

# CUBA MIDDLE SCHOOL



*Home of the Rams!*

**2018-2019**

**PARENT & STUDENT HANDBOOK**

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**CUBA MIDDLE SCHOOL**

**Arsenio Jacquez, Principal**

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On behalf of the entire Cuba Middle School staff, it is my pleasure to welcome you all to the 2018-2019 school year! I would like to extend a special welcome to all the new families joining Cuba Middle School this year, and welcome back all of our returning families as well!

My name is Arsenio Jacquez, and I am honored to be your new principal at Cuba Middle School. Middle School years are exciting, and very important in the development of a child's education. It is a time when students begin to experience changes that come with becoming young adults, and the development of new skills that will enhance their ability to learn in different ways.

Cuba Middle School is committed to providing a challenging and rigorous curriculum that helps each student progress as they journey through their education, while providing a safe learning environment for all students.

Students, our staff will not only educate you, but will challenge you every step of the way. The TEAM (Together Everyone Achieves More) concept is our philosophy at Cuba Middle School. Every staff member is here to continue positive experiences in your education and make you feel satisfied throughout your middle school years.

As the principal of Cuba Middle School, I believe that it is my responsibility to maintain and to continue to build a supportive and collaborative atmosphere at our school. Together as a school community, we will build on the traditions of the past and meet the challenges we may face in the future.

Sincerely,

Arsenio Jacquez, M. Ed.

**"Anyone who has never made a mistake has never tried anything new."**

**Albert Einstein**

## CUBA SCHOOLS 2018-2019 9 MONTH CALENDAR

JULY 2018				
M	TU	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

AUGUST 2018 (17)				
M	TU	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

SEPTEMBER 2018 (18)				
M	TU	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER 2018 (20)				
M	TU	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER 2018 (18)				
M	TU	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER 2018 (15)				
M	TU	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY 2019 (17)				
M	TU	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY 2019 (18)				
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	

MARCH 2019 (14)				
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

APRIL 2019 (19)				
M	TU	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2019 (17)					
M	TU	W	TH	F	S
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	18
20	21	22	23	24	
27	28	29	30	31	

JUNE 2019				
M	TU	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

★	First/Last Day of School	♥	Open House 4:00 – 6:00pm	☺	9 Weeks Ends Due	☀	Report Card Grades
▨	Parent Conferences (No school for students)	☑	Registration	☾	Progress Report Grades Due	⚡	Graduation
☑	Full Day Staff In-service (No school for students)	✦	No School for Elementary	☑	Half Day of School & Half Day In-service		
/	Half Day Staff In-service (No school for students)						

## **Important Dates**

July 31, August 1-2, 2018: Registration

August 6, 7 & 8 2018: In-service

August 9, 2018: First Day of School

August 10, 2018: Second Day of School

August 16, 2018: Open House

September 3, 2018: Labor Day

September 24, 2018: Full Day Staff In-service (No School)

October 8, 2018: Indigenous Peoples' Day

October 25, 2018: Parent Conferences (No School) 7hr day adjusted for teachers

October 26, 2018: Half Day Staff In-service 8am – 11:30am (No School)

November 12, 2018: Veteran's Day

November 21-23, 2018: Thanksgiving Break

December 24, 2018 to January 4, 2019: Winter Break

January 7, 2019: Full Day Staff In-service (No School)

January 21, 2019: Martin Luther King Jr. Day (Reserved Snow Day)

February 4, 2019: Full Day Staff In-service (No School)

February 18, 2019: President's Day (Reserved Snow Day)

March 14, 2019: Parent Conferences (No School) 7hr day adjusted for teachers

March 15, 2019: Half Day Staff In-service 8am – 11:30am (No School) March 25-29, 2019: Spring Break

April 1, 2019: Full Day Staff In-service (No School)

April 19, 2019: No School (Snow Day)

April 22, 2019: Sovereignty Day (Snow Day)

May 18, 2019: Graduation

May 22 - 23, 2019: No School for Elementary Students

May 23, 2019: Last Day of School

May 27, 2019: Memorial Day

**SNOW DAYS:** January 21<sup>st</sup>, February 18<sup>th</sup> and April 19<sup>th</sup> & 22<sup>nd</sup> are vacation days unless we need to make up snow days, then students and staff will be required to come to school on those days. The district will sent out notices if that is the case.

### **STAFF:**

No professional development on December 21, 2018.

