication with the home, guidance, and administration.
- B. The teacher will use appropriate strategies and actions for violation of classroom rules: failure to do homework, cheating on a test, excessive talking, and other rules as established by the teacher.  
These strategies may include: speaking to the student, moving students, keeping students after class, assigning detention, contacting the home, consulting with guidance and/or administration, and as a last resort, referral to the Principal.
- C. The teacher will complete a referral form and submit it to the Principal. A copy of the referral will be mailed to the home. Telephone and/or personal conferences will be used as deemed appropriate.
- D. As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.
- E. Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the student's ability to grow in self-discipline.
- F. Disciplinary action, when necessary, will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:
  - a. The student's age.
  - b. The nature of the offense and the circumstances which led to the offense.
  - c. The student's prior disciplinary record.
  - d. The effectiveness of other forms of discipline.
  - e. Information from parents, teachers and/or others, as appropriate.
  - f. Other extenuating circumstances.

### **Consequences/Penalties for Violation of School Rules**

Students are expected to recognize that teachers assume the role of surrogate parents in matters of behavior and discipline when at school and school-sponsored activities. Further, students are expected to respect the responsibility of all administrators, teachers, aides, secretaries, custodians, cafeteria workers, bus drivers, and other staff members to enforce reasonable rules of conduct. This applies to all school situations, including field trips, dances, athletic events, etc. Students who are found to have violated the district's code of conduct may be subject to the following penalties (either alone or in combination with one another):

1. Oral warning/ plus a phone call to parents
2. Written warning
3. Written notification to parent
4. Detention
5. Suspension from transportation
6. Suspension from athletic participation
7. Suspension from social or extracurricular activities
8. Suspension of other privileges
9. In-school suspension
10. Removal from classroom by teacher
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school
13. Permanent suspension from school
14. Restoration of damage and/or payment for replacement or repair
15. Social probation
16. School service projects
17. Voluntary participation in counseling or specialized classes, including anger management or dispute resolution.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

### **Corporal Punishment**

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

## Communication with School

All teachers have their own individualized voice-mail boxes that are accessible any time of the day and night. Parents are encouraged to contact teachers directly via voice mail. On a weekly basis, parents can check student grades and/or attendance using Edline. The main office will not take messages for the teachers unless it is an emergency.

We discourage students receiving phone messages during the school day. Telephoned messages will not be relayed during class time unless it is an emergency. Students may use office telephones, but are to refrain from using the telephone in the classrooms or personal cell phones.

## 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 eight 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 marking period.
4. Units of credit earned each year will show on the card and cumulative units will show.
5. Final grade: In all classes, grades 9-12, final exams will count 20% and yearly course work 80%.
6. All credit-bearing courses count equally (AP courses are weighted at 1.08) and contribute to class rank through the midpoint of a student's senior year.

**Honor Roll** --- Average; between 85-89

**High Honor Roll** –Average; between 90-100

|                                | <b>Marking Period Ends</b> | <b>Report card Distribution</b> |
|--------------------------------|----------------------------|---------------------------------|
| 1 <sup>st</sup> Marking Period | October 4, 2019            | October 11, 2019                |
| 2 <sup>nd</sup> Marking Period | November 1, 2019           | November 8, 2019                |
| 3 <sup>rd</sup> Marking Period | December 6, 2019           | December 13, 2019               |
| 4 <sup>th</sup> Marking Period | January 24, 2020           | January 31, 2020                |
| 1 <sup>st</sup> Marking Period | February 28, 2020          | March 6, 2020                   |
| 2 <sup>nd</sup> Marking Period | April 3, 2020              | April 17, 2020                  |
| 3 <sup>rd</sup> Marking Period | May 15, 2020               | May 22, 2020                    |
| 4 <sup>th</sup> Marking Period | June 26, 2020              | June 29, 2020                   |



### **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 9 must be successfully completed before a student is enrolled in English 10). There will be no “doubling up” of courses (i.e., English 9 and English 10) without specific permission from the Principal.

