

Dr. Earl F. Calcutt Middle School  
Student and Family Handbook  
2021-22



*The mission of the Calcutt Middle School is to consistently provide an educational environment that is developmentally and culturally responsive, academically rigorous, promotes social and civic responsibility and allows all students to cultivate their unique gifts, talents and interests.*

**Welcome to the 2021-2022 school year!**

Dear students, staff, parents/guardians and members of the Calcutt community,

I am pleased to present the 2021-2022 Dr. Earl F. Calcutt Middle School Student Handbook.

This handbook will serve to guide students, parents and staff alike in ensuring our school is safe and promotes fair and equitable educational and disciplinary practices. We will continue to evaluate data and gather feedback from our stakeholders to refine our practices to better reflect our core values of respect, responsibility and safety.

Sincerely,

Calcutt Administration

Calcutt Middle School  
112 Washington Street  
Central Falls RI 02863  
401-727-7726  
[www.cfschools.net](http://www.cfschools.net)

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## **Parent Support and Involvement**

### **Home/school Connections**

Parents play a critical role in the education of their children. Parental involvement in its various forms positively impacts student achievement; therefore, we are committed to continuing strong partnerships with parents in the education of their children.

Please contact our Dean of Student and Community Engagement, Mr. Javier Centeno, to learn more about volunteer opportunities.

Email systems are consistent for all school district employees which include the last name and first initial followed with [cfschools.net](mailto:cfschools.net). For example, you can send a message to our Dean of Student and Community Engagement, Mr. Javier Centeno, at any time at [centenoj@cfschools.net](mailto:centenoj@cfschools.net)

It is vital that the school have the most up-to-date contact information form on file for your student. **Fill out the Emergency Contact Information form when you receive it and please call/visit the school immediately if your child's contact information changes at any time.** This will assist in keeping you informed in a timely manner.

### **Academic Expectations and Support**

#### **Classwork and Homework**

In order to be successful at Calcutt, all students must fully engage in all classroom activities. This is the students' opportunity to get direct support from their teachers. Teachers are able to monitor student progress as they complete work in class and are able to use that work to target individual student needs.

Homework is an important way for students to prepare for learning experiences beyond middle school. Homework provides students the opportunity to further practice the skills they need as identified by their teachers to support their academic growth. Students will also be able to benefit from being assigned homework by increasing the opportunity to better their final grade in the given subject.

Classwork and homework assignments are carefully selected by teachers to ensure students are making adequate progress toward grade level standards. Therefore, in order to move forward academically, students should complete all of their assignments in a timely fashion. In the event that a teacher does not assign homework, students should engage in an average of 30 minutes of independent reading (self-selected or LEXIA) and math work (via ALEKS) per evening.

#### **Absences from class**

If a student is absent, the student should access Google Classroom for missing work and connect with the teacher for any additional information. As we prepare students to become young adults we ask that students make up work in a timely manner after an absence. Students and parents should communicate with teachers regularly concerning grades and assignments.

## **Plagiarism**

The word **plagiarism** comes from a Latin word for kidnapping. Kidnapping is stealing a person. Plagiarism is stealing a person's ideas or writing by copying their work. If students are caught plagiarising any school work, the teacher may fail students for that assignment or ask students to redo the entire assignment.

## **Benchmarks**

Students are required to complete benchmark testing three times throughout the year. These tests provide students, families, and educators with essential information about student progress. Students will be tested in math, reading and writing. These tests are required and information will be used to plan instruction, determine extra support, and make decisions about retention and promotion. Students will also be periodically screened and supported with their reading using the IRLA screening tool. If you have any questions about your student's benchmark progress, please reach out to their teacher or guidance counselor.

## **Additional Supports**

Parents and students are encouraged to reach out to their teachers at any time for additional academic support. Students are also encouraged to use chromebooks at home to access Lexia for reading support and ALEKS for math support.

If students are not meeting grade level standards based upon their benchmark test results. They will be referred to an after school program for a number of weeks. These programs will run after school from 2:30-4:00. The purpose of these programs is to ensure that students are prepared to do increasingly challenging grade level work.

## **Academic Reporting**

Access to your child's academic information is available through the parent portal on Skyward. The portal entry can be accessed by going to [www.cfschools.net/logins.html](http://www.cfschools.net/logins.html). Once on the homepage, click on the families/students link and then click on Skyward Family Access.

If you would like to receive skyward training please reach out to guidance counselor Karen Maldonado (maldonadok@cfschools.net)

## **Report Cards**

Students will receive report cards on the following dates:

**First quarter report cards go home during parent-teacher conferences on: Nov. 16 or 17, 2021**

**Second quarter report cards go home on: Wednesday, February 2, 2022**

**Third quarter report cards go home on: Thursday, April 14, 2022**

**Fourth quarter report cards go home on: Wednesday, June 15, 2022 or last day of school**

## **Grading and Promotion Policies**

5th and 6th grade - Standards Based Report Card:

For each subject area, the standards that your child will be learning this year are listed on the report card. These standards are taken from the Common Core State Standards. Your child will be graded as they are learning and working on each standard. The scale is the following

- 4 - Exceeds
- 3 - Meets
- 2 - Approaches
- 1 - Not meet
- N/A - Not Assessed

7th and 8th grade - Traditional Report Card:

- All students will take English, Mathematics, Science, Social Studies, and Physical Education. In addition students will take Computer Science, Performing Arts, Art, and Music on a rotating basis.
- Each quarter students will receive an individual grade for each subject. Each teacher will give students a syllabi at the start of the school year with class percentages broken down into a variety of areas (such as participation, quizzes, tests, projects, homework, etc.) A failing grade is anything below a 65.
- At the end of the year students will receive a final average. The child's final average needs to be higher than a 65 to pass the course. The child's final average needs to be higher than a 49 to be eligible for summer school. Additionally, students are **NOT** eligible for summer school if they fail all four core classes.
- **Promotion Policy:** Students must earn a passing grade in a minimum of three core classes to be promoted to the next grade. Students requiring additional support in math or reading may be promoted and referred to supplemental programs for additional support.

### **Academic Honors**

Students at Calcutt can achieve the following honors distinctions:

- First Honors: A's in all 6 subjects for which the student is enrolled for the quarter
- Second Honors: A's and B's in all 6 subjects for which the student is enrolled for the quarter

## **Calcutt Community Expectations**

### **Restorative Practices**

Calcutt is a restorative practice school. Restorative practice holds all community members to high expectations while also providing high levels of support. The practices focus on building strong relationships, maintaining the community, and repairing harm when it has taken place.

Restorative practices is not a program, but a way of being together. Conflict is a part of life, but it doesn't have to be destructive. In fact, working together to resolve disagreements and handle conflicts constructively builds social and emotional competencies, a strong sense of community, and mutual caring.

## **Calcutt Middle School Behavior Expectations**

### **BE RESPECTFUL**

#### **Students will:**

- Respect each other, and all property to ensure a positive and safe learning environment.
- Display appropriate behavior according to the CMS Handbook at all times.
- Cooperate with all school personnel.
- Use appropriate language, tone and volume throughout the school.
- Move quietly through the building to avoid distracting others in their classrooms.

### **BE RESPONSIBLE**

#### **Students will:**

- Adhere to the CMS dress code.
- Arrive to school and to every class on time and be ready to work.
- Take proper care of school materials, technology, equipment and facilities.
- Remain on school property during school hours.
- Complete and turn in assignments on the due date.
- Make up missing work in a timely manner.
- Carry materials needed for each class according to teacher or team expectations.
- Keep backpacks in lockers during the school day for 7th and 8th graders.
- Return as quickly as possible whenever out of class in order to maximize learning time.
- Place all trash and discarded materials in trash cans throughout the day.
- Use electronic devices in accordance with the Central Falls Public Schools Acceptable Use Policy.

### **BE SAFE**

#### **Students will:**

- Follow all covid guidelines including coming to school with a mask and wearing it properly at all times.
- Maintain personal boundaries in all areas of the school.
- Follow all school-wide entering and exiting procedures.
- Follow all emergency procedures for fire, lockdown and evacuation.
- Immediately report inappropriate behavior or safety concerns to an adult.
- Utilize language, tone and volume that is emotionally safe for self and others.
- Adhere to all pedestrian rules when walking on or away from school grounds.
- Once inside the school building, remain in the school building until dismissed.
- After dismissal and not participating in afterschool programs, students should exit the building and leave the property quickly.