Report Card Grades **MUST BE IN NO LATER THAN 11 AM** on the due date

Quarter 4/Semester 2 Grade due dates will be announced at each site by the principals

### **NOTE:**

(#) indicates the number of instruction days in that month

## **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.”*

### **Cuba Middle School Vision**

Cuba Middle School will collaboratively provide a healthy and mindful environment where all students can be college and career ready, be self-sufficient, and productive citizens.

### **Cuba Middle School Mission**

Cuba Middle School’s mission is to provide instructional rigor, culturally and linguistically responsive classrooms, and equity in teaching for all students. Our staff and students will exemplify respect, kindness, and empathy.

## **ADMINISTRATION**

### **The Cuba Independent Schools Board of Education**

Ms. Dianna Maestas, President

Mr. Taylor Pinto, Vice President

Ms. Vivian Keetso, Secretary

Ms. Elizabeth Martin, Member

Dr. Carl Stern, Member

### **Superintendent**

Mr. Adán Delgado

### **Principal**

Mr. Arsenio Jacquez

### **School Mascot**

Ram

### **School Colors**

Blue and Gold

## Cuba Middle School Staff

<b>NAME</b>	<b>FRONT OFFICE</b>	<b>ROOM #</b>
Arsenio Jacquez	Principal	Main Office
Frances Sandoval	Counselor	Main Hall
DesiRae Arellano	Administrative Assistant	Main Office
Carol Chase	Nurse	Main Hall
Ann Massey	Nurse's Assistant	Main Hall
<b>TEACHING AREA/ASSIGNMENT</b>		
Richard Armentrout	Mathematics	C-4
Trisha Delgado	SEL / Computer Coding	B-3
Daniel Dominguez	Special Education	A-5
Sandra Eichwald	Librarian	Library
Leslie Escobedo	Spanish Language	A-3
May Lou Gooris	Science	C-3/D-2 (lab)
Elaine Jacquez	Special Education	C-1
Kathleen Lujan	Language Arts	C-2
Terry Olguin	Social Studies	A-4
Matt Pribble	PE / Health	Gym
Renee Rubio-Armentrout	Art	B-2
June Vigil	Mathematics/ ELA	B-4
Bernita Cayaditto	Dine Language	A-2
Cassandra Crespin	Educational Assistant	
Grace Graves	Educational Assistant	
April Sorrow	Educational Assistant	
Jericho Willeto	Library Assistant	Library
Dorita Tsosie	Custodian	
Bridget Anderson	Custodian	
Garrison Martin	Maintenance	

## **Cuba Middle School Priorities**

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

### **1. “Academic Press”**

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

**Parents and students should expect:**

- teachers to use a variety of instructional methods
- clear learning objectives communicated to students which helps them understand “what” is being taught each day
- homework 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
- relevant and cultural 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 are treated fairly and with respect
- school staff will model positive citizenship
- promote high levels of school spirit



# Cuba Middle School 2018-19



Early release for the 2018-2019 school  
year will be at 11:55 a.m.  
See Calendar for Early Release days.

Place Schedule here

## **AUTHORITY**

In helping maintain proper order, any school employee has full authority over all students in the building, on 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 the 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.

### **Honor Roll/Attendance Awards**

Students who earn a place on the honor roll for academic excellence will be recognized and rewarded at the end of each 9-week grading period. Awards for EXCELLENT ATTENDANCE (at least 95% attendance) are also given at the end of the 9-weeks grading period. Early check-outs and tardies do count against the student's attendance record. Please do not check your child out 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 each day 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 4)
2. Arrive to class on time and prepared for academic endeavors.
3. When absent, contact teachers upon return to plan for makeup work. Students will be given one school day, for 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 are referred to appropriate authorities.

**Though certain absences are considered "excused", all absences are recorded and counted in the student's record and will impact the possibility of any awards/certificates.**

Excused Absence: Parents/Guardians 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.

**Excessive absences, whether excused or not, will result in the following:**

- **3 Absences** - Parent will receive a phone call and/or a letter from the school attendance clerk, or other school personal informing them on the number of absences.
- **5 Absences** - Parent will receive a phone call and a letter from the school informing them on the number of absences and requesting a meeting with the school principal.
- **7 Absences** - Parent will receive a phone call from the school informing them on the number of absences and requesting a meeting with principal. During this meeting student will be placed on an attendance contract.
- **10 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 absences. A parent may be contacted by school principal or counselor to attend a Student Assistance Team (SAT) meeting to discuss ways to avoid future absences.
- **15 or more Absences** - Parent will receive a notice from the school principal detailing the New Mexico School Compulsory Attendance Law. Children, Youth, and Family Department (CYFD) may be contacted to report parents for educational neglect.
- **It is VITAL that your child attend school every day!** We encourage you to make doctor and dentist appointments, and 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 2018-2019 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’s 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.