### **Promotion Requirements**

Five credits at the end of the freshman year to be considered a sophomore, 10 credits at the end of the sophomore year to be in a junior, 14 credits at the end of the junior year to be a senior. Exception: If a student has less than 14 units, but is carrying the necessary courses to meet graduation requirements, he/she will qualify as a senior. Transfer students’ transcripts are evaluated individually and credit assigned by the high school Principal.

### **Regents Tests**

The State Education Department requires that each student demonstrate a minimum level of learning to receive a diploma. During their high school years students must pass the tests listed below to graduate. Students must pass a minimum of 4 Regents exams PLUS a 5<sup>th</sup> exam or 1 alternate.

1. Algebra I
2. Science Regents.
3. Global History & Geography II Regents exam or US History and Gov’t exam.
4. Common Core English Language Arts Regents exam.
5. An exam in the Humanities, STEM, LOTE, Career and Technical Education, Art or CDOS.

Students choosing an Advanced Regents Diploma must pass additional regents exams in Math and Science.

### **Final Exams**

Students are expected to:

1. Report on time, prepared, to the proper test site.
2. Leave cell phone and/or any electronic device(s) in a designated area.
3. Remove all books, notes, etc. from reach or sight.
4. Refrain from talking.
5. Raise hand to ask a question.
6. Exit the test site quietly upon their test being collected and being dismissed.

Failure to follow these procedures may result in termination of the test and loss of credit (0%). There is no such thing as a “makeup” final exam. In extraordinary cases, the Principal may authorize an exam to be taken off campus (i.e., an accident where a student is hospitalized). Students must be present at the scheduled exam time or lose credit for the test.

### **Summer School**

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

- Receive a 55% final average in the course during the regular school year.
- Complete 40 weeks of instruction.

Alternate arrangements for summer school must be approved by the High School Principal. If a student earns a 65% or above in summer school, the student will be advanced in that subject area. In extenuating circumstances, the ultimate decision on who may attend summer school rests with the High School Principal.

### **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 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. If a child is absent three or more days, the parent may request homework assignments by calling the Counseling 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, impassable roads/weather, military obligation, driver's test, doctor appointment, emergency medical or dental attention, religious holidays, and absences approved in advance by the Principal or his/her designee. The following are unexcused absences: truancy, missing the bus, trips not approved in advance, shopping, working, hunting, fishing, or leaving school without permission. Final determination of excused and unexcused absences is subject to State and school regulations. Although students are permitted to participate in family vacations, each day of school lost is considered an unexcused absence. It is the student's responsibility to contact all teachers to inform them of the future dates of absence, as well as to request all assignments that will be missed. Prior to leaving on a trip, the student must also notify the attendance officer of the dates of absence. **A written note is required upon returning to school.**

### **Returning after Absence**

Upon return to school, the student must present a written excuse from home. The excuse must have the reason why the student was absent and it needs to be signed and dated by the student's parents or guardians (this is required by law). Such excuse must be presented to the Attendance Office. Students who forge an excuse, either to cover for an absence or to leave school early for oneself or another student will be disciplined.

### **Activity Eligibility**

Any student that arrives late to school must have a parent note stating reason for tardiness. A student who has not reported to the attendance office by 7:45 a.m. may not participate in any after school activity that day. Students that arrive to school later than 7:45 a.m. may participate in after school activities if they gain approval by the building principal for a doctor visit, funeral, college visit or other excused absence. Any student in legal attendance at 7:45 but leaves early due to illness or doctor appointment must have a doctor's note of fitness to participate in after school activity the same day. Other legal excuses such as college visit, driver's permit, drivers test, funeral, must provide verification upon returning to school. Advisors and Chaperones of all activities will be provided with an updated attendance list for the day.

### **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) to make up work. If the 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.

### **Family Vacation Absence**

Although students are permitted to participate in family vacations, each day of school lost is considered 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. Students are responsible for the completion of course work and assignments. In addition, the parent must notify the Attendance Office of the dates of absence. A written note is required upon returning to school. Please file a *Vacation Request* in the main office, at least one week prior to the scheduled absence.

