

## *Castle Dome Middle School Mission Statement*

Castle Dome Middle School provides a safe environment allowing opportunities for all students to grow academically, socially, and emotionally while becoming active citizens in their community.

### **A Message from the Staff of Castle Dome Middle School:**

Dear Parent(s)/Guardian(s),

We are honored for the opportunity to teach your children and be part of the community. Welcome to Castle Dome Middle School!

As a staff, we seek to provide effective instruction and delivery of a creative, well-rounded curriculum, in such a way as to challenge each student. It is our intention to ensure all students leave CDMS ready for their next academic adventure and prepared as intellectual, socially adept citizens. Our school wide expectations support our mission statement. They are: Be Safe, Be Responsible, Be Respectful and Be EXCEPTIONAL!

In order to meet this challenge and best teach our middle school students, we need your involvement and engagement. By taking an active and supportive interest in your child's education, you model the importance and impact of good social skills and the work ethic to set goals and strive to succeed.

As your child's first teacher, the importance you place on your child arriving on time, reading daily, completing homework, and respecting others will surely have a positive impact on your child's behavior. Modeling our school wide expectations at home and in the community assists with our united efforts to create citizens. Thank you for reinforcing our expectations to be safe, responsible, respectful and exceptional.

We encourage you to be involved at school. We welcome you to participate in our Parent-Teacher Organization. This year we will be holding many school events focusing on family and community participation. Family nights, Fine Arts Extravaganza, athletic games and conferences are just a few things to look forward to. All events and up to date school information will be posted on Castle Dome Middle School's website <http://www.castledome.yuma.org>. We welcome your stopping by for a chat to discuss your thoughts and concerns to make our community stronger. We may be reached at 502-7300 or email us at the email addresses provided in this handbook.

We look forward to a school year filled with opportunities for academic, social and emotional growth for your middle school student.

Sincerely,

*Castle Dome Middle School Staff*

**Visit our website 24/7 for up to date information on events at Castle Dome!**

<http://www.castledome.yuma.org>

### **School Hours**

7:00	am	21 <sup>st</sup> Century Morning Classes
7:45	am	Students allowed on campus / Free Breakfast
8:12	am	1 <sup>st</sup> Bell
8:15	am	Classes Begin
3:19	pm	School Dismissal
4:30	pm	21 <sup>st</sup> Century Bus Dismissal
1:49	pm	Monday - Early Release Dismissal

Office hours are 7:45am to 3:45pm Monday – Friday. **To report your child’s absence, call 502-7300 before 9:30am.**

As there is no supervision prior to 7:45am, we ask that students not be on campus until this time. Students are not allowed in the buildings prior to 8:12am or after 3:19pm unless they have a scheduled activity or at the request of a teacher. From September through May, our Mathematics Lab will be open for student use daily from 7:15-8:00. All students are welcome to work on math concepts, Plato, TenMarks, or receive academic support for math.

### **Academics**

#### **Academic Requirements**

Each student in grade 6-8 will have classes in the core subject areas of: Language Arts, Math, Social Studies and Science. In addition to the core classes, sixth grade students will be assigned to an Elective Wheel that may include General Art, General Music, Physical Education, Introduction to Computers and Study Skills. Seventh and Eighth graders complete elective classes choosing from: Art, Spanish, Physical Education, Industrial Technology, Computers, and Family and Consumer Science. Any CDMS student may choose AVID, band and/or chorus as an elective class for the school year. Students will be assigned to a focused intervention class based on individual progress toward meeting standards as measured by local and state assessments. Any student interested in AVID elective must apply and be selected for the AVID program.

#### **Curriculum**

Specific curriculum questions should be directed to the teacher. The district’s adopted Reading curriculum is Engage NY and the adopted Math program is Eureka Math. Plato is available 24/7 as are Edmodo, TenMarks and our online parent grade book.

#### **After-School Events**

We encourage students to attend and participate in after-school events at CDMS. Students attending events on-campus are expected to maintain the same high expectations for behavior as during the school day. Additionally, the following expectations will be applied:

- School dress code will be enforced;
- Bikes, skateboards, etc are not to be ridden on campus;
- Students may not participate in an after-school activity if he/she was absent during the day.
- Students may not participate in an after-school activity if he/she was assigned in-school suspension or out-of-school suspension on the day of the activity. Suspensions of any kind may impact future participation in school wide events (ie. Dances, field trips).
- Students may not attend dances or other special events based on invitation only if he/she has been suspended in or out of school the same quarter as the event or per discretion of administrative team.

- Any disciplinary action for not meeting school wide expectations of respect, responsibility and safety may prevent a student from attending school activities.

### **Homework**

The responsibility of the total education of each child is a partnership shared by the school and home, the family. To this end, we encourage student effort outside the school day. Homework is intended to: provide practice of skills and concepts introduced in class; strengthen and reinforce basic skills; stimulate and further personal interests of students; develop independent study skills; develop initiative and responsibility; and, keep parent's aware of their child's curriculum and academic progress. Homework assignments are considered when averaging grades. The amount of time a student spends on homework varies with each grade level and the study habits of the individual student. As part of the homework, we ask that students read at least 20 minutes each night- especially on weekends and holidays.