10. 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.

11. 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.

12. 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.

13. 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).

14. 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.

15. 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

### Tardy Procedure – Middle School

1. A tardy for Mid School attendance purposes is defined as any student who is **NOT** inside the classroom when the tardy bell stops ringing.
2. Students carrying a pass from a school staff member are classified as tardy excused and will be sent to class.

Students arriving in the classroom after the academic day begins present a significant distraction to the educational process. All students are expected to adhere to starting times for all scheduled classes. If you are late at the start of school, you must;

1. Report to the front office to receive a pass in order to enter class.
2. Provide a note from your parent / guardian explaining why you are late. If a parent / guardian tardy note is not received, it will be considered unexcused tardy.
3. When a student is tardy three (3) times to a class, the teacher will write a referral and submit it to the office. Continued and consistent tardiness may result to out of school suspension (OSS) and/or being placed on an SBC (Student Behavior Contract).

**Punctuality in school is just as important to your education and success, as punctuality on a job site is to your success as an employee. This good habit begins in school.**

## Hall Passes

Restrooms and drinking fountains should be used during passing periods. Any students found outside the classroom during class periods without a valid Hall Pass is considered truant. Running, misbehavior, and shouting in the hallways is not permitted.

**There are NO Hall Passes given out for the first and last ten minutes of a class.**

## STUDENT CHECKOUT/PICKUP PROCEDURE

Only the parent or legal guardian is permitted to check out a student from school. During registration, parents and guardians completed 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.



## **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 and authorities will be called.

Students are not permitted to bring other friends or family who are not enrolled at CMS as visitors.

## **STUDENT TRANSPORTATION 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 while boarding the busses. Students participating in an organized and sponsored after school activity will be under the supervision of their sponsor/coach. Students not participating in an afterschool activity are prohibited from walking about town, returning to the school to ride the activity bus home.

## **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. The driver will report, to the Principal, students who misbehave on the bus. **Three write-ups for inappropriate behavior will result in a week of suspension from bus transportation.**

## **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 device, **items MUST be powered off and in student backpacks.** Students will receive one (1) warning if device(s) cause 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.**

## **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. Staff will escort students to the gym and up the bleacher aisle to the row in which they will sit. Students will sit with their class and their teacher. Students are not 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 are students to boo, scream out, beat on bleachers with feet, or perform in any other uncivilized manner. Any disruptions will result in parents called and student sent home for the remainder of the day. We take pride in our school and want others to know about our fine reputation of hospitality.

## **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.

## **BEHAVIORAL EXPECTATIONS**

Our expectation is that students will always behave in an appropriate manner, and will show respect for each other, the staff, visitors, and facility. The goal of the C.M.S. staff is to reinforce positive behavior, by guiding 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

### **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. **DETENTION:** School personnel may detain students after school, during lunch, or require them to report early as a corrective measure. Students in this corrective measure, 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. If it is after school detention, **Parents will**

**have to make transportation arrangements.** Detention location and times are established by the teacher.

3. **IN-SCHOOL SUSPENSION (ISS):** An alternate location within the district, so students, who would normally be suspended out of school, have a different option. Students are monitored to complete their schoolwork in an alternate, but secure school environment, away from the general school population.
4. **OUT-OF-SCHOOL SUSPENSION (OSS):** Students are removed from the school environment for a designated length of time. Parents must meet with administrator upon student's return from OSS.
5. **LONG-TERM SUSPENSION/EXPULSION:** Students are removed from the school environment, for more than 10 days or not allowed to return to any CIS school after an expulsion hearing has determined the student is expelled.

### **BULLYING PREVENTION**

Staff at Cuba Middle School will not tolerate bullying of any kind. We employ many strategies to discourage bullying and promote a positive school atmosphere. If a student is experiencing any bullying behavior, he or she should report it immediately to a teacher, counselor, or the principal who will take immediate action to address the concern.

### **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.

### **SCHOOL DRESS CODE POLICY**

CMS students have a modified uniform policy. Students must wear a solid colored polo or front buttoned shirt of ANY **solid** color worn tucked in. Shirt must be free of logos, images or advertising. Solid colored Khakis, jeans, skirt, or skort may be used. Clothing must be clean and not baggy or torn (by design or on purpose). Cargo pants or pants/shorts with large excessive pockets are not allowed.

