The CMP Experience

Creating Lifelong Learners!

Student/Family Middle School Handbook

2019-2020

California Montessori Project - Shingle Springs Campus
4709 Buckeye Road
Shingle Springs, CA 95682
(530) 672-3095
www.ss.cacmp.org
## Regular Schedule 2019-2020

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday, Tuesday, Wednesday, Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 - 8:50</td>
<td>Attendance and Community Meeting</td>
<td>8:30 - 8:35 Attendance</td>
</tr>
<tr>
<td>8:50 - 9:20</td>
<td>Personal World</td>
<td>8:35 - 9:20 Rotation 1</td>
</tr>
<tr>
<td>9:20 - 11:30</td>
<td><strong>Block Day Rotation</strong></td>
<td>9:20 - 10:05 Rotation 2</td>
</tr>
<tr>
<td></td>
<td>□ Natural World</td>
<td>10:05 - 10:50 Rotation 3</td>
</tr>
<tr>
<td></td>
<td>□ PE &amp; Health</td>
<td>10:50 - 11:30 Rotation 4</td>
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<tr>
<td></td>
<td>□ Language Arts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Social World</td>
<td></td>
</tr>
<tr>
<td>11:30 - 12:15</td>
<td>Lunch</td>
<td>11:30 - 12:15 Lunch</td>
</tr>
<tr>
<td>12:15 - 1:05</td>
<td>First Afternoon Work</td>
<td>12:15 - 1:15</td>
</tr>
<tr>
<td></td>
<td>□ Math A or</td>
<td>Math A</td>
</tr>
<tr>
<td></td>
<td>□ Montessori Work (Math B)</td>
<td>(Math B - MWT)</td>
</tr>
<tr>
<td>1:05 - 2:15</td>
<td>Montessori Work (everyone)</td>
<td>1:15 - 2:15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Math B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Math A - MWT)</td>
</tr>
<tr>
<td>2:15 - 3:05</td>
<td>Second Afternoon Work</td>
<td>2:15 - 3:15</td>
</tr>
<tr>
<td></td>
<td>□ Math B or</td>
<td>Electives &amp; Restore the</td>
</tr>
<tr>
<td></td>
<td>□ Montessori Work (Math A)</td>
<td>Environment</td>
</tr>
<tr>
<td>3:05 - 3:15</td>
<td>Restore the Environment</td>
<td></td>
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</tbody>
</table>

Montessori Work Time is either **12:15 to 2:15** or **1:05 to 3:05** depending on the student's math.
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Welcome

The staff at California Montessori Project is pleased to welcome students and parents to the CMP family and asks for your partnership in making the transition to Middle School productive, positive, and purposeful. We are committed to making the Middle School years happy and successful for all students who attend our school. We encourage each student to take advantage of the wide range of educational and extracurricular experiences that are offered.

This information is provided to help students transition smoothly into Middle School by providing basic information about the school and an understanding of school expectations for behavior, including consequences for inappropriate behavior. Our objective in sharing this information with students and parents is to optimize student learning and success while at CMP.

Why a Montessori Middle School meets the needs of adolescents:

The Middle School program design is an integration of the current research in human brain development, the trends and issues in education, and the Montessori philosophy. The mission of the program is to provide opportunities for adolescents to be self-confident and gain self-knowledge, to belong to a community, to learn to be adaptable, to be academically competent and challenged, and to create a vision for their personal future, thus, to empower themselves.

Characteristics of adolescents include:

Intellectually, adolescents are able to think abstractly and like to debate and analyze everything. Youth at this age are highly self-conscious and self-critical and go through periods of doubt and hesitation. Physically, students are growing rapidly and many are experiencing puberty. Their bodies are changing faster than their ability to use them. Teenagers are very interested in social order and fairness. Friends become extremely important and dependency on parents decreases.

Characteristics of a Montessori Middle School program include:

- Orientation Cycle
- Year A/B curriculum
- Immersion Trips
- A learner-centered environment
- A developmentally-responsive curriculum and teaching team of Montessori teachers with additional adults as resources
- Whole child focused, student-parent-teacher partnerships
- Multi-aged groupings of 12-15 year olds
- Emotionally safe environment
- Peer and cross-age teaching
- Advanced work
- Social events
- Sports programs
- Student-Run Businesses
- Job Shadowing
- Service Learning
- Electives
General School Information

School Hours
The daily class schedule detailing class and lunch times are on the inside cover of this handbook.

- School Starts 8:30 am
- Dismissal Time 3:15 pm (regular school day)
- Dismissal Time 12:15 pm (early release day)

Arrival and Departure Times
Students arriving before 8:20 am are to go to Club M unless they otherwise have permission from a Middle School teacher to be at a different location. In addition, students are to be picked up after school no later than 15 minutes after dismissal. At 3:30 pm, remaining students will be checked in to the Club M program on the Lower Elementary Campus and can be picked up there.

Students arriving to school late must first check in at the office. Students leaving school early must bring a note to the office in the morning before school. Students must be signed out at the office by a parent/guardian when leaving school.

Office Hours

- 7:00 am – 6:00 pm Monday-Friday

Campus Visitors
For the safety of all students and staff, all persons on campus need to be identified. Visitors to campus must first check in at the Main Office to obtain a Visitor ID Badge that must be worn for the duration of their time on campus.

Absences / Early Dismissals / Tardies
School success is directly correlated to regular school attendance. Punctual attendance is not only required, but is also the responsibility of both parent and student.

Absences

Absences must be accounted for according to State and CMP policies and procedures. We hope parents will support the excellent attendance record of CMP by scheduling appointments outside of school hours when possible, or making every effort to have students attend classes for the entire school day.

Student safety will always remain our number one concern, so please always notify the school when your child will not be at school.
When using the absence line, please speak slowly and clearly and give the following information:

- Student’s full legal name
- Student’s grade level
- Date of absence
- Reason for absence
- Name and relation to student of the person calling

**Early Dismissals**

Students leaving early for any reason must turn in a note to the main office the morning of the departure. Students MUST bring a note to the office with the dismissal time signed by the parent/guardian. Before school is best!

If a student becomes ill and needs to leave school, he/she must call a parent/guardian from the main office phone.