### **Requesting Homework when Absent from School**

In the event of more than 2 consecutive absences, homework assignments may be requested by phoning the school, if a student is well enough to complete homework. Homework can be picked up the following day of the request to ensure collection of materials from teachers. Students are expected to make up assignments and are given one day per day of absence to complete work. It is the responsibility of the student to request work.

### **Physical Education**

For safety reasons we ask that students dress appropriately for P.E. class. This includes a school P.E. uniform in which the child is able to move freely and appropriate shoes. P.E. uniforms may be purchased from a P.E. teacher throughout the school year. For safety reasons, please ensure your child does not wear jewelry that dangles, has large spikes or may get tangled or pulled during an activity.

### **Report Cards, Grades and Conferences**

Students receive reports cards following the end of each quarter:

- ✚ [October 10th](#)
- ✚ [January 9th](#)
- ✚ [March 13th](#)
- ✚ [May 29th](#)

We ask that you go over the grades with your child and sign the appropriate page in the student planner.

Students also receive mid-quarter progress reports. We ask you discuss these reports with your child and again, sign the planner to acknowledge you received the report. These reports are sent to inform you of current progress.

District 1 has an online gradebook where students, as well as parents, can review progress throughout the grading period. We ask that you check weekly to allow teachers time to input grades. Login information is available upon request from our office staff.

To maintain communication, Parent-Teacher Conferences take place in September and February. These are held during mid-quarter so as to provide an opportunity for you to support your child with increasing academic achievement. If you would like to meet with your child's teachers at any other time, we encourage you to contact the teacher, or the Office, to arrange an appointment.

Students receive 3 grades for each class. The production grade is based on their class work, homework and assessments. These are the traditional letter grades (A, B, C, D, F). The standards grade is based on AZ State Standards. Galileo benchmarks are the results from quarterly assessments in Reading, Math, Writing and Science. Report Cards are sent home with students each quarter. Students receive a Progress Report at mid-quarter.

Should you feel a need to discuss your child's grade(s), feel free contact the Office to arrange an appointment.

**Standards Grade/Galileo Benchmarks**

indicate the student's progress toward meeting the state standards.

- E = Exceeding grade level expectations
- M = Meeting grade level expectations
- A = Approaching grade level expectations
- FFB = Falling Far Below grade expectations

**Production Grade-**

indicates the progress toward completion of daily work, assignments and tests.

- A- 100%-90%
- B- 89%-80%
- C- 79%-70%
- D- 69%-60%
- F- 59%- 0%

**Yuma School District One Policy: J-0500 © JE**

The parent or guardian is charged by law with responsibility for the student's consistent 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.

State law requires regular school attendance of a child of school age (ARS.15-803). Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith, pursuant to ARS.15-802, subsection D or section 15-901, subsection A, paragraph 6, subdivision (c).

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

When absent from school, State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it is necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. All absences not verified by parental or administrative authorization will be marked unexcused. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

We ask for parent cooperation in the matter of school attendance and punctuality. In particular, we stress the following:

- Scheduling of medical and dental appointments after school hours, except in cases of emergency.
- Scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature. School administrators are authorized to excuse students from school for necessary and justifiable reasons.

A.R.S. 15-803.C.1 defines "habitually truant" as a child who is truant (unexcused absence for at least one class period during the day) for at least five school days during the year or 10 absences of any kind (including excused). When a student has developed a pattern of truancy or tardiness, he/she is subject to truancy mediation and may be referred to the Attorney General's Office for further Truancy Mediation and/or juvenile court.

### **Tardy Arrival Procedures**

If a student arrives late to school (8:15 am or later), he/she must report to the main office and sign in to school. He/she will be given a tardy pass and may face progressive discipline set in place to discourage tardy arrivals and encourage all students to arrive on campus in time to begin 1<sup>st</sup> period class at 8:15. Students arriving after appointments or past 8:20 am must be accompanied by a parent or guardian when signing in to school.

### **Student Release Procedures**

If a student must be excused early, a parent must come to the Office to sign-out the student. We cannot permit students to leave without a parent or guardian signing out the students or granting permission for an authorized person to pick up the student. To maximize instructional time students will be called to the office when someone arrives at the office to sign them out. A picture ID is required when signing out a student.

### **Behavior Policy**

At Castle Dome, we believe in taking a proactive approach to behavior issues. We will continue implementing School Wide Positive Behavior Intervention Strategies (SWPBIS) this school year. This initiative focuses on teaching clear expectations and procedures to all students to promote a positive school climate that encourages safety, responsibility and respect. We intend to address matters immediately and work with students to develop strategies to deal successfully with situations. Positive rewards such as Knight Pride Tokens will be incorporated into daily interactions between staff and students.

However, there are times when we must deal with the results of poor choices made by individuals. The district Behavior Policy includes a matrix to deal with discipline matters in a consistent manner. Each student receives a Yuma School District One Behavior Policy w/ Discipline Matrix upon enrollment and/or first day of school. Parents are asked to go over this policy with their child. Please return the filled out slip on the front page of the policy and return to school.

