

CUBA MIDDLE SCHOOL

Home of the Rams!



2016-2017

PARENT & STUDENT HANDBOOK

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Cuba Middle School Community,

Welcome to the 2016-17 school year! I am honored this year to be taking over the role of principal in both the middle and elementary schools. I accepted this challenge because it is a valuable opportunity to bring unity and consistency to our educational program from Pre-K through 8th grade. Having taught middle school English for many years, I understand the unique needs of students as they move into this important developmental stage of their lives. I look forward to facilitating more opportunities for communication and collaboration between teachers across the grade levels. Education is a team effort. I am committed to this unique opportunity to bring the schools together for a seamless educational experience for your child as we prepare them for the rigors of high school and beyond.

We have made some changes to the Middle School program this year. We have lengthened the periods to 56 minutes to ensure teachers have time to teach essential standards. All students will participate in Physical Education on a regular basis, and all grades will receive art as an enrichment opportunity. We have decided to change our uniform policy to allow jeans as a regular part of the school uniform when teamed with a solid colored polo or button-down shirt.

We also have several new staff members to welcome this year: Ms. Frances Sandoval will join us from the high school as our counselor. Ms. Joy Borders is joining our community as the new Language Arts teacher for 6th and 7th grades, and Ms. Mary Lou Goris will be returning to Cuba Middle School to teach social studies. Ms. Jericho Costillo will be our new library assistant. I am excited this year to lead such a dedicated and talented staff.

This handbook has important information for you and your child about our policies and procedures at the Middle School. Please take the time to read it carefully with your child. Please take time to fill out the volunteer survey at the end of the handbook as well as the signature page. As always, our doors are always open for you to volunteer your time and expertise. Let the Learning Begin!

Shirley Hurford

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DISTRICT MISSION STATEMENT

“The Cuba Independent School system prepares diverse 21st century learners with high expectations, academic growth, community and cultural collaboration, and moral integrity to provide a bright future for the learners we serve.”

ADMINISTRATION

The Cuba Independent Schools Board of Education

Ms. Dianna Maestas, President
Ms. Pamela Cayaditto, Vice President
Ms. Vivian Keetso, Secretary
Mr. Taylor Pinto, Member
Dr. Carl Stern, Member

Superintendent

Mr. Tony Archuleta

CUBA MIDDLE SCHOOL

Grades: 6th, 7th and 8th

Principal

Ms. Shirley Hurford

Administrative Assistant

Ms. Corey Gallegos

School Mascot

Ram

School Colors

Blue and Gold

C.M.S. STAFF & ASSIGNMENTS 2016-17

NAME	FRONT OFFICE	ROOM #
Shirley Hurford	Principal	Main Office
Frances Sandoval	Counselor	Main Hall
Corey Gallegos	Administrative Assistant	Main Office
Carol Chase	Nurse	Main Hall
Ann Massey	Nurse's Assistant	Main Hall
TEACHING AREA/ASSIGNMENT		
Richard Armentrout	Mathematics	C-4
Joy Borders	Language Arts	B-4
Joseph Brondo	Mathematics	Gym
Glenn Calloway	Physical Education	B-1
Jericho Costillo	Librarian	Media Center
Daisy Cortez	Science	C-3/D-2
Gerardo Cruz	Spanish Language	C
Mary Lou Goris	Social Studies	A-4
Veronica Greene	Special Education	School
Elaine Jacquez	Special Education	C-1
Matilda Lee	Dine Language	C-2
Kathleen Lujan	Language Arts	A-2
Susan Myers	Educational Assistant	B-1/A-1
Nicole Pino	Educational Assistant	School
Renee Rubio	Art	School
Anthony Salaz	Custodian	School
Dorita Tsosie	Custodian	School

Cuba Middle School Priorities

All staff, students and parents should know our 3 school priorities.

1. “Academic Press”

Instructional rigor is the primary driver of learning in the classroom. Students will be challenged in the classroom.

Parents and students should expect:

- teachers to use a variety of instructional methods;
- clear learning objectives communicated to students that help them understand “what” is being taught each day; and
- homework to be sent home on a regular basis.

2. Cultural Capital and Scholarly Identity

Each student’s identity and learning style as an individual is valued.

Parents and students should expect:

- teachers to plan interventions and enrichment activities based on student’s needs; and
- culturally relevant topics included in instructional design.

3. Positive School Culture

Students are recognized and rewarded for meeting curricular, social, and developmental expectations.

Parents and students should expect:

- all students to be treated fairly;
- school staff to model positive citizenship; and
- high levels of school spirit.



CUBA SCHOOLS 2016-2017 12 MONTH CALENDAR

Approved 03/22/16
Revised 04/21/16

JULY 2016				
M	TU	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST 2016				
M	TU	W	TH	F
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8	9	10	11	12★
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER 2016				
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19	20	21♥	22	23
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OCTOBER 2016				
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17	18	19	20	21☀
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31				

NOVEMBER 2016				
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28	29	30		

DECEMBER 2016				
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JANUARY 2017				
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30	31			

FEBRUARY 2017				
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MARCH 2017				
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APRIL 2017				
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MAY 2017					
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22☀	23☀	24☀	25☀	26	
29	30	31			

JUNE 2017				
M	TU	W	TH	F
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12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

★	First/Last Day of School	☀	Report Card Grades Due
▨	Parent Conferences (No school for students on Thursday or Friday)	☐	Vacation
☾	Progress Report Grades Due	☀	Snow Days
☐	Staff In-service	🎓	Graduation
☺	9 Weeks Ends	📅	Half Day of School/Half Day Professional Devel.
♥	Open House 3:30 – 7:30pm		

THE SCHOOL DAY AT C.M.S.