Parents, legal guardians, or persons listed on the emergency card are the only acceptable persons to give permission to leave. Students are not allowed to leave without authorization from a person listed on the emergency card.

**Tardies**

Students are expected to be at school for attendance promptly at 8:30 am. Students arriving after the start of school are considered tardy and need to report to the office before going to their class. Students with excessive tardies will be asked to participate in an attendance meeting with a teacher, an administrator and their parent.

**Communication**

Communication between parents and teachers is an essential component to ensuring a smooth transition to middle school and it is vital to student success! Email, newsletters, and the school website are all ways for staff and parents to communicate. Parents, please attend Back-to-School Night and Orientation to find how to best contact your student’s teachers and how they will be communicating with you.

**Staff Emails**

All CMP Middle School teachers have an email account. Email accounts are probably the quickest and most effective way to reach most teachers. California Montessori Project’s Staff email addresses are composed of the first initial of the teacher’s first name, followed by their last name, followed by @cacmp.org.

For example: Maria Montessori’s would be: mmontessori@cacmp.org
A complete list of current middle school staff email addresses is available on the school website and provided below:

Tom Freer: tfreer@cacmp.org  
Bridget Nolan: bnolan@cacmp.org  
Mario Sorrentino: msorrentino@cacmp.org  
Bob Thomas: rthomas@cacmp.org  
Tatjana Thorne: tthorne@cacmp.org  
Kim Yeager: kyeager@cacmp.org  
Sueanne Zufelt: szufelt@cacmp.org

Newsletter

The Middle School Newsletter is shared weekly through ParentSquare. Please be sure to review it regularly for important dates and information.

School Website

The California Montessori Project website is www.cacmp.org

The website includes important information about the school and is a valuable tool in communicating with students and parents. It contains information such as staff emails, immersion trip schedules, study guides, etc. Make sure you check it out! Students can also find study guides, assignments, and other information from teachers on their Google Classroom page.

Telephones

The office telephones, as well as classroom telephones, are for staff use or for important student matters only. Students may use the telephone with staff permission or in an emergency. Cell phones are a distraction in the classroom. They are not allowed in school. If they are needed for after school use, they may be checked in and out in the front office for safe keeping. Please do not ask your student to leave his/her cell phone on and wait for a call from you during school hours. If a student needs to be contacted by a parent for any reason, please call the school and request a message be delivered to your student. Please make transportation arrangements before school and encourage students to assume responsibility for remembering homework, lunches, etc. so that disruptions (deliveries, phone messages, etc.) to the classroom are minimized.

Student use of cell phones during school hours:

- First offense: Will result in confiscation of the cell phone. Only parents/guardians will be permitted to pick up the cell phone from the office.
- Second offense: A conference with parents and student will be required.

Deliveries to Students

We understand that students forget their lunch, homework, or their jacket and some may even need to have medication brought from home. If students need anything brought from home, they need to ask permission from a teacher to use the phone to call home and arrange for the items to be delivered to the office. While we have already stated that visitors need to check in to the office, it is important to remember that deliveries need to come through the office as well. Please keep balloons, flowers, and other large birthday/celebration arrangements at home as they tend to be a distraction in the classroom and will need to be kept in the office until the end of the school day.
Student Medication

Student medication must be left in the office (a few exceptions apply; please contact our school principal). Students may not carry medication with them and may not give any medication to other students. This includes over-the-counter medications. Students may carry their inhaler if they can self-administer it and have doctor instructions to do so. During any off-campus activity, medication must be held by a teacher.

Parent Participation Hours

Research shows that students are most successful in school when their family is also involved in their school community. To this end, we strongly encourage each family to participate in 40 hours of support for one enrolled student and 70 hours for two or more enrolled students. Check with your student’s teachers for ways to earn parent participation hours.

Emergency Procedures

Emergency Cards

Emergency cards are critical to office staff and school personnel. Emergency cards contain information about a student’s medical history, provide critical contact information, and are a valuable piece of information for student safety. Please make sure that all information on the emergency cards is up to date. If your address, phone number, or alternative contact information changes, please notify the office immediately.

CMP has very specific guidelines with regards to safety procedures.

<table>
<thead>
<tr>
<th>Drill</th>
<th>Code</th>
<th>Brief Description of Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Alarm</td>
<td>Students are to walk in a single file line silently to designated area and stay with teacher until the “all clear” signal is sounded.</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Intercom System</td>
<td>Everyone needs to follow the “duck and cover” process by taking protective positions under desks and tables with back to windows.</td>
</tr>
<tr>
<td>Lockdown</td>
<td>Intercom System</td>
<td>Classroom doors are locked, blinds closed, and students stay in the room until “all clear” is sounded. Students outside a classroom are to enter the nearest classroom.</td>
</tr>
</tbody>
</table>
Process for Resolving School Issues

Any school issue involving students, teachers, parents, or administration are best handled following the below listed protocol. In Middle School, the first step in resolving problems is:

1. Attempt to contact the party of concern directly to gather more information and potentially solve the issue.
2. Contact the attendance teacher (by email, note, or phone message via the front office) as there are usually two sides to every story and most issues are quickly and easily resolved at this level.
3. Contact the school Dean of Students to mediate or arrange for a conference with involved parties. Problems are rarely isolated to only one teacher.
4. Contact the Principal if your concerns have still not been addressed.

