

# **Cuba**



# **Elementary School**

**PARENT AND STUDENT HANDBOOK**

2010-2011

**Dr. Paddy Sertich Domier**  
Principal

**Mrs. Beverly Johnson**  
Secretary

**Telephone: 575-289-3211, x1400**  
**Fax: 575-289-0432**

**PO Box 70**  
**Cuba, NM 87013**

Cuba Independent School District does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status or disability in any educational programs, activities or employment. Cuba Independent School District also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in a school meeting or hearing, or if you wish to receive assistance or information regarding student grievances, language translations of District policy, Section 504 or Title IX, please contact the Superintendent's Office at least one week prior to the meeting or as soon as possible.

## **Cuba Independent School District Administration:**

Victor Velarde, Superintendent

### **Board of Education:**

Marty Vigil, Chairman

Marcellino Crespín, Vice Chairman

Happy Martínez, Secretary

Darlene Chiquito, Member

Marlene Waukazoo, Member

# Table of Contents

<u>Information</u>	<u>Page Number</u>
School Calendar	5
Vision/Mission	6
Principal's Message	7
Assemblies	8
Assessment and Evaluation	8
Attendance	9
Books	12
Bus Transportation Rules	12
Bus and Transportation Changes	13
Cafeteria Service	13
Cameras in School and on Buses	14
Change in Student Information	14
Checking Students Out Early	14
Discipline Philosophy and Policy	15
Field Trips	17
FRPA	18
Health Services	18
Homework	19
Inclement Weather	19
Library	20
Literacy/Reading Block	21
Newsletter	21
Parent-Teacher Conferences	21
Photographs	22
Promotion and Retention	22
Registration	23
School Hours	23
Student Assistance Team (SAT)	23
Student Placement	24
Technology	25
Telephone Calls to the School	25
Uniform (Dress Code) Policy	26
Visiting the School	26
Wellness Policy	27
What You Can Do to Help Your Child Learn	27
Discipline Matrix	29
*Parent/Student Signature Page	31

\*Please sign and return to your child's teacher after reading this handbook.

CUBA SCHOOLS 2010-2011 CALENDAR

187 Days  
180 Teaching Days  
4 Snow Days  
3 In-service Days

5/18/10a

JULY 2010				
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

AUGUST 2010				
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			

SEPTEMBER 2010				
M	TU	W	TH	F
		1	2	3 R
6	7	8	9☾	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

OCTOBER 2010				
M	TU	W	TH	F
				1
4	5	6	7	8
11	12	13 R	14↑	15
18	19	20	21 A+	22 A+
25	26	27	28	29

NOVEMBER 2010				
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			

DECEMBER 2010				
M	TU	W	TH	F
		1	2	3
6	7	8 R	9	10
13	14	15	16↑	17
20	21	22	23	24
27	28	29	30	31

JANUARY 2011				
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

FEBRUARY 2011				
M	TU	W	TH	F
	1	2	3☾	4
7	8	9 R	10	11
14	15	16	17	18
21	22	23	24	25
28				

MARCH 2011				
M	TU	W	TH	F
	1	2	3	4
7	8	9	10↑	11
14	15	16	17 A+	18 A+
21	22	23	24	25
28	29	30	31	

APRIL 2011				
M	TU	W	TH	F
				1
4	5	6	7☾	8
11	12	13	14★	15★
18	19	20	21	22
29	26★	27	28	29

MAY 2011				
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			

JUNE 2011				
M	TU	W	TH	F
		1	2	3
6 R	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Vacation    
  In-Service    
 \_\_\_\_\_ 9 Weeks Ends    
 ★ First/Last Day    
 ☼ Snow Day  
 ↑ Report Card Grades Due    
 ☾ Progress Grades Due    
 A+ Parent Conference    
 R State Reporting

State Reports: **20 Day** - 9/3/10, **40 Day** - 10/13/10, **Dec 1-10/13/10**, **80 Day**-12/8/10, **120 Day**-2/9/11, EOY 6/6/11

\*High School graduation



### ***OUR VISION***

Cuba Elementary School's vision is to engage ALL students through a challenging and appropriate curriculum in a safe, nurturing learning environment. Students will be empowered with the necessary tools of knowledge guided by a highly qualified, exemplary staff.