*(Refer to Yuma School District One Behavior Policy w/ Discipline Matrix)*

### **Dress Code**

Castle Dome Middle School encourages students to take pride in their attire. Students should dress in a manner that takes into consideration the educational environment as well as safety and health considerations. Failure to follow dress code may result in disciplinary action.

The following rules concerning dress code at CDMS are in place:

- No bare midriffs; all shirts must have, at least, 1 inch strap; no backless, bare shoulder or strapless shirts or dresses. All shirts must cover cleavage. Visible undergarments are prohibited.
- No shirts with vulgar or offensive pictures. No beer, liquor or cigarette advertisements or drug symbols. No pictures of weapons. No pictures of scantily dressed people or people with gang insignia.
- No excessively baggy, loose fitting clothing. Pants must fit on the normal waist area. No hip huggers. No overly long pants that drag on the ground.
- Shorts, skorts and skirts must reach mid thigh.
- Caps, hats, hoods may not be worn inside any building area. Caps will be worn forward facing. As with other clothing, no offensive or gang related pictures, wording or symbols are to be worn. Sports team insignia worn in a manner not in spirit of the sport may be asked to change.
- Gang related signs, symbols, pictures, are not permitted. This includes gang affiliated colors, bandanas, etc. For information on gang related pictures, wording or symbols please contact the School Resource Officer.
- No Bandanas or Wallet Chains– even for fashion purpose – as it is difficult to discern intent.
- No bare feet. No slippers. Closed shoes must be worn for activities (ie- P.E., athletics).
- Bracelets or jewelry with pictures of weapons, offensive wording, symbols or gang related pictures are not allowed. Jewelry that poses a safety risk may not be allowed (spikes, large hoops, etc.).

### **School Services**

#### **Counseling Services**

The counselor is an advocate for the student. The counselor is available for students needing someone with whom to confide and as support. Students requiring academic advisement of personal assistance may contact schedule an appointment at any time.

#### **Food Services**

Here at Yuma Elementary School District One we recognize know how important it is that our students are offered healthy food choices as well as providing nutrition education to help them know the benefits of developing healthy eating habits. We provide adequate nutrition for their proper growth and development. We know that children with adequate nutrition are better able to focus on learning, have improved behavior, enjoy improved test scores, and have fewer absences. Our menus reflect this understanding!

The student meal service is planned and prepared by over ninety child nutrition professionals whose goal is to provide meals that are nutritionally sound, appealing, and satisfying.

Mrs. Karen Johnson, Director of Food Services, states "In order to promote healthy eating habits for students on campus, carbonated beverages may not be sent in a sack lunch or brought in with fast food. You may send water, juice or milk, or juice or milk may be purchased in the cafeteria during meal times.

Please do not send gum or candy with your child as these items are also not permitted as we continue to foster a healthy eating environment. On behalf of our student's health, we thank you."

Breakfast is available to all students at no cost. Lunch is provided at the cost of \$1.00 per student. If a child qualifies for the free/reduced meal program the cost is 40¢ for the reduced category for lunch. Our lunch program is automated, we do not issue tickets. Each student is assigned a PIN and an account. Students add money to their account in the Cafeteria, preferably Monday mornings.

If you think your family may qualify for the free/reduced meal program, an application is sent home on the first day of school, or you may pick up an application from the school cafeteria manager. Our cafeteria manager, Mandy Gotchie, is available to answer your questions, she may be reached at 502-7325."

Our Child Nutrition Department may be reached by telephone (928) 502-4360.

### **Health Services**

#### **Immunizations**

##### **YUMA ELEMENTARY DISTRICT ONE HEALTH SERVICES**

If you have any questions please contact the School Health Aide, or the Yuma County Health Department (928-317-4559).

#### **School/Child Care Immunization Rules**

- Meningococcal vaccine (MV) for students who are 11 years old (Implement Fall 2008) with an additional age level added each year through Fall 2014.
- All students 11 years of age and older must have a Tdap vaccination if 5 or more years have passed since their last tetanus/diphtheria (DTPIDTaP) vaccine dose.

When did the meningococcal vaccine (MV) requirement go into effect?

Since September 2008 and includes students 11 years of age. The implementation schedule is as follows:

- September 1, 2008 for a child 11 years old
- September 1, 2009 for a child 11 years old through 12 years old
- September 1, 2010 for a child 11 years old through 13 years old
- September 1, 2011 for a child 11 years old through 14 years old
- September 1, 2012 for a child 11 years old through 16 years old
- September 1, 2013 for a child 11 years old through 17 years old
- September 1, 2014 for a child 11 years old through 18 years or older

Does meningococcal vaccine (MV) required for a child in 5th or 6th grade?

- Since September 2008, a child who is 11 years of age is required to have MV regardless of his/her grade level in school.

Do I need to finish a shot series if I have started it?

- Yes. If you have started the Hep A series and/or HPV series, you will be required to finish the series.