### **Tardy to Class**

The definition of being tardy to class is the failure to be in the classroom by the sound of the bell (without a signed pass). Teachers will keep accurate records regarding student attendance and tardiness. Upon a student's third tardiness, Lunch detention, Saturday detention, In-School Suspension, and/or an appropriate consequence will be assigned. Students who are late to class because of being detained by a teacher, should be given a pass by the teacher so the student will not be penalized.

### **Tardy to School**

When a student is tardy to school, he or she must report to the attendance office to sign in and obtain a pass to his or her assigned class. Upon a student's third tardiness, Lunch detention, Saturday Detention, In-School Suspension, and/or an appropriate consequence will be assigned. (Tardy: missing all or part of the class/day without a written excuse).

### **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 Main Office (**first thing in the morning**) to 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 Main Office to sign in.

Should a student become sick during the day, he or she is to ask permission of 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 a parent or guardian.

### **Skip Days**

Caledonia-Mumford Central School does not condone the practice of students organizing a day (or part of a day) off from school. Students participating in such activities will be subject to disciplinary action and the day will be recorded as an unexcused absence.

Once a parent has been contacted and does not know the whereabouts of a student, the student is classified as truant. Once so classified, no written excuse will change this designation.

Penalties:

1. A student who is truant will receive a zero for each class missed.
2. The student who is truant will be required to make up the time.
3. Consequences will be assigned.

### **Announcements**

Announcements will be read daily at the beginning of first block. Emergency announcements may be made at various times. It is your responsibility to listen to the announcements which directly affect you as a student at Caledonia-Mumford. All classes are to be courteous and quiet during announcements. Announcements will be posted daily on the school's website and sent out via email. The Pledge of Allegiance will be said at the beginning of each school day. Your cooperation is expected.

### **Understanding the Honor Roll**

There are two levels of honor roll we celebrate. The Honor Roll acknowledges students who have an overall average of 85-89.9. The High Honor Roll is for those who have an overall average of 90 and above. Both lists are generated at the end of each marking period.

Students who have an incomplete in any course, or a grade note of U or F, on their report card are excluded from the Honor Roll and/or High Honor Roll list. Students who have a grade note of Medical (Med) will have their final average calculated once their work is complete. At that time, their name can be added to the Honor Roll List or High Honor Roll List should the GPA earn them that denotation.

The Honors Banquet is an event hosted by the High School Faculty as a way to celebrate all of our students who make the High Honor list for all 6 Marking Periods! It takes a great deal of hard work, dedication, and consistent focus on academics to reach this level of success each marking period. Students invited to the Honors Banquet for the first time receive an academic CM letter with the lamp of knowledge embroidered in the center--denoting this academic milestone. Each year thereafter, students returning to the banquet receive a gold pin. Students and their parents are invited to the Honors Banquet to celebrate.

### **Checking your Grade**

There is a student portal in **School Tool** where you can monitor your grades in each of your classes. There is a link to **School Tool** from the home page of the school website.

[www.cal-mum.org](http://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 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 at [Ssantora@cal-mum.org](mailto:Ssantora@cal-mum.org).

## **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. Students must use the locks provided by the school.
2. Students may **not** go to lockers before 7:30 AM.
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 or attach offensive materials inside or outside of the locker.
5. The school is not responsible for any monetary or personal valuables left 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 High School Office.

## **Home Base - (structured tutorial time)**

1. This block's purpose is to build time into our day so that teachers and students can work together to improve student achievement. Teacher Conferences, make up work, tutoring, guided practice, independent practice, and various labs are examples of how Home Base can be used productively.
2. Students who wish to confer with another teacher concerning class work, etc., must get a pass from that teacher prior to the beginning of the flex period.
3. One student may go to the locker or lavatory at a time. Students should use lavatories on the same floor as the flex.
4. Pupils may request permission to go to the library and sign the library list accordingly.

## **Library**

The library is located on the first floor across from the Counseling Office. It is available for gathering material for class assignments and for choosing books for leisure reading. We encourage our students to make good use of this facility. In order to assist you in that area, the library will be open from 7:30 A.M to 3:00 PM. In order to go to the library, students must have a pre-signed pass by a teacher or the librarian. Students 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.