**Girls:** Skirts, skorts, or shorts should be no shorter than 2" above the knee as a good measure. Clothing must not be excessively baggy or have holes or tears. Dresses are allowed, as long as they follow the acceptable dress attire. Dresses must have sleeves and be no shorter than 2" above the knee. Spaghetti sleeves or revealing clothing is not allowed.

### **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).

### **FRIDAYS ONLY:**

**Tops allowed:** Cuba Middle School T-shirts; Cuba Activity/Team T-shirts; University/College T-shirts. Sweatshirts with the above special logos are also permitted.

### **Seasonally Allowed:**

Fitted zip front hoodies of solid color and/or solid color cardigan sweater worn over the school uniform top may be worn. Solid colored long sleeve shirts may be worn under colored shirts during colder weather. Jackets may be used between classes, but not in the classroom, unless allowed by the teacher, due to heating issues.

### **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. Students may not be barefooted or in socks on campus. Shoes must be worn at all times.

### **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. Photo permission forms are completed at registration regarding photos taken on school activities.

## GRADES

### Grading Scale

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 Roll

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

- 3.5 to 4.0 grade point average for "A" Honor Roll
- 3.0 to 3.49 grade point average for "B" Honor Roll

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

## EXTRACURRICULAR 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.

### Eligibility

- To be eligible for participation, students must earn a minimum of a 2.0 GPA **with no F's**.
- If you are suspended from school, you will not be allowed to practice or participate in an activity during your suspension.
- Students must be in school the day of, and after a game or extra-curricular activity.
- Student may not be in ISS or OSS during the day of a game or activity.

- If a student's Grade Point Average (GPA) is below a 2.0 for any quarter or has been suspended; the student shall be placed on academic probation. After being placed on probation grades and/or behavior will be monitored weekly to determine student's eligibility for that week. If by the end of the quarter, improvement towards the minimum standard has not been met, the student will not be eligible for athletic competition for the following quarter.

### **Student Activities**

We offer a variety of activities students can choose from, to enrich their learning and school experience. Every day we offer students a choice of "clubs" that change at semester. There are a variety of sports, challenge activities such as "Knowledge Bowl" and Student Council activities, as well as fun and craft activities. All students are required to attend a club every day, and attendance will be taken daily.

### **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 MEALS must be pre-purchased for \$3.00 per meal in the front office. School meal prices are determined annually 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 or events are allowed, with the approval of the school principal. 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 nurse's aide 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 parents to accommodate this need. The following requirements must be met to ensure safe 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 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 the student 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 to provide academic assistance to qualifying students. 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 (SAT)**

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, attendance or behavior, can assist in finding ways to help the student achieve success. A parent may also contact the team if they feel there is a concern that is effecting the student's educational development.

### **Counseling**

A school counselor is 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.

### **PMS School-Based Clinic**

Cuba Independent schools has a school-based clinic available to all students and their families. Middle School students may check themselves out to attend the clinic independently. The clinic offers the full range of health care services as well as mental health counseling. Parents must complete forms giving permission if a student is under 14 years of age.

### **Remediation Programs; Promotion Policies; Restriction**

***As per Board Policy 22-2C-6 G:*** At the end of the eighth grade, a student who is not academically proficient shall be retained in the eighth grade for no more than one school year, to become academically proficient, or if the student assistance team determines that retention of the student in the eighth grade will not assist the student to become academically proficient, the team shall design a high school graduation plan to meet the student's needs for entry into the work force or a post-secondary educational institution. If a student is retained in the eighth grade, the student assistance team shall develop a specific academic improvement plan that

clearly delineates the student’s academic deficiencies and prescribes a specific remediation plan to address those academic deficiencies.

## **C.M.S DISCIPLINE MATRIX**

Classroom teachers will have individual classroom rules that students are expected to follow and address consequences within their class. Teachers or staff members, will document any discipline issue they have with a student. A referral form will be completed and kept with the teacher. A plan of positive corrective measures will be discussed with the student, and listed on the referral form. A student will be referred to administration after the third documented referral from the teacher. However, when negative behavior requires the immediate attention of the administrative or civil authorities, the staff member will escort the student to the office, then complete the referral form for administration action. The Discipline Matrix on Pages 21-26 identifies possible school offenses. Whenever a violation of the discipline matrix occurs and is reported, the offense is documented, the student is counseled, and may be placed on a Behavior Contract. Depending on the nature, severity, or 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.