### **Transportation**

#### **Bus Rules**

1. The bus driver may assign seats.

2. Be courteous.
3. Do not eat or drink on the bus; keep the bus clean.
4. Violence is prohibited.
5. Remain seated.
6. Do not smoke.
7. Keep your hands and head inside the bus.
8. Do not destroy property.
9. For your own safety, do not distract the driver through misbehavior.

*Misbehavior On Bus*

Penalty at discretion of Y.S.T.C. depending on circumstances and may include removal from bus for 1 to 10 days or permanent removal from bus. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

**General Castle Dome Information**

**Assemblies**

Assemblies are scheduled throughout the year for the benefit of the students. Students are expected to conduct themselves in an orderly and respectful manner. SWPBIS will be in place to teach expectations and procedures for all assemblies.

**Awards**

Students earn awards throughout the year in the following categories:

**All A Honor Roll:** Students receive all A's on Quarterly Report Card.

**A/B Honor Roll:** students receive all A's and B's on their Quarterly Report Card.

**Citizenship Award:** this quarterly award is presented to a student, on each team, who demonstrates outstanding characteristics in citizenship.

**Motivation Award:** this quarterly award is presented to a student, on each team, who demonstrates motivation.

**Knight's Award:** students nominated for this quarterly award demonstrate honesty, integrity, and perseverance. Each team nominates one student for this award each quarter.

**Four Quarter Honor Roll:** students are on the Honor all four quarters.

**Perfect Attendance:** students maintain zero absences and tardies throughout the quarter and school year.

**Charles L. Reed Award:** awarded to an eighth grade student demonstrating perseverance and commitment as a student at Castle Dome Middle School.

**Paul Myers Science Award:** awarded to an eighth grade student demonstrating an enthusiasm and passion for Science.

Awards may also be awarded by Departments, Teams and for Extracurricular Activities.

**Bicycles, Scooters, Skateboards and Pedestrians**

Students may ride their bicycles, skateboards and scooters to school. Students riding to and from school should use extreme caution. All **must** wear an appropriate helmet. All items must be walked when the rider reaches campus. Property is to be locked, with a lock provided by the student, in the bike racks each day. The bike racks are off limits during the school day. All students riding to school should understand that the school cannot accept responsibility for vandalism or theft. Every effort will be made to ensure the items are secure; however, it is impossible to patrol the bicycle racks at all times.

Students should not cross streets except at crosswalks. We ask that pedestrians use the appropriate sidewalks each day. Due to our intent to create and maintain safe and



appealing grounds, we ask that pedestrians and cyclists do not "cut across" our grass areas, doing so make it difficult to grow grass in these areas. Parent volunteers are welcomed for morning arrival and afternoon dismissal.

### **Closed Campus**

Castle Dome Middle School is a closed campus. This means students are required to stay on campus from the time they arrive until dismissal. If a student must leave during the day, he or she must be signed out at the Office by a parent, guardian or adult authorized by a parent or guardian. This also means all visitors are to report to the main office to sign in. All exterior doors will remained locked during the school day.

### **Family Events**

In addition to our Title 1 night held in August, our staff will hold several opportunities for parents and community to experience our fine educational product here at CDMS. In addition to the smaller informational events, our campus will host a grand experience that is a must do for our students, parents and community: Our "Fine Arts Extravaganza" in March. This event will showcase student work, learning, curricular expectations and much, much more.

### **Newsletter and School Wide Communication**

A newsletter will be distributed monthly. Please look for and read the newsletter to keep up with current happenings. The newsletters will also be posted on the school website: <http://www.castledome.yuma.org>. Any school wide notices and information will be sent home on Wednesdays. Every Wednesday we encourage families to check backpacks for school outreach.

### **Parent-Teacher Organization (PTO)**

The Castle Dome parent organization is the Castle Dome PTO. Many projects, which help to benefit the students at Castle Dome Middle School, are offered throughout the year. Parents willing to help are always welcome. For information watch the newsletter, school website or stop by the office. Our PTO sponsored student store is always looking for parent volunteers during school hours. WE ARE ACTIVELY SEEKING PTO MEMBERS AND OFFICERS FOR 2014-2015.

### **Parking Lot/ Drop-off & Pick-up**

For the safety of *all children*, PLEASE FOLLOW ALL SIGNS AND DIRECTIONS OF VOLUNTEERS ASSISTING BEFORE AND AFTER SCHOOL. Students should be dropped-off and picked-up in the appropriate lane in front of the school. SWPBIS will be in place to teach all students expectations and procedures for loading zone areas.

Please make sure you pull all the way forward to allow bus traffic to enter successfully. Volunteers are welcomed to support safety at drop off and pick up.

### **Patriotic Exercises**

After the morning bell, the Pledge of Allegiance will be lead over the intercom and recited in the classrooms and a moment of silence observed throughout the school. If you are on campus at this time, we ask you model the respect this display deserves.

### **Prohibited Items**

Due to possibility of disruption, safety concerns or nuisance, students are prohibited to possess certain items at Castle Dome. The following lists some items that will not be allowed on Castle Dome campus. Administration reserves the right to remove any item that is a safety risk or educational distraction as per school district discipline handbook. Our upmost goal is to ensure safety of all students so they may learn.