## **Cafeteria**

The cost of breakfast this year will be \$1.50 and lunch will be \$2.65. The price for 5 days of lunches is \$13.25. You can pre-pay on a weekly or monthly basis if you wish.

Every student is issued a 4 digit ID number to be used to purchase lunch. Log on to MyNutrikids.com to set up your child's account. You can access this site on the Cal-Mum home page under Food Service. All students are issued a laminated bar-coded ID card. This will be kept on file in the main office and available upon request. If you need to replace your ID, there will be a \$5.00 charge.

If you wish to pre-pay, you can send in cash or a check made payable to Cal-Mum School Lunch Fund or set up a pay pal account and the plan will automatically begin.

Feel free to call the cafeteria any time for further assistance or to have your questions answered at 538-6811, x 4163. Lunches are served in the cafeteria. If you have food allergies or have concerns about specific servings, please talk to the cafeteria manager. The following rules apply to all students while in the cafeteria:

1. Once students have been seated in the cafeteria, they should remain at their places until the period ends (except for returning trays or purchasing additional food). Do not move from table to table.
2. 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.
3. Glass containers are not permitted in school.
4. Food and beverages are not to be consumed outside of the cafeteria unless class schedules prevent compliance.
5. No food or beverages will be sold during the last five minutes of any lunch period.
6. Be in lunch on time. Do not leave the cafeteria early. Ask permission to leave the lunchroom (receive pass from supervisor).
7. Students are not allowed to phone out for food deliveries of any sort.
8. Be polite and courteous to staff on duty and fellow students. Supervisors' directions are to be followed immediately and without question.
9. Students are to clean up their area. When asked, as an individual or group, to pick up litter, whether it belongs to the student or not, do so. Failure to do so will be considered insubordination.

As per State Education Department regulation, non-compliant or non-nutritive foods shall not be sold in the school from the beginning of the school day until the last lunch period has ended

## **Health Office**

The Health Office will be open from 7:30 AM to 3:00 PM. The Health Office is the place to go for physical examinations, emergency first aid, and illness while in school, and explanations about insurance forms, or consultations.

Please help us keep the medical records in the health office up to date regarding changes in directory information, e.g., phone number and address changes. This information is crucial to day to day functions and addressing emergencies.

Accidents and/or injuries at school must be reported to the school nurse as soon as possible after they occur in order to treat the injury and file an accident report. In case of a serious illness or injury at school, the school nurse will contact parents or guardians.

Information around medications/over the counter medications can be found on [www.cal-mum.org](http://www.cal-mum.org) and in the school calendar.

### **Driving to School**

Students must get permission from the Principal to park their vehicles on school grounds. Those who wish permission must obtain a parking application from the main office. All vehicles must be registered each year. Students may not drive to school without approval of their application. When driving to school, the following rules will be observed:

1. Vehicles must be parked in assigned spaces.
2. ***Students are not to go to their vehicles during the day.***
3. No student driver is permitted to leave the parking lot in his or her vehicle until the end of the school day. When it is necessary for a student to leave early, permission must be obtained from the main office.
4. Drivers must observe rules of common sense, safety, and courtesy when driving in the school zone. All New York State Vehicle Laws must be observed.
5. The school is not responsible for loss or damage to vehicles. Vehicles should be locked.
6. No loitering in the parking lot. Leave the vehicle and enter school upon arrival at school.
7. Speed limits must be strictly adhered to - 15 mph.
8. Smoking/drinking in the vehicle in the school parking lot is not permitted. (Anywhere on school grounds).
9. Seniors will have priority parking privileges over underclassmen. Juniors will follow, etc.
10. Any violations of the above regulations may result in suspension of driving privileges or having the vehicle towed (at owner's expense).
11. Reckless, dangerous driving will not be tolerated. Anyone driving in this manner will lose his or her driving privilege.
12. Students determined to be truant from school (ex. leaving school illegally during the day) will lose their driving privileges.
13. Students' failure to register may result in losing their driving privileges and having their vehicle towed (at owner's expense).
14. The school crossing guard is part of the Caledonia Village Police Force. Their directions and orders are to be obeyed.
15. No student may drive to BOCES unless receiving permission from the High School Principal.