### ***OUR MISSION***

Our mission at Cuba Elementary School is to help students reach their individual potential, and acquire the skills and knowledge necessary to be successful, confident, life-long learners who are productive citizens in our society.

---

Dear Parent/Guardian:

We ask that you review the Student Handbook with your child before the end of the first week of school. Please complete the form on the last page of the handbook and return it to school with your child by Friday, August 20th. Thank you.

Pride, Determination, Commitment  
No Excuses

August 2010

Dear Cuba Elementary Students, Families, Staff and Community:

Welcome to the 2010-2011 school year at Cuba Elementary School. I am excited to be entering my second year as principal with an incredible staff team, PAC and community. As I experienced last year, working together will make this a great year of learning and making friends for our children.

The focus of this school year will remain "staying centered on kids." To that effect we care for each and every one of our students as individuals. We are a community school—one in which the involvement of parents in the life, heart and soul of our school is cherished and expected. Every student, every issue, every question is important to me; feel free to visit me with any concern, compliment, or comment you may have. My door is open to you.

As our students move forward through P-5, they will reach out in their development, seeing the need for intellectual integrity and commitment to doing justice. I see this school year as the opportunity for staff, students and me to move beyond self-interest and self-centeredness while acquiring the motivation to be a person for others.

The excitement of beginning a new school year and welcoming new and returning families and students is my favorite time of the year. The first day of school will be August 9<sup>th</sup> for staff and August 11<sup>th</sup> for students. Students K-2 will report directly to their classrooms and students 3-5 will report to the cafeteria for breakfast.

On behalf of our expert and dedicated faculty, coaches and staff, welcome back to the school with a focus on tomorrow!

Staying centered on kids,

Dr. Paddy Domier



## ASSEMBLIES

Assembly programs are an important part of the instructional program; however, we do everything we can to protect important classroom instruction time and assemblies are held on an as-needed basis. Assemblies are usually held to provide students, staff, and parents with an opportunity to build community and school spirit, to acknowledge student and/or staff achievement and success, and to highlight positive happenings in the school.

Students are expected to enter the gymnasium with the teacher in an orderly manner and sit with their class. Students are trained in expected "assembly behavior," which shows respect and courtesy.

## ASSESSMENT AND EVALUATION

Report cards will be mailed at the end of each nine (9) weeks. In addition, there are two scheduled parent/teacher conferences. Please feel free at any time during the school year to schedule additional conferences, if necessary.

**Educational Testing Instruments Used at Cuba Elementary School**

Grade Level	Classroom Assessments (Year-round)	ACCESS (Spring)	DIBELS (K2) (reading skills) (Fall, Winter, Spring)	NM Standards Based Assessment (SBA) (March)	MAP (Measure of Academic Progress) (Sept., Jan., May)
Pre-K	•				
K	•	•	•		•
1	•	•	•		•
2	•	•	•		•
3	•	•		•	•
4	•	•		•	•
5	•	•		•	•

## ATTENDANCE

Daily attendance and being in class ON TIME is vital to the success of students at the elementary school. Attendance is based on 170 scheduled days in the school year. Any absence is recorded by teachers and sent to the front office. A record of student attendance is kept in the student's permanent record. Please help your child make every effort to attend unless s/he is ill. Please follow the procedures below if your child will be absent from school:

- Parents should call the school to report a student absence. The phone number is 289-3211, x 1400. Please leave a message on the voice machine or let the school secretary know the reason for your child's absence.

OR

- Parents may send a note with their child upon his/her return to school, stating the reason for the student's absence if you were unable to notify the school by phone on the date of the absence.
- Parents are urged to record all absences on a personal calendar so that documentation is available when requested.

Though certain absences are considered "excused", **all** absences are recorded and count 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; school liaison will make a home visit to determine the reasons for the 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.

Attendance plays an important part in helping our school make AYP, Adequate Yearly Progress. According to the New Mexico Public Education Department, a school must have an overall attendance rate of 92% in order to make AYP. **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.

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.

### **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.*

### ***ATTENDANCE-NM State Compulsory Attendance Law***

#### **22-12-7. Enforcement of attendance law; habitual truants; penalty.**

A. Each local school board and each governing authority of a private school shall initiate the enforcement of the provisions of the Compulsory School Attendance Law [Chapter 22, Article 12 NMSA 1978] for students enrolled in their respective schools.