Aerosols	Drugs	Rollerblades/wheelies
Alcohol	Collectible cards/toys	Weapons (real or simulated)
Candy / Gum	Energy drinks/ Soda	Sunflower seeds
Permanent Markers and paints	Laser pens	Tobacco products

### **Cell Phone and Electronics**

Please understand that we as a school take no responsibility for lost, confiscated or stolen cell phones or electronics while on campus. CDMS has an acceptable use policy. In it states that students are expected to keep all cell phones and electronics turned off and away unless directly given permission by a campus staff member for use. Texting and use of phone for any non-academic purpose during the school day is prohibited. Students risk confiscation of devices as well as disciplinary action for improper technology use. CDMS has a BYOD (Bring Your Own Device) policy to encourage educational infusion of technology and resources. Ultimately, it is not an electronic device that causes issues. It is the use of the device that is the responsibility of each user. All students and families will be expected to sign a user agreement for technology use and technology access while at Castle Dome.

### **Movies**

It is policy that teachers follow the following policy for showing movies and/or movie clips:

- Movies must be in line with curriculum and have a clear academic purpose and learning goal.
- Movies shown in entirety must be approved through administration.
- Educational, and G movie clips may be shown without parental permission; those shown in entirety must have administrative approval.
- PG and PG-13 movies and movie clips must have administrative approval and parental notification. All parents have the right to an alternative activity for their student.
- R movies will not be shown in entirety per administrative statement. There may be, at times, movie clips from an R movie requested to depict war or other historical events. In this event, notice will be sent home allowing a parent the right to an alternative activity for their student.

### **Registration**

Parents must furnish proof of residency at the time that they register their child. Acceptable proof includes:

- ✓ Proof of residency (NOT a driver's license)
  - An original utility bill such as gas, electric, water, etc., a rent/lease agreement, or mortgage documents
  - If living with someone, we will need a notarized letter and proof of their residency
- ✓ Original Birth Certificate (copies are not accepted)
- ✓ Immunization Records
- ✓ At least two emergency phone contacts
- ✓ Parent's workplace and phone number
- ✓ Proof of legal guardianship, if child is not living with one of his/her natural parents

### **Site Council**

The Site Council is a decision-making body of staff, parents and community members. The intent is to gather and disseminate information regarding: school improvement issues, assessment, and budget matters. The Site Council meets monthly through the school year. Anyone interested in being part of the Site Council is encouraged to contact the school office.

### **Textbooks/Library Books/School supplies**

Yuma School District One furnishes textbooks and library books. In the event a textbook or library book issued to a student is lost, damaged or destroyed, the student is responsible for its replacement. CDMS offers supplies to students in need. Supply lists are available in our office. PTO student store will also sell school supplies.

### **Visitors & Volunteers**

All visitors are required to sign in at the school office and wear a visitor badge for the safety of all. It is possible to visit classes with prior arrangement. Contact school administration to arrange a visit to a classroom. Parents, grandparents and visitors are invited and encouraged to participate in the school program as a volunteer. Many of our programs and special events also depend on the voluntary participation of parents. Those interested in volunteering are encouraged to contact Mrs. Lopez in the school office. Volunteers are also required to sign in at the school office and wear a visitor badge. Volunteer opportunities exist at CDMS in classrooms, during lunch/recess and at arrival and dismissal. We encourage you to visit and stay a while. Community presence at a school campus has positive impact on student achievement and behavior.

## **Castle Dome M.S. Parent Compact**

The CDMS Community, families and staff, recognize the importance of education. We also understand the impact our support has on the success of our students. We expect our students to succeed; therefore, we set high expectations for the support we provide through our partnership and communication.

This means we as school, family, community and students share responsibility for student success. Therefore:

- We, CDMS staff, will provide rigorous curriculum and instruction in a safe and supportive learning environment for our students to master Arizona State Standards, transition to Common Core Standards and be prepared for success in high school. We will teach and expect students to be responsible, respectful and safe.
- We, the parent(s)/guardian(s), will support student success by ensuring our children attend school daily and on time, and that our student is ready to learn. We will help make decisions to support our child's learning and academic success. We will support school expectations and teach our student to be responsible, respectful and safe.
- I, the student, will demonstrate responsibility for my education by coming to school prepared to learn. I will complete assignments on time, and make appropriate behavioral choices. I will be respectful, responsible and safe.

Home-School Communication is integral to student success. Therefore:

- CDMS sends home academic progress reports eight times a year, 4 quarterly report cards and 4 mid-quarter progress reports.
- Parent-Teacher Conferences are scheduled for the 1<sup>st</sup> Quarter Report Cards and 3<sup>rd</sup> Quarter Progress Reports.
- Parent-View is available for all parents to track student progress and assignments online.
- Each student receives a planner at the beginning of the academic year, the planner contains the Parent-Student Handbook, Parent Involvement Policy, and Home-School Compact. Students record objectives and assignments for each class.
- CDMS staff is always available to address parent & student concerns.