The school building will be open at 7:45 a.m. and students should report promptly for breakfast through the gymnasium doors. Students are dismissed from school at 3:24 p.m.

Regular School Day

Breakfast	7:45-8:07
1 st Hour	8:10-9:06
2 nd Hour	9:09-10:03
3 rd Hour	10:06-11:00
4 th Hour	11:03-11:57
Lunch	12:00-12:30
5 th Hour	12:33-1:27
6 th Hour	1:30-2:24
7 th Hour	2:27-3:21

**On Early Release
Mondays, all class
periods will be
shortened by 17
minutes.*

C.M.S. STAFF AUTHORITY

In helping maintain proper order, any school employee has full authority over all students in the building on the school grounds, or when in attendance at any school related event or activity where C.M.S students are in participation. This includes all school employees: administration, faculty, aides, bus drivers, maintenance, food service, etc.

SCHOOL ATTENDANCE

The parent or guardian is charged by law with responsibility for the student's school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.

Perfect Attendance Award

Students who have PERFECT ATTENDANCE (no absences, no tardies, and no check-outs) will receive a special award each nine-week period and at the end of the school year. Awards for EXCELLENCE ATTENDANCE (at least 95% attendance) are also given out. Early check-outs and tardies count against your student's attendance record. Please do not pick your child up early unless it is an emergency.

Absences and Making Up School Work

Regular, daily attendance in class is of prime importance in the educational process. All students are expected to attend school for all days of the established school calendar in compliance with New Mexico law. Student responsibilities for school attendance are to:

1. Attend school for all days of the established school calendar. (Page 7)
2. Arrive in class on time, prepared for academic endeavors.
3. When absent, contact teachers upon return to plan for makeup work. Students will be given at least one school day, which corresponds to each day's absence to make up missing assignments.
4. When the absence is known ahead of time, gather work prior to the absence.
5. Complete work as assigned by the teacher when a pre-authorized absence is requested.

Reasons for excused absences include illness or injury, medical appointments, death in the family, family emergency, religious commitment, diagnostic testing, and other circumstances as agreed to by the principal.

Excused vs Unexcused Absences

An unexcused absence is any absence that does not adhere to the prescribed guidelines, is not school related, or is not reported within two school days.

Excessive unexcused absences, defined as five or more, may result in a recommendation for retention and/or disciplinary action. Students who have excessive absences will be referred to appropriate authorities.

Though certain absences are considered "excused", all absences are recorded and counted in the student's record.

Excused Absence: You must phone the school and/or send a note detailing the reason for your child's absence(s); the absences will be excused if the child was ill, there was a death in the family, or there was an emergency that caused the student to be absent. Though the absence is

excused it is still counted as an absence. The student is responsible for completing any work missed.

Unexcused Absence: If we do not hear from the parent by phone, or no written note is sent in with the child upon their return, the absence will be unexcused. The following procedure for unexcused absences will be followed:

- 3 Unexcused Absences – Parent will receive a notice from the school principal informing parent of the number of unexcused absences.
- 5 Unexcused Absences – Parent will receive a notice from the school principal detailing the New Mexico School Compulsory Attendance Law; parents will be asked to detail, in writing, the reason for the unexcused absences; parent may be contacted by school principal or counselor to attend a Student Assistance Team (SAT) meeting.
- 10 Unexcused Absences – Parent will receive a notice from the school principal detailing the New Mexico School Compulsory Attendance Law; Children, Youth, and Family Department (CYFD) will be contacted to report parents for student neglect.

It is VITAL that your child attend school every day! We encourage you to make doctor and dentist appointments and do other out-of-town errands during holidays, in-service days, or on weekends whenever possible.

ATTENDANCE – Cuba School District Board Policy
(Page 103 Section 300-1 in the School Board Policy)

The board of education shall initiate the enforcement of the provisions of the Compulsory School Attendance Law for students enrolled in the schools of the district and an administrative authority who has reason to believe a student is violating the Compulsory Attendance Law shall:

Initiate the prescribed statutory procedures for enforcement by sending written notice by certified mail to the parent, and proceed with whatever administrative sanctions are considered appropriate. If the violation continues after the parent has received the written notice, the administrative authority shall report the matter to the local Children’s Court as required by statute. If there is an indication that the continued violation can be ascribed to the parents’ act or omission, the administrative authority shall also consider whether to seek or initiate a criminal action against the parent.

1. Absences from school are strongly discouraged except in case of illness, injury requiring medical attention, death in the immediate family, legal injunction, or religious observance. In no case should a student be absent without the knowledge and the consent of a parent or guardian. For the 2012-2013 school year student will jeopardize credit in any class where absences exceed ten (10). An appeals process will be available as described in item number nine (9).

2. Parents are to call the school on the date of each absence and to keep written documentation to present in the event that a student’s absences in one semester exceed nine (9) in any class. Documentation includes written notes from doctors, church,

designated tribal leader, or court officials. Verbal documentation will be considered only if a phone call (documented by parent and office) was made to school on the date of the absence. Parents are urged to record all absences on a personal calendar so that documentation is available when requested. Attendance clerk will keep an accurate record of parental notification regarding absence.

3. Parents are to arrange to pick up absentee assignments so that students can do make-up work while absent (unless prohibited from doing so by a physician). Students who know they are going to miss class are required to notify teachers in advance and request absentee assignments that can be turned in upon return to class. Teachers will receive a schedule of student receiving ancillary services i.e. speech therapy, physical therapy, etc. Students who are on campus for part of a school day are expected to check in with any teachers whose classes have been missed or will be missed. Otherwise, make-up work may not be accepted. When the parent/guardian removes the student from school for an extended period (such as for travel to visit colleges, vacations with parents, etc.), written permission must come from the principal and be shown to each teacher. These absences will be recorded. In cases of severe illnesses, student will be allowed one day plus the number of days absent to complete make-up assignments. If absences exceed three consecutive days, student or parent will make arrangements to pick up homework. Contact the principal or designee for more information on homework. Upon completion and return of this work, additional assignments will be issued if needed. Students are expected to take responsibility for completing make-up work. Failure to do so may adversely affect the overall grade in the course.