*B. To initiate enforcement of the provisions of the Compulsory School Attendance Law against a habitual truant, a local school board or governing authority of a private school or its authorized representatives shall give written notice of the habitual truancy by certified mail to or by personal service on the parent of the student subject to and in noncompliance with the provisions of the Compulsory School Attendance Law.*

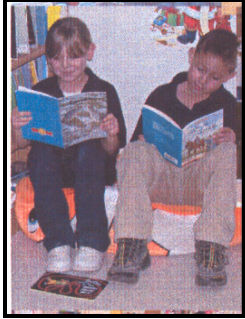
*C. If unexcused absences continue after written notice of habitual truancy as provided in Subsection B of this section has occurred, the student shall be reported to the probation services office of the judicial district where the student resides for an investigation as to whether the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy and thus subject to the provisions of the Children's Code [32A-1-1 NMSA 1978]. In addition to any other disposition, the children's court may order the habitual truant's driving privileges to be suspended for a specified time not to exceed ninety days on the first finding of habitual truancy and not to exceed one year for a subsequent finding of habitual truancy.*

*D. If, after review by the juvenile probation office where the student resides, a determination and finding is made that the habitual truancy by the student may have been caused by the parent of the student, then the matter will be referred by the juvenile probation office to the district attorney's office or any law enforcement agency having jurisdiction for appropriate investigation and filing of charges allowed under the Compulsory School Attendance Law. Charges against the parent may be filed in metropolitan court, magistrate court, or district court.*

*E. A parent of a student who, after receiving written notice as provided in Subsection B of this section and after the matter has been reviewed in accordance with Subsection D of this section, 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 twenty-five dollars (\$25.00) or more than one hundred dollars (\$100) may be imposed, or the parent of the student may be ordered to perform community service. If violations of the Compulsory School Attendance Law continue, upon the second and subsequent convictions, the parent of the student who knowingly allows the student to continue to violate the Compulsory School Attendance Law shall be guilty of a petty misdemeanor and shall be subject to a fine of not more than five hundred dollars (\$500) or imprisonment for a definite term not to exceed six months or both.*

*F. The provisions of this section shall apply beginning July 1, 2004.*

*Attendance law requires students to attend school until their sixteenth birthday or as otherwise provided by law. Persons subject to this law shall attend school according to the school calendar established by the school district. Responsibility for compliance with the law rests upon the parent and student. These provisions of the Compulsory School Attendance Law will be enforced pursuant to Section 22-12-7 of the State Statutes.*



## BOOKS

Students receive several textbooks and library books for their use and enjoyment during the school year. Students are to be responsible for these books and treat them with respect. If a student tears, writes in, or destroys a book s/he will be required to pay the full cost of replacement. Please help your child take good care of his/her books when they come home and remind them to return them to school when requested by the teacher and/or librarian (also see LIBRARY, p. 20).



## BUS Safety

In order to promote a safe and comfortable ride on the bus, proper behavior is expected from every student. The New Mexico State Regulations governing student transportation are distributed during student registration. If at any time you have a question, contact the elementary secretary and/or principal. The three levels of bus safety listed below require parent notification as one of the consequences. Check the discipline matrix for other consequences; all school rules apply. Failure to follow bus safety rules may result in the loss of bus privileges.

Level I behaviors include being seated facing front when the bus is moving. Failure to follow that rule will result in parent notification and one or more of the consequences on the Discipline Matrix.

Level II behaviors include "Do not hit, punch, kick, pull hair and do not use pencils, markers." Failure to follow that rule will result in parent notification and one or more of the consequences on the Discipline Matrix.

Level III behaviors include the possession or use of matches or lighters. Failure to follow that rule will result in parent notification and one or more of the consequences on the Discipline Matrix.

## **BUS AND TRANSPORTATION CHANGES**

Whenever you need to make a change to your child's bus or transportation arrangements you must either come into the school or make the arrangements or **you must send a note that includes the parent/guardian signature** to your child's teacher. The teacher will give the note to the building secretary who will fill out a Transportation Change form for your child. **NO CHANGES WILL BE MADE WITHOUT A NOTE! At no time will a bus change be made through a phone call...we must have written documentation.** This is because we cannot identify a parent/guardian over the phone; we will not make transportation changes by phone. Please understand this is a safety issue.