\_\_\_\_\_  
(Parent signature)

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

\_\_\_\_\_  
(Student signature)

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

\_\_\_\_\_  
(2<sup>nd</sup> Period teacher)

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

## Contrato de Compromiso entre Padres y Castle Dome MS

La Comunidad de CDMS, familias y personal, reconocen la importancia de la Educacion. Tambien entendemos el impacto que nuestro apoyo tiene en el exito de nuestros estudiantes. Esperamos que nuestros estudiantes tengan exito; por lo tanto , nuestras expectativas son altas y de acuerdo al apoyo que ofrecemos a traves de nuestra alianza y comunicacion.

Esto significa que nosotros como escuela, familia, comunidad y estudiantes compartimos la responsabilidad del exito. Por lo tanto:

- Nosotros el personal de CDMS, seguiremos un curriculum e instruccion rigurosos en un medio ambiente comfortable y les brindaremos todo el apoyo necesario para que puedan cumplir con los Estandares del Estado de Arizona y estar preparados para el exito en la Escuela Preparatoria.
- Nosotros, los padres o tutores, apoyaremos el exito del estudiante asegurandonos que nuestros hijos asistan a la escuela todos los dias y a tiempo, y que el estudiante estara listo para aprender. Nosotros le ayudaremos a tomar las decisiones en el aprendizaje de su hijo/a para que tenga exito en su aprendizaje.
- Yo, el estudiante, demostrare reponsabilidad por mi educacion viniendo a la escuela preparado a aprender. Completare mis tares a tiempo, y tomare decisions apropiadas en cuanto a mi comportamiento.

La comunicacion entre la comunidad escolar y el hogar es parte integral del exito. Por lo tanto:

- CDMS envia reportes de progreso ocho veces al ano, cuatro boletas y 4 reportes de progreso.
- Las conferencias de Padres y Maestros estan programadas para despues de las boletas del primer bimestre y despues del tercer reporte de progreso.
- Parent-Assist esta disponible para que todos los padres de familia puedan seguir el progreso de sus hijos en el internet.
- Cada estudiante recibe una agenda al inicio de ano escolar, junto con esta agenda recibira El Manual de Estudiantes y Padres, El compromiso entre padres y CDMS y el acuerdo de Escuela en Casa. Los objetivos y tareas para cada clase estaran apuntados en esa agenda.
- En CDMS estamos siempre disponibles si tiene Ud. alguna duda.

\_\_\_\_\_  
Firma del Padre

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma del Estudiante

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Maestro de Grupo

\_\_\_\_\_  
Fecha

## **Castle Dome Middle School Parent Involvement Policy**

In order to guarantee student success, partnerships among schools and parents are vital. At Castle Dome Middle School (CDMS), we recognize that parents are their student's primary teacher and parent support is critical in our efforts to provide a quality education for each child. To maximize the success of our students, programs are planned to involve parents with their child's class, teachers and activities at CDMS.

At Castle Dome Middle School, numerous programs occur throughout the year to develop parent-teacher relationships.

1. **Orientation and Title One Parent Evening:** The orientation, 'Meet the Teachers', afternoon takes place the Friday afternoon prior to the first day of school. Families are informed via the school marquee, the mass communication phone system (English and Spanish messages are sent); and the school website. During the orientation, students receive their team assignment and are encouraged to walk to each assigned class and meet their child's teacher; teachers also discuss the purpose of the CDMS agenda book, each student receives, to encourage parent-teacher communication and support student organization. At the Title One Parent Evening, parents receive orientation regarding our school-wide Title One Program. Key staff members present information to families regarding our: Title One program; Title One allocation and budget; school improvement plan and goals; opportunities for family involvement; No Child Left Behind overview; overview of AZ State Standards and testing requirements; category under No Child Left Behind and AZ Learns. Translators are available during the meetings to support communication between staff and parents. Parents are also provided copies of the CDMS Parental Involvement Policy and School Compact.
2. **Staff Orientation:** Staff orientation addresses the value of strong family-school ties and how to reach-out to parents to address student needs. CDMS staff review the school improvement plan and goals, and how Title One funds are used to support student and parent needs.
3. **Family Nights:** CDMS holds a variety of family events. Families are invited to learn to use various web-based programs, educational enrichment activities, and strategies to support student learning at home.
4. **Parent-Teacher Conferences:** CDMS holds Parent-Teacher Conferences at the end of 1<sup>st</sup> Quarter and mid 3<sup>rd</sup> Quarter to discuss student progress, standards, and strategies to support students.

5. Transition to Middle School/High School: Events will be held in early spring to rising 6<sup>th</sup> and rising 9<sup>th</sup> grade students and their parents. CDMS staff will host information evenings for Desert Mesa Elementary, Rolle, Price Elementary and Otondo Elementary 5<sup>th</sup> grade students and their parents/guardians. Gila Ridge High School hosts similar events for 8<sup>th</sup> grade students and parents.

Castle Dome Middle School uses the following communication methods to inform parents and families in a timely manner.