## **Attendance and Tardiness - Students are expected to be in school on time every day.**

**School start time:** School doors open at 8:00am. Students arrive at 7:55 a.m. (or 7:30 a.m. to have breakfast). Students should report to class by 8:02 a.m. Students will need to get a late slip starting at 8:02 a.m.

**School end time:** 2:30 p.m.

Students are expected to be in school the entire day unless a doctor's note is provided to require an early dismissal. Parents and/or guardians are not allowed to dismiss students after 2:00 p.m. No student will be dismissed early from school unless a primary parent/guardian (must be listed in Skyward) comes to the school -in person, with a picture ID-and signs the student out at the main office.

**Early Release:** 1:20 p.m.

Students will be released early once per week to allow for professional learning at Calcutt. Early release is as follows:

Grade 5: Mondays

Grade 6: Wednesdays

Grade 7: Thursdays

Grade 8: Tuesdays

All students are expected to engage in their independent reading or math work during this time as required by Calcutt's core curriculum. If you wish for your student to remain on campus, you may sign them up for homework club by contacting Dean Jackie Barbosa Chantre ([barbosaj@cfschools.net](mailto:barbosaj@cfschools.net)) or Dean Noel Grant ([grantn@cfschools.net](mailto:grantn@cfschools.net)). The early release program will begin on September 13, 2021 and will continue for the remainder of the academic year.

## **Professional Days and Half Days**

School will be closed for professional learning on the following dates:

- September 29, 2021
- October 28, 2021
- January 7, 2022
- March 14, 2022
- May 11, 2022

Grades 5 and 6 students will be dismissed from school at 11:00 on the following dates:

- September 15th
- October 20th
- November 10th
- December 15th
- January 19th
- February 16th
- April 13th

**Tardiness:** Late slips must be obtained before reporting to class if a student is late to school. Any student who arrives late to school will be required to report to the main office. Late students may be required to participate in an after school session, complete a reflection sheet, or both. The after school

session and reflection sheet are tools that are used to help students identify strategies that they can use to make sure they arrive to school on time.

*Please note:* According to Rhode Island State Law, after ten days of unexcused absences, you and your family are at risk of being summoned to Truancy or Family Court. Also, according to the District's attendance policy, four instances of tardiness to school equal one day of unexcused absence. Truancy Court takes place at school; Family Court is in Providence. Legally, parents must take time off from work to comply with Court appearances.

### **Dress Code Policy**

According to the City of Central Falls Policy Book, Section 5.3.1.1, all students attending Central Falls Public Schools will need to comply with the mandatory dress code policy, as supported by RI General Law 16-2-33.2:

Students should abide by the following guidelines:

- Any clothing that interferes with or disrupts the educational environment is unacceptable.
- Clothing language or images that are vulgar, discriminatory, obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited.
- For safety purposes, footwear should be flat and should cover the entire foot, toe to heel. Students should wear the following footwear: sneakers, boots, dress flats, or loafers.
- Students should dress comfortably, but professionally. Pajamas, beachwear, tank tops, and belly shirts are prohibited. Undergarments should not be exposed. Hoodies are permitted, but the hoods must be removed in common areas of the building (Example: hallways, stairwells, cafeteria, etc).
- Hats, bandanas, sunglasses, or any items that are designed to conceal the face are not to be worn in school, unless required by the Department of Health.
- Some classes may require specific apparel for safety and health reasons.
- Students in violation of the dress code will be referred to the office and the Principal/Dean of Students will render decisions in individual cases. Any student in violation of the dress code will be required to immediately make the necessary adjustments to comply with the code which may include parent contact.

### **Responsible Use of Lockers**

Grade 7 and 8 will be assigned lockers. Students need to put backpacks, jackets, hats, personal belongings, food and drinks into their lockers at the start of the school day. Grade 5 and 6 students should store personal items in their classrooms. Bags are not allowed in the halls at any time. Students may only access their lockers at the following times:

- At lunchtime students can access their lockers for food or drinks to be eaten in the cafeteria.
- Students who have specialists last period can access the lockers before going to class, as they are dismissed out different doors.
- Students who have core content classes last period, will access their lockers at dismissal time.

Students will not have access to their lockers between or during classes. Students are responsible for the security of their lockers. Combinations should not be shared with any other students.

## **Food Policy**

Students are allowed to bring water in a see-through bottle into school. Coffee and other drinks are not allowed to be consumed during school hours. Students are allowed to bring lunch to school; however, the lunch must remain in their locker until their lunch period. Students are not allowed to order food and have it delivered to the school. We ask that parents do not deliver food to the school for their student(s). All food and drinks are to be consumed in the cafeteria, no food is allowed to leave the cafeteria.

## **Cell Phone and Electronics Policy**

Students are expected to use their district issued or personal laptop during class time in accordance with the Central Falls Public Schools Acceptable Use Policy. Failure to do so may result in loss of computer privileges and further disciplinary action as appropriate. Ear pods may **only** be used for instructional purposes if required by the lesson.

Cell phones and other electronic devices should be off and away between the hours of 7:55 and 2:30. Teachers may request to collect phones and return them to students at the end of class or ask students to secure their phones in their lockers. If a student does not turn in their device when requested by a teacher and is accessing it during class an administrator will be called to retrieve the device. On the first and second offense the administrator will hold the device and the student may retrieve it after dismissal. On the third and subsequent offenses the phone will be held until a parent or guardian comes to the school to retrieve the device.

If a student is enrolled in an after school or Saturday program cell phones and electronic devices should be off and away for the duration of that program.

***Pictures, videos, text-messages and phone calls are prohibited throughout the school building at all times.***

## **Outside the Classroom Expectations**

### **Leaving School Grounds Without Permission**

Any student who leaves school grounds without permission will require a re-entry meeting. In addition, students are not allowed to use exterior doors during the hours of 8:00am.-2:30pm. If the alarms are triggered the building may be placed in lockdown to allow for the administration alongside the school resource officer to investigate and determine whether or not there is an active threat to the school. If the building is placed in lockdown the student or visitor who triggered the alarm may be referred to the school resource officer in reference to RIGL 11-45-1.

### **Hallway Transitions**

Getting to class and school on time is an important life skill that will help every individual be successful in a career or college setting. Students have two minutes to transition to class. If a student is late to class they will need to conference with the teacher. If a student is chronically late to class the teacher should communicate this with the family in a two-way conversation and refer the student to the wellness team for additional support.

## **Hallway Passes**

Students must sign in and out whenever they leave class. Students must have an authorized pass on them at all times when not transitioning between classes.

Only one student should leave any classroom at a time. The exception to this is when a student requires immediate medical attention from the nurse.

Passes are not allowed to be given during the first and last 10 minutes of class unless a student requires immediate medical attention from the nurse.

## **Restroom Expectations**

- No restroom breaks during the first and last 10 minutes of class
- Only one student out of the class at a time for the bathroom.
- Sign out on the Out-of-Class log
- Take the classroom pass
- Go directly to the restroom and back
- Be courteous to your classmates by returning in a timely manner
- Sign back in on the Out-of-Class log
- Return quietly to your seat and continue working

It is each student's responsibility to maintain this privilege by adhering to the expectations.

## **Referral to After School and Saturday Programming**

### **Daily Extra Time**

Teachers may require students to stay with them after school for academic or SEL support. Teachers will provide families with 24 hours notice if their student is expected to stay after school. Administrators can also assign students to school wide after school time for academic or SEL support. School wide time will run Monday-Thursday from 2:30-3:30. Administrators will provide families with 24 hours notice if their student is expected to stay after school.

### **Saturday School**

When students require more intensive academic or SEL support, an administrator may assign Saturday School. Saturday school takes place from 8:30-11:30. Saturday schools may be assigned to allow students to catch up on their academics or to reflect on instances when they did not meet Calcutt's behavior expectations. If the administrator notes that a Saturday school is being assigned in lieu of a suspension, failure to report to Saturday school will result in a suspension on the following school day and a re-entry meeting will be required. If Saturday school is assigned for academics, students must attend because this means that the student is in danger of not meeting the requirements for being promoted to the next grade.

### **Social Restriction**

Social Restriction means the student may not participate in extracurricular activities either during or after school. These activities include, but are not limited to, such events as dances, sports, non-curricular field trips, pep-rallies, etc.

There are three reasons why a student may be placed on social restriction:

- 1) Failure to report to extra time or Saturday school**
- 2) Chronic absenteeism**
- 3) Safety concerns**

### **Out of School Suspension**

Students who receive out of school suspension miss valuable instructional time, which can lead to further negative behaviors, therefore out of school suspension at Calcutt is used as infrequently as possible. Out of school suspensions become a part of a student's permanent record. In the event that a student is given an out of school suspension, a re-entry meeting will be required to reinstate the student in school. The re-entry meeting is held at the school with administration, parent or guardian, child and may include anyone else involved. A re-entry meeting is an opportunity to restore relationships with all parties involved. This is an opportunity to develop student success in the future.

If a parent or guardian does not attend the child will not be allowed to enter the school building until a re-entry meeting occurs.

### **SRO Referrals**

Students who commit illegal behavior may be referred to the School Resource Officer (SRO) or to a conference. The dean of students and administration will determine which incidents will be referred to conferencing or the SRO.

### **Expectations for Participation in Academic Field Trips and Activities**

We have very high expectations for students when they represent Calcutt Middle School outside of our school and/or community. All expectations that are part of being a student at Calcutt Middle School, are in place on or off grounds. Additionally:

- Students must be in attendance at school to participate in after school or off campus trips/activities.
- Written permission is required for field trips. We will not call home to obtain permission as we need the signature.

## **Bullying/Cyber Bullying**

### **5.3.3 Anti-Bullying** - from CFSD Policy Manual

**Prohibition of Bullying:** Bullying is prohibited in the public schools of Central Falls, Rhode Island [R.I.G.L. 16-21-26]. The prevention of bullying is part of the Central Falls School District's strategic plan [R.I.G.L. 16-7.1-2(e)] and school safety plan [R.I.G.L. 16-21-24].

#### **Definitions**

“Bullying” is the **repeated** use by one or more students or a member of the school staff of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to themselves, or damage to their property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the educational process or the orderly operation of a school

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, including, but not limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including but not limited to, electronic mail, internet communications, text messages, instant messages, social media communications or facsimile transmissions.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected. For the purpose of this handbook, whenever the term bullying is used, it is intended to denote either bullying or cyberbullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds,
- At school-sponsored or school-related activities;
- At functions or program whether on or off school grounds,
- At a school bus stop;

- On school buses or other vehicles owned, leased or used by a school district or
- Through the use of technology or an electronic device owned, leased or used by the Central Falls Public Schools.

Bullying and cyberbullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Central Falls Public School district if the act(s):

- Creates a hostile environment at school for the target;
- Infringes on the rights of the target at school; and/or
- Materially and substantially disrupts the education process or the orderly operation of a school.

**Reporting Bullying:** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place are **obligated to report** the bullying to school personnel which include teachers, guidance, administration, support staff, etc. Failure to do so may result in disciplinary action.

**Calcutt Middle School Student & Parent Handbook Acknowledgement Page**

**Student Responsibility and Involvement:** Each student enrolled at Calcutt Middle School has a duty to abide by the *Calcutt Middle School Code of Student Conduct* in order that education may be conducted in an atmosphere which is free from disruption and threat to persons or property.

**Parental Responsibility and Involvement:** Each parent/guardian of a student enrolled at Calcutt Middle School has a duty to assist the school in enforcing the *Calcutt Middle School Code of Student Conduct* in order that education may be conducted in an atmosphere which is free from disruption and threat to persons or property.

**Faculty/Staff Responsibilities:** Teachers handle the major portion of student discipline using their classroom management systems. However, teachers may refer a student for misconduct when necessary. Our school's referral system for student discipline incorporates student support services through the following personnel: Restorative Specialists, Guidance Counselors, Social Workers, Community Youth Workers, and school administrators.

Please sign, detach and return to your teacher.

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Student Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

I agree that I have received, read and understand the contents of the *Calcutt Middle School Student & Parent Handbook* and I agree to uphold it to the best of my ability at all times.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)