

Caledonia-Mumford Middle/High School

Student/Parent Handbook

Dr. Rebekah Chenaille
Principal

Mr. Tim McArdle
Assistant Principal



HOME OF

CHAMPIONS

Welcome to Caledonia-Mumford Middle/High School Home of Champions

We have an inclusive school community and we want every student to participate fully. We encourage all of our Raiders to become the best versions of themselves and experience everything our school has to offer. From our course catalog, which boasts diverse learning opportunities, to our wide array of extracurriculars and athletic opportunities, there is something to challenge every Raider and allow them to hone all the skills necessary to be a successful graduate. Our semester block schedule allows our students to accelerate and find academic success across the multiple pathways we offer to graduation and beyond. We offer a small-school environment, but pride ourselves on big opportunities and learning experiences that prepare our graduates for the competitive world beyond our school. Our alumni, all over the world, are making positive contributions-- carrying on the proud Raider tradition.

Go Raiders!

99 North Street Caledonia, NY 14423
Web Address: www.cal-mum.org
Fax: 585-538-3470

Middle/High School Main Office --- 538-3483

Secretary --- Mollie Bleier
Secretary --- Sheri Murdock
Principal --- Rebekah Chenaille
Assistant Principal --- Tim McArdle

Counseling Office --- 538-3445

Secretary & Registrar --- Shannon Laursen
High School Counselor --- Sarah Curran
Middle School Counselor --- Jinny Mancuso
School Social Worker --- Anna Lynah
School Psychologist --- Abigail Monroe

Student Services Office --- 538-3404

Director of Pupil Personnel Services --- Megan Rogers
Secretary --- Michelle Carson

Key Contacts

Attendance Officer --- Katie Hillman - 538-3421
School Nurse --- Megan Callan - 538-3454
Director of Athletics --- Mike Reed - 538-3411
Director of Transportation --- Ron Otto - 538-3412
Cafeteria Director --- Robert Flynn - 538-3462
Director of Technology --- Wendy Villone - 538-1111

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 communicate effectively.
- 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.

Cal-Mum Middle/High School

Logistics



NORTH END (Hinsdale Drive)



M/HS
MAIN ENTRANCE



SOUTH END (Freeman Drive)

- The entrance at the North End is the Main Entrance for the school. This is the single point of entry that students/visitors use school days between 7:45 AM - 3:10 PM.
- The Middle/High School Office is located inside this entrance.
- Upon entry guests will be asked to provide a photo ID, which will be scanned and entered into our visitor management system.
- The Main Office driveway loop is for student drop-off and pick-up before, during, and after school hours.
- The North End parking lot is for staff, student drivers, and visitors. New visitor parking will be added to the lot.
- The South End driveway loop is for BUSES ONLY on school days during school hours. Buses will drop off and pick up 6th - 12th grade students in this loop. Students are free to enter the South End doors at the start of the day and after school.
- The South End parking lot is for staff only during the school day. Please do not use it to drop off and pick up students.
- No students/visitors will be allowed to enter the South End during the school day.
- Walkers/cyclists are free to use either entrance at the beginning and end of the school day. Any student arriving after 7:45 am must use the Main Entrance.

CHAMPIONS' 5

RESPECTFUL

As Raiders, we recognize and embrace our many differences and treat each other the way we want to be treated. We value all viewpoints and have a willingness to collaborate in learning while making our school and ourselves the best we can be.

ORGANIZED

Preparation equals success and we use all of our resources as we strive for daily excellence in the classroom and beyond.

CONFIDENT

We trust ourselves to make decisions and choices that are right for us and our school community. We challenge ourselves to step out of our comfort zone to grow on our journey to success. Applying perseverance, grit, and ambition lead to us becoming the best version of ourselves.

ALL IN

We are committed to our daily attendance, being present and active participants in the classroom as we give our best every day. Participation in multiple extracurriculars is key to our school's success and we are willing to go the extra mile to be successful!

SELF-CARE

We prioritize taking care of ourselves and others, both physically and mentally. Creating a life balance and maintaining healthy relationships is our goal.