1. Lunch Menu: Nutritional Services provides the menu to offer parents helpful information for middle school students.
2. Grading Reports: CDMS issues report cards at the end of each quarter and progress reports at the mid-quarters.
3. Agenda Books: Every student at CDMS receives an agenda book to record assignments, due dates and act as a line of communication between home and school. The agenda will include the Student Handbook, Parent Compact and Parent Involvement Policy.
4. Connect Ed mass communication system: CDMS sends automated phone calls to families to inform families of school events, school closures, etc.
5. CDMS Website: our website ([www.castledome.yuma.org](http://www.castledome.yuma.org)) contains a wealth of information on our programs and events, our calendar, and educational links and opportunities.
6. Monthly newsletter: Filled with articles, events, and fyi's about CDMS. Sent home with students and available online at [www.castledome.yuma.org](http://www.castledome.yuma.org) as well as pick up in school office.

## **Castle Dome Middle School** **Póliza de Participación de Padres de Familia**

Para garantizar que el estudiante sobresalga académicamente, una unidad entre escuela y padres de familia es vital. En Castle Dome Middle School (CDMS), reconocemos que los padres son los primeros maestros de sus hijos, al igual que el apoyo y esfuerzo que proveen a la educación de cada estudiante. Para mejorar el rendimiento de nuestros estudiantes se han planeado varios programas y actividades para involucrar a los padres de familia con cada uno de los maestros de clase en CDMS.

En Castle Dome Middle School hay varios programas que ocurren a través del año escolar para desarrollar unidad y vínculos entre padres y maestros.

1. Noche de Orientación del Programa Federal Título Uno: La orientación de Conozca al Maestro toma lugar el viernes por la tarde antes del primer día de clases. Las familias son informadas por medio de la marquesina escolar, por un telecomunicado masivo por medio del sistema telefónico escolar (en Inglés y Español). Al igual, por medio del servicio computarizado de la página escolar del Internet. Por último se manda una tarjeta postal por el correo a su dirección personal. Durante esta orientación los estudiantes reciben sus horarios escolares y se les invita a que conozcan los salones y sus maestros; los maestros informan acerca del uso de las agendas escolares que cada estudiante recibe, para ayudar en la comunicación entre padres y maestros, y ayudar a la educación del estudiante. En la Noche de Orientación del Programa Federal Título Uno, los padres son informados sobre los beneficios de este programa. Varios maestros presentan información vital acerca de cómo los fondos son usados, metas escolares y mejoramientos para la escuela, al igual de maneras de participar activamente como padre de familia. La ley de Ningún Niño Debe Quedar Sin Estudio y Arizona Aprende se explicará al igual que las metas que el Estado de Arizona requiere. Habrá traductores en todas las juntas para facilitar la comunicación entre padres y maestros. A los padres se les entregará la Póliza de Participación de Padres de Familia y el Contrato Escolar.
2. Orientación del Equipo Educativo: Esta orientación se enfoca en los fuertes lazos familiares y como llegar a los padres para servir mejor las necesidades del estudiante. El equipo educativo de CDMS revisa los planes de mejoras escolares y forma metas para ayudar mejor a las necesidades del estudiante, escuela, y padres de familia.
3. Noches Familiares: El segundo jueves de cada mes, CDMS tiene acabo noches familiares donde diferentes departamentos de la escuela hacen alguna presentación. Las familias aprenden varias maneras de cómo ayudar a sus hijos en casa. Ya sea con juegos educativos, estrategias educativas para apoyar al estudiante en alguna lección.



4. Conferencias de Padres y Maestros: CDMS lleva a cabo conferencias al final del primer periodo de calificaciones, y a mediados del tercer periodo de calificaciones, para discutir el progreso educativo del estudiante, tanto como para brindarle apoyo en lo que necesite.
5. Transición de Primaria a Escuela Secundaria: Varios eventos se llevarán a cabo al principio de la primavera para los estudiantes del 6to año al igual que los del 9no año escolar. Se mantendrá a los padres de familia informados. CDMS ofrecerá tardes informativas en las escuelas Desert Mesa y Orondo para estudiantes del 5to año al igual para sus padres o guardianes legales. La Secundaria Gila Ridge hará lo mismo para los estudiantes del 8vo año escolar.

La escuela Castle Dome Middle School usa las siguientes maneras/métodos de comunicación para llevar la información a los padres de familia de su sector educativo de un manera segura.

6. E Menú Escolar: El Servicio de Nutrición provee el menú para los padre de familia de nuestros estudiantes.
7. Boletas de Calificación: CDMS entrega boletas de calificación al final de cada nueve semanas, y los reportes de progreso cada cuatro semanas.
8. Agendas Estudiantiles: Cada estudiante de CDMS recibe una agenda escolar para apuntar tareas, fechas importantes, y sirve como línea de comunicación entre la casa y la escuela. La agenda incluye las Reglas Escolares par el Estudiantes así como el Contrato de Padre con la escuela.
9. Sistema de Comunicación Masivo: CDMS manda mensajes telefónicos automáticos a las familias para dejarles saber de eventos escolares, y algunos otros eventos importantes, etc.
10. CDMS Página de Internet: la página es ([www.castledome.yuma.org](http://www.castledome.yuma.org)) contiene mucha información de nuestros programas, eventos escolares, el calendario escolar, vías educativas y otras oportunidades para usted.