### **Custodians and Facilities**

School staff works untiringly each day to give you a clean 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. Your help is very much appreciated.

## **Fund Raising**

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 D.C. Trip. As a student, there could be several accounts where fundraising monies are contributed. Each account is separate. This section of the student handbook is specific to *Class Accounts*. Monies raised by students will profit their individual and/or class account for student use towards class related expenses—the events and expenses 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 \$871.00 if students fully participate in senior year activities. Expenses could be as little as \$54.00 if you opt out of the memory making. To reach the estimated \$871.00, students should fundraise yearly with the goal of earning \$119.00 each year. If the family chooses not to fundraise, you might consider contributing \$119.00 each year to the individual students' account making the senior year expenses manageable. Should you decide to contribute in this way, make checks payable to your child's graduating class.

To reach the estimated \$871.00, students should fundraise yearly with the goal of earning \$119.00 each year. For example:

\$357.00 by the end of 8th grade/Middle School

\$871 in senior year

If an 8th grader has a Class account balance of \$457.00 in 8th grade, the student has exceeded the minimum balance requirement by \$100.00. That means the 8th grade student could use his/her individual Class account funds to purchase a yearbook and/or for the 8th grade semi-formal dance ticket. A student in 8th grade who has 350.00 in the individual class account will NOT be able to spend out of the account for other class expenses. Yearbook and semi-formal ticket will have to be purchased outright.

Seniors with money remaining in their account, after all senior year expenses are paid, may purchase up to two (2) prom tickets from their 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 with 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.



### **Procedures for Scheduling Events**

Various academic and social activities are planned throughout the year.

1. Students in charge of the proposed activity will consult the faculty advisor or coach with regard to the type of activity planned and the proposed date.
2. The advisor or coach will consult with the Principal for final approval.
3. A building use form must be submitted for each event and approved by Building and Grounds Superintendent. The date will be set on the master calendar maintained by the middle school secretary.
4. Faculty advisors and coaches must be present at functions, which they and their club or team sponsor. Six adults should be invited to help chaperone school dances/fun nights with a list given to the Principal.
5. Any student on social probation is not allowed to attend extracurricular activities. Disruptive students, students causing damage at school activities, or students violating school regulations at extracurricular events may be placed on social probation. A student on social probation loses all privileges of participation.

### **Participation on Trips/Field Trips**

All students are expected to exemplify proper behavior in school, as well as at away school-related activities. Decisions will be made as to the students allowed to participate in field, club, class, and athletic trips (ex. band, baseball game, class trip, etc.). Poor behavior exhibited by students in and out of school could eliminate the possibility of participating on these and future trips. Please note that any funds paid by the parents/students will not be available for any 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.

### **Clubs and Activities**

You can become involved in a variety of clubs at Caledonia-Mumford Central School. Most of the clubs meet after school. Participation provides an opportunity to develop leadership skills special trips, social activities, and educational programs. There are a variety of clubs and special interest groups at Caledonia-Mumford Central School. The groups include: **Student Council, Interact, Ski Club, Spanish Club, Chess Club, Odyssey of the Mind, Brainstormers, Debate Club, Art Club, Clay Target Club, Tech Club, National Honor Society, Science Club, Musical, Yearbook.**

### **Interscholastic Sports**

The Caledonia-Mumford Central School welcomes all eligible players for the Varsity and Junior Varsity sports teams. There are also organized teams for High 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.