CMP Community Responsibilities

Student Responsibilities

- Be a contributing member of the class and work to build a peaceful community.
- Participate in Immersion Trips with a positive attitude and vigor.
- Read and deliver all forms of communication (newsletters, forms, progress reports, etc.) to parents/guardians.
- Be in your seat with supplies out and ready to learn at the beginning of each class.
- Initiate a discussion with the teacher if your grade needs to be improved.
- Check grades online regularly.
- Fill in your calendar daily for all classes, listing daily and long-term assignments and announcements.
- Complete daily homework before the start of class time.
- Study for all tests and quizzes.
- Learn where your teachers post your assignments and what to do if you are absent.
- Clean out your backpack and zipper binder regularly.
- Keep zipper binder organized.
- Prepare and lead your scheduled family conferences and plan your educational goals.
- Make wise choices and follow school rules and procedures to support a safe environment for learning.
- Act appropriately; minimize disruptions and distractions in the classroom to allow others to learn.
Parent Responsibilities

- Attend Back-to-School/Orientation/Parent Chaperone Nights to meet the teachers and find out what the expectations are for your student and you this year.
- Mark important dates on your calendar so you know when to expect communication from the school (newsletters, progress reports, report cards, etc.) and so that you can ask your student should they forget to give it to you.
- Read school and classroom newsletters sent home, review your student’s progress reports, check the school website regularly for announcements (www.cacmp.org), and check your personal email account for teacher communication.
- Regularly check student progress through the Aeries online grading system.
- Support the participation of your student in all Immersion Trips.
- Log into your student’s Google Chrome account at least weekly to monitor emails and to make sure they are aware of all assignments and completing them on time.
- Provide a regular time and place for your student to study, review assignments, and do homework. Students tend to be more successful with a routine.
- Help your student get and stay organized. He/she now has multiple teachers with different requirements and procedures.
- Restock supplies as needed.
- Have your child eat a healthy breakfast every day and bring a healthy lunch and snacks to school.
- Make sure your student arrives to school on time.
- Ensure that your child is getting plenty of sleep. Lack of sleep not only makes it difficult to concentrate in school, but it also leads to discipline problems.
- Notify the school if your student is going to be absent.

Teacher Responsibilities

- Teach the state mandated standards and Montessori curriculum for the following subjects
  - Tom Freer - Physical and Health Education, Mathematics 1 and Personal World
  - Mario Sorrentino - Natural World (Science), Mathematics 1, and Personal World
  - Bob Thomas - Language Arts, Mathematics 2, and Personal World
  - Kim Yeager – Algebra and Geometry
  - Sueanne Zufelt - Social World (History) and Personal World

- Create an atmosphere for learning to occur.
- Facilitate the students in their learning.
- Offer adolescents opportunities for challenging and meaningful work.
• Meet with each student regularly to review progress and discuss any concerns.
• Schedule family conferences two times per year.
• Provide students with policies for grading, assignments, and assessments.
• Enforce campus rules and policies to maintain an environment for learning.

Administrator Responsibilities
• Provide a safe environment for all students and staff.
• Enforce campus rules and policies to maintain an environment for learning.
• Provide consistent discipline when necessary.

Campus Rules and Policies
A school climate, where students are safe, act respectfully, and are responsible, provides training and practice for students to develop into successful, responsible members of society. The rules and policies contained in this handbook have been developed by staff, students, and the community with your safety and optimal opportunities for learning in mind.

Students are expected to follow all school policies as well as individual classroom teacher’s procedures. Experience has shown that a clear understanding of the school’s expectations, along with wise choices regarding these matters on the part of the students, contributes to a safe environment that fosters learning and success.

Students who violate school rules are subject to school discipline, conferences with teachers, parents, and administration, and in some instances may be referred to law enforcement depending on the seriousness of the offense.

Expected School Behavior

CMP has five principles known as HAWKS that govern all student behavior:
- Have Respect
- Act Responsibly
- Work Hard
- Keep Safe
- Show Kindness

We want all students, parents, staff, and community members to be proud of our school and students. By adhering to the above principles at all times and by making wise choices, students model behavior and characteristics that make all of us proud.
The following sections provide a more detailed description of how students can *Have Respect, Act Responsibly, Work Hard, Keep Safe, and Show Kindness* with respect to specific campus activities and locations.

**Classroom**

Individual teacher’s classroom expectations and procedures are an important part of creating an environment suitable for learning. Students are to be respectful of individual teacher’s classroom rules even if they differ from other teacher’s rules. Students are to be responsible and come to class on time with completed assignments and all necessary supplies.

**Dances & Social Events**

As a rite of passage for our adolescent students, CMP dances are reserved for CMP students in grades 7-8 only. All campus rules and policies are in effect at the dances. Students and parents are required to have a signed dance guideline contract before admittance into dances. See Appendix A for the Dance Guideline Contract. Failure to follow the guidelines will result in parents being contacted for conference and pick up.

**Photos**

Please be aware of CMP’s policy regarding student photos. Parents must give permission to have anything posted to the internet. Please keep this in mind when taking photos during trips and posting them to social networking sites.

**Dress Code**

School is a place of learning where all students are entitled to be educated in a safe environment free from distraction. The school dress code is written to define guidelines for appropriate dress for middle school students that is safe and respectful. It is the student’s responsibility to follow these guidelines during regular school hours as well as at after school events and activities. On Immersion Trips, appropriate logos are allowed, but the rest of the Dress Code Policy applies. For dress code details, please refer to the official dress code policy on the CMP Shingle Springs website.

**Acceptable PE clothing**

- **Clothes:**
  - Students may wear anything during PE class that is in compliance with the school dress code and does not impede their ability to participate in any required activity (clothes should not be too loose or too tight to actively participate).
  - Athletic shoes (with laces) must be worn for PE. Please contact the PE teacher if you foresee this being an issue.

- **Deodorant/Cologne/Perfume:**
  - Students are recommended to bring deodorant for their PE days. NO sprays are allowed on campus at any time. Roll on or stick deodorant is acceptable.

**Immersion Trips & On-Campus Special Activities**

Students on Immersion Trips are representatives of our school and are expected to be on their best behavior. Students need to be respectful of the teachers, parent chaperones, presenters, guides, etc. Inappropriate behavior may result in parents being responsible for bringing their child home early. Classroom teachers will expand on
the expected behaviors depending on the nature of the immersion trip/activity. All campus rules and policies will be in effect. Students are expected to attend all field trips as part of the required Middle School curriculum. See Appendix C and D for the Student and Parent Immersion Participation Contract.

Candy and Gum

Candy and gum are not allowed on campus, in the classroom, in the lunch areas, or on immersion trips. Candy is never an acceptable snack at CMP. Please act responsibly and leave candy and gum at home.