**Dear Parents and Students:**

Listed below are the Galileo Benchmark grades by quarter with the number of correct responses and FAME scores. (F=Falls Far Below, A= Approaches, M= Meets, E= Exceeds) Also are goals your student has set and a place for you to sign that you have seen progress report and report cards. As always, contact teachers to discuss achievement.

**Student Name:** \_\_\_\_\_

1 <sup>st</sup> Quarter	Correct Responses	FAME
<b>Reading</b>		
<b>Writing</b>		
<b>Math</b>		
<b>Science</b>		

My goal for 2<sup>nd</sup> quarter is to increase the # of correct responses on each assessment as follows:

Reading: \_\_\_\_\_ Math: \_\_\_\_\_  
 Writing: \_\_\_\_\_ Science: \_\_\_\_\_

*Parents: Please sign below acknowledging that you have seen:*

**2<sup>nd</sup> Quarter Goals:** \_\_\_\_\_ **1<sup>st</sup> Quarter Progress:** \_\_\_\_\_

**1<sup>st</sup> Quarter Report Card:** \_\_\_\_\_

2 <sup>nd</sup> Quarter	Correct Responses	FAME
<b>Reading</b>		
<b>Writing</b>		
<b>Math</b>		
<b>Science</b>		

My goal for 3<sup>rd</sup> quarter is to increase the # of correct responses on each assessment as follows:

Reading: \_\_\_\_\_ Math: \_\_\_\_\_  
 Writing: \_\_\_\_\_ Science: \_\_\_\_\_

*Parents: Please sign below acknowledging that you have seen:*

**3<sup>rd</sup> Quarter Goals:** \_\_\_\_\_ **2<sup>nd</sup> Quarter Progress:** \_\_\_\_\_

**2<sup>nd</sup> Quarter Report Card:** \_\_\_\_\_

3 <sup>rd</sup> Quarter	Correct Responses	FAME
<b>Reading</b>		
<b>Writing</b>		
<b>Math</b>		
<b>Science</b>		

My goal for 4<sup>th</sup> quarter is to increase the # of correct responses on each assessment as follows:

Reading: \_\_\_\_\_ Math: \_\_\_\_\_  
 Writing: \_\_\_\_\_ Science: \_\_\_\_\_

*Parents: Please sign below acknowledging that you have seen:*

**4<sup>th</sup> Quarter Goals:** \_\_\_\_\_ **3<sup>rd</sup> Quarter Progress:** \_\_\_\_\_

**3<sup>rd</sup> Quarter Report Card:** \_\_\_\_\_


4 <sup>th</sup> Quarter	Correct Responses	FAME
<b>Reading</b>		
<b>Writing</b>		
<b>Math</b>		
<b>Science</b>		

My summer learning goal is to read \_\_\_\_\_ books.

*Parents: Please sign below acknowledging that you have seen:*

**4<sup>th</sup> Quarter Progress:** \_\_\_\_\_

**Summer Reading Goal:** \_\_\_\_\_

 <b>Cornell Notes</b>	Topic/Objective:	Name:
	<b>THE CORNELL WAY</b>	Class/Period:
	<b>(STAR Method)</b>	Date:
<b>Essential Question: Turn the Daily Objective on the board into an *Essential Question.</b>		
<b>Questions:</b>	<b>Notes:</b>	
1. <b>Set up the paper</b>	-Draw your lines (vertical + horizontal) -Add your name, date, Class, period, topic, EQ	
2. <b>Take notes on the right side</b>	-use your own words -be selective (paraphrase) -include main ideas and details -indent, skip lines b/w main ideas -use abbrev. -use visual cues, bullets, + symbols	
3. <b>After Class</b>	-underline, highlight, clarify, revise -write ?'s on the left side *attempt higher-level ?'s -write your summary at the end of the notes	
4. <b>Review</b>	-cover the notes -quiz partner/self with the ?'s -review notes regularly	
<b>Summary:</b>		
Identify the main ideas and address the Essential Question in the summary. Use the notes as support.		

\*Essential Question = Rewriting the learning goal in the form of a question.

## Tips for Studying with Notes

### *Make Use of the Format*

- Spread out or hold notes so that right side of page is covered; review ideas and answer study questions from the left-hand column; use right-hand section as an answer key.
- Engage in an oral quiz with others using study questions from the left-hand column.
- Cover the right-hand column with blank paper; write out answers to the left-hand study questions and explanations of main ideas.

### *Write*

- Write summaries of the most important material in the summary/reflection section.
- Write a quiz for others using the notes; exchange and correct.
- Write anticipated test questions beyond those already in the left-hand column and write answers to the questions.

### *Review*

- Look over notes frequently to keep information and questions still unanswered fresh in mind.
- Recite information from notes.

*Study With a Group*

- Exchange notes with others to flesh out information and understanding.