## National Honor Society Selection Process

1. You must meet the requirements of all 4 pillars of NHS: Scholarship, Character, Leadership and Service.
2. National Honor Society candidates must have a cumulative scholastic average of at least 90 percent.
3. During the summer, prospective candidates will receive a student questionnaire form, essay, and information regarding the application process for National Honor Society. The student questionnaire includes a listing in grades 9-12 of all extracurricular and community activities, leadership positions, awards/honors, and work experience (s). Additionally, a reference form must be completed by two teachers and a community member along with a personal essay on "Character." The completed application process will be due on a specific date set and communicated by the NHS advisor.
4. The NHS advisor(s) will then transfer to a rating sheet the names and outside activities of all those eligible students who have submitted completed information form. This confidential Rating Sheet will be distributed to the entire high school faculty.
5. The high school faculty will rate eligible students in the areas of Character, Leadership and Service by using a four point scale, with four being high and one being low; two is average. The NHS Faculty Council (see number 6) will receive a copy of the applicant's essays and will rate them using the same four point scale. The faculty will score only those students whom they know well enough to evaluate fairly. Each teacher has one vote.
6. The NHS advisor(s) will collect and tabulate the scores. Those students whose averages are at a predetermined number or above and have followed all the guidelines in their eligibility letter (given with student information form) automatically have the opportunity to become members of National Honor Society upon approval by Faculty Council.
7. A Faculty Council consisting of a guidance counselor(s) and four high school faculty members will review the list of applicants who score below yet very close to the predetermined number. This council may decide to include such an applicant. Their inclusion would have to be decided by a majority vote of the council (advisor does not vote).
8. All students above the cut-off number will have the opportunity to become members of National Honor Society once approved by majority vote of council.
9. Future inductees in NHS will receive letters at home inviting them to be members. An assembly during school hours introduces the new members to the student body and faculty.
10. New members and their parents will be invited to a special Induction Ceremony in the evening during which students will be formally sworn in as members of NHS.
11. Those juniors who did not receive the required number of points may again be eligible for NHS next year as seniors.
12. NHS students are required to maintain their status in the society. This means they are expected to exhibit the qualities of an NHS member throughout their career and complete necessary community service hours.
13. Students who are not meeting the standard can be sanctioned or removed from NHS.

**Scholarship** – this pillar is the first in a series of requirements you must meet to qualify for NHS. At Caledonia-Mumford, NHS members must have a cumulative grade point average of 90% to be considered for membership

A student who focuses on scholarship:

1. Takes the highest level of course offering challenging yourself with rigorous experiences.
2. Maintain academic honesty by avoiding cheating in any form
3. Be consistent in effort and attendance.

**Character** – a person of character demonstrates the following qualities: respect, responsibility, trustworthiness, fairness, caring and citizenship. The student of character:

1. Takes criticism willingly and accepts recommendations graciously.
2. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
3. Upholds principles of morality and ethics.
4. Cooperates by complying with school regulations.
5. Demonstrates the highest standards of honesty and reliability.
6. Regularly shows courtesy, concern and respect for others.
7. Observes instructions and rules, is punctual and faithful both inside and outside the classroom.
8. Has a power of concentration, self-discipline and sustained attention as shown by perseverance and application to studies.
9. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing unwillingness to profit by the mistakes of others.
10. Actively helps rid the school of bad influences or environment.

**Leadership** – the student who exercises leadership:

1. Is resourceful in proposing new problems, applying principles and making suggestions.
2. Demonstrates initiative in promoting school activities.
3. Exercises positive influence on peers in upholding school ideals.
4. Contributes ideas that improve the civic life of the school.
5. Is able to delegate responsibilities.
6. Exemplifies positive attitudes.
7. Inspires positive behavior in others.
8. Demonstrates academic initiative.
9. Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability.
10. Is a leader in the classroom, at work and in other school or community activities.
11. Is thoroughly dependable in any responsibility accepted.
12. Is willing to uphold scholarship and maintain a loyal school attitude.
13. Gives 110% in the classroom.

**Service**- is considered to be those actions undertaken by the student which are done with or on behalf of others without any direct compensation to the individual performing the service. The student who serves:

1. Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
2. Works well with others and is willing to take on difficult or inconspicuous responsibilities.
3. Cheerfully and enthusiastically renders any requested service to the school.
4. Is willing to represent the class or school in inter-class and inter-scholastic competition.
5. Committee and staff work without complaint.
6. Participates in some activity outside of school.
7. Mentors persons in the community or students at other schools.
8. Shows courtesy by assisting visitors, teachers and students.

## **School Dances**

School dances and fun nights are held at school and are scheduled throughout the year. A school dance/fun night is a certified school function. This means that all of the normal rules and regulations for appropriate student behavior apply. In order to attend any Caledonia-Mumford High School sponsored dance (specifically including the Semi-formal and Prom) students are required to follow all school attendance policy/procedure for the day prior to (a Saturday dance) or the day of the scheduled dance.