**All discipline is at the Discretion of the site principal or site Administrative staff.**

### **Discipline Process for Alcohol and Drug Offenses at Cuba Schools**

Infraction	Consequence	
<ul style="list-style-type: none"> <li>● 1<sup>st</sup> Offense Under-the-Influence</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Notification <b>and</b></li> <li>● Risk Assessment (LEAPS, SASSI, County Risk Assessment) <b>and</b></li> <li>● LEARNING LAB <b>and</b></li> <li>● Contract <b>and</b></li> <li>● Referral to Counseling at School-Based Health Center <b>and</b></li> <li>● Community Circle Process with Parent or Guardian (1 Session)</li> </ul>	<p><b>Lack of Compliance at any Level Results in Long-term Suspension Hearing</b></p>
<ul style="list-style-type: none"> <li>● 2<sup>nd</sup> Offense Under-the-Influence</li> <li>● 1<sup>st</sup> Offense Possession of Drugs, Alcohol, or Paraphernalia</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contacted</li> <li>● Report to Police <b>and</b></li> <li>● Short-term Out-of-School Suspension (5-7 days) <b>and</b></li> <li>● 2 Days - LEAPS/County Curriculum <b>and</b></li> <li>● Referral to Counseling at School-Based Health Center <b>and</b></li> <li>● Parent Involvement Program (4 Sessions) <b>and</b></li> <li>● Contract</li> </ul>	



<ul style="list-style-type: none"> <li>● 3<sup>rd</sup> Offense Under-the-Influence</li> <li>● 2<sup>nd</sup> Offense Possession of Drugs, Alcohol, or Paraphernalia</li> <li>● 1<sup>st</sup> Offense Distribution (1 oz. of Marijuana or Broken up for distribution)</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contacted <b>and</b></li> <li>● Report to Police / CYFD <b>and</b></li> <li>● Referral to Treatment Program <b>and</b></li> <li>● Long-term OUT-OF-SCHOOL SUSPENSION <b>and</b></li> <li>● Report to Police / CYFD</li> <li><b>OR</b></li> <li>● Parent Contacted <b>and</b></li> <li>● Report to Police / CYFD <b>and</b></li> <li>● Referral to Counseling at School-Based Health Center <b>and</b></li> <li>● Alternative Setting <b>and</b></li> </ul>	
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**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.  
1<sup>st</sup> Offense: Call Parents; 1 day detention  
2<sup>nd</sup> Offense: Call Parents; 3 days detention  
3<sup>rd</sup> 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)  
1<sup>st</sup> Offense: Students will be given other clothing, if available.  
2<sup>nd</sup> Offense: Call Parents; student is given other clothing, up to 2 days detention  
3<sup>rd</sup> Offense: Call Parents to bring clothing for student and, up to 5 days detention  
4<sup>th</sup> 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.  
1<sup>st</sup> Offense: Call Parents; 3 days detention  
2<sup>nd</sup> Offense: Call Parents; ISS for 2 days  
3<sup>rd</sup> Offense: Call Parents; ISS up to 5 days  
4<sup>th</sup> Offense: Call Parents; Referral for long term suspension
- 1.4 Electronic Device Violation** - Inclusive of Cell Phones, music players, cameras, video games/systems  
1<sup>st</sup> Offense: Student will be given a verbal and written warning  
2<sup>nd</sup> Offense: Call Parents; Parents pick-up device  
3<sup>rd</sup> Offense: Call Parents; detention for 2 days; Parents pick-up device  
4<sup>th</sup> 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.
- 1<sup>st</sup> Offense: Call Parents; 3 days detention & Receive zero on assignment
  - 2<sup>nd</sup> Offense: Call Parents; ISS for 2 days & Receive zero on assignment
  - 3<sup>rd</sup> Offense: Call Parents; Suspend up to 3 days & Receive zero on assignment
  - 4<sup>th</sup> 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.
- 1<sup>st</sup> Offense: Call Parents; 1-3 days detention depending on the severity of the conduct
  - 2<sup>nd</sup> Offense: Call Parents; 3-5 days detention depending on the severity of the conduct
  - 3<sup>rd</sup> Offense: Call Parents; ISS up to 3 days
  - 4<sup>th</sup> Offense: Call Parents; ISS up to 5 days
- 1.7 Littering** - Discarding trash inappropriately.
- 1<sup>st</sup> Offense: Call Parents; Counsel/Warning
  - 2<sup>nd</sup> Offense: Call Parents; 2 days detention
  - 3<sup>rd</sup> Offense: Call Parents; 2 days detention with community service
  - 4<sup>th</sup> 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/vehicle will be disciplined in the same manner as if the offense had been committed at the assigned school. Bus riding privileges may be revoked.
- 1<sup>st</sup> Offense: Call Parents; 2 days detention
  - 2<sup>nd</sup> Offense: Call Parents; ISS for 2 days; Suspend from bus 1-3 days
  - 3<sup>rd</sup> Offense: Call Parents; ISS up to 5 days; Suspend from bus 3-5 days
  - 4<sup>th</sup> Offense: Call Parents; Refer 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*)
- 1<sup>st</sup> Offense: Call Parents; Counsel/Warning
  - 2<sup>nd</sup> Offense: Call Parents; 3 days detention
  - 3<sup>rd</sup> Offense: Call Parents; ISS for 3 days
  - 4<sup>th</sup> Offense: Call Parents; Technology privileges revoked for remainder of year; Suspend up to 3 days
- 1.10 Tardy** (Tardies are calculated per semester) Teachers will monitor a student's tardy for their classes before making a referral to the office.
- 3<sup>th</sup> / 4<sup>th</sup> Tardy: Call parents & up to 3 days detention
  - 5<sup>th</sup> / 6<sup>th</sup> Tardy: Call Parents & up to 5 days detention
  - 7<sup>th</sup> / 8<sup>th</sup> Tardy: Call Parents & up to 3 Days ISS
  - 9<sup>th</sup> / 10<sup>th</sup> 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. Teachers will monitor these in their classrooms.
- 1<sup>st</sup> Offense: Teacher will Call Parents; 1 day detention
  - 2<sup>nd</sup> Offense: Teacher will Call Parents; 2 days detention
  - 3<sup>rd</sup> Offense: Teacher will Call Parents; 3-5 days detention and make a referral to the office.
  - 4<sup>th</sup> Offense: Administration will 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
- 1<sup>st</sup> Offense: Call Parents; up to 3 days detention
  - 2<sup>nd</sup> Offense: Call Parents; ISS for 2 days
  - 3<sup>rd</sup> Offense: Call Parents; ISS up to 5 days

