

The CMP Experience...



Creating Life Long Learners!

Student/Family Middle School Handbook 2011-2012

California Montessori Project- Shingle Springs Campus
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Shingle Springs, CA 95682
(530) 672-3095
www.cacmp.org

Student Name

Daily Schedule 2011-2012

Time	Mon.-Thurs.
8:45-9:00	Homeroom
9:00-9:50	Math/PE/Independent Work
9:50-10:40	Math/PE/Independent Work
10:40-11:30	Math/PE/Independent Work
11:30-11:45	Personal World
11:45-12:30	Lunch
12:30-1:25	Language Arts/Natural World/Social World
1:25-2:20	Language Arts/Natural World/Social World
2:20-3:15	Language Arts/Natural World/Social World
3:15-3:30	Care of Environment/Study Skills

Key: IW= Independent Work NW= Natural World (Science)
 LA= Language Arts SW= Social World (Social Studies)
 COE= Care of Environment

Time	Standard Friday	Time	Minimum Day
8:45-9:00	Homeroom	8:45-9:00	Homeroom
9:00-9:50	LA/NW/SW	9:00-9:45	LA/NW/SW
9:50-10:40	LA/NW/SW	9:45-10:30	LA/NW/SW
10:40-11:30	LA/NW/SW	10:30-11:15	LA/NW/SW
11:30-11:45	Weekly Progress Check-In	11:15-11:45	Math Testing
11:45-12:30	Lunch	11:45-12:00	Weekly Progress Check-In
12:30-1:10	Math Testing	12:00-12:15	COE/Study Skills
1:10-2:00	VAPA		
2:00-3:15	Electives		
3:15-3:30	COE/Study Skills		

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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.

Mission Statement

The mission of the California Montessori Project is to offer a quality, tuition-free Montessori education to children in California.

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 week
- 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
- Parents-teachers-student partnerships
- Multi-aged groupings of 12-15 year olds
- Peer and cross-age teaching
- Advanced work
- Social events
- Sports programs
- Student-run Businesses
- Business Internships
- Community Service/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 8:45 am
- Dismissal Time 3:30 pm (regular school day)
- Dismissal Time 12:15 pm (minimum day)

Arrival and Departure Times

Students arriving before 8:30 am are to go to Club M unless they otherwise have permission from a Sequoia 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 3:45 pm, remaining students will be sent to Club M or attend an optional study hall if available that day.

Students arriving to school late must first check in at the office. A note signed by a parent/guardian is required, explaining why the student is arriving late. 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 daily

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 should 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.

24-hour attendance line: 530-672-3095

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 ⁶

Handwritten notes must include the same information as when calling in a student absence as well as a parent signature.

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 in the classroom and ready for instruction at 8:45 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, 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/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 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:

Natasha Raffety: nraffety@cacmp.org

Cherie Cooney: ccooney@cacmp.org

Jeannie Urbina: jurbina@cacmp.org

Desiree Thomas: dthomas@cacmp.org

Rose Fabian: rfabian@cacmp.org

Bob Thomas: bthomas1960@sbcglobal.net

Newsletters

The Shingle Springs Campus Newsletter is a weekly school publication that is sent home with students for review with their families. In addition, the Middle School sends home weekly newsletters as a way of communicating with parents. Current copies of both newsletters are available on the school website.

School Website

www.cacmp.org

The California Montessori Project website is located at:

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, permission slips, immersion trip schedules, study guides, etc. Make sure you check it out!

Telephones

The office telephones, as well as classroom telephones, are for staff use or for student emergency use only. Students may only use the telephone in an emergency or with staff permission. Cell phones are a distraction in the classroom. They are not allowed in class. 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 to soothe a headache or upset stomach. 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. 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 Hours

Each family must commit to putting in 40 parent hours for one enrolled student and 70 hours for two or more enrolled students. Check with your student’s teacher for ways to earn parent 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.

