



2023-2024

Student/Parent Handbook

"Knight Pride"
Be Safe
Be Respectful
Be Responsible
Be Kind
Be EXCEPTIONAL

Castle Dome Middle School

Always remember what we stand for...

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.

Personalized Learning Vision

Through personalized learning, Castle Dome will empower partnerships with all learners to achieve individualized academic, social, and emotional success.

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 Castle Dome MS 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 and welcome you to participate in our Parent-Teacher Organization. This year CDMS will be holding many school events focusing on family and community participation. Family nights, 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>, Twitter and Facebook. Our email addresses are also provided on our website and via SynergyParentvue.

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>

Follow us on FACEBOOK at Castle Dome Middle School and Make sure you sign up for ClassDojo through your classroom

School Hours

7:00	AM	21st Century Morning Programs (applications in office)
8:10	AM	Students allowed on campus / Free Breakfast
8:35	AM	1 st Bell
8:40	AM	Classes Begin
3:45	PM	School Dismissal
4:50	PM	21st Century Dismissal TBD (applications in office)
2:15	PM	Monday - Early Release Dismissal

Office hours are 8 am to 4 pm, Monday – Friday. To report your student’s absence, call (928) 502-7300 before 9:45 am.

As there is no supervision prior to 8:05am, we ask that students not be on campus until this time unless associated with the 21st Century Program. Students are not allowed in the buildings prior to 8:35 am or after 3:45 pm unless they have a scheduled activity or at the request of a teacher.

Academics 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, Humanities, and Introduction to Computers. Seventh and Eighth graders complete elective classes choosing from: Art, Physical Education, Industrial Arts, Computers, Family and Consumer Science, Podcasting, Media, Agriculture, and Yearbook. Any Castle Dome student may choose AVID, band and/or chorus as an elective class for the school year. Any Castle Dome student may choose RC Cars, Dance, Academic Challenge, Unified Sports, and Drama. Any student interested in AVID or Student Council elective must apply and be selected for the course.

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 the administrative team. This includes field trips.
- Any disciplinary action for not meeting school wide expectations of respect, responsibility and safety may prevent a student from attending school activities.
- Grades will impact after school activity participation. Athletes must maintain passing grades through mid-season grade checks as well as requirements set by the coach. Events that are by invitation will invite students with passing grades. Field Trip participation will require passing grades.
- Attending after school athletics is a privilege. Students must have a signed permission slip turned into the office for them to attend. They must also complete the grade check on the same form on the opposite side. These grade checks will need to be signed by the student’s teachers. To attend after school athletic events, students must **NOT** have any F’s on the grade check form. Students will receive a wristband for the evening’s sporting event and must wear it for identification purposes.

Homework and Unfinished Classwork

The responsibility of the total education of each child is a partnership shared by the school and home. 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
- keep parents aware of their child's curriculum and academic progress.

Home and class 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.

Requesting Homework when Absent from School

Parents may request work for students who have been absent for 3 or more school days. All homework requested is expected to be available by 3:30 PM on the following day of request. If work is requested, teachers are expected to provide assignments for that day. All homework requests will be given via EMAIL to all affected teachers. Students are allotted two days for each absence to turn in assignments. It is the responsibility of the student/parent to request school work. With personalized learning, most work can be accessed 24/7 via Google Classroom.

Late Work Policy

Students are provided ample time in class to complete work, they are highly encouraged to turn work in on time. Once a due date has passed, a student will receive a 50% grade reduction on any work that is turned in over the next 5 days. The assignment is a zero until it is turned in. After the 5 days the grade becomes 0%.

Late work will not be accepted after the following dates:

- September 29th (Quarter 1)
- December 8th (Quarter 2)
- March 1st (Quarter 3)
- May 23rd (Quarter 4)

Physical Education

For safety reasons we ask that students dress appropriately for P.E. class. This may include a school P.E. uniform or change of clothes 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 report cards following the end of each quarter. We ask that you go over the grades with your child. Students also receive mid-quarter progress reports. We ask you to discuss these reports with your child. These reports are sent to inform you of their current progress.