<b>Level II Offenses</b>
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- 2.1 Defiance of Authority** (Insubordination) - Refusing to respond or carry out directive from school personnel including: custodians, food service personnel, nurses, secretaries, aides, teachers, counselors, and principals.
- 1<sup>st</sup> Offense: Call Parents; ISS 1-2 days
  - 2<sup>nd</sup> Offense: Call Parents; ISS 3-5 days
  - 3<sup>rd</sup> Offense: Call Parents; ISS up to 10 days
- 2.2 Failure to Attend Detention** - Without prior approval from school officials.
- 1<sup>st</sup> Offense: Call Parents; 5 days lunch detention
  - 2<sup>nd</sup> Offense: Call Parents; ISS for 2 days
  - 3<sup>rd</sup> Offense: Call Parents; ISS up to 5 days
  - 4<sup>th</sup> Offense: Call Parents; ISS up to 10 days
- 2.3 Gang Related** – Includes (but not limited to) gesturing, “signing,” tagging, or wearing of gang related clothing.
- 1<sup>st</sup> Offense: Call Parents; ISS up to 2 days
  - 2<sup>nd</sup> Offense: Call Parents; ISS up to 5 days
  - 3<sup>rd</sup> Offense: Call Parents; ISS up to 10 days; suspended 5-10 days pending an expulsion hearing.
- 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).
- 1<sup>st</sup> Offense: Call Parents; Call Police if warranted; 2 days ISS
  - 2<sup>nd</sup> Offense: Call Parents; Call Police if warranted; ISS up to 5 days
  - 3<sup>rd</sup> Offense: Call Parents; Call Police; suspend 5-10 days. Discretion of site Administrative staff.
- 2.5 Tobacco** - \*Extra-curricular regulations/policies also apply\* - Includes (but not limited to) use or possession of cigarettes, chewing tobacco, and snuff.
- 1<sup>st</sup> Offense: Call Parents; ISS for 2 days
  - 2<sup>nd</sup> Offense: Call Parents; ISS up to 5 days
  - 3<sup>rd</sup> Offense: Call Parents; ISS up to 10 days
  - 4<sup>th</sup> Offense: Call Parents; suspend 5-10 days. Discretion of site Administrative staff.
- 2.6 Truancy** - Inappropriate absence from school without knowledge of parents/guardians or school Officials.
- 1<sup>st</sup> Offense: Call Parents; 3 days detention
  - 2<sup>nd</sup> Offense: Call Parents; ISS for 3 days
  - 3<sup>rd</sup> Offense: Call Parents; ISS up to 5 days
  - 4<sup>th</sup> 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 pay for damages).  
 1<sup>st</sup> Offense: Call Parents; ISS for 3-5 days  
 2<sup>nd</sup> Offense: Call Parents; Possibly Call Police; suspend 5-10 days. Extend suspension pending and expulsion hearing.
- 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.  
 1<sup>st</sup> Offense: Call Parents; ISS 3 days  
 2<sup>nd</sup> Offense: Call Parents; ISS 5 days  
 3<sup>rd</sup> Offense: Call Parents; ISS up to 10 days, Extend suspension pending and expulsion hearing.
- 2.9 Violation of Suspension** - Student appears on campus during the school day or at school activities while suspended.  
 1<sup>st</sup> Offense: Call Parents; Double Suspension days  
 2<sup>nd</sup> Offense: Call Parents; 10 day suspension pending an expulsion hearing. . Discretion of site principal or site Administrative staff.