<u>Drill</u>	<u>Code</u>	<u>Description of Brief Procedures</u>
Fire	Alarm	Students are to walk in a single file line to designated area and stay with teacher until, “all clear” is sounded.
Earthquake	Intercom system	Everyone needs to follow the “duck and cover” process by taking protective positions under desks and tables with back to windows.
Lockdown (intruder on campus, threat in local community)	Intercom system	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.

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 homeroom 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 Educational Specialist 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

- To be a contributing member of the class and work to build a peaceful community.
- To 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.
- To initiate a discussion with the teacher if your grade needs to be improved.
- Check grades on-line regularly.
- Fill in your calendar daily for all classes listing daily and long-term assignments and announcements.
- Complete daily homework by 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, and 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.) so that you can ask your student should they forget to give it to you.
- Read any newsletter sent home, review the progress reports, check the school website regularly for study guides and announcements (www.cacmp.org), as well as check your personal email account for teacher communication.

- Regularly check student progress through Aeries online grading system.
- Support the participation of your student in all immersion trips.
- Check your student's cycle calendar daily to make sure they are logging in 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 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
 - Cherie Cooney-Technology, Foreign Language
 - Rose Fabian- Social World (History), Art, Mathematics (Pre-Algebra), Algebra, Personal World
 - Natasha Raffety-Natural World (Science), Art, Mathematics (Pre-Algebra), Algebra, Geometry, Personal World
 - Jeannie Urbina- Language Arts, Art, Mathematics (Pre- Algebra), Algebra, Personal World
 - Desiree Thomas-Physical Education and Health Education
- 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 school-wide expectations for student behavior. (Be safe, be respectful, and be responsible.)
- 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 and in some instances may be referred to law enforcement depending on the seriousness of the offense.

Expected School Behavior

CMP has three principles known as the 3 B's that govern all student behavior:

Be Safe
Be Respectful
Be Responsible

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 to make all of us proud.

The following sections provide a more detailed description of how to ***Be Safe, Be Respectful, and Be Responsible*** 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

As a rite of passage for our adolescent students, CMP dances are reserved for 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***.

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 on 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 only appropriate logos are allowed.

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.

Be Safe

- Wear earrings smaller than a quarter in size
- Wear pants at the waist (no sagging)
- Wear shoes with a back strap (no flip flops or open toes)
- 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 that contains sexual inferences is not permitted. If a logo is chosen to be worn, it must be smaller than a 3" by 5" area. Appropriate logos are permitted on the last Friday of the month.

Be Respectful

- Hats, bandanas, hoods, beanies, etc. are not to be worn inside the classroom.
- Natural hair colors only.
- Shoulders, midriffs, backs, and cleavage should be covered- even when you raise your hand or move around.
- Undergarments of any kind should be covered at all times.
- Hair should be kept out of face and worn in styles that do not cause a distraction in the learning environment (example: mohawk).
- All clothing articles need to be intact and generally in good condition (no holes or rips).
- Shorts and skirts need to be at fingertip length and provide appropriate coverage.
- Clothing, backpacks, arms, etc. should be free of handwritten messages, words or symbols.
- Pajama bottoms are unacceptable for classroom attire.
- Tattoos and Body Doodling (drawing on self) are not acceptable in the Middle School environment.

Be Responsible

PE Dress Code

- Students are not required to dress/ change for Physical Education. However, attire must be conducive to full participation in 100% of the activities. Closed toed shoes are required. Students may bring deodorant and a towel to clean up after PE if they choose.

*The appropriateness of any clothing in question will be left to the discretion of CMP's teachers and administrators.

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, or in the lunch areas. Candy is never an acceptable snack at CMP. Please act responsibly and leave candy 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.

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.

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, walls, ceiling, 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 students even if you don't think they will be copied, using unauthorized notes or technology, bringing notes into a test or using a computer program to translate an assignment and turning it in as your own, and sharing answers before, during, or after quizzes or test. 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 Electronic Resource Contract*** must be signed by both student and parent. Go to www.cacmp.org to view the Internet Use Policy form.

Middle School Academic Expectations

Report Cards/Grades/Citizenship

Student achievement is reported to parents/guardians four times throughout the school year. Progress reports are completed by each teacher and distributed to parents/guardians at the Fall and Spring conferences. Semester report cards are distributed in January and June. See the school wide calendar for specific dates.