Cal-Mum Middle/High School Bell Schedule

1	7:42	1-1 - 7:42-8:27 1-2 - 8:28-9:10	9:10
2	9:15	2-1 - 9:15-9:57 2-2 - 9:58-10:40	10:40
3/4	10:43	Grades: 6/9/10 Homebase: 10:43-11:27 Lunch: 11:30-12:00	12:00
3/4	10:43	Grades: 7/8/11/12 Lunch: 10:43-11:13 Homebase: 11:15-12:00	12:00
5	12:05	5-1 - 12:05-12:47 5-2 - 12:48-1:30	1:30
6	1:35	6-1 - 1:35-2:17 6-2 - 2:18-3:00	3:00

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 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. Please refer to our [Code of Conduct](#) for a full explanation of all of our codes.

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.

Dr. Rebekah Chenaille, Middle/High School Principal serves as the Dignity Act Coordinator in our building. If you have a question or concern regarding the Dignity for All Act, please feel free to contact her at 538-3483 or rchenaille@cal-mum.org

Academic Programs

Caledonia-Mumford Middle/High School offers a wide range of courses including Advanced Placement and Dual Enrollment courses. We also host several Project Lead the Way courses which open the world of engineering to students who participate. Our foreign language program allows students the opportunity to graduate with a Seal of Biliteracy, adding to their readiness for college and career. You can find our entire high school course offerings: [Program Studies Guide](#).

Get Involved

Find your passion, share your ideas, and make your middle/high School experience the BEST one possible. There is a lot to get involved in Raider Nation. Join a club, play a sport, grow your skills and make lifelong friends.



Join Clubs and Activities

Most of our clubs meet after school, but listen to announcements and keep up with your email—sometimes events run during Home Base. Participation in clubs and activities provides an opportunity to develop leadership skills, participate in special trips, social activities, and enrichment programs. There is a wide variety of clubs and activities here at Caledonia-Mumford Middle/High School. Participants are expected to keep up with their schoolwork and make academic work a priority. Expectations for club and activity participation can be found [here](#). Clubs and advisors are listed below:

Club	Grade Level	Advisor
Academic Challenge Bowl	(6-8)	Liz Barbour
Archery Club	(6-12)	John Walther
Art Club	(9-12)	Vicki McArdle
Brainstormers	(9-12)	Christy Pope
Chess Club	(9-12)	Christy Pope
English Skills Competition	(9-12)	Paul Meloon
Jazz Band	(6-12)	Matt Trost
Math Team	(9-12)	Christy Pope
Math Team	(6-8)	Lisa Geary
Middle School Play	(6-8)	Tessie Schoff
Musical	(9-12)	Erin Hodge
National Honor Society	(10-12)	Mollie Blier
National Junior Honor Society	(7-9)	Erin Streb
PageTurners	(6-8)	Liz Barbour
School-to-Work	(11-12)	Caroline Richardson
Spanish Club	(9-12)	Aminta Romaguera
Science Club	(6-8)	Katrina Hatch
Senior Play	(12)	Dylan Youngs
Ski Club	(6-12)	Katrina Hatch
Yearbook Club	(9-12)	Vicki McArdle

Spectrum Club	(9-12)	Katrina Hatch
Student Council	(9-12)	Matthew Trost
Student Council	(6-8)	Lisa Geary
Trap Club	(6-12)	Bryan Grattan (*min age 12 for participation)
Tech Club	(9-12)	Larry Harvey

Interscholastic Sports

The Caledonia-Mumford Central School welcomes all eligible players for the modified, junior varsity and varsity sports team. This is your opportunity to develop skills in your favorite sport(s) and compete against other schools in team sports. Participants are expected to make academic work a priority. Expectations of student-athletes can be found [here](#).

Fall Sports	Winter Sports	Spring Sports
Cross Country	Cheerleading	Baseball
Soccer	Wrestling	Softball
Football	Indoor Track & Field	Golf
Volleyball - Girls	Basketball	Track & Field
Cheerleading		Tennis

Rights and Responsibilities

A. 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.

B. 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 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 emotions.
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 hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Communication

Please communicate with us as often as you would like. Your engagement with us is the best indicator of student success. Teachers communicate using ParentSquare, they share their gradebooks with you via SchoolTool, and they can turn notifications on for Google Classroom. Parents and students can customize how they receive information and the frequency. We also invite you to download our Cal-Mum official App and enjoy all the enhanced features in connecting with our school!