<b>Level III Offenses</b>
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- 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.  
 1<sup>st</sup> Offense: Call Parents; Call Police; **Refer to the Discipline Process for Alcohol and Drug Offenses at Cuba Schools** (page 24-25).
- 3.2 Arson** - Setting a fire or causing an explosion with the intention to damage property or buildings.  
 1<sup>st</sup> Offense: Call Parents; Call Police; 10 day suspension pending an expulsion hearing. Parents are responsible for damage reimbursement.
- 3.3 Assault with a Weapon/Firearm**  
 1<sup>st</sup> Offense: Call Parents; Call Police; 10 day suspension pending an expulsion hearing.
- 3.4 Battery** - Hitting, striking and/or causing injury to another person; physically injuring another person.  
 1<sup>st</sup> Offense: Call Parents; Suspend up to 5 days; Possible Call Police  
 2<sup>nd</sup> Offense: Call Parents; Call Police; 10 day suspension pending an expulsion hearing.
- 3.5 Bomb Threat**  
 1<sup>st</sup> Offense: Call Parents; Call Police; 10 day suspension pending an expulsion hearing.

- 3.6 Bullying** – Repeated and systematic intimidation, 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.
- 1<sup>st</sup> Offense: Call Parents; Refer to Social Worker; possible suspension up to 5 days
  - 2<sup>nd</sup> Offense: Call Parents; Suspend up to 5 days depending on the severity of the Conduct
  - 3<sup>rd</sup> Offense: Call Parents; Suspend up to 10, Extend suspension pending and expulsion hearing.
- 3.7 False Alarm** - Tampering with emergency equipment, setting false alarms, making false reports.
- 1<sup>st</sup> Offense: Call Parents; Call Police; suspend 3-5 days. Discretion of site principal or site Administrative staff.
- 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 an automatic 2<sup>nd</sup> offense regulation). All parties involved will be sent home for the remainder of the day and will follow with:
- 1<sup>st</sup> Offense: Call Parents; Call Police; Suspend up to 5 days
  - 2<sup>nd</sup> Offense: Call Parents; Call Police; suspended 5-10 days. Extend suspension pending an expulsion hearing.
- 3.9 Habitual Offender** - Student has committed frequent offenses and has had multiple discipline referrals for multiple offenses.
- 1<sup>st</sup> Offense: Call Parents; Refer to Social Worker; ISS up to 3 days
  - 2<sup>nd</sup> Offense: Call Parents; ISS up to 10 days
  - 3<sup>rd</sup> Offense: Call Parents; suspended 5-10 days. Extend suspension pending an expulsion hearing.
- 3.10 Hazing** - Forcing other students to perform strenuous, humiliating, or dangerous tasks. (Disciplinary action will be determined by the severity of the conduct.)
- 1<sup>st</sup> Offense: Call Parents; ISS for 3-5 days
  - 2<sup>nd</sup> Offense: Call Parents; suspend 5-10 days.
  - 3<sup>rd</sup> Offense: Call Parents; suspended 5-10 days. Extend suspension pending an expulsion hearing.
- 3.11 Indecent Exposure** - Includes display of private body parts in public.
- 1<sup>st</sup> 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.
- 1<sup>st</sup> Offense: Call Parents; ISS up to 5 days
  - 2<sup>nd</sup> Offense: Call Parents; suspended 5-10 days. Extend suspension pending an expulsion hearing.
- 3.13 Possession of a Firearm**
- 1<sup>st</sup> Offense: Call Parents; Call Police; suspended 10 days. Extend suspension pending an expulsion hearing.