Parents/guardians and students can always access student grades through Aeries; see the link on the CMP website.

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 satisfactory or needs improvement for completing and turning in assignments can quickly find themselves earning D’s and F’s in middle school if they follow these same work habits. Missing, incomplete, and/or late assignments can quickly impact 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
50-59%	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

Students are required to make up all missed work when absent from school. Students receive two days after the absence to make up work and be entitled to receive full credit. 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. 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 zero score. Work will be turned in the designated location for that subject.

*Helpful Hints:
Check the school website,
call a friend, or check
study guides before
returning to school so that
you can stay caught up
and don’t have so much
make up work to
complete!*

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, Science or Social Studies 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. In order to have Advanced Work recommendation stated on a student report card, students will have to maintain a cumulative grade of 85% or above in the course in which they are completing Advanced 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. See Appendix B for the ***Advanced Work Commitment Form***.

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 will be expected to come to campus every day and complete a work packet created by their middle school teacher(s). Families who are in need of scholarship assistance should to 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 Trip

The Adventure 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 profit of their student-run businesses.

Students will be asked to sign an ***Adventure Trip Participation Contract***. See Appendix G.

Academic Course Policies and Procedures

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

Policies and Procedures are posted on CMP’s website.

Study Guides

In grades Kindergarten through six, 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 posted weekly on CMP’s website.

Business Internships

Students go out to experience real life work for three days each year. Business Internships are discussed at length at the Middle School Parent Orientation Back to School Night. Please see all ***Business Internship Information*** in Appendix G.

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. 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 submitting receipts to the front office.

Middle School Community Service

CMP middle school students are asked to complete community service acts throughout each school year. The goal for all middle school students is to achieve 50 hours of community service by the end of the school year. If the goal is achieved, those students will participate in the Adventure Trip* to be determined by the Sequoia community. We define community service to be an act where one is servicing the community outside their immediate family without being paid.

****Please see the Adventure Trip contract in the Appendix F***

Why do we encourage community service 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 community service 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.
- 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.
- Participating in the Intel PC Pals program.

Middle School Graduation

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 is traditionally held at the Discovery Hills Church (across the street).
- The ceremony will be held on Friday, June 8, from 4:00-5:30 pm.
- 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.

Celebration:

- Immediately following the graduation ceremony, a celebration will be held on campus honoring the graduates.
- The celebration will include: catered dinner, cake, DJ music, and gifts to the graduates.
- There is a fee per person attending the ceremony to pay for the food, DJ, decorations, and cake.

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 as an infant, toddler, pre-schooler, and one for every grade in school. The families are responsible for submitting any of the individual student pictures the front office does not have on file (i.e. any year not enrolled at CMP). Parents of seventh grade students may be asked to help facilitate filming students and CMP staff for the video portion of the slide show. Making this slide show amazing takes the support of our families by submitting photos early and by taking, collecting, and submitting snapshots of the students over the years.

Speeches and Awards:

- There are two 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.
- There will be a minimum of two student speakers. One will be nominated by the teachers and one nominated by the students. Please see the specific guidelines for graduation speeches outlined in the Middle School Handbook.

Graduation Dance:

- A graduation dance will take place Wednesday, June 13.
- The dance is combined with the other CMP middle school campuses.
- It will be held at the American River Campus from 7:00-9:30 pm.
- All graduates do not need to pay admittance. Seventh grade students will be asked to pay a small admittance fee.
- 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.

Graduation Speech

As a Language Arts assignment every student will prepare a graduation speech. This process is broken down throughout the school year. The students selected to be speaker at the graduation may be the student with the highest score on their graduation speech in Language Arts or a student selected by the teachers and the student voted upon by their peers. See Appendix H for the ***Speech Assignment and Rubric***.

Athletics

Grades: Students are required to maintain a minimum of a “C” in every class in order to participate in CMP Athletics. Grade checks are done weekly during the season. Generally they are done on Tuesdays. 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 at least a “C.” Participation in practices will be at the discretion of the Coach and Parent. CMP offers regular study halls several times throughout the week and athletes are required to attend the study halls until their grades are brought up and they can continue with their commitment to their team.

Attendance: Students must attend a minimum of 50% of the school day of a competition 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 adolescents’ sports and 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, Physicals 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. A Sports Physical is due annually.

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.

Dress Code Policy:

Students are encouraged to dress to the theme of the dance (punk rock, 70's, etc.) Have fun, but remember the school dress code is in effect for every CMP sponsored dance.

1. 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.
2. Students will be asked to immediately correct the following conditions or not be admitted to the dance: visible midriffs, visible undergarments, tube tops and revealing blouses, sleeveless undershirts; "muscle shirts", altered hats or clothing using symbols/language not originally on the items and the wearing of wallet chains, pointed studs or any accessory deemed potentially dangerous by school staff.
3. Athletic shorts and short shorts are not appropriate.

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 1 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 stick mouth wafers allowed (potential choking hazard).
6. NO inappropriate contact (kissing, grinding, etc.)
7. NO horseplay.

Consequences:

Any violation of the dance behavior policy and/or dress code policy may result in a phone call home and early dismissal from the dance.

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

Student Signature: _____

Parent Signature: _____

Advanced Work Commitment Form

I have been invited or requested to be in the 8th grade advanced work course for _____ (subject area). I recognize that there will be additional requirements each cycle of learning in advanced work study. The benefits of being in advance work courses for all five cycles will allow teachers to provide high schools with proper placement in advanced high school course work. In order to have that recommendation I understand that I will have to maintain a cumulative grade of 85% or higher in the course in which I am completing Advanced Work. If, for any reason, I choose not to continue in Advanced Work I fully understand that I will be required to finish the cycle's Advanced Work but can opt out of Advanced Work for the next cycle. I will have to make sure that my teacher is aware of this change so that it can be noted on this Commitment Form. I also recognize that failure to complete all five cycles of Advanced Work will result in no advance placement notation on my report card.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Recommending Teacher Signature _____ Date _____

Comments:

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. 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). Families who are in need of scholarship assistance will need to contact the office, for the appropriate forms. 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 science, team work, teambuilding and exploration.
- Students are immersed in environment that establishes the third period in the Montessori curriculum.

Behavior Expectations for Students

Students are expected to adhere to the three tenants of our school rules: 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 assigned staff member; students will have access during designated times to call parents.

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.
- Gas contributions are expected in lieu of transportation “fees.” Please turn in the designated amount of gas money to the classroom with your permission slip.
- No caffeinated drinks or sodas.

Immersion Trip Participation Contract for Students (*cont.*)

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. In addition, if I am a chaperone I will follow all the guidelines above, knowing that if I do not, I will not be asked to chaperone again.

Parent Signature

Date

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

Immersion Trip Participation Contract for Parents

“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 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). Families who are in need of scholarship assistance will need to contact the office.

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.
- Be cleared for Live Scan, TB Test, DMV print out, 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:

- Payment for immersion trip must be paid for at least one month before the trip. Scholarship notification should also be made known to the administrative staff.
- Complete immersion trip form.
- Refer any discipline issues to the teachers to handle.
- Attending 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.

Parent Signature

Date

Specific Sequoia Class 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 **promptly at 8:45am**. Get out pencil and binder.
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:	1 st Offense	Non-verbal warning given with an in-house recovery
	2 nd Offense	Behavior report given to student
	3 rd Offense	Office referral-(consequence determined by administration)

If the behavior warrants a stronger response, a mandatory Study Hall or referral may be given without warning.

HOMEWORK/CLASSWORK: Homework is done daily; often it is completion of work started in class. Occasionally weekend homework is assigned. **All work must be turned in on time** for 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.

APPROVED CLASSROOM SNACKS: The following are approved snacks in the classroom:

- Nuts (no shells)
- Fresh or Dried Fruit
- Vegetables
- Cheese Sticks

BATHROOM PROCEDURE: 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. If the student is not in Miss N.'s room, they must exit the building (with a pass) and go to the bathroom in Deodora.