1. Approval for an open or closed dance will be made by the high school principal in consultation with the requesting advisor. If the dance is open, students may bring one outside guest to the dance as long as he or she is currently enrolled in high school and has been approved by the High School Principal's office. To register a guest, a student must pick up a guest application form from the High School office and return it at least three days before the dance. Since the application requires the guest to have his/her school administrator and parent signatures, please pick up the form well in advance. The Principal has the final determination over the admittance of guests. Guests need to have identification available (student ID, driver's permit, etc) before entering the dance.
2. For the Semi-formal and Prom only, *student guests under 21 years of age may attend* with the high school principal's permission and a completed guest and application form. The high school principal may request to meet the guest before the dance.
3. Students and guests must remain inside the building while attending the dance. Students who leave the building will not be re-admitted.
4. Caledonia – Mumford students will be held responsible for the behavior of their guests at the dance. All the rules of general school conduct apply to the Caledonia – Mumford students and guests.
5. Refreshments sold at the dance are to be consumed only in the designated areas.
6. Attendance at any dance, including the Semiformal and/or the Prom, is conditional upon the student's behavioral record (also applicable to guests).
7. Students must be in attendance at school to be eligible to participate in after-school activities including dances and prom.

## **Electronic Communication Devices**

Designated zones for electronic devices will be permitted for high school students.

1. Green Zones are acceptable area(s) of use of all electronic devices. This area includes the cafeteria only during a student's assigned lunch.
2. Yellow Zones require specific teacher approval and authorization of electronic device use. These areas include classrooms, study hall, and flex times throughout the day.
3. Red Zones are prohibited use of all electronic devices. These areas include bathrooms, locker rooms, auditorium, hallways, library and any other locations deemed appropriate.
4. Classroom use is for instructional purposes only. Headphones/Earbuds are allowed in the cafeteria and in the yellow zones with teacher approval (which may include flex and study hall). Headphone/Earbud use is prohibited in the hallway. One ear must be uncovered for safety purposes.

Any student who violates these procedures will be referred to the Code of Conduct.

### **Electronic Cigarettes/Vapes**

Electronic cigarettes and Vapes are prohibited on school grounds, school buses, and any other school sponsored event on/off our campus. Students in possession of any electronic cigarette device, charger, and/or vapor product will be subject to consequences listed in the Code of Conduct.

### **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 in the high school. 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 satisfaction 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.

### **Obscene Language, Gestures, Racial, Ethnic, or Sexual Slurs**

Hurtful or insulting comments are not permitted in school. Language that is found to be offensive will not be tolerated and disciplinary actions will take place. Detention or up to five-(5) days in/out of school suspension may be issued. In addition, parents will be notified.

### **Bicycles/Skateboards**

If you ride a bicycle/skateboard to school, please observe all traffic rules for your safety. The bicycle storage area is located next to the District Offices. Be sure you secure your bicycle to the rack, using a locking device. All skateboards will be stored in the main office.

### **Stealing**

Taking personal or public property is a serious offense and will be dealt with severely. Suspension in/out of school, parent conference, restitution of the goods (or value thereof), and possible police involvement will be considered. Students should never give out their locker combination and should make sure the locks are locked.

### **Fire Drills**

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. Signs indicating the appropriate stairwells and exits are posted in each room for students to follow. If a real fire was to occur, a particular stairwell might be impassable. Alternative directions would have to be given. Do not block any driveways outside the building. After safely exiting the building, all high school students will line-up by their specific 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 personal 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 during a fire drill.

### **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 student has confirmed employment.

### **Lost and Found**

In order that lost articles may be returned to their rightful owners, write your name on all your personal belongings. Please check with the main office for lost and found articles.

### **Displays of Affection**

Kissing, hugging, hand-holding, walking with arms about one another and other such forms of behavior have no place in school and will not be allowed.

### **Student Obligations**

Students are responsible for textbooks, materials, Chromebooks, and books signed out from the library. Failure to return such items on time may result in a financial obligation. No uniforms, report cards, transcripts or diplomas will be issued until the materials are returned and/or the financial obligation is met. Notice of this financial obligation will be sent home with report cards and/or after each semester. Obligations will remain in student account throughout high school years and must be resolved prior to graduation.