4. Teachers are to enforce the attendance policy and are to record attendance daily and accurately. Students who are not physically present within the first ten (10) minutes of the class period will be marked absent unless documentation excusing the student is provided. Off campus requests will be verified before students will be allowed to leave class. Students are to keep a careful record of their absences.

5. Students who participate in extra-curricular and/or co-curricular activities are required to notify their teachers in advance and request absentee assignments that can be turned in upon return to class. Approved school activities include but are not limited to: school sponsored trips, athletic events, assemblies, dances, contests, testing, pre-arranged meetings with other staff members, and work in the library, and/or office.

6. Sponsors and/or coaches will provide a roster at least two school days in advance via the school bulletin and/or a memo to the teachers of the students who will be participating in a school sponsored activity. The staff member in charge of an approved school activity will provide accurate revised attendance record via the bulletin. Students who are absent for scheduled activities will be marked absent from classes missed. Students are reminded that it is their responsibility to get make-up assignments before attending an approved activity and to have regularly scheduled class work completed on time. Teachers are required to

notify and/or make referrals to proper authorities. Students failing to complete make-up assignments may jeopardize the student's future participation in such activities.

7. When a student gets an off-campus pass authorized with a phone call or written note by a parent or guardian, an absence will be recorded in each class missed. If the student gets an off-campus pass during a school sponsored activity, an absence will be recorded for each class that would have met on the regular schedule. We recommend that these absences be recorded at home so that if the student exceeds ten absences documentation is readily available, thus expediting the appeals process.

8. Unless more frequent contacts are requested, when absences in one semester exceeds five, the Assistant Principal/designee will notify the parent/guardian via a certified letter or a hand delivered letter in which the parent/guardian signs a form verifying the letter was received. A second written notification will occur on the tenth (10th) absence via a certified letter or hand delivered letter with parent signature verifying the letter was received. Parents are strongly encouraged to respond to this notification in person and to make an appointment to meet with the teacher whose class absences exceed five. Students who exceed ten (10) absences may receive a grade of W/F (withdraw fail) on the eleventh (11th) absence.

9. Once a student is at risk of receiving W/F from class for exceeding 10 absences and the parent/guardian has been duly notified, presentation of documentation must be made within three working days of the notice (student will remain in class during this time). Student will be required to attend after-school tutoring until the grade/s improves to a "C" in each class in which the student is failing. At this point the student is entitled to appeal to the Attendance Committee for a hearing. At the appeal, if all absences can be documented as medical, religious, legal, or family emergency, the student continues on credit status. Students who fail to continue on credit status due to undocumented absences have the right to appeal. Upon appeal, if any absence is found to be unexcused, the appeal may not be granted.

10. When a student receives a W/F, a letter will be sent to the parent or guardian with a copy to the Children, Youth, & Families Department (CYFD). A parent who knowingly allows the student to continue to violate the Compulsory School Attendance Law shall be guilty of a petty misdemeanor. Upon the first conviction, a fine of not less than \$25 or more than \$100 may be imposed, or the parent of student may be ordered to perform community service. A parent who knowingly allows the student to continue to violate the Compulsory Attendance Law shall be guilty of a petty misdemeanor and shall be subject to a fine of not more than \$500 dollars or imprisonment for a definite term not to exceed six months or both. If the student is in Special Education, make reference to Article 336-8.

11. Students who are abusing the attendance policy (or tardy policy; see tardy policy addendum) may be required to take the school bus (loose driving privileges) and/or be

brought before standing committees of the faculty. These committees may require that notes be signed by parent/guardian or that parent/guardian comes to school to discuss the problem. These committees will also make recommendations to the administrator/designee in charge of attendance.

12. Abuse of the attendance policy that results in W/F in three or more courses may result in student required to attend after-school tutoring until the grades improve to a "C" in each class in which the student is failing. (See Addendum for Special Education students).

13. The attendance of married/or pregnant students, students living without parents/guardian or students with special medical conditions will be handled on an individual basis by an administrator or designee.

14. An Attendance Appeals and Revisions Committee shall be appointed by the principal. Staff and administrator will be represented on this committee. Interested parties may request additional non-voting guests to attend the Appeals Committee meeting. This committee will make recommendations to the principal. Appeals of the principal's decision may be made as per district policy, via the Administration Office.

TARDY POLICY

Students arriving to school after 8:07 a.m. **must**:

1. Report to the front office to receive a pass in order to enter class
2. Have a note from the parent/guardian explaining the reason for tardiness to be excused. If a parent/guardian tardy note is not received, it will be considered an unexcused tardy.
3. If a student is tardy for a class during the school day, the teacher will mark the tardy and notify the parent. After **three (3) tardies**, the teacher or school staff will write a referral and submit it to the office. Continued and consistent tardiness may lead to In School Suspension (ISS) placement, Out of School Suspension (OSS) and/or being placed on a SBC (Student Behavior Contract).

SCHOOL VISITORS

Parents/Guardians are always welcome in the school at any time! NOTE: Parents wanting to visit with a teacher should contact the office or teacher to determine the best time. Parents and all other visitors are **required** to report to the front office and sign in upon entering school grounds. To ensure safety, school staff shall have the authority to ask for a valid photo ID to verify unknown or unfamiliar visitors. Upon signing in, each person will be issued a "Visitor" sticker. An individual who is on school property without the approval of the front office is considered trespassing.

STUDENT CHECKOUT/PICKUP PROCEDURE

Only the parent/legal guardian will be allowed to check out a student from school. During registration, parents and guardians are to complete an **Authorized Person's Form** giving signed consent to allow other adults to pick up their students. If the front office does not have an authorization on file or written consent from the parent/legal guardian, the student will be retained at the school. In unexpected situations, a parent may wish to give consent for another person to checkout or pick up their child from school. In such events, parents must provide a note or email that contains the date and time of checkout and phone number to reach the parent giving consent. Removing students during an organized after school event will require the permission of the coach or school representative.

STUDENT BUSING HOME POLICY

All students are expected to ride their assigned bus home. IF THE STUDENT IS TO RIDE A DIFFERENT BUS, A SIGNED NOTE THAT INCLUDES THE PARENT PHONE NUMBER MUST BE SUBMITTED TO THE OFFICE BEFORE THE START OF FIRST PERIOD. Bus changes for the day must be approved by the front office. Students will be monitored for getting on the bus. Students participating in an organized and sponsored after school activity will be under the supervision of their sponsor/coach. Students not participating in an after school activity are prohibited from walking about town and riding the activity bus home.

TELEPHONE CALLS DURING SCHOOL HOURS

Students are prohibited from making calls from the front office without the permission of the front office staff. To keep distractions to a minimum, students will be called to the front office phone during school hours ONLY for emergencies. The front office will deliver only necessary phone messages to students. Parents needing to contact their child should call ext. 300.

STUDENT CELL PHONES/USE OF ELECTRONICS

Students are **NOT** allowed to use electronic devices (cellphones, MP3 players, ITouch, iPad, Kindle, etc.) on school property during the school day **unless given permission by staff**. If a student possesses a cell phone or other portable electronic devices, items MUST be powered off and in student backpacks. Students will receive one (1) warning if device(s) rings or causes interruption in the school setting. After the second violation, parents will be required to pick up device(s) from the office. EXCEPTION: Students may use electronic devices on the school bus or at evening activities if they use headphones and the usage does not create a distraction. **The school is not responsible for loss or damage of any personal property brought to school.**

BEHAVIORAL EXPECTATIONS

Our expectation is that students will always behave in an appropriate manner, and they will show respect for each other, the staff, our visitors, and the facility. The goal of the C.M.S. staff is to reinforce positive behavior. Our goal is to guide students' behavior so that each student can be a positive member of our school community.

Cuba Middle School-Wide Behavior Expectations:

R.A.M.S. RULES

R ESPECT OTHERS

A CT WITH KINDNESS

M ANAGE YOUR TIME

S AFETY ALWAYS

BEHAVIOR POLICIES

School rules guarantee that the rights of all students and staff are respected. At the end of this section you'll find the Cuba Middle School Discipline Matrix. This matrix represents the recommended guidelines in the disposition of discipline situations at CMS. Therefore, depending on the circumstances of your behavior and your prior history, or lack thereof, in matters such as these (or the degree to which you may have attempted to adhere to the accepted school rules and behavior standards), responses may vary from situation to situation at the administrator's discretion.

MIDDLE SCHOOL METHODS

1. **R.A.M.S. RULES:** Students are presented with basic school-wide rules. These rules are reinforced through a Positive Behavior Intervention System (PBIS).
2. **R.A.M.S. REWARDS:** The school will have set quarterly reward activities for students. Celebrations and reward activities are allowed at the approval of the school principal. Parents will be notified of school celebrations and events during the school year.
Participation in a field trip or a reward activity is a privileged and can be revoked at the discretion of the administration.
3. **DETENTION:** School personnel can detain students after school or require them to report early as a corrective measure. Detained students will carry a notification to their parents prior to the detention explaining the reason for detention and the period of time that they are to be retained. **Parents will have to make transportation arrangements.** Detention location and times will be established by the teacher.
4. **RECEPTION ASSESSMENT CENTER (RAC):** Students who are being disciplined for substance abuse or other potentially incriminating activity are able to have the RAC intervene on behalf of the juvenile court system to assist students and families. A RAC coordinator is located within CISD to provide early intervention and assistance.
5. **LEARNING LAB:** An alternative location for learning, located within the district so students who would normally be suspended out of school have a different option. This lab is staffed by a certified teacher and monitors student work in an alternate but secure school environment.
6. **IN-SCHOOL SUSPENSION (ISS)**
7. **OUT-OF-SCHOOL SUSPENSION (OSS)**
8. **LONG-TERM SUSPENSION/EXPULSION**

ASSEMBLIES

Assemblies are an important part of our school culture. They provide an avenue to communicate expectations and information and help to promote school pride and participation. Assemblies are also a privilege. Students who wish to maintain this privilege must behave in an appropriate manner. Students will be escorted up the bleacher aisle to the row in which they will be seated. Students will sit with their class and their teacher. At no time will students be allowed to run up or down bleacher seats. During the assembly, students will be courteous and respectful. Applauding is acceptable behavior and is encouraged. At no time will students be allowed to boo, scream out, beat on bleachers with feet, or perform in any other uncivilized manner. Any disruptions will result in the student being sent home for the remainder of the day. We take pride in our school and want others to know about our fine reputation.

BULLYING PREVENTION PROGRAM

This year, Cuba Middle School will initiate *The BULLY Project*, a social action campaign inspired by an award-winning documentary about bullying. The film has sparked a national movement to stop bullying in schools and is transforming students' lives and changing a culture of bullying into one of empathy and action. It requires staff and students to collectively work together to create a safe, caring, and respectful school and community.