BELOW STANDARD WORK: Work that is 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 re submitted after that time will 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.

INDEPENDENT WORK: Students are expected to work by themselves to complete Foreign Language assignments, Accelerated Reader/Math quizzes, **Drop Everything And Read**, Accelerated Math worksheets and K-8 technology assignments.

GRADING: Grades are based on point totals from class work, homework, projects, tests, labs, quizzes and participation. The grading scale for all subjects is as follows:

	Math	Rosetta Stone	Technology	Language Arts	Social World	Natural World	Art	PE/ Health
Class Work/ Class Participation	10%	100%	100%	10%	25%	10%	70%	50%
Homework	30%	N/A	N/A	10%	N/A	N/A	N/A	10%
Presentations	N/A	N/A	N/A	20%	20%	20%	10%	10%
Study Guides/ Portfolio	10%	N/A	N/A	30%	20%	30%	10%	N/A
Weekly Quizzes	50%	N/A	N/A	20%	25%	30%		30%
Final Exam	N/A	N/A	N/A	10%	10%	10%	10%	N/A

**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 Sequoia classroom expectations with my child and we both understand what is expected in the classroom.

Student Name _____

Parent Signature _____

Please cut off this section and return to your homeroom teacher by September 1.

Adventure Trip Contract

The Adventure 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 community service and positive behavior. Through the student-run businesses (i.e. Quويا Café, Taqueria Tuesday and Deli Thursday) the class earns a profit that provides the funding for the Adventure Trip. The student-run businesses are extra-curricular time that the students commit to in order to supplement the Adventure Trip Fund. The hours accrued are considered community service hours and every student in Sequoia class is required to complete a minimum number of community service 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 Trip.

The following outline, details the requirements of participating on the Sequoia Adventure trip. Failure to meet one of these requirements may result in no invitation to the Sequoia Adventure Trip.

- Completion of 50 community service hours before June 1, 2012.
- No suspensions after January of 2012.
- Any Office Referrals after January may result in loss of Adventure Trip invitation.
- Low academic performance (one or more failing grades).

 Parent Signature

Date

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

Sequoia Class

Business Internships

February 13, 14, and 15, 2012

Each year the Sequoia class provides an opportunity for students to explore their personal interests by interning 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 internship.

- All students must be present at school from 8:45-9:45. We will take attendance and have some instructional time before the students leave for their internship sites.
- Students may leave anytime after 9:45 to go to the business of their choice.
- Students are encouraged to intern 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.
- The classroom is open during regular school hours for anyone who does not schedule an internship site during the 9:45-3:30 block of time. The teachers will be present to provide instruction and possibly create an internship opportunity on campus.
- Students need to share with the teachers where they will be interning each day and provide specific times they will be at the site (Business Information Sheet, Time Sheet).
- Students are expected to intern for a minimum of 12 hours with a maximum of 18 hours for the week or an average of five hours each day.
- These hours count toward their overall requirement of 50 community service hours for the year.
- Students are required to put together and give a slide show presentation summarizing their internship experience on Thursday, February 16. The slide show should include:
 - Information on the business/es
 - Literature from the business (business cards, brochures, etc.)
 - Photographs of the student in action (strongly encouraged, but not required)
 - A summary of the experience and what was learned
 - Any other information that would be beneficial to share with other students
- We will need volunteer drivers to assist in getting students to and from their internship sites. All drivers must be cleared through the office. Please indicate on the attached form if you will be able to help us shuttle kids on these days. Your support is greatly appreciated!!!!

In the past, this has been a wonderful experience for the students. Students have learned what they may like to do in the future, fostering student motivation while giving purpose to their education.

Business Internship

Volunteer Driver Information

Parent Name: _____

Are you cleared to drive?

If not, can you have your paperwork updated by February 1, 2012?

Are you available to drive students to business internship sites (starting at 9:45)?

Which dates: Monday, 2/13 Tuesday, 2/14 Wednesday, 2/15

How far are you willing to drive?

How many students can you take?

Are you available to drive students back to school from internship sites (starting at 2:00)?

Which dates: Monday, 2/13 Tuesday, 2/14 Wednesday, 2/15

How far are you willing to drive?

How many students can you take?



California Montessori Project

4645 Buckeye Rd.
Shingle Springs, CA 95682

January 15, 2012

Dear Community Member:

The seventh and eighth graders of the California Montessori Project spend three days 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 student will be sending a letter and resume stating their interests and goals. These goals should be reviewed with the student so that clear expectations can be articulated. 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 the three days, 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. Thank you for giving our students this wonderful opportunity to grow and mature.

Sincerely,

CMP Middle School Teachers; Natasha Raffety, Jeannie Urbina and Rose Fabian

Business Internship Timeline

- Step 1: Decide on at least 3 possible sites. **Due January 13**
- Step 2: Write a resume. **Due January 13**
- Step 3: Follow up with letter of introduction and make a phone call or a visit to the businesses. **Due January 20**
- Step 4: Make final arrangements for internship. **Due January 27**
- Step 5: Turn in *Business Internship Agreement* form to the teachers. This will indicate where and when you will be spending your time during the internship. **Due January 30**
- Step 6: Conduct your internship. **February 13-15**
- Step 7: Present slide show presentation. This is required for attendance records. **Due February 16**

Business Internship Evaluation Form

Student: _____

Was the student:

Cooperative _____ Yes _____ Sometimes _____ No

Willing to learn _____ Yes _____ Sometimes _____ No

Able to problem solve _____ Yes _____ Sometimes _____ No

Self-motivated _____ Yes _____ Sometimes _____ No

Able to communicate _____ Yes _____ Sometimes _____ No

Able to focus on the task _____ Yes _____ Sometimes _____ No

Student's overall performance was:

_____ Great _____ Satisfactory _____ Less than satisfactory

Any feedback to the student:

Any feedback to the school on the back:

Internship Site

Supervisor

Date

7th /8th Grade Graduation Speech Assignment

~Mastering Speech Writing & Delivery~

Some people say that effective public speaking comes through constant practice. Others think that great public speakers are born. The answer is probably somewhere in the middle. As a CMP middle school student, you will develop into a more effective public speaker through the art and practice of writing a graduation speech and delivering that speech to a captive audience: your classmates.

This graduation speech writing and delivery assignment is one you will prepare for during the entire school year through your language arts curriculum. Time will spent developing your speech writing skills as well as advancing your public speaking abilities to cultivate you into a powerful public speaker.

Whether you become a speaker at your 8th grade graduation, high school graduation, college graduation, graduate school graduation or in any of the numerous venues available in the world today, you will not only be equipped, you will be incredible. So, get ready to shine!

Cycle 1

Explore Speech Themes

The key to writing good speeches lies in using a theme. If you always refer back to this theme in your speech, the audience will respond positively and remember your words.

Develop Theme Reinforcers

Theme reinforcers are the 2-3 points you want to emphasize throughout your speech to repeatedly 'reinforce' the central idea you are communicating.

Cycle 2

Outline Your Speech

The effective organization of your speech content is a necessity to engage your audience. In outline form, you will organize your theme/theme reinforcers into three-parts: introduction, body and conclusion.

Assemble and Integrate Speech

Components

Engaging openings and powerful closings, timeless quotations and distinct rhetorical devices, as well as unconventional ideas that can make your speech stand out will be explored. Once assembled, you will uniquely interweave your various speech components into your speech outline.

Cycle 3

Study Effective Speeches

There are many notable speeches that have penetrated the minds and hearts of an audience. You will examine great speeches of the past to find inspiration.

Write a Great Speech

A great speech is in your near future. Using your speech outline, your collection of speech components and your experience reading, listening to and seeing powerful speeches, you will write a remarkable speech of your own.

Cycle 4

Revise/Edit Speeches

First drafts always leave loose ends hanging. Tighten up the loose ends of your speech and help others do the same. You will revise and edit your own speech as well as serve as editor for others.

Learn Presentation Strategies

Impact and authenticity can be best friends. Learn speech delivery techniques and strategies that are natural for your personality yet deliver with a thump. Then, practice, practice, practice.