Electronics

All electronics such as cell phones, iPods, MP3 players, video games, cameras, etc. should not be brought to school. The school will not be held responsible for any of these valuables should they become missing and will not spend time investigating the issue. These items are your property and should not be brought to school. Use of any of the above or similar items during school hours will result in the item being taken; parents will need to retrieve the item(s) from the office. If it is absolutely necessary to bring a cell phone on campus, it is to be stored in the front office during the school day. Electronics exceptions will be allowed for academic purposes such as cameras for the photography elective or e-readers in Language Arts. An e-reader agreement must be signed in the office and a meeting held between the student and a Dean of Students before the device can be used at school.

Bikes, Skateboards and other forms of student transportation

Students must follow all bike safety rules - including wearing a helmet! Bikes must be walked on campus at all times and may only be secured in the designated areas.

Skateboards, roller blades, scooters or any other form of student transportation need to be placed in the student’s homeroom class at the beginning of school and left there until the school day ends.

Hazing, Bullying, Harassment Policy

Hazing, bullying, and harassment are degrading activities. Hazing is an activity by a group that is done to a person as a type of initiation into their “group”. A bully is a person who is habitually cruel or overbearing, especially to a smaller or weaker person. Bullying occurs both in person and/or through various forms of communication (Internet, notes, texting, etc.). Sexual harassment is when one student, teacher, or other individual makes sexually charged remarks at, about, or around another individual. These remarks may make others uncomfortable and are not acceptable. Other forms of harassment include, but are not limited to, name calling, throwing items at another person, taking someone else’s possessions (i.e. backpacks, shoes, binder) and “hiding” or removing them from view, starting or facilitation of rumors about individuals, physical intimidation, and making racial slurs or remarks intended to be insulting or derogatory. Any student suspected of or caught participating in hazing, bullying, or harassing another student or staff member will be subject to disciplinary action as outlined in the CMP Family Handbook. A Suspected Bullying/Harassment Incident Form can be found on the CMP Shingle Springs website.

School Property

School property is to be treated respectfully at all times. School property includes, but is not limited to, computers, textbooks, library books, PE equipment, classroom desks, chairs, tables, lockers, walls, ceilings, etc. Destruction or defamation of any school property will result in the guilty party reimbursing the school for the replacement of the damaged property.
Plagiarism/Cheating

Plagiarism is presenting the ideas or statements of another without crediting the original source. Even if it is unintentional, plagiarism is theft. Examples of plagiarism include, but are not limited to, submitting someone else’s work as your own, including that of tutors, friends, parents or siblings, or paraphrasing without giving credit to the source, turning in purchased papers or papers from the Internet written by someone else, helping others plagiarize by giving them your work, even if you don’t think it will be copied, or using someone else’s idea without giving credit to the original source.

Cheating is also a form of theft. Cheating includes copying assignments that are turned in as original work, trading assignments with other student’s, using unauthorized notes or technology, bringing notes into a test (unless it is an open-note test), using a computer program to translate an assignment and turning it in as your own, and sharing answers before, during, or after quizzes or tests. Any instance of plagiarism or cheating will result in disciplinary action as outlined in the CMP Family Handbook.

Internet Use Policy

Students are allowed to use school computers and the Internet for the research of school projects. Use of computers on campus is a privilege that can be taken away at any time if misused. Students who inappropriately use the Internet will be subject to disciplinary action. In order for students to use CMP computers, an Information Technology Responsible Use Agreement must be signed by both student and parent. This agreement form can be found on the CMP Shingle Springs website.

Please see Appendix E: Specific Middle School Expectations

Middle School Academic Expectations

Report Cards, Grades, Citizenship

Parents/Guardians and students can access student grades daily in Aeries. Student achievement is reported to parents/guardians three times throughout the school year. Trimester Report Cards are distributed in November, March, and June. See the school wide calendar for specific dates.

Middle school grades follow the “A, B, C, D, F” letter grades rather than the elementary standards-based grading system. Please note that students who previously may have been proficient in many categories, but earned only “needs improvement” for work effort or work habits can quickly find themselves earning D’s and F’s in middle school if they follow those same work habits. Missing, incomplete, and/or late assignments can quickly affect a student’s grade.
Unless otherwise noted by an individual teacher, **letter grades** are assigned as follows:

- 90-100% A
- 80-89% B
- 70-79% C
- 60-69% D
- < 60% F

**Citizenship/Work Habits** grades are:

- Outstanding (O)
- Satisfactory (S)
- Needs Improvement (N)

**Student Led Conferences**: In middle school, student led conferences occur twice a year: once in the Fall and once in the Spring.

**Absences and Make-Up Work**

Montessori philosophy is all about hands-on education. All students need to be present for hands-on education to occur. If absences occur however, students are required to make up all missed work when absent from school. Upon returning to class, it is the student’s responsibility to request and/or clarify all missing class work and homework assignments with each teacher. Appropriate due dates for makeup work will be determined at that time. If a student plans an absence from class, then they are required to turn in work either before the absence or the day of their return. Work not made up within the time period allowed will receive a score as determined by the late work policy. Work will be turned in to the designated location for that subject.

**Advanced Work**

Advanced Work is a special category of work to allow for official placement in advanced high school courses. It is designed for students who have mastered basic core curriculum in one of the following: Language Arts, Math and Science and are looking for ways to challenge themselves. The benefits of students participating in Advanced Work for all five cycles will allow teachers to provide high schools with proper placement in advanced high school course work. Students who are participating in Advanced Work can only do so through teacher recommendation and a signed consent form with signatures from the student, parent/guardian and the recommending teacher.

**Academic Course Policies and Procedures**

Each academic course has its own study guide and/or policies and procedures that state each class’s specific class work and homework expectations. Teachers will distribute and go over their policies and procedures during Orientation Cycle.

**Study Guides**

In grades Kindergarten through 6, Montessori students have work plans to help them complete required assignments. In Middle School, students have Study Guides for each academic class. Study Guides are given to students in class and are also posted on Google Classroom.
Rosetta Stone

Students are required to complete three consecutive Rosetta Stone lessons per week in order to receive a passing grade in Foreign Language. Those who stay on track and complete the required lessons each week will gain privileges and freedom with choices.