SCHOOL AND STUDENT PROPERTY

School Property: School property shall be treated respectfully and the student's family will pay for any vandalism the young person has caused. **Students should keep lockers clean.**

Student Property: The school principal or designated representative has the authority to inspect any locker, backpack, purse, gym bag, etc., if it is believed that stolen goods or harmful substances may be hidden in them. **Students should keep locker combinations private from other students.**

Prohibited Items: Body sprays, energy drinks, skateboards, rollerblades, cap and/or water pistols, or anything else that becomes disruptive to the learning environment.

BUS SAFETY

Student transportation is a privilege extended to qualified students. The bus driver has full charge of the students when they are riding the bus and the driver will report students who misbehave to the principal. If the misbehavior continues, the student's bus riding privilege can be revoked.

C.M.S DISCIPLINE MATRIX

Classrooms teachers will have individual classroom rules that students are expected to follow. A student is sent to the office when: 1) a teacher has exhausted efforts to manage classroom behavior or 2) when negative behavior requires immediate attention of the administrative or civil authorities. The Discipline Matrix on Pages 17-22 identifies possible school offenses. Whenever a violation of the discipline matrix occurs and reported, the offense is documented, the student is counseled, and may be placed on a Behavior Contract. Depending on the nature, severity, and circumstances resulting in a violation of the matrix, the principal reserves the right to make modifications to the consequences identified. Special needs of students will be taken into consideration. The principal also reserves the right to establish consequences for unexpected behavior not identified in the matrix.

Level I Offenses

- 1.1 Cafeteria Rules Infraction** - Includes (but not limited to) instigating or participating in food fights and any inappropriate conduct related to food.
- 1st Offense: Call Parents; 1 day detention
 - 2nd Offense: Call Parents; 3 days detention
 - 3rd Offense: Call Parents; ISS for 3 days
 - 4th Offense: Call Parents; Suspend up to 5 days
- 1.2 Dress Code Violation** - Students are required to dress appropriately for school (Refer to Student Dress Code)
- 1st Offense: Call Parents; student is given another piece of clothing
 - 2nd Offense: Call Parents; student is given other clothing, up to 2 days detention
 - 3rd Offense: Call Parents; student is given other clothing, up to 5 days detention
 - 4th Offense and Subsequent Offenses: Parents are notified, ISS for 3 days
- 1.3 Disruptive Behavior** - Behavior that poses a serious threat to the learning environment, health, or welfare of others.
- 1st Offense: Call Parents; 3 days detention
 - 2nd Offense: Call Parents; ISS for 2 days
 - 3rd Offense: Call Parents; ISS up to 5 days
 - 4th Offense: Call Parents; Suspend to Superintendent
- 1.4 Electronic Device Violation** - Inclusive of Cell Phones, music players, cameras, video games/systems
- 1st Offense: Call Parents; Warn and confiscate item
 - 2nd Offense: Call Parents; Parents pick-up device
 - 3rd Offense: Call Parents; detention for 2 days; Parents pick-up device
 - 4th Offense: Call Parents; detention up to 5 days; Parents pick-up device
- 1.5 Forgery/Plagiarism/Cheating** - Includes (but not limited to) copying work from other students and/or published sources.
- 1st Offense: Call Parents; 3 days detention & Receive zero on assignment
 - 2nd Offense: Call Parents; ISS for 2 days & Receive zero on assignment
 - 3rd Offense: Call Parents; Suspend up to 3 days & Receive zero on assignment
 - 4th Offense: Call Parents; Suspend up to 10 days & Receive zero on assignment
- 1.6 Inappropriate Display of Affection** - Includes (but not limited to) inappropriate touching, kissing, or other signs of affection between students.
- 1st Offense: Call Parents; 1-3 days detention depending on the severity of the conduct
 - 2nd Offense: Call Parents; 3-5 days detention depending on the severity of the conduct
 - 3rd Offense: Call Parents; ISS up to 3 days
 - 4th Offense: Call Parents; ISS up to 5 days

- 1.7 Littering** - Discarding trash inappropriately.
- 1st Offense: Call Parents; Counsel/Warning
 - 2nd Offense: Call Parents; 2 days detention
 - 3rd Offense: Call Parents; 2 days detention with community service
 - 4th Offense: Call Parents; up to 5 days detention with community service
- 1.8 Misbehavior on Buses** - Any offense committed by a student on a district owned or contracted bus will be disciplined in the same manner as if the offense had been committed at the assigned school. Bus riding privileges may be revoked.
- 1st Offense: Call Parents; 2 days detention
 - 2nd Offense: Call Parents; ISS for 2 days; Suspend from bus 1-3 days
 - 3rd Offense: Call Parents; ISS up to 5 days; Suspend from bus 3-5 days
 - 4th Offense: Call Parents; Suspend to Superintendent depending on infraction
- 1.9 Misuse of School Technology** - Violation of School Computer and Internet Use Policy (*Refer to the Cuba Independent Schools Computer and Internet Policies and Procedures*)
- 1st Offense: Call Parents; Counsel/Warning
 - 2nd Offense: Call Parents; 3 days detention
 - 3rd Offense: Call Parents; ISS for 3 days
 - 4th Offense: Call Parents; Technology privileges revoked for remainder of year; Suspend up to 3 days
- 1.10 Tardies** (Tardies are calculated per semester)
- 3th / 4th Tardy: Call parents & up to 3 days detention
 - 5th / 6th Tardy: Call Parents & up to 5 days detention
 - 7th / 8th Tardy: Call Parents & up to 3 Days ISS
 - 9th / 10th Tardy: Call Parents & up to 5 days ISS
- 1.11 Unprepared for Class** – Includes (but not limited to) missing books, lack of writing materials, incomplete homework.
- 1st Offense: Call Parents; 1 day detention
 - 2nd Offense: Call Parents; 2 days detention
 - 3rd Offense: Call Parents; 3-5 days detention
 - 4th Offense: Call Parents; ISS for 2 Days
- 1.12 Vulgarity or Profanity** – Written, verbal, or non-verbal communication – (including gestures) that is generally deemed offensive in the school environment
- 1st Offense: Call Parents; up to 3 days detention
 - 2nd Offense: Call Parents; ISS for 2 days
 - 3rd Offense: Call Parents; ISS up to 5 days