### **Graduation Caps/Gowns**

Due to manufacturing changes, cap/gowns must be purchased on an annual basis (there can be no "using" of previous years). All financial obligations to the school must be met before participating in the Graduation Ceremony

## GLOSSARY OF PUNISHABLE OFFENSES

### OFFENSE

### DEFINITION

#### **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.

#### **Communication Misuse**

Any unauthorized use of computers, software, or internet/intranet, account to access 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 of 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.

|   |  |
|---|--|
| <b>Disruption-Classroom</b>                     | Behavior that interferes with the learning of others in any learning environment.  |
| <b>Disruption inciting and/or Participating</b> | Behavior disturbing the atmosphere or order.   |
| <b>Disruption-school</b>                        | Behavior that interferes with the safe and orderly environment of the school or school activity.   |
| <b>Drug Violation</b>                           | 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. |
| <b>Driving/Parking Violations</b>               | The District will enforce N.Y.S. Vehicle and Traffic Law.  |
| <b>Failure to Serve Assigned Consequences</b>   | Failure to serve in-school detention, Saturday detention, suspension or other assigned consequences.   |
| <b>False Alarms/Bomb Threats</b>                | Initiating a report warning of fire, or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.  |
| <b>Fighting</b>                                 | A hostile confrontation with physical contact involving two or more students.  |
| <b>Fireworks or Explosives</b>                  | Possession, use and/or threat to use firecrackers, smoke bombs, flares, combustible or explosive substances or combination of substances or articles.  |
| <b>Harassment</b>                               | 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.  |
| <b>Hazing</b>                                   | 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.   |
| <b>Indecent Exposure</b>                        | Exposure to sight the private parts of the body in a lewd or indecent manner.  |
| <b>Insubordination</b>                          | Refusing to follow reasonable directions of teachers, staff, administration, including failure to identify self.   |
| <b>Intimidation</b>                             | Engaging in actions or statements that put an individual in fear of bodily harm.   |
| <b>Leaving school grounds</b>                   | Leaving school grounds during regular school hours without written or verbal permission from parent/guardian or someone listed on the emergency phone card.  |



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| <b>Pager</b>                                       | Carrying, wearing or using an unauthorized portable electronic communications device.  |
| <b>Physical Attack on Staff</b>                    | Aggressive action directed at school staff, with physical contact, while on school grounds or at a school-sponsored event.   |
| <b>Profanity</b>                                   | Using vulgar or abusive language, cursing, swearing.   |
| <b>Refusal to Obey School Rules</b>                | Failure to comply with school rules, regulations, policies, and/or procedures.   |
| <b>Sexual Harassment</b>                           | Unwanted and inappropriate verbal, written or physical conduct of a sexual nature directed toward others.  |
| <b>Stalking</b>                                    | 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.  |
| <b>Tardiness</b>                                   | Lateness to school or class.   |
| <b>Theft</b>                                       | Taking or obtaining property of another without permission or knowledge of the owner.  |
| <b>Threat to Staff,<br/>(Physical or Verbal)</b>   | Expression, conveyed by word or action, of intent to do physical harm to a staff member.   |
| <b>Threat to Student,<br/>(Physical or Verbal)</b> | Expression, conveyed by word or action, of intent to do physical harm to another student.  |
| <b>Tobacco</b>                                     | Possession or use of any tobacco or tobacco products; including possession with the intent to sell, give, deliver, or distribute.  |
| <b>Trespassing</b>                                 | Unauthorized presence on school property while on a restrictive trespass, suspension, or expulsion.  |
| <b>Truancy</b>                                     | Unexcused absence.   |
| <b>Uncooperative Behavior</b>                      | Intentional failure to follow reasonable directions of staff members or participate cooperatively in a school or class activity.   |
| <b>Weapons Violations</b>                          | 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. |

**This is not meant to be an all-inclusive list. The district reserves the right to act on other forms of inappropriate student behavior not specifically mentioned here.**