Immersion Trips

Immersion Trips are an integral part of our middle school program. A family who is considering a Montessori education for their middle school student will need to know that three to five times a year their adolescent will be receiving his or her education in an environment away from school. Depending on the campus and teacher, students might receive an academic grade for work that is completed on an immersion trip. Dr. Montessori envisioned an Erdkinder (translated as children of the land) as the best environment for adolescents to study and work. Montessori called it a “school of experience in the elements of social life”. All middle school students are expected to attend all immersion trips. Students who do not attend immersion trips are expected to come to school every day and complete a work packet created by their middle school teacher(s). Families who are in need of scholarship assistance should contact the office for the appropriate forms.

Students and parents will be asked to sign an Immersion Trip Participation Contract. See Appendix C for the Student Immersion Participation Contract and Appendix D for the Parent Immersion Participation Contract.

Adventure Day Trip

The Adventure Day Trip is the last trip of the year in which students choose where they would like to go and what they would like to do with the profits from their student-run businesses and potentially targeted fundraisers.

Students will be asked to sign an Adventure Day Trip Participation Contract. See Appendix F.

Job Shadowing

Students spend fifteen hours each year working in various settings in the business community. This job shadowing opportunity, formerly called Business Internship, is discussed at length at the Middle School Parent Orientation and Back to School Night. Please see Job Shadowing Info in Appendix H.

Supply Lists

Students receive middle school supply lists before the start of each school year. It is important that students fill their supply list and restock frequently to have a successful school year. This often means purchasing more pencils, notecards and dry erase markers midway through the school year. Please contact your student’s teachers if you are interested in donating supplies for general community use. Parents can earn hours for all community supply donations by filling in the Parent Participation Binder in the front office.

Middle School Service Learning

CMP middle school students are asked to complete service learning acts throughout each school year. The goal for all middle school students is to achieve 30 hours of service learning by the end of the school year. If the goal is achieved, those students are eligible to participate in the Adventure Day Trip* to be determined by the
Middle School community. We define service learning to be an act where one is servicing the community outside their immediate family without being paid.

*Please see the Adventure Day Trip Contract in Appendix F*

Why do we encourage service learning at CMP?

- Develop a sense of responsibility.
- Develop adolescent’s role in society.
- Learn that one person can make a difference.
- Experience the benefit of sacrifice.
- Practice tolerance.
- Learn job skills.
- Experience how to fill idle time wisely.

Some examples of service learning include, but are not limited to:

- Picking up trash at a local park or river.
- Collecting much needed items including clothes, shoes, food, blankets, etc.
- Getting involved with “Habitat for Humanity” or SPCA.
- Reading to the elderly in nursing homes.
- Baking treats for local fire or police departments.
- Helping out at a local library.
- Tutoring children for free.
- Helping with a before or after school enrichment program (see the Dean of Students)
- Working for student-run businesses.
- Becoming a regular volunteer in another classroom.
- Participating in fund-raising events such as charity sponsored walks/runs.
- Volunteering for school related activities.

**Middle School Promotional Activities**

Graduation is a very special celebration at our school. The students and families have been a part of our tight knit community for many years. We cherish this opportunity to make the event extraordinary for everyone and to honor each individual graduate for their hard work, growth, and progression over the years here at CMP.

**Ceremony:**

- The ceremony will be held on our own campus (unless other special arrangements are made).
- The date and time of the graduation ceremony can be found on the school calendar and website.
- The graduates are expected to dress in semi-formal attire and to be present at least 30 minutes prior to the beginning of the ceremony. If students or guests choose to wear high-heeled shoes, please make sure they have wedge style heels to prevent damage to our gym floor.
Celebration:

- Immediately following the graduation ceremony, a celebration will be held honoring the graduates.
- The celebration may include: catered dinner, cake, music, and gifts to the graduates.

Preparations for the Ceremony and Celebration:

- The seventh grade students and families will work together to conduct the “behind the scenes” preparations for the ceremony and celebration. These preparations will include: set-up, clean-up, decorations, food service, passing out programs, etc.
- Every year a photo/video slideshow is created to honor the graduating class. Included in the slideshow are photographs of each individual graduate from infancy through middle school. The families are responsible for submitting any of the individual student pictures. Making this slideshow amazing takes the support of our families by submitting photos early and by taking, collecting, and submitting snapshots of the students over the years.
- Requirements for eighth graders to participate in the ceremony are found in *Middle School Promotional Requirements, Appendix G.*

Speeches and Awards:

- There are four awards/scholarships given each year. The first one is the “Mike Zawilski Memorial Scholarship”. This award is given to a student who exemplifies strong academic effort and achievement along with participation in extra-curricular activities and overall positive attitude. The second award is the “Sue Kelleher Memorial Scholarship”. This award is given to a student who has a strong commitment to community service, environmental stewardship, and a genuine desire to help others. The third award is the “Kenny Rutz Endless Joy Memorial Scholarship”. This award is given to a student who is an inspiration to other students and stands up for individuals non-discriminately. The fourth award is the “Sabrina Preszler Tindall Memorial Scholarship.” This award is given to a student athlete who demonstrates leadership skills and sportsmanship.
- There will be a minimum of two student speakers.

Graduation Dance:

- A graduation dance will take place on the evening of the last day of school.
- The dance is combined with the other CMP middle school campuses.
- It will be held at a designated CMP campus from 7:00-9:30 pm.
- Only CMP middle school students are invited to the dance.

Reminders:

- Please make sure to submit photographs to the school office early. Formal requests for photos will be published in the weekly newsletters.
- Please take and share many photographs of the students this year with the office staff.
Athletics

CMP offers a wide range of sports for our Middle School students, coordinated through the El Dorado County Office of Education’s County Sports League.

Grades:

Students participating in sports are required to maintain a minimum of a “C” or “P” in every class in order to participate in CMP Athletics. Grade checks are done weekly during the season. Students who are below a “C” in any given class on the day of the grade check will not be allowed to compete that week; they will need to wait until the following week to compete, assuming the grade(s) have been brought back to at least a “C.” Participation in practices will be at the discretion of the Coach and Parent.

Attendance:

Students must attend a minimum of 50% of school on game day in order to participate.

Sportsmanship/Parent and Player Conduct:

Parents and students attending (and/or participating in) all sporting events are representing CMP at all times both on and off the field/court. Excellent and supportive sportsmanship is required at all times. Failure to comply may result in removal from the event and/or a ban from attending future events.