Level II Offenses

- 2.1 Defiance of Authority** (Insubordination) - Refusing to respond or carry out directive from school personnel including: custodians, food service personal, nurses, secretaries, aides, teachers, counselors, and principals.
1st Offense: Call Parents; detention up to 3 days
2nd Offense: Call Parents; ISS up to 2 days
3rd Offense: Call Parents; ISS up to 10 days
- 2.2 Failure to Attend Detention** - Without prior approval from school officials.
1st Offense: Call Parents; 5 days lunch detention
2nd Offense: Call Parents; ISS for 2 days
3rd Offense: Call Parents; ISS up to 5 days
4th Offense: Call Parents; ISS up to 10 days
- 2.3 Gang Related** – Includes (but not limited to) gesturing, “signing,” tagging, and wearing of gang related clothing.
1st Offense: Call Parents; ISS up to 2 days
2nd Offense: Call Parents; ISS up to 5 days
3rd Offense: Call Parents; ISS up to 10 days; Possible Suspend to Superintendent
- 2.4 Theft** - Taking possession or removal of property not belonging to the student (parent or guardian responsible for all costs of replacement or return of items in original conditions).
1st Offense: Call Parents; Call Police if warranted; 2 days ISS
2nd Offense: Call Parents; Call Police if warranted; ISS up to 5 days
3rd Offense: Call Parents; Call Police; Possible Suspend to Superintendent
- 2.5 Tobacco** - *Extra-curricular regulations/policies also apply* - Includes (but not limited to) use or possession of cigarettes, chewing tobacco, and snuff.
1st Offense: Call Parents; ISS for 2 days
2nd Offense: Call Parents; ISS up to 5 days
3rd Offense: Call Parents; ISS up to 10 days
4th Offense: Call Parents; Possible Suspend to the Superintendent
- 2.6 Truancy** - Inappropriate absence from school without knowledge of guardians/school officials.
1st Offense: Call Parents; 3 days detention
2nd Offense: Call Parents; ISS for 3 days
3rd Offense: Call Parents; ISS up to 5 days
4th Offense: Call Parents; ISS up to 10 days
- 2.7 Vandalism** - Defacing, damaging or destroying school property or an individual’s property (student will clean-up, repair or pays for damages).
1st Offense: Call Parents; ISS for 2 days
2nd Offense: Call Parents; Possible Call Police; Possible Suspend to the Superintendent

2.8 Verbal Assault or Abuse (Written or Verbal) - Any inappropriate gesture, written communication, or verbal comment including profanity directed toward peers and/or staff with intent to harm.

1st Offense: Call Parents; up to 3 days detention; possible ISS up to 3 days

2nd Offense: Call Parents; ISS up to 5 days

3rd Offense: Call Parents; ISS up to 10 days

4th Offense: Call Parents: Possible Suspend up 2-10 days

2.9 Violation of Suspension - Student appears on campus during the school day or at school activities while suspended.

1st Offense: Call Parents; Double Suspension days

2nd Offense: Call Parents; Suspend to Superintendent

Level III Offenses

3.1 Alcohol or Drugs - *Extra-Curricular regulations/policies also apply* - Possession, sale, transfer, distribution, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances.

1st Offense: Call Parents; Call Police; Suspend to Superintendent

3.2 Arson - Setting a fire or causing an explosion with the intention to damage property or buildings.

1st Offense: Call Parents; Call Police; Suspend to Superintendent

3.3 Assault with a Weapon/Firearm

1st Offense: Call Parents; Call Police; Suspend to Superintendent

3.4 Battery - Hitting, striking and/or causing injury to another person; physically injuring another person.

1st Offense: Call Parents; Suspend up to 5 days; Possible Call Police

2nd Offense: Call Parents; Call Police; Suspend to Superintendent

3.5 Bomb Threat

1st Offense: Call Parents; Call Police; Suspend to the Superintendent

3.6 Bullying – Repeated and systematic intimidations, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes (but is not limited to) physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from peer group.

1st Offense: Call Parents; Refer to Social Worker; possible suspension up to 5 days

2nd Offense: Call Parents; Suspend up to 5 days depending on the severity of the conduct

3rd Offense: Call Parents; Suspend up to 10 days depending on the severity of the conduct