## **CAFETERIA SERVICE**

Breakfast and lunch are served to all students daily. The cafeteria opens for breakfast at 7:45 a.m. and students are sent into the cafeteria upon their arrival. We encourage all students to go through the serving line and eat a nutritious breakfast each day. For lunch, students are brought to the cafeteria during the scheduled time by grade level. Again, we have all students go through the serving line and encourage them to eat a hearty lunch.

If your child needs special consideration for foods due to allergies, lactose intolerance, or personal lifestyle, please inform your child's teacher or the school nurse so that special arrangements can be made for your child. A doctor's order must be provided for any dietary changes.

## CAMERAS IN SCHOOL AND ON BUSES

Cuba Elementary School and all Cuba Independent School buses are 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.



## CHANGE IN STUDENT INFORMATION

It is important that the school office be notified immediately of a change in your address, home or office telephone number, or emergency information during the academic school year. Without a current telephone number we would be unable to locate you in case of an emergency. **The school must have a current telephone number where you (or an emergency contact) may be reached at all times.** Cell phone numbers are acceptable but they must be current and in service at all times.

## CHECKING STUDENTS OUT EARLY

Students are required to be in class for reading and math blocks. Student checkouts and **classroom interruptions are not permitted.** It is highly recommended that you make appointments and check out for afternoons.

Please Note: **Anyone coming to school to check out a student early must be listed on the student's checkout list.** If there are custody issues, please make sure the school office has copies of all legal documents. **IF YOU ARE NOT ON THE CHECKOUT LIST YOU WILL NOT BE ALLOWED TO TAKE THE STUDENT.** Each parent is required to fill out this checkout form during registration. Please update your child's checkout list when necessary and communicate with your child's teacher often. **Checking your child out early is not permitted during reading and math blocks and counts as a partial absence and does affect your child's attendance record. Students with checkouts and/or tardies are not eligible for PERFECT ATTENDANCE prizes.**



## **DISCIPLINE PHILOSOPHY AND POLICY**

Preventative discipline is the policy at Cuba Elementary School which includes interventions such as student contracts, loss of privileges, parent contacts, and peer helpers. When a student receives a Discipline Referral, the principal will use the School Discipline Matrix to determine the appropriate consequence(s) for a student's misbehavior

Each staff member at Cuba Elementary School accepts responsibility for the maintenance of classroom and building discipline and for the promotion of our school-wide Positive Behavior Support (**PBS**) program. Students learn and participate in promoting the six pillars of Character Counts:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship.

Each student is expected to behave in a way that is conducive to learning and to the well-being of ALL students. All students are expected to be good RAMS.

### **RAMS:**

**R** - be Responsible for their learning and behavior

**A** - have a positive Attitude

**M** - Manage their behavior and be a good citizen

**S** - be Successful!

The following behaviors are infractions of Cuba Elementary School rules:

1. **Abusive/inappropriate language**- Speaking, writing, or acting in a manner, which is inappropriate and/or obscene to another student or staff member.
2. **Alcohol possession/consumption** - Bringing, using, delivering, or selling alcoholic beverages.

3. **Arson** -Starting, attempting to start, or promoting the continuation of any fire or explosion. This does not preclude teacher approved class activities such as an approved and supervised experiment in a supervised class.
4. **Bus Misbehavior** - A discipline referral from a bus driver will be treated like any other school infraction. Students are expected to follow all bus safety rules and treat the bus drivers with respect and courtesy.
5. **Cheating** - students are encouraged to always play by the rules when using playground equipment and games; students must do their own work at all times and not copy assignments/homework from others.
6. **Defiance of authority** - students are expected to listen and follow the direction of all adults in the school building. Willful or habitual refusal to obey school rules and/or staff will result in the referral to the principal.
7. **Disrespect toward staff** - students will treat all staff members with respect by using good manners, not talking back, and not using profanity.
8. **Disruption** - classroom teachers will follow the procedures of their classroom management plan; however, when a student consistently disrupts the class s/he will be referred to the principal for further disciplinary action.
9. **Dress Code** - Cuba Elementary School has a uniform policy (see p. 26). Students are expected to wear the uniform everyday unless the principal has designated a "no uniform day" for a special occasion. Please purchase only the specific uniform clothing items prior to the school year so that your child will be dressed appropriately. Students new to the district have 5 days to purchase the required uniform clothing.
10. **Drugs possession/use**- bringing, using, delivering or selling controlled substances while on or about school or at school-sponsored events.
11. **Fighting** - threatening, attempting or causing physical harm to another person. Play fighting between students must be avoided; in many cases play fighting leads to more serious fighting.
12. **Forgery** - a student shall not use, or attempt to use, the identity, signature, academic work, or research of another person and represent that it is his or her own.
13. **Harassment/Bullying** - no student shall threaten, intimidate, or cause another person, child or adult, to feel unsafe.
14. **Lying** - not telling the truth when confronted by an adult and/or telling lies about another person. Students must demonstrate trustworthiness.