We encourage you to follow us on our social media accounts on Facebook, Instagram and Twitter. Here you will receive highlights and following along on our journey from the classroom and beyond!

Parent/Student Square

We are excited to announce that we adopted a new form of school-to-home communication at Caledonia-Mumford CSD called **ParentSquare** and for students, **Student Square**. This unified communications platform is designed to keep parents/guardians and students informed and encourage greater engagement and connection with Caledonia-Mumford CSD. It provides a safe way for district administrators, school principals, teachers, staff, and parents to:

- Send and receive school and class information
- Share pictures and files
- See calendar items
- Sign up to volunteer
- Schedule parent-teacher conferences
- and much more . . . all in one centralized place!

All of the basics that you need to begin receiving CMCS communications, and direct messages from your child's teachers and coaches, are covered in the ParentSquare videos entitled, "Getting Started." There is a short version (4 minutes) and a 15-minute version that covers everything you need to know.

The video contains a QR code to link directly to the app store on your mobile phone to download ParentSquare, or you can locate it yourself in your app store (iOS and Android). Click [HERE](#) to watch the **ParentSquare Getting Started video**.

For your convenience and for the best ParentSquare experience, there is a mobile app for your phone. If you do not have a Smartphone or do not wish to install the ParentSquare app on your phone, you can also receive our communications via the ParentSquare website at www.parentsquare.com where you can sign into your account. Email communications that we send out will still be delivered to your email that is on file here at school.

Students received an invitation to join **Student Square**. Here's what the student invite looks like:

Hello Raiders! You are invited to join StudentSquare at Caledonia Mumford Middle/High School. To activate your account, please click the link above. (there is a green box you click to activate). Activate your account using your school email.

StudentSquare is our new communication platform here at Cal-Mum Middle/High School!

Once you have activated your StudentSquare account by clicking the link above, complete the following:

- If you have a Smartphone, download the StudentSquare app for free in your app store. If you do not have or do not want to use your mobile phone, just login to www.parentsquare.com and click on Register using your school email address.
- Your teachers and coaches may utilize the direct messaging feature in StudentSquare. This feature is very similar to Remind, the app your teachers and coaches used in the past to communicate with you and your parents. We will no longer be using the Remind app.
- Find step by step directions and additional training resources for StudentSquare [HERE](#).

SchoolTool

SchoolTool is a must for all parents and students to use throughout the school year! You can access vital information in regard to, but not limited to, grades and attendance. Sign up for features that will allow you to receive email updates about your child. It's a great way to keep up to date on how your child is progressing in school and open lines of communication! Use your personal log-on to view current progress reports and report card information. Here is the [link](#) to **Schooltool**. There is also a link 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 two times, (if number is 1234 they would go with 12341234.)

Parents may also view their child's academic progress/grades in SchoolTool. 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, there are how-to guides linked [here](#).

Do you want push notifications? Download the app and follow the instructions linked [here](#).

The Report Card

The report card's features include the following:

1. 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.
2. Students will receive a grade for each marking period, the passing grade is 65%.
3. Absences and tardiness sections will be displayed as well.
4. Final grade:
In all classes, grades 6-12, final exams will count 20% and yearly course work 80%.
5. 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.
6. You can request a copy of an academic transcript from the guidance department.

Report Cards will be shared with parents through ParentSquare.

Academic Achievement:

Each quarter we are excited to celebrate our students' successes in the classroom! Students will be awarded in the following areas:

Honor Roll - 85 and above

High Honor Roll - 90 and above

Students who have an incomplete (I) in any course or a grade 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.

Marking Period Dates:

	Marking Period Ends	Report card Distribution
1 st Marking Period	10/4	10/11
2 nd Marking Period	11/7	11/15
3 rd Marking Period	12/13	12/20
4 th Marking Period	1/29	2/2
5 th Marking Period	3/5	3/13
6 th Marking Period	4/15	4/23
7 th Marking Period	5/14	5/22
8 th Marking Period	6/28	6/30

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

Students must earn 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 considered 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 principal per policy.

Regents Exams

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 four Regents exams PLUS a fifth exam or one alternate.

1. Algebra I
2. Science
3. Global History & Geography II or US History and Government
4. English Language Arts
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.

Regional 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 the course.