- Please show 100% support of our coaches and our players AND of the referees and opposing team/coaches at all times. A rule of thumb: Always model positive behavior and always take the high road; it is adolescent sport and an Olympic Gold is not at stake.
- Proper protocol, should there be a concern, is to discuss your concern with your coach whether it involves the other team’s coach/players/parents or our coach/players/parents. The second step would be to involve the Athletic Director. Should there be a concern/issue beyond the Athletic Director’s scope, it will be taken to our County League Commissioner. Concerns with the Athletic Director should be handled directly with him/her. If you should still need clarification/assistance, please meet with the Principal.

Playing Time:

Please keep in mind that this is a competitive arena (as opposed to recreational sports where playing time is often mandated) so players will be played fairly, but fair does not necessarily mean “equal” play time.

Athletic Donations and Uniforms:

Donations and permission slips are due before or on the first day of practice. Uniforms are generally provided; lost or damaged uniforms must be replaced before participating in another sport. Scholarships are available. Information and forms can be found on the CMP Shingle Springs website’s Athletics page.
Appendix A -
Middle School Dance Guidelines & Contract

Dance Procedures & General Guidelines:

- The dance starts at 7:00pm and ends promptly at 9:30pm.
- You must be present at school on the day of the dance to attend.
- Only CMP Middle School students may attend- no outside guests.
- Cell phones and other electronics must be checked-in at the door with your campus teacher.

Dress Code Policy:

1. Students are encouraged to dress to the theme of the dance (punk rock, 80’s, etc.)
2. Logos, slogans, and decorations on any apparel, which are inappropriate, offensive, or potentially disruptive to the educational process, are not permitted. Any graphics or language that refers to alcohol, drugs, tobacco, or contains sexual inferences is not permitted.
3. Students will be asked to immediately correct the following conditions or not be admitted to the event: bare midriffs, visible undergarments, tube tops, tops with low cut necklines, tank tops, sleeveless undershirts; “muscle shirts”, and the wearing of wallet chains, pointed studs or any accessory deemed potentially dangerous by school staff.
4. Pants must be worn at or above the hip point. Shorts, skirts, or dresses must be at least the length of fingertips when arms are at their sides. All garments shall be sufficient to conceal underclothes.
5. If clothing choices are questionable and perceived as inappropriate by the CMP staff, students will be asked to cover up.

Have fun, but please remember you are dressing for a school event and not an informal social gathering. Safety and good taste must be maintained. If you or your parents are ever in doubt about what is acceptable or appropriate, please contact a teacher or administrator.

Dance Behavior Policy:

1. There must be at least one hand distance (approximately 6 inches) between partners except for slow dancing.
2. Partners may slow dance in a “hug” position; however, this must be appropriate.
3. NO back-to-front dancing. You must face your partner at all times.
4. NO moshing or body surfing at any time.
5. NO glow sticks in mouths.
6. NO inappropriate contact (kissing, grinding, etc.).
7. NO horseplay.

Consequences:

Please remember these are guidelines and appropriateness can be determined by the discretion of the CMP staff. Any violation of the dance behavior policy and/or dress code policy may result in a phone call home and early dismissal from the event.

Please sign that you have read and agree to the above social event policies and return to your campus teacher(s).

Student Signature: [Signature]

Parent Signature: [Signature]
Appendix B -
PG Movie Permission Form

To support our Middle School Curriculum, we occasionally use digital media in class and on immersion trips that are rated PARENTAL GUIDANCE (PG) by the Motion Picture Association of America.

If you do not grant permission for your child to view the video(s), your child will not be required to view them. An alternate assignment related to the curriculum being taught will be provided.

We will notify you in advance of movies we will show via the Middle School Newsletter and/or Study Guides.

I, [Signature], grant permission for my child, [Name], to view PG video media in the Middle School.

or

I, [Signature], DO NOT grant permission for my child, [Name], to view PG video media in the Middle School.

Comments:
Appendix C

Immersion Trip Participation Contract for Students

"Men with hands and no head, and men with head and no hands are equally out of place in the modern community... Therefore, the work on the land is an introduction both to nature and civilization and gives a limitless field for scientific and historic studies... The rural atmosphere offers students a kind of place apart-- a safe and healthy environment to promote their transition to adulthood."

-Maria Montessori

Immersion Trips are an integral part of our middle school program. They allow students to supplement the routine of the classroom and explore their own education through a new set of eyes. Dr. Montessori envisioned an Erdkinder (translated as children of the land) as the best environment for adolescents to study and work. Montessori called it a “school of experience in the elements of social life”. All middle school students are expected to attend all immersion trips. If for any reason a student is unable to attend an immersion trip, he/she will be expected to come to campus every day and complete a work packet created by their middle school teacher(s). Discipline issues that occur on these trips will be handled in the same manner as if they occurred on campus. For serious issues, parents may be asked to pick up their child from the trip.

Benefits of Immersion Trips:

- Students spend time away from home which is an important developmental aspect for an adolescent.
- Students experience the change of rhythm from a classroom environment to that of living in harmony with nature.
- Students are given the opportunity to have hands on experiences regarding many aspects of History, Science, Language Arts, team work, teambuilding and exploration.
- Students are immersed in an environment that represents the third period in the Montessori curriculum, experience.

Behavior Expectations for Students:

Students are expected to adhere to the three tenants of our school: Be Safe, Be Respectful, Be Responsible.

**Being Safe** on an Immersion Trip would have these qualities:

- Always be within ear shot and/or visible to chaperones/teachers.
- All weapons/fake weapons are not allowed on trips nor may they be purchased on trips.
- Make healthy choices for food and beverages.
- Refrain from roughhousing and fighting.

**Being Respectful** on an Immersion Trip would have these qualities:

- Listening fully and being respectful to speakers and activity directors.
- Refrain from displays of affection.
- Cell phones are turned off and turned in to an assigned staff member. Students will have access during designated times to call parents.
Appendix C (continued)
Immersion Trip Participation Contract for Students

Being Responsible on an Immersion Trip would have these qualities:

- Checking the packing list to make sure all required items are packed.
- Students are solely responsible for all items brought on the immersion trip.
- Students are to pack, set up and take down personal items and assist others that they have shared with.
- Students are often responsible for preparing and cleaning up their meals.
- Students are often expected to perform duties that contribute to the care of the environment.
- No caffeinated drinks or sodas.