15. **Physical aggression/threats toward a staff member** - a student who attempts to or succeeds in striking or hurting a staff member will be immediately referred to the principal; the local police will be notified.
16. **Prohibited Items** -The following items are **NOT** permitted on the school campus:
- Skateboards or roller blades (including hee-ies)
  - Cap and/or water pistols
  - Personal portable radios, CD players and Walkmans, video games, tape players
  - Disruptive electronic devices/any pager
  - Cell phones
  - Water balloons
  - Junk food, snacks
  - Toys of any kind, including toy weapons
  - Any items or accessories which advertise, display, or promote drugs, violence, weaponry, profanity, hatred, or bigotry toward a group.
  - Anything which is disruptive to the educational process; if any of these items are brought to school they will be confiscated and returned to a parent or guardian at the discretion of school principal.
17. **Skipping Class**- leaving the classroom without permission; students are expected to be on time to school and to arrive at their classrooms at the designated times.
18. **Theft** - Stealing, attempting to steal, or knowingly receiving stolen property.
19. **Threats** - Threats made to staff or other students both physical and verbal
20. **Vandalism** -Writing on school property with any tool, which causes damage is unacceptable. Students are expected to respect school property.
21. **Weapons Use/Possession** - Bringing, using, or selling any weapons, explosive, (including firecrackers), or any dangerous object or look-alike weapon is strictly prohibited.



## FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent or guardian is required for all students attending a field trip.

Any parent accompanying a class on a field trip is expected to follow the school rules and assist the teacher in supervising students. Younger siblings are not allowed on a field trip.

All students will be returned to the school after a field trip unless prior arrangements have been made with the teacher and are documented in writing.

### **FRPA (Family Rights Privacy Act)**

According to the Family Rights and Privacy Act of 1974, the parent/guardian or student age 18 or over is permitted to inspect and review educational records relating to the student.



### **HEALTH SERVICES**

The Cuba Independent School District has a Site-Based Wellness Center. If a student becomes ill at school s/he must tell his/her teacher immediately. The teacher will contact the Wellness Center or nurse. A determination of the necessary course of action will take place and the student's parent/guardian may be contacted and asked to come and pick up the student.

School staff are prohibited from providing or administering any type of medication to any student. Students needing occasional medications are encouraged to take these medications at home if possible. Medication that is prescribed three (3) times a day can be given before the student comes to school, after school, and again at bedtime. However, if medication **MUST** be given at school, it must be in the original labeled container and delivered by the parent. The parent or guardian must complete an authorization form which is available from the nurse. Students are **NOT** permitted to bring unlabeled or individual medications (such as tablets) to school. Students are also not permitted to give their own medication, generally. There are some exceptions such as in the case of asthma. For further information or questions, please contact the school nurse at 289-3211, ext. 1404.

**Head Lice** can be a problem from time to time in school. When a student is found to have head lice that child will be sent home at the end of the school day. Examine household members and treat the child's bedmates. The Wellness Center and the school nurse can make appropriate preparations for treatment. Children

who have frequent and repeated head lice infestations will be referred to CYFD (the Children, Youth, and Family Department). **Your child must see the nurse to ensure that all the eggs have been removed.** If you have transportation difficulties, please contact the school. Further information and support are available from the school nurse.



## **HOMEWORK**

Homework is a wonderful way for students to practice their new skills and knowledge, or to review skills learned during regular classroom instruction.

Each classroom teacher is responsible for creating a homework policy for their students. Some homework assignments are graded and will have an effect on your child's grades. Students receive a homework folder to help them organize their assignments, handouts, and parent check-off sheets. Completion of homework is a priority. Incomplete homework will be assigned during study hall across from the principal's office.