The principal must approve alternate arrangements for summer school. If a student earns a 65% or above in summer school, the student will advance in that subject area. In extenuating circumstances, the ultimate decision on who may attend summer school rests with the principal.

Attendance

The attendance of all students eligible to attend school is considered 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.

The attendance office will be using ParentSquare as a two-way communication tool for attendance. When you know in advance that your child will be absent, you can use the form in ParentSquare, linked on the right hand side of your dashboard titled Absence Excuse. When you fill this form in advance (24 hours before the planned absence), we will not need to notify you on the morning of the absence that your child is not in attendance at school. You can notify us in advance by completing that Absence Excuse form in ParentSquare. We do need excuses for absences in writing so completing this step OR sending in a written note in advance with your child are the best ways to communicate. You are always welcome to call us with questions 585-538-3421. From 11:30 to 3:00 please communicate with the M/HS Office 585-538-3483.

When your child wakes up in the morning not feeling well, you do not need to notify us before the school day starts. ParentSquare will send you an automated text message, push notification if you have the app (which we recommend) and an email providing you notice that your child is not in attendance. With this notice, you will receive an Attendance Excuse form to complete electronically. This notice will come to you no later than 8:15 in the morning. The message is automated. If your child is tardy to school you may still receive the automated message asking you to verify the absence. The safety of our students is a top priority. Notifying you of their absence from school is part of our safety procedures.

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, family trips, shopping, working, hunting, fishing, or leaving school without permission. Final determination of excused and unexcused absences is subject to state and school regulations.

Returning after Absence

Upon return to school, the student must present a written excuse from home IF you didn't not complete the automated electronic excuse. 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 NYS regulation). Such an excuse must be presented to the Attendance Office. For your convenience, you may submit an absence excuse via ParentSquare.

Activity Eligibility

- Students must be in attendance for the full academic day to participate in extracurricular, athletic, and school wide events.
- Students serving in school or out of school suspension are not eligible to participate in practices or events/contests.
- Students who arrive at school after 7:45 a.m. may participate in practice or an event/contest provided they have a verified legal excuse from a medical provider, court officer, etc.
- Students who arrive before 9:15 may qualify for a participation pass if they do not have a legal excuse. The principal/athletic director has the discretion to grant up to three passes per season.
- A student who has an approved early dismissal must make every attempt to return to school immediately after their appointment. Upon return to school, the student must present verification of attendance at the appointment to their building principal to become eligible. If their return is after the school day and they wish to participate, they must present the verification to the advisor. Any student who participates while ineligible will have consequences assigned, which could include but is not limited to being ineligible the following day practice or event/contest. The principal will assign consequences.
- Any student in legal attendance before 7:45 am, who leaves school due to an illness must have a doctor's note of fitness to be eligible for practice or to participate in an event/contest the same day.
- Any student in legal attendance before 7:45 am, but leaves school due to an illness must have a doctor's note of fitness to be eligible for practice or to participate in an event/contest the same day.
- A participation pass may be granted by the building principal or his/her designee for an extraordinary situation that arises beyond the control of the student. The student must make a request in writing to the building principal that explains what other options have been considered and attempted prior to the request to leave school. In order to utilize this feature the student must be in good academic and behavioral standing. The request could only allow the student to miss time during a study hall or time where the student would not miss instruction. This option may be utilized once during the school year and counts against the total number of passes used in a season.

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 there are 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 missed 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, and 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.

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, appropriate consequences will be assigned. Students late to class due to being detained by a teacher should be given a pass by that 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 Main Office to sign in and obtain a pass to his or her assigned class. Upon a student's third tardiness, appropriate consequences 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. There will be a drop box for your convenience. Parents may also submit an electronic excuse via ParentSquare.

At the beginning of the period during which dismissal will occur, the student should notify the teacher of the early dismissal time. Times will be noted in SchoolTool so teachers will be able to verify the early dismissal. 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, they should secure a pass from their 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 the first block. Emergency announcements may be made at various times. Make every effort to listen to the announcements—they directly affect you as a student at Caledonia-Mumford. All students are to be courteous and quiet during announcements. Announcements will be posted daily on the school's website and sent out via email to parents and students. The Pledge of Allegiance is said at the beginning of each school day. Your cooperation is expected.

Lockers

School lockers remain the exclusive property of the school, and the administration reserves the right to inspect lockers at any time. 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.