Cycle 5

Deliver Your Speech

The stage is yours. You will deliver your graduation speech to your classmates.

Rubric

	0-5 points	6-10 points	11-15 points	16-20 points	Total Points
Time	1 minute or less or over 6 minutes	between 1-2 minutes or between 5-6 minutes	between 2-3 minutes or between 4-5 minutes	between 3-4 minutes	
Text	Typed in font other than 12 point font and not double spaced, more than 7 spelling or grammar errors	Typed in font other than 12 point font and/or not double spaced, 4-6 spelling or grammar errors	Typed in font other than 12 point font or not double spaced, 1-3 spelling or grammar errors	Typed in 12 point font, double spaced, no spelling or grammar errors	
Presentation	60% of time or less keeps eye contact, upright posture, voice projection and word articulation (distracting um's, uh's, likes)	70% of time keeps eye contact, upright posture, voice projection and word articulation (noticeable um's, uh's, likes)	80% of time keeps eye contact, upright posture, voice projection and word articulation (few um's, uh's, likes)	90% of time keeps eye contact, upright posture, voice projection and word articulation (no um's, uh's, likes)	
Organization	Three or more of the following elements unclear: introduction, body and conclusion; theme; reinforcers connected to theme	Two of the following elements unclear: introduction, body and conclusion; theme; reinforcers connected to theme	One of the following elements unclear: introduction, body and conclusion; theme; reinforcers connected to theme	Clear introduction, body and conclusion, clear theme, all reinforcers connected to theme	
Ideas and Content	Missing three of the following speech elements: applicable theme, engaging opening, powerful closing, a relevant quotation, a distinct rhetorical device, an unconventional idea that makes your speech stand out	Missing two of the following speech elements: applicable theme, engaging opening, powerful closing, a relevant quotation, a distinct rhetorical device, an unconventional idea that makes your speech stand out	Missing one of the following speech elements: applicable theme, engaging opening, powerful closing, a relevant quotation, a distinct rhetorical device, an unconventional idea that makes your speech stand out	Applicable theme, engaging opening, powerful closing, a relevant quotation(s), a distinct rhetorical device, an unconventional idea that makes your speech stand out	
Extra Credit	1 point extra credit for each appropriately labeled rhetorical device used in speech (circle rhetorical devices on printed copy of speech)				
Total Points					

Sequoia Class Immersion Trip Protocol

- The Sequoia Class teachers plan Immersion Trips very carefully to ensure that every student has a place to sleep, food to eat, activities to do, and fun to have.
- The teachers work very hard to make sure the trips are educational, fun, meaningful, safe, and economical for every student.
- Occasionally, a student may want to opt out of a trip because it is not of great interest to them. In this circumstance we want to challenge students to go anyway! These trips are sometimes about stepping outside of a person's comfort zone. Trips provide opportunities to see the world from a different perspective, experience different ways of life, and try new things.
- We feel so strongly about the importance of participating in these trips that we are asking **every** student to attend **every** trip.
- Most of the time, payments are due in advance to reserve housing and or activities. The teachers need to make estimates as to how many people will be in attendance sometimes a year in advance. When a student backs out, payments are still made in their absence.
- In order to make sure that we do not unnecessarily lose money, we are asking every family to pay a flat fee for this year's immersion trips. This way we will have adequate funding to pay for the trips.
- The cost for all five of this year's trips is \$500.00.
- There are three payment options available
 - Pay all \$500 by September 1
 - Make two payments of \$250, one by September 1 and the second by March 1.
 - Make 10 payments of \$50 due by the first of each month beginning in September and ending in June.
- Please let us know which option you prefer. By filling out the feedback form below.