4th Offense: Call Parents; Suspend to the Superintendent

- 3.7 False Alarm** - Tampering with emergency equipment, setting false alarms, making false reports.
 1st Offense: Call Parents; Call Police; Suspend to the Superintendent
- 3.8 Fighting** - Mutual participation in a fight involving physical violence where there is no main offender or injury (if fight results in serious body injury, it will be automatic 2nd offense regulation).
 1st Offense: Call Parents; Call Police; Suspend up to 5 days
 2nd Offense: Call Parents; Call Police; Suspend to Superintendent
- 3.9 Habitual Offender** - Student has committed frequent offenses and has had multiple discipline referrals for multiple offenses.
 1st Offense: Call Parents; Refer to Social Worker; ISS up to 3 days
 2nd Offense: Call Parents; ISS up to 10 days
 3rd Offense: Call Parents; Suspend to the Superintendent
- 3.10 Hazing** - Forcing other students to perform strenuous, humiliating, or dangerous tasks (Disciplinary action will be determined by the severity of the conduct.)
 1st Offense: Call Parents; ISS for 3-5 days
 2nd Offense: Call Parents; ISS up to 10 days; Possible Suspension
 3rd Offense: Call Parents; Suspend to the Superintendent
- 3.11 Indecent Exposure** - Includes display of private body parts in public.
 1st Offense: Call Parents; ISS or Suspension up to 10 days depending on the severity of the conduct
- 3.12 Initiating/Instigating a Fight** - When a student is found to be the primary party responsible for developing the fight, regardless of being involved in the physical altercation.
 1st Offense: Call Parents; ISS up to 5 days
 2nd Offense: Call Parents; Suspend to the Superintendent
- 3.13 Possession of a Firearm**
 1st Offense: Call Parents; Call Police; Suspend to the Superintendent
- 3.14 Possession of Inappropriate Materials** - Includes (but not limited to) explicit materials, combustible chemicals, drug paraphernalia.
 1st Offense: As warranted: Call Parents; Suspend up to 10 days; Call Police; Suspend to the Superintendent
- 3.15 Possession of a Weapon** - Possession or use of any instrument or device used to inflict or attempt to inflict physical injury to another person.
 1st Offense: Call Parents; Call Police; Suspend to the Superintendent
- 3.16 Recording of a Fight** - Students are prohibited from recording, electronic distributions, and posting of school fights online.
 1st Offense: Call Parents; ISS 3 days; Possible Suspend up to 3 days
 2nd Offense: Call Parents; ISS up to 10 days; Possible Suspend to Superintendent

- 3.17 Sexual Harassment** - Unwelcome comments and other verbal or physical conduct of a sexual nature.
 1st Offense: Call Parents; ISS for 3 days
 2nd Offense: Call Parents; Suspend up to 3 days
 3rd Offense: Call Parents; Suspend to the Superintendent
- 3.18 Social Media and Communication Offenses** - Includes (but not limited to) sexting, Facebook/social media harassment of other students, cyber bullying.
 1st Offense: Call Parents; ISS 1-3 days
 2nd Offense: Call Parents; Suspend up to 3 days
 3rd Offense: Call Parents; Suspend to the Superintendent
- 3.19 Threatening a Staff Member** – Unlawfully placing a staff member in fear of harm (emotional or physical) with or without the use of a weapon.
 1st Offense: Call Parents; Possible Call Police; Possible Suspend to the Superintendent

SCHOOL DRESS CODE/UNIFORM POLICY

Uniform Bottoms:

Skirts and shorts should be no shorter than 2” above the knee as a good measure. Skirts and shorts must not be excessively baggie or have holes.

Allowed: blue, black or tan jeans or khakis. Pants must not be excessively baggie or have holes.

Uniform Tops:

Allowed:

- Collared shirts of ANY **solid** color worn tucked in. Shirt must be free of logos, images or advertising. Solid colored long sleeve shirts can be worn under colored shirts during colder weather.

FRIDAYS ONLY:

Tops: Cuba Middle School t-shirts; Cuba Activity/Team t-shirts; University/College shirts. Cuba Activity/Team or University sweatshirts are also permitted.

Seasonally Allowed: fitted zip front hoodies of solid color and/or solid color cardigan sweater worn over the school uniform top.

Prohibited at All Times:

- Sweat pants; pajama pants
- Spandex; stretch pants; baggies
- Bottoms with large cargo pockets
- Bottoms with patterns, holes, and advertising
- Any article of clothing that does not meet the allowed guidelines above unless an exception has been granted by the school administration
- Tattoos or other body art
- Display of: hickies, body piercings, excessive make-up or face painting

- Sunglasses, hats, bandanas, chains, long belts, headphones, spiked cuffs, bandanas and other accessories that draw attention away from the learning environment during the school day

Footwear

Shoes should be comfortably appropriate for gym and general school activities. Tennis shoes should be worn for gym.

EXCEPTIONS TO THE STUDENT DRESS CODE

The school will announce special activities that would suspend the dress code for a particular day (e.g., D.A.R.E week, photo day, field trips, dances, spirit day).

GANG ASSOCIATED DRESS AND BEHAVIOR

Cuba is committed to keeping the campus and its students free from the influence of gangs; therefore, any student wearing a bandanna of any color, carrying or displaying gang apparel (ex. Belts, wearing red or blue and no other color) or behaving in any way that indicates gang membership will be referred to the administration. The student's parents will be contacted and disciplinary problems will be handled as individual problems and not labeled as gang problems. Cuba schools are working closely with the Juvenile Probation Department and Cuba Police Department on prevention strategies and intervention activities.

BACKPACKS

Backpacks are to be stored in the student's locker during the school day.

CAMERAS IN SCHOOL

Cuba Middle School and all Cuba Independent School buses may be equipped with video cameras. The Board authorizes the use of video (not audio) cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. See Board Policy Student Safety Use of Surveillance Cameras for more information.

PHOTOGRAPHS

From time to time staff members will take pictures of their students and use the photos for special bulletin boards or activities. Several times students' photos have appeared in the newsletter and/or the local newspapers. If you would prefer that your child's photograph NOT be taken and/or used for school purposes, please contact your child's teacher and inform them of your wishes.