1. Students may **not** go to lockers before 7:30 AM.
2. 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 cost of the replacement and should notify the main office.

Home Base

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, enrichment programs, and various labs are examples of how Home Base can be used productively.
2. Students who wish to confer with a teacher concerning class work must get a pass from that teacher prior to the beginning of home base.
3. When teachers request your presence in Home Base, participating is not optional. Your academic success depends on your commitment to the process.
4. Students **MUST** report to their assigned Home Base for attendance. You should present your pass to your home base teacher so your attendance is taken. When you do not report to the home base listed on your schedule, the teacher will report you to the office as missing and school staff will stop what they are doing and make finding you their top priority. This is a safety mechanism and we ask that you not deploy it by skipping a step in our attendance process.
5. One student may go to the locker or lavatory at a time. Students should use lavatories on the same floor as home base.

Library

The library is located on the first floor across from the Counseling Office. It is available for a variety of functions to meet the needs of our students and faculty. Many collaborative spaces are available, along with a current selection of books and resources to support the growth and learning of all of our Raiders. We encourage our students to make good use of this facility. 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.

Counseling Office

The Counseling Office is the place to support your social and emotional well being. A myriad of options await you including personal and group counseling, career planning programs, financial aid information, and study skills information. This is an office you should use with frequency over your time as a Raider.

Cafeteria

The cost of breakfast this year will be \$1.90 and lunch will be \$2.85 for Elementary students and \$2.95 for M/HS students. You can prepay 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.

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 an account at myschoolbucks.com and the plan will automatically begin.

Feel free to call the cafeteria any time for further assistance at 538-3462. Lunch is 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 must remain at their places until the period ends (except for returning trays or purchasing additional food).
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 on time to lunch. 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.

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. 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.

School nurses are prohibited by state law from dispensing prescription AND over-the-counter medication to school children without specific written authorization from parents and a physician. Medicines must be delivered BY A PARENT directly to the school nurse, who will store it in a locked area. Authorization does not carry over from one school year to the next.

School Bus Conduct

Our entire school busing system is based on providing safe transportation to our students. In order to have a safe and efficient school transportation system, we must have complete cooperation from our students. The rules and regulations listed below are in effect on all school buses:

1. Be waiting 3-5 minutes before your scheduled bus pick-up time.
2. If the student is not visible at the bus stop, the driver will stop, blow the horn, and proceed.
3. While waiting for the bus, stay on a driveway or sidewalk. Do not wait in the street.
2. Do not approach the bus until it comes to a complete stop.

3. Always take your assigned bus and board the bus at the proper bus stop. Bus passes are NOT available in middle/high school other than in case of extreme emergency, in which case a written request must be made by a parent/guardian in advance.
4. When you board the bus, sit down as soon as possible, remain seated, and ride quietly.
5. Students are not permitted on the bus with unpackaged glass containers.
6. In the interest of safety, students cannot play loud music while riding the bus.
7. Never extend arms, legs, or head out of the bus windows.
8. Do not throw anything in the bus or out of the windows.
9. Smoking/vaping is prohibited on the bus.
10. Loud noise, inappropriate language, fighting, and other misconduct will not be tolerated.
11. When arriving at school, remain seated until the bus driver indicates you may exit.
12. When getting on and off the bus, if you have to cross the street, always walk in front of the bus, but do NOT proceed until the bus driver has motioned to you that it is safe to cross the road.
13. Students will be dropped off at their homes each night or at a place specified by the Board of Education.

Driving to School

Students who wish to drive to school must obtain a parking application from the main office. An electronic form is linked here for your convenience. 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 may not 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 a parent and students must sign out in 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. Smoking/vaping/drinking in the vehicle in the school parking lot is not permitted.
7. Any violations of the above regulations may result in suspension of driving privileges or having the vehicle towed (at owner's expense).
8. Reckless, dangerous driving will not be tolerated. Anyone driving in this manner will lose his or her driving privilege.
9. Students who are truant from school (ex. leaving school illegally during the day) will lose their driving privileges.
10. No student may drive to BOCES before receiving permission from the principal.

Fundraising

The principal must approve school fundraising projects. 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 be approved by both the principal and the athletic director.