## **READING AT HOME**

**ALL STUDENTS ARE EXPECTED TO READ AT LEAST 30 MINUTES EVERY NIGHT AT HOME.** Students have numerous opportunities to check out books at school, whether in the library or classroom. Please encourage your child to bring books home and establish a set time when they will read each evening. Also, provide a quiet place at home for your child to study, read, and complete homework.



## **INCLEMENT WEATHER**

When severe weather creates hazardous conditions, the regular school schedule may be delayed or canceled to ensure students' safety. It is the parent's/guardian's responsibility to monitor news reports via television and radio

stations to determine whether Cuba Schools will have a two-hour delay or school closure. The stations will be notified as soon as possible. You may also call the Cuba Elementary School office (289-3211, ext. 1400). There will be school information on the answering message.

On days where the weather turns bad during school hours there may be an early dismissal. Early dismissals usually occur at 12:30. **It is for this reason, also, that we must have a current telephone number for you on file.** Teachers will make every attempt to contact you to inform you of the early dismissal. Please make sure you update any changes to your phone number. You may also call the school to verify early dismissals.

The Cuba Independent School District has 2-3 snow days built into each year's school calendar. If bad weather causes the school to close for a day that day will be made up during one of the snow days.



## LIBRARY

The mission of the Cuba Elementary School Library Program is to create an inviting environment that facilitates lifelong learning for students and teachers developing self-reliant and self-motivated users of information resources and technology.

The library staff provides a support service, allowing for collaboration with staff to help meet the New Mexico State Standards and Benchmarks. The library program is designed to have students come in during the following times:

1. With their class once a week for 30 minutes - this is a structured time in which the students are given direct instruction on information literacy skills;
2. During the day with the permission of their teacher - to receive additional assistance for research, book check out, etc.
3. In the morning after breakfast - this is an unstructured time and students may read, check out books, do homework, or take Reading Counts quizzes. Students are given a Library Media Center Student Guide at the beginning of each school year. The guide outlines the procedures for book check out and also behavior expectations. Students in Kindergarten-2<sup>nd</sup> grade are allowed to check out one book at a time; students in 3<sup>rd</sup>-5<sup>th</sup> grade may check out two books at a time.

The library relies heavily on the responsibility of the students to take care of the library books and to return them on time. Therefore, **it is the policy of the library that if materials are lost or damaged, the student will be expected to pay for the replacement of that item.**



### **READING/MATH BLOCKS**

Each morning Cuba Elementary School is dedicated to reading and math instruction. There will be **no interruptions** during the 180-minute reading and math blocks except for emergencies. If you need to speak to your child's teacher or get a message to your child, please call the front office and speak with the school principal or secretary. In order to make Average Yearly Progress (AYP), direct instruction in math and reading is provided to students in these areas in all grade levels first thing in the morning. If students need additional instruction in reading or math, he/she will be referred to reading and math intervention.

### **NEWSLETTER: "The Little Ram"**

Once a month an elementary newsletter entitled, "THE LITTLE RAM," is sent home with students. The Little Ram provides valuable information concerning the upcoming events at Cuba Elementary School. Each month students and staff are highlighted for special awards or happenings. Please look for The Little Ram during the first week of each month.



### **PARENT-TEACHER CONFERENCES**

We believe a home/school partnership is vital to your child's success in school. Parent/Teacher Conferences are scheduled to occur once each semester, however, we welcome your requests for conferences with your child's teacher or

the principal at any time during the school year. It is very important that you know what is going on with your child at school.

We realize that many parents work during the school day so a Parent/Teacher Conference can be scheduled as early as 7:30 a.m. and as late as 6:00 p.m. Also, our staff will hold conferences at the various Chapter Houses at least once each semester. This will provide our out-of-town families the opportunity to visit with their child's teacher near their homes.

During a Parent/Teacher Conference you will be shown your child's Data Folder and Assessment Portfolio. Current assessment data and information about your child's progress in all academic areas will be discussed at the conference. Please feel free to ask questions and offer suggestions to your child's teacher so that you can work together to meet the needs of your child.



### **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.

### **PROMOTION AND RETENTION**

All students, kindergarten through 5<sup>th</sup> grade, are expected to complete class assignments, homework assignments, and attend school regularly during the school year. If a student appears to be having difficulty in any particular subject(s), it is the teacher's responsibility to notify the parent as soon as possible. At that time it is wise to schedule a parent/teacher conference so that the parent and teacher can work together to create an intervention plan that will assist your child in making progress.