GRADES

Progress Reports/Report Cards Schedule

The grading scale at Cuba Middle School is the following:

A 90-100: outstanding progress

B 80- 89: very good progress

C 70- 79: satisfactory or average progress

D 60- 69: Poor progress or improvement needed

F Below 60: no significant progress shown

Honor Role

We take pride in recognizing the academic achievement of our students by awarding them special recognition. Academic achievement is awarded on the basis of quarter grades:

- 3.5 to 4.0 grade point average for "A" Honor Roll
- 3.0 to 3.4 grade point average for "B" Honor Roll

Ten of twelve quarters of the honor roll during your three years of middle school qualifies you for special recognition at your 8th grade promotion. 8th graders with a 3.75 cumulative GPA earn the Principal's Honor Award at promotion. Honor Rolls will be published in the *Cuba News*.

EXTRA CURRICULAR ACTIVITIES

It is our goal to encourage ALL students to participate in extracurricular activities. Academic success, proper conduct and citizenship are rewarded by participation in our school sports programs. To be eligible for participation:

- You must earn a minimum of a 2.0 GPA
- If you are suspended from school you will not be allowed to practice or participate in an activity during your suspension.
- If your Grade Point Average (GPA) is below a 2.0 for any quarter or you have received an "F" in any subject or you have been suspended; you shall be placed on athletic probation. After you have been placed on probation your grades and/or behavior will be monitored weekly to determine your eligibility for that week. If by the end of the quarter you have not improved to the minimum standard, you will be ineligible for athletic competition for the entire quarter.

STUDENT ACTIVITIES

Cuba Middle School encourages students to participate in activities that may extend beyond the school day. Activities offered at the middle school include:

- Seasonal Sports
- Student Council
- National Junior Honor Society
- π Day
- Spelling Bee
- Year Book
- Navajo Knowledge Bowl
- Culture Day
- Field Day
- Specialized Saturday Field Trips with the Principal and Staff
- Student vs Staff Activities

BREAKFAST AND LUNCH POLICY

All students receive breakfast and lunch in the cafeteria FREE of charge. All students must eat breakfast provided by the school. Students are allowed to bring their own lunch as long as it meets healthy guidelines. Soda, fast food, etc., are prohibited. Parents are welcome to eat lunch with their child. ALL ADULT must be pre-purchased for \$3.00 per meal in the front office. School meal prices are determined on an annual basis by Cuba School Board.

PARTIES

The school does not permit parties during the school day without prior approval of the school principal. Celebrations for designated holidays are allowed with the approval of the school principal. The Parents will be notified of any approved school celebrations and events during the school year. All food brought to the school for these celebrations and events must adhere to the food guidelines in the Cuba Independent School's Wellness Policy. Please refer to the district Cuba Wellness Policy.

SCHOOL HEALTH

Nurse

A certified nurse and nurses aid are available at scheduled times. Medical emergencies will receive immediate attention via the front office when medical staff are not on site.

Medications at school

Under certain circumstances, when it is necessary for a student to take medication during school hours, the District will cooperate with the student's physician and the parents to try to accommodate this need. The following requirements must be met to ensure safely administration of medication:

1. Prescribed Medication(s) - The school must have the written Doctor's order stating the name of the medication, the dosage, and the time it is to be given. Appropriate forms are available from the Doctor or the school office.
2. Prescribed or Over-The-Counter Medication(s) -The parent must sign the *Medication Consent Form* to allow the school to administer, or the student to self-administer, the medication. Appropriate forms are available from the school office.
3. The medication, both prescribed and over-the-counter must come to the school office in the original container with all the warnings and directions intact.
4. If your student's doctor recommends that they should carry their medication (ex. Inhaler) with them during the school day that recommendation needs to be noted on the doctor's order.

RESOURCES

Special Needs Program

Special education staff are available for academic assistance. A variety of related services such as audiology, speech/language therapy, occupational and physical therapy, psychological services, and social work are available to support the learning process.

Student Assistance Team

The SAT is made up of several staff members who, after a student has been identified by a teacher as having difficulties with his/her academic work or behavior, can assist in finding ways to help the student achieve success.

Counseling

Counselor can be made available to meet the needs of students, parents, and teachers at our school. The purpose of a school counselor is to help students adjust to their school, peers, teachers, and to address any problems that may be bothering them. Students can be referred to the school counselor by their teachers, parents, or by asking themselves to set up a time to be counseled.

Peer Mediation

Peer mediation is a voluntary process in which a student trained as a neutral third party helps other students in conflict get clear about their concerns, better understand one another, and come to a mutual agreement about how they want to handle their issues. Using conflict resolution skills and the peer mediation process, students can begin to see conflict as an opportunity for growth and learning, rather than something that fuels anger, frustration or even violence. Any student can make a formal request for Peer Mediation to the Counselor or Principal.

RECEPTION ASSESSMENT CENTER (RAC)

Students who are being disciplined for substance abuse or other potentially incriminating activity are able to have the RAC intervene on behalf of the juvenile court system to assist students and families. A RAC coordinator is located within CISD to provide early intervention and assistance.

LEARNING LAB

An alternative location for learning, located within the district so students who would normally be suspended out of school have a different option. This lab is staffed by a certified teacher and monitors student work in an alternate but secure school environment.

C.M.S. RAMS Parent/Student Agreement Form

**THIS PAGE MUST BE SIGNED AND RETURNED TO THE C.M.S OFFICE BY
AUGUST 19, 2016.**

PLEASE READ IT CAREFULLY BEFORE RETURNING IT.

Thank you for your cooperation!

ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

PARENT/STUDENT AGREEMENT

I have received a copy of the Cuba Middle School Student/Parent Handbook for 2016-2017. I also understand that all students will be held accountable for their behavior, and will be subject to the disciplinary consequences outlined in this booklet.

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name of Student: _____

Signature of Student: _____ Date: _____