Fundraising occurs through several different student organizations: Class Accounts, Club Accounts, Booster Accounts, and accounts set up for specific activities. 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.

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 the 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 prom tickets from their account.

Each school year, as fundraising activities are completed, class advisors record individual student earnings on 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 a 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 funds 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 request must be submitted for each event and be approved by the building and grounds superintendent and the athletic director, if applicable. The date will be set on the master calendar.
4. Faculty advisors and coaches must be present at functions that they and their clubs or teams 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 demonstrate proper behavior in school, as well as at away school-related activities. Poor behavior exhibited by students in and out of school may eliminate the possibility of participating on these and future trips. Please note that any funds paid by the parents/students will not be refunded if the student does not attend the field trip due to behavior. 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 were being held at CMCS.

Middle School Dances/Fun Nights

School dances and fun nights held at school are scheduled throughout the year. A school dance/fun night is an official school function. This means that all of the normal rules and regulations for appropriate student behavior apply. In order to attend any sponsored dance/fun night students are required to follow all school attendance policies for the day prior to (Saturday dance) or the day of the scheduled dance/fun night.

High School Dances/Fun Nights

School dances and fun nights are held at school and are scheduled throughout the year. A school dance/fun night is an official school function. This means that all of the normal rules and regulations for appropriate student behavior apply. In order to attend any school-sponsored dance (specifically including the semi-formal and prom) students are required to follow all school attendance policies for the day prior to (Saturday dance) or the day of the scheduled dance.

1. The middle/high school principal in consultation with the requesting advisor will designate an open or closed dance. If the dance is open, students may bring one outside student guest under age 21 to the dance. To register a guest, a student must pick up a guest application form from the high 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 makes the final decision on admittance of guests. Guests need to provide identification (student ID, driver's permit, etc.) before entering the dance.
2. Students and guests must remain inside the building while attending the dance. Students who leave the building will not be readmitted.
3. 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.
4. Attendance at any dance, including the semi-formal and the prom, is conditional upon the student's behavioral record (also applicable to guests).
5. Students must be in attendance at school to be eligible to participate in after-school activities including dances and prom. Attendance on the Friday before prom is mandatory for prom attendance. Any extenuating circumstances require direct communication with the principal.

National Honor Society & National Junior Honor Society Process

To be considered for membership in the National Honor Society and National Junior Honor Society, a student must achieve a cumulative average of 90% or higher for three consecutive semesters. (An incomplete report card grade makes a student ineligible for application.) A student must also demonstrate strength in the areas of service, leadership, citizenship, and character. Eligible students will be invited to complete the application process (summer-high school/spring middle school).

National Honor Society Selection Process

1. You must meet the requirements of all four pillars of the 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 of extracurricular and community activities, leadership positions, awards/honors, and work experience during grades 9-12. Additionally, two teachers and a community member along with a personal essay on "Character" must complete a reference form. 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 a 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 to 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.

National Junior Honor Society Selection Process

1. To be eligible for membership, the candidate must be a member of those classes (seventh and eighth grades) at Caledonia-Mumford Middle School.
2. Candidates must have a cumulative scholastic average of 90% for three consecutive semesters. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship.
*Eligible students will be notified by the advisor and given a Student Activity Information Form to fill out. They must also obtain a letter of recommendation. Students must turn in all documents by the date stated by the advisor.
3. The selection of each member to the chapter shall be by a majority vote of the faculty council.
4. A description of the selection procedure shall be published in an official school publication which is widely available, in a timely fashion, to all students and parents of the school. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Junior Honor Society.
5. The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

NHS/NJHS Pillars

Scholarship – this pillar is the first in a series of requirements you must meet to qualify for NHS and NJHS. 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. Take 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 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.

Electronic Communication Devices

Grades 6-8:

Students are not permitted to use or carry a phone during the school day. Students are welcome to leave their devices in their hallway locker at their own risk.

Grades 9-12:

Designated zones for CELL PHONES and all electronic devices will be permitted-

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 home base times throughout the day.
3. **Red Zones** prohibit the 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 Home Base and study hall). Headphone/earbud use is prohibited in the hallway. **One ear must be uncovered for safety purposes.**

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 and high school main entrances. Be sure you secure your bicycle to the rack, using a locking device. All skateboards will be stored in the main office.

Working Papers

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