- 3.14 Possession of Inappropriate Materials** - Includes (but not limited to) explicit materials, combustible chemicals and drug paraphernalia.  
1<sup>st</sup> Offense: As warranted: Call Parents; Suspend up to 10 days; Call Police. ; **Refer to the Discipline Process for Alcohol and Drug Offenses at Cuba Schools** (p 24-25).
- 3.15 Possession of a Weapon** - Possession or use of any instrument of device used to inflict or attempt to inflict physical injury to another person.  
1<sup>st</sup> Offense: Call Parents; Call Police; suspended 10 days. Extend suspension pending an expulsion hearing.
- 3.16 Recording of a Fight** - Students are prohibited from recording, electronic distribution, and posting of school fights online.  
1<sup>st</sup> Offense: Call Parents; ISS 3 days; Possible Suspend up to 3 days. Discretion of Administrative staff.  
2<sup>nd</sup> Offense: Call Parents; ISS up to 10 days; suspended 10 days. Extend suspension pending an expulsion hearing.
- 3.17 Sexual Harassment** - Unwelcome comments and other verbal or physical conduct of a sexual nature.  
1<sup>st</sup> Offense: Call Parents; ISS for 3 days  
2<sup>nd</sup> Offense: Call Parents; Suspend 3 -5 days  
3<sup>rd</sup> Offense: Call Parents; suspend 10 days, Extend suspension pending and expulsion hearing.
- 3.18 Social Media and Communication Offenses** - Includes (but not limited to) sexting, Facebook/social media harassment of other students and cyber bullying.  
1<sup>st</sup> Offense: Call Parents; ISS 1-3 days  
2<sup>nd</sup> Offense: Call Parents; Suspend 3 -5 days  
3<sup>rd</sup> Offense: Call Parents; suspended 10 days. Extend suspension pending an expulsion hearing.
- 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.  
1<sup>st</sup> Offense: Call Parents; Possible Call Police; suspend 3-5 days.  
2<sup>nd</sup> Offense: Call Police, Suspend 5-10 days. Extended suspension pending an expulsion hearing.

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

**THIS PAGE MUST BE SIGNED AND RETURNED TO THE C.M.S OFFICE BY  
SEPTEMBER 14, 2018.**

**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 2017/2018.  
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: \_\_\_\_\_

**Cuba Middle School  
Parent/Community Volunteer Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

Address: \_\_\_\_\_  
Street City, State, & Zip Code

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Cell#: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

If any, name(s) child(ren) attending Cuba Municipal Schools: (Name/Grade/School)

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**Type of Volunteer Work Preferred: (Mark all that apply)**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Tutoring             | <input type="checkbox"/> Sporting Events            | <input type="checkbox"/> Out of School Events/Special Activities |
| <input type="checkbox"/> Classroom Assistance | <input type="checkbox"/> Special Projects           | <input type="checkbox"/> Maintenance/Outdoor/Building Projects   |
| <input type="checkbox"/> Library              | <input type="checkbox"/> Clerical/Office            | <input type="checkbox"/> Homework Helper (before & after school) |
| <input type="checkbox"/> Student Mentor       | <input type="checkbox"/> Parent-Teacher Association |  |
- Speak to a class on my specialty, which is \_\_\_\_\_
- Demonstrate my talent to a class, which is \_\_\_\_\_
- Other \_\_\_\_\_

**Times Available: Please indicate time you can spend in school.**

<input type="checkbox"/> Regular:	<u>Morning</u>	<u>Afternoon</u>	<u>Morning</u>	<u>Afternoon</u>
Monday :	_____		Thursday:	_____
Tuesday:	_____		Friday:	_____
Wednesday:	_____			

I do not have time to volunteer

To the best of my knowledge, I am in good health and free from disease which may be communicated to any child whom I might be in contact and have no past record of negative nature that might case doubt upon the appropriateness of me working with or around children. All volunteers will have to complete a Volunteer Authorization Form through the district office.

Signature: \_\_\_\_\_