I understand that middle school Immersion Trips are part of CMP’s academic program. I am fully aware that it is the expectation that my student will attend all Immersion Trips and will adhere to the guidelines above.

Parent Signature ____________________________ Date 9/12/19

I understand that as a CMP middle school student I am expected to attend all immersion trips and adhere to the guidelines above.

Student Signature ____________________________ Date 9/12/19
Appendix D -
Immersion Trip Participation Contract for Parent Chaperones

Immersion Trips are an integral part of our middle school program. They allow students to escape the routine of the classroom and explore their own education through a new set of eyes. Dr. Montessori envisioned an Erdkinder (translated as children of the land) as the best environment for adolescents to study and work. Montessori called it a “school of experience in the elements of social life”. All middle school students are expected to attend all Immersion Trips. Students who do not attend Immersion Trips will be expected to come to campus every day and complete a work packet created by their middle school teacher(s).

Behavior Expectations for Chaperones

Being Safe on an Immersion Trip means:

- Chaperones are expected to have supervision over their designated group of students during all waking hours.
- No alcohol is to be consumed for the duration of the immersion trip.
- No undesignated stops or purchases in route to/from immersion trips.
- Up to date / cleared Live Scan, TB Test, K3 DMV print out with official seal, copy of driver’s license, and copy of insurance.

Being Respectful on an Immersion Trip means:

- Following the lead of the teacher and modeling appropriate behavior at all times.
- Treating all students with grace and courtesy.
- No siblings are to be brought on trips.
- Confidentiality must be observed.

Being Responsible on an Immersion Trip means:

- Complete Immersion Trip form.
- Refer any discipline issues to the teachers.
- Attend all chaperone meetings.
- There will be required payments of fees, meals, gas, parking, etc... as a chaperone.

I have read and understand fully what my role as a CMP chaperone entails. I will follow the guidelines above knowing that if I do not, I may not be asked to chaperone again.

Parent Signature

Date 9/21/19
Appendix E -
Specific Middle School Expectations

The following information is provided to acquaint you with our classroom rules and expectations. To maximize class time, we expect students to be active participants in their learning as well as not interfering with anyone else’s learning.

BEHAVIOR:

In order to have a positive, safe and productive learning environment there needs to be a major emphasis on proper and safe behavior. Respectful and courteous behavior is EXPECTED of all students.

Students will:

1. Be in their seat and ready for a lesson promptly at the beginning of class.
2. Be respectful of other people and their property. This includes language. “Put-downs” of any form will not be tolerated. Only touch other people’s belongings with prior permission.
3. Be prepared for class every day. This includes having required materials out and ready for class to begin within one minute of the start of class.
4. Request permission and use a pass when necessary to leave the classroom.
5. Participate and show effort.

Consequences:

1st Offense  Non-verbal warning given with an in-house recovery
2nd Offense  Teacher Managed Incident Report given to student
3rd Offense  Office Managed Discipline Referral Form (consequence determined by administration)

CLASSWORK:

All work must be turned in on time for full credit. ON TIME means the assignment is finished and completed before the day it is due. NOT done in class on the day it is due. Most assignments will not be accepted late for full credit. Work not completed during the school day shall be taken home to be completed as homework.

APPROVED CLASSROOM SNACKS:

The following healthy snacks are the only snacks permitted inside classrooms due to student allergies:

- Fresh or Dried Fruit
- Vegetables
- Cheese Stick
- Jerky

ARRIVAL TO SCHOOL - OUTSIDE CLASSROOM AREA:

Each morning, students are to put backpacks, lunches, etc. on the carts. The ground is to be free of belongings.
Appendix E (continued)

Specific Middle School Expectations

BATHROOMPROCEDURE:
It is preferred that students use the bathroom before school or during lunch. However, if a student needs to use the restroom during class time, we ask that they obtain permission from a teacher, sign out, and take a pass.

LUNCHTIMEEXPECTATIONS:
All students are to respect themselves, others and the environment. Maria Montessori’s philosophy included teaching and practicing grace, courtesy and table manners. Students eat with their peers, sitting at tables, using conversational voices. All students are expected to clean up tables, patio and surrounding areas after every lunch.

BELOWSTANDARDDWORK:
Work turned in by the student that is below acceptable quality will need to be re-done neatly and correctly. It will receive zero credit until completed and handed back in to the appropriate teacher. Students have 5 school days to resubmit work. Work not resubmitted after that time may receive a zero grade. It is the student’s responsibility to turn the work in; teachers will not ask them for it. Additionally, one test/quiz per subject per cycle may be retaken.

MONTESSORIWORKTIME:
Students are expected to work independently to complete all classwork.

GRADING:
Grades are based on point totals from class work, homework, projects, tests, labs, quizzes and participation. All grading percentage breakdowns are displayed in Aeries.

*As a reminder, students who do not demonstrate acceptable academic preparedness may be excused from enhancement activities until work completion has reached acceptable levels.

I have read the Middle School expectations with my child and we both understand what is expected in the classroom.

Student Name

Parent Signature
Appendix F -
Adventure Day Trip Contract

The Adventure Day Trip is a celebration for students to reap the rewards of hard work done throughout the year, working and managing the student-run businesses, participating in service learning and positive behavior. Through the student-run businesses (and optional targeted fundraisers) the class earns a profit that provides the funding for the Adventure Day Trip. The student-run businesses are extra-curricular time that the students commit to in order to fund the Adventure Day Trip. The hours accrued are considered service learning hours and every student in Middle School is required to complete a minimum number of service learning hours.

In addition, when students participate on the trip they are expected to have the trust of the faculty at California Montessori Project. Credit in our school’s “Trust Bank Account” is established through positive and appropriate behavior at school, on all Immersion Trips, and on the Adventure Day Trip.

The following outline details the requirements of participating on the Middle School Adventure Day Trip. A violation of one or more of the following may result in not being eligible to participate in the trip:

- Completion of at least 30 service hours before June 1.
  - At least 10 hours by the end of Trimester 1.
  - At least 20 hours by the end of Trimester 2.
- Completion of at least 9 hours of job shadowing by the end of Trimester 2.
- No suspensions after January.
- Any Office Referrals after January may result in not being eligible for the trip.
- Low academic performance (one or more failing grades).

I understand that as a CMP Middle School student who wants to be eligible to attend the Adventure Day Trip I am expected to attend all Immersion Trips and adhere to the guidelines above.

Student Signature [Signature] Date 9/13/19

Parent Signature [Signature] Date 9/13/19
Appendix G -
Middle School Promotional Requirements

Eighth grade students are expected to meet graduation requirements in order to receive a Certificate of Completion from CMP’s middle school program and to participate in promotional activities (award ceremony, end-of-year “Adventure Day Trip”, graduation ceremony, and graduation dance). Seventh grade students will also be expected to meet the following criteria in order to participate in the end-of-the-year activities.

**Academic Expectations for Attendance at Promotional Activities**

- Students are to maintain an attendance rate of 85% or better the entire year.
- Students are to earn a passing grade (D or above) in all academic subjects.
  - Throughout the school year, students receiving a failing or near failing grade (D) in any subject will be placed in the Response to Intervention (RTI) process which is initiated by the teacher(s). Teacher(s), parents and the student will meet to determine appropriate interventions and to monitor progress.
    - Interventions may include after-school tutoring in order for the student to receive additional support and have designated time to complete assignments.
    - In the event improvement does not occur as expected, an administrator will be brought in to the RTI process. A determination for participation in promotion activities will be discussed and a decision made at this meeting prior to the end of the school year.

**Behavioral Expectations for Attendance at Promotional Activities**

The following are behavioral expectations in order for students to participate in promotional activities (award ceremony, end-of-year immersion trip, graduation ceremony, and graduation dance).

Students are to maintain appropriate behavior throughout the year, following CMP guidelines of being Safe, Respectful and Responsible.

Based on the number or nature of Behavior Reports or Office Referrals, a student may lose the privilege of attending promotional activities, as determined by the campus administrator.

- Excessive student behavior will initiate the RTI process with periodic meetings between teacher(s), parents and the student.
- An administrator will be present at subsequent RTI meetings if the behaviors have not improved significantly. A determination for participation in promotional activities will be discussed and a decision made at this meeting prior to the Friday before the last day of school. The decision by the campus administrator is considered final.

I have read and understand California Montessori Project’s Middle School End-of-Year Activity Participation Requirements.

Student Signature  [Signature]  Date 9/12/19

Parent Signature  [Signature]  Date 9/12/19
Appendix H -
Middle School Job Shadow Experience

Each year the Middle School provides an opportunity for students to explore their personal interests by job shadowing at various business sites in the community. There are a few important things to remember as your family decides where and when to conduct this job shadowing experience.

- Students are encouraged to job shadow at places where they may like to work someday; either as a career choice, a summer job, or a part-time job while in school.

- Students need to share with the teachers where they will be interning and provide specific dates and times they will be at the site(s) by completing the Job Shadowing planning form (included in this appendix) before the end of Cycle 1.

- Students are expected to job shadow for a total of 9 hours.

- Students are required to put together and give a slide show presentation summarizing their job shadow experience at the end of the Second Trimester.

- Students are expected to dress appropriately for the workplace environment. All CMP Dress Code expectations apply to Job Shadowing.

- Students can complete these hours after school on early release days, weekends, school holidays, Thanksgiving break or winter break.

- The letter on the next page may be used for students to communicate the Job Shadow Experience to business owners.

- It is wise to start the process of looking for Job Shadow opportunities early in the year. Experiences are less than optimum when they are put together the last minute.

In past years, this has been a wonderful experience for students. Students have learned what they may like to do in the future and what they certainly don’t want to do. Good self-knowledge and enlightening! Job Shadowing gives purpose to education and in many cases is highly motivating.
California Montessori Project  
4645 Buckeye Rd.  
Shingle Springs, CA 95682

Dear Community Member,

The seventh and eighth graders of the California Montessori Project spend fifteen hours each year working in various settings in the business community. According to the research that we have reviewed, community outreach fulfills many of the developmental needs of adolescents. Our three main goals for the students are the following:

**To internalize knowledge**

When students take information they know and apply it in a new situation, learning becomes meaningful and purposeful. This task of putting what you know into a different perspective is also one of the best ways to stimulate formal operational thinking and foster growth in critical thinking and problem solving.

**To refine communication skills**

Learning to choose the appropriate behavior and language according to the situation comes with a wide variety of experiences. Your setting provides a different situation to reflect upon.

**To enhance self-esteem**

Opportunities to contribute to society encourage students to give as well as receive from the community. This experience allows them to realize that they have many talents and skills to share with others.

The students should be responsible for activities you feel are suitable for your setting and the student. The student is not to receive any payment. At the end of their job shadowing, please complete and return the accompanying feedback form. If you have any questions before, during, or after the student’s service, please be sure to call the school at (530) 672-3095 and ask for Tom Freer in the Dogwood Classroom. Thank you for giving our students this wonderful opportunity to grow and mature.

Sincerely,

CMP Middle School Teachers: Tom Freer, Mario Sorrentino, Bob Thomas, Kim Yeager and Sueanne Zufelt
## Appendix H (continued)

### Middle School Job Shadow Experience

#### Job Shadowing Planning Form

Due Date: 

Student 

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<tr>
<th>Site Idea #1</th>
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Students will be responsible for completing this form and for all communication between job shadowing site, teachers and family. Parents are responsible for approving their student's job shadowing selection and for providing assistance as needed in securing the job shadowing site.

Student Signature ___________________________ Date ____________

Parent Signature ___________________________ Date ____________
Appendix H (continued)

Middle School Job Shadow Experience

Job Shadowing Timesheet for Each Site

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<tr>
<th>Date</th>
<th>Site</th>
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I verify that these hours are accurate.

Student Signature __________________________ Date ____________

Supervisor's Signature ______________________ Date ____________