If your child continues to struggle in a particular academic area, or if your child has numerous unexcused absences, s/he will be referred to the Student Assistance Team (SAT). A SAT meeting will be called and you will be asked to attend the meeting to assist the instructional staff in creating a new intervention or action plan for your child. Follow-up SAT meetings will occur as needed (see p. 23-24). If your child continues to make little progress it may be recommended that s/he be tested for special services. Parent permission would be required for this testing.

Students who attend school regularly and show they are making progress in academic subjects will be promoted to the next grade. Retention is only

considered in cases where a student's poor attendance has affected their ability to complete class work, learn consistently, and make progress. Also, retention may be considered when a student does not qualify for special services but continues to struggle with current grade level work. The decision to retain a student is made by the SAT Team, which includes the parent.

## **REGISTRATION**

To enroll your child in school you must complete a registration form, available in the front office. The child's birth certificate and immunization (shot) records are also required for registration. (Native American students must provide a copy of their CIB certificate and complete a 506 Form.) A child's immunizations must be up-to-date in order to enroll. Pre-registration is held the last month of each school year for returning students.

## **SCHOOL HOURS/EARLY RELEASE MONDAYS**

Mondays are scheduled for early release for the school year. School hours on **Mondays only** are from 8:08 a.m. until 1:15 p.m. Tuesday through Friday are scheduled from 8:08 a.m. until 3:04 p.m. Children should **NOT** arrive earlier than 8:00 a.m. or remain on the campus later than 3:04 p.m. unless they are participating in a supervised activity. **SUPERVISION IS NOT PROVIDED FOR STUDENTS WHO ARRIVE PRIOR TO 8:00 a.m. OR REMAIN AFTER 3:04 p.m.** These procedures are designed for the safety and well-being of your children.

## **STUDENT ASSISTANCE TEAM (SAT)**

When a student is in need of extra assistance, whether it be for academics, behavior, social-emotional health, attendance, or any issue tied to their education, a Student Assistance Team, or SAT, referral is completed usually by the classroom teacher. The general intent of any SAT referral indicates the initiator has exhausted several attempts to assist or intervene with the student and is now requesting a team or group intervention for additional resources. The teacher or referring party documents the various methods or interventions tried and the progress of the student. When the SAT team meets they discuss the students' progress and determine alternatives to meet the needs of the student. Whenever possible we include the parent/guardian in the SAT meetings.

The school counselor is the SAT Chairperson. The building principal is also a member of the SAT Team. The referring teacher and any other teachers or school staff who work with the student can be members of the Team. If your child is referred to the SAT Team you will receive notice of the meeting date and

time. Information about the child is discussed and a "brainstorming" session provides the teacher with alternative interventions to try. A date is set for a follow-up meeting so that the Team can determine the success or failure of the interventions.

A SAT referral is NOT an automatic referral to Special Education. The SAT Team considers all alternatives, including academic and psychological testing, counseling, 504 Plans, and screenings, and determines which interventions are appropriate for each child. We welcome and encourage parents to participate in this process to further the home/school partnership.

### **STUDENT PLACEMENT**

Cuba Elementary School believes strongly that each student be placed with a highly qualified teacher to assist students in gaining a valuable educational experience. For this reason, parent requests for specific teachers will not be honored. The Guidance Counselor and the elementary principal will make student placement decision based on individual teacher recommendations.

### **CLASSROOM CHANGES**

Once the school begins, changing students to another classroom is strongly discouraged. If there is a concern, please follow the following procedure:

- Notify the school principal and/or counselor of your concern. If the principal, current classroom teacher and counselor feel the request lacks academic merit and may cause more disruption than progress for all involved; they will request the parent to visit each classroom.
- The parent must visit each grade-level classroom during the reading and math blocks (staying for the entire block and scheduling with the teacher so students are not in specials).
- Allow the student to be in the classroom for 3-4 weeks prior to the parent visitation.
- After the parent visitation, the request may be considered by the principal, counselor, and both grade level teachers.
- If the request to transfer to another grade level classroom is approved, the move will occur at the end of the 1<sup>st</sup> quarter.
- Only one student move will be considered for that school year.



## TECHNOLOGY

Cuba Elementary School is able to provide students access computers, including internet access. Each classroom is equipped with computers and students are taught the proper procedures for usage and care. Research, word processing, some assessments, and other academic resources are available through such programs as Knowledge Box, Microsoft Word, and Microsoft Office. Our computer lab is located on the main floor, room 228.



## TELEPHONE CALLS TO THE SCHOOL AND/OR CLASSROOMS

During the reading and math blocks (from approximately 8:15-11:00 a.m.) all classroom calls are blocked. You may leave a voice mail message or speak with the school secretary and the messages will be relayed to your party. Whenever you call the main Cuba Schools' telephone number (289-3211), dial "1" and then "400". The secretary will transfer your call to the classroom. If you need to talk with your child's teacher, the best times to call are 7:45-8:10 a.m. and 3:15 - 3:35 p.m. The principal may be reached at any time during the school day.



## UNIFORM POLICY - Pre-School through 5<sup>th</sup> grade

**Pants-** No jeans or baggies of any kind

**Color** - Navy blue or khaki

**Shorts/Skirts-** No jeans or baggies of any kind/must be knee level

**Color** - Navy blue or khaki

**Jumper/Dresses-** must be a solid color, no prints of any kind  
**Color** - Navy blue or khaki

**Polo Shirts and/or Dress Shirt**

**Color** - Navy blue, white, light blue and, maroon

- ALL SHIRTS MUST BE TUCKED IN AND HAVE A COLLAR (No t-shirts or tank tops)
- If the students come to school without proper uniform he/she will be asked to change.
- Hats may not be worn inside the building.
- There shall be no chains (such as those attached to wallets or belt chains).
- Clothing that is torn or ragged is not allowed.
- Students new to the school may borrow a uniform, if available, upon registration (if necessary).
- Students new to the district will have five (5) days in which to purchase the proper clothing items for the uniform.



**VISITING THE SCHOOL**

Parents are always welcome and encouraged to visit the school. However, ALL parents must check in at the Cuba Elementary front office. The secretary will then call the teacher. All doors remain locked throughout the day, with the exception of the front office door. If you are volunteering in your child's classroom, please contact the teacher. All visitors will wear a visitor's badge so that staff and students know the person has been cleared for school visitation. Safety first!



## WELLNESS POLICY

The Public Education Authority of the Public Education Department has adopted five new rules related to health. The new rules cover nutrition, competitive food sales, and wellness. Cuba Independent School District has implemented these new rules, beginning in the 2006-2007 school year. This has a significant effect on foods served in the classroom at parties as well as fund raisers. Further and more detailed information can be obtained from the PED web site or from any member of the Cuba Independent Schools School Health Advisory Committee (SHAC) or from the Cuba Schools web site. Healthy foods are encouraged for any snacks, parties, or other events.

For more information, please view the Wellness Policy at <http://cuba.k12.nm.us/board/bpm.asp>.

- No vending of foods, or food sales (unless school sponsored) at any time during the school day
- No "fast foods/junk foods" (including soda) are to be brought in for student consumption. School staff is not permitted to eat such items in the school cafeteria or classroom where visible to the students.
- Suggested foods that may be brought in for school parties or functions, including after school hours, are fruit and vegetables, dips, granola bars, oatmeal raisin cookies. Drinks should be water, 100% juices or juices with NO added sugar only.



### WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

1. Start each day right; a calm beginning at home makes the school day much better.
2. Read to or with your child daily. This simple action makes an important difference!
3. Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least eight hours each night.
4. Praise your child each day for something s/he has done. Laugh and talk with your child about school experiences and listen to what is said about your child's school day experiences.
5. Have a special place to put schoolwork or items brought home.
6. Stress the importance of good attendance. If your child is ill, home is the best place; otherwise, your child needs to come to school every day.
7. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation which could influence your child's behavior. Also, if s/he is reluctant to go to school, let the teacher know so that together you can find the reason.
8. Take your child to the library and encourage reading for pleasure.
9. Promote and encourage organization of school notebooks, materials, etc.
10. Provide pencils, glue, scissors, paper, and all other required school supplies for your child to use.
11. Work at home with skills taught at school.





## PARENT/STUDENT SIGNATURE PAGE

MY CHILD, \_\_\_\_\_, and I received and have read the Cuba Elementary School Parent/Student Handbook. We have the following questions:

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number (so we can answer your questions)

PLEASE RETURN THIS PAGE TO YOUR CHILD'S  
TEACHER BY FRIDAY, AUGUST 20<sup>TH</sup>.