Immersion Trip Payment Options

Name of Student _____

Payment method:

In full: \$500 by September 1

In two payments: \$250 by September 1 and \$250 by March 1

In ten payments: \$50 due by the first day of school each month, beginning in September and ending in June

Sequoia Class

Sequoia Academic Calendar 2011-Semester 1					
Month	Monday	Tuesday	Wednesday	Thursday	Friday
August	15 Kids Night Out- Sequoia Students needed	16	17 First Day of School Back to School Night 6-7:30 PM	18	19 Assembly- Wear CMP shirt
	22 Cycle 1 Overview Night- 5-6 PM	23	24	25 Football and Volleyball game @ Pleasant Valley	26
August/Sept	29	30	31 Tech Night 6-7:30PM	1 Volleyball/Football TBA	2 Assembly-Responsibility
September	5 No School/Labor Day	6	7 Cross Country Meet @Pleasant Valley	8 Volleyball/ Football @ Markham	9
	12 School Pictures	13 School Pictures	14 Cross Country @Gold Trail	15 Volleyball @ smith Flat	16
	19	20	21 International Peace Day	22	23 Minimum Day Cross Country Meet @EDHS Dance @ Shingle Springs 7-9:30 PM
	26	27 Volleyball @ Home	28 8 th grade Hearing Screening	29 Volleyball @ Golden Hills Football TBA	30
October	3	4 Ropes/ Farming Immersion Trip	5 Ropes/ Farming Immersion Trip	6 Ropes/ Farming Immersion Trip	7 Assembly-Self Discipline/Red Ribbon Week Kick-Off Wear red School Picture Retakes
	10 Cycle 2 Overview 5-6 PM	11	12 Conferences	13 Conferences	14 Conferences
	17 World Fair 5-7 PM	18	19	20	21
	24	25 Closure Day	26	27	28
October/Nov	31	1	2	3	4 Assembly-Honesty
November	7	8	9	10	11 No School/Veterans Day
	14	15	16	17	18 Minimum Day
	21 No School/ Thanksgiving Vacation	22 No School/ Thanksgiving Vacation	23 No School/ Thanksgiving Vacation	24 No School/ Thanksgiving Vacation	25 No School/ Thanksgiving Vacation
Nov/Dec	28	29	30	1	2 Assembly- Tolerance/Acceptance Winter Dance @ Elk Grove 7-9:30 PM
December	5	6	7	8	9 Basketball Tournament
	12 SF Chaperone Meeting 4:30-5:30 PM Fall Sports Banquet 5:30-7 PM	13 San Francisco Immersion Trip	14 San Francisco Immersion Trip	15 San Francisco Immersion Trip	16 Minimum Day

Sequoia Academic Calendar 2012-Semester 2

January	9 Cycle 3 Overview 5-6PM	10	11	12	13 Assembly-Forgiveness
	16 No School/ MLK Jr. Day	17	18	19	20
	23	24	25	26	27 Minimum Day Report Cards
Jan/Feb	30	31	1	2	3 Assembly-Courage
February	6	7	8	9	10
	13 Business Internships	14 Business Internships	15 Business Internships	16 Science Fair	17 No School
	20 No School/ President's Day	21 Cycle 4 Overview 5-6 PM	22	23	24 Minimum Day Dance @ Capital 7-9:30 PM
Feb/March	27	28	29	1	2 Assembly-Friendship Dr. Suess Day
March	5	6 7 th grade STAR Writing	7 7 th grade STAR Writing	8	9
	12	13	14	15 No School	16 No School
	19	20	21 Conferences	22 Conferences	23 Conferences
	26	27	28	29	30
April	16 Cycle 5 Overview 5-6 PM	17	18	19	20 Jump Rope for Heart Assembly-Assertiveness Minimum Day Dance @ Carmichael 7:30-9PM
	23	24	25	26	27
April/May	30	1	2	3	4 Assembly-Peacefulness Wear Tie Dye
May	7 STAR Testing	8 STAR Testing	9 STAR Testing	10 STAR Testing	11 STAR Testing
	14	15	16	17	18
	21	22	23	24 Spring Sports Banquet 5:30-7PM	25 Minimum Day
May/June	28 No School/Memorial Day	29	30	31	1 Talent Show
June	4	5	6	7	8 8 th Grade Graduation 4 PM
	11 Adventure Trip	12 Adventure Trip	13 Adventure Trip Minimum Day Dance @ American River 7-9:30 PM		