District 1 has an online gradebook called Synergy 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. Every CDMS student knows how to access Synergy gradebook. The website for Synergy ParentVue is: www.az-yesd.edupoint.com

To maintain communication, parent-teacher conferences take place in October and March. Conferences are arranged through teacher invitation and/or parent request. Not all students have conferences scheduled.

Conferences are only a fifteen minute time block. If you require a longer conversation, please schedule with teachers. 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 types of 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 standard grade is based on AZCCRS State Standards. Galileo benchmarks are the results from quarterly assessments in Reading, Math, Writing, and Science.

Attendance Policy

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 an 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 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:

- o Scheduling of medical and dental appointments after school hours, except in cases of emergency.
- o 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.

New Attendance Addition

One of the most important factors that influences student learning is being present in school. Therefore, regular attendance is a critical factor for student success. In order to continue improving attendance for

our students, YESD1 has made a change to the policy for excused/unexcused absences. Beginning with the 2023.24 school year, a parent/guardian call to the school office to report a child's absence will no longer be considered an excused absence. We continue to encourage calls, notes, and communication between school and parents regarding student absences. We will, however, require other documentation for the absences to be excused. Students sent home from the nurse, with doctor notes for illness, and/or funeral notices will continue to be excused absences.

We understand that there are instances when a student may be absent, but may not warrant a doctor's note or other documentation. Please note that the occasional unexcused absence does not designate a problem or cause consequences. However, when a student reaches 10 consecutive days of absenteeism, or 18 days of absences for the school year, these represent thresholds for excessive absenteeism in the state of Arizona.

We appreciate all of our families, and look forward to continuing to work together to help our students be as successful as possible by consistently attending school.

See Attached Policy at the end of the handbook

Tardy Arrival Procedures

If a student arrives late to school (8:40 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 class at 8:40 am. Students arriving after appointments or past 8:45 am must be accompanied by a parent or guardian when signing in to school.

Discipline for Tardies

-5 Tardies per teacher per SEMESTER (or per quarter since 6th grade has quarterly classes)

**** Discipline Begins on the 6th Tardy****

Offense 1: Detention

Offense 2: 2 hour Detention Tues/Thurs

Offense 3: Referral for 1 day suspension and conference with the parent

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 while promoting 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.

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. You will be asked to sign a contract stating you have read the discipline manual with your student. The discipline manual is available in Self Service through the student's Chromebook. You may also access via the district website: **Yuma.org** under the parents tab. [YESD Website](#)

DRESS CODE:

CDMS has a concrete dress-code policy to ensure our students are in an environment where they are able to feel comfortable, safe and perform academically with minimal distractions. We are asking parents to become proactive in being observant of their children's clothing before they leave for school. If you find an article of clothing in question feel free to refer to our school dress-code policy or contact CDMS administration to ensure our dress-code policy is fully understood and being followed. CDMS puts forth great efforts to maintain a safe, positive and productive learning environment. We are asking for your help and support to ensure CDMS continues to provide this positive learning environment.

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

- No bare midriffs; all shirts must have 2 inch straps; no racer-back, 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 excessively baggy, loose fitting clothing. Pants must fit on the normal waist area. No hip hugger. No overly long pants that drag on the ground.
- Shorts, skorts, skirts and dresses may not be shorter than mid-thigh.
- Caps, hats, hoods may not be worn inside any building area. Caps will be worn forward. As with other clothing, no offensive or gang related pictures, wording or symbols.
- 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 bare feet. No slippers. Closed shoes must be worn for activities (ie-P.E., athletics).
- Wallet chains are not allowed. 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 in and as support. Students requiring academic advising or personal assistance may contact the office and schedule an appointment at any time. If you need assistance from our school counselor, Ms. Ordaz Acosta, her email is sordazacosta1@yuma.org.

Food Services

Here at Yuma Elementary School District One we 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. Breakfast is available to all students at no cost. For the 2023-2024 school year, lunch is available to all students for \$1.50. 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 district 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 2015.
- 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.

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

Misbehavior On Bus

Penalty at the discretion of Y.S.T.C. depending on circumstances and may include removal from the bus for 1 to 10 days or permanent removal from the bus. Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school. Students who engage in misconduct on the bus may also face school discipline as stated in the school district discipline matrix. For any questions regarding transportation, please call (928) 502-8840.

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:

Principal's List (All A's): 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.

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

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

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 remain 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 the community to experience our fine educational product here at CDMS.

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 arrangements. Contact the school office or specific teachers to arrange a visit to a classroom. Parents, grandparents and visitors are 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 the CDMS Parent Liaison, Mrs. Rodriguez 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 a positive impact on student achievement and behavior. We welcome all volunteers, but to be a volunteer on the CDMS campus, you must hold a current AZ IVP card.

School Wide Communication

As needed, written communication will be sent home with your child. We will begin relying more heavily on Chromebooks and technology to share information with you. Text messages are most common. Always check our website: <http://www.castledome.yuma.org>, Facebook, and Class Dojo. Always inform our office if your phone number changes.

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 the child is not living with one of his/her natural parents

If you live outside our residency area, you will need to submit an application for open enrollment annually.

Student-Parent-Teacher Organization (SPTO)

The Castle Dome parent organization is the Castle Dome SPTO. 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 SPTO sponsored student store is always looking for parent volunteers during school hours. WE ARE ACTIVELY SEEKING SPTO MEMBERS AND OFFICERS. Please contact the SPTO at knightsspto2022@gmail.com.

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. Pull all the way up, allow for double lanes and respect one another. Please make sure you pull all the way forward to allow bus traffic to enter successfully. Please yield to all buses at the exits. Volunteers are welcome to support safety at drop off and pick up.

Patriotic Exercises

After the morning bell, the Pledge of Allegiance and Introduction to the Declaration of Independence will be read over the intercom and recited in the classrooms. A moment of silence for one minute will be observed throughout the school. If you are on campus at this time, we ask that you model the respect this display deserves.

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. Bikes and scooters are to be walked across crosswalks and on campus.

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 a safe and appealing grounds, we ask that pedestrians and cyclists do not “cut across” our grass areas, doing so makes it difficult to grow grass in these areas. Parent volunteers are welcome for morning arrival and afternoon dismissal.

For your reference, here is the Yuma Helmet Law as it applies to school age students:

ARS 213-13 Requirement for Helmet Use

- A. No person under 18 years of age shall ride a bicycle or be a passenger on a bicycle, ride in a restraining seat attached to a bicycle or ride in a trailer towed by a bicycle unless that person is wearing a properly fitted and fastened bicycle helmet which meets the current standards of the American National Standards Institution for protective headgear.
- D. Any person in violation of this section shall be found guilty of a civil infraction and be required to pay a minimum fine of \$50 which cannot be suspended except pursuant to division (E) of this section.
- E. The penalty provided in this section for violation of this section may be waived if any offender presents suitable proof that an approved helmet has been purchased or otherwise obtained since the time of the violation and that minor uses or intends to use said helmet whenever required to do so by this section.

(‘80 Code, statute 30-227) (Ord. 097-32, passed 6-4-97)

Questions regarding this law may be directed to School Resource Officer Munoz.

Prohibited Items

Due to the 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 and CDMS staff reserve the right to remove any item that is a safety risk or educational distraction as per school district discipline handbook. Our utmost goal is to ensure safety and learning opportunities for all students.

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

Movies

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

- Movies must be in line with the 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.

School supplies

Yuma School District One furnishes Chromebooks, textbooks and library books. In the event an Chromebook, 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 or online at our school website.

Cell Phone, Headphones and Electronics - Acceptable Use Policy and Agreement

We, as a school, take no responsibility for lost, confiscated or stolen cell phones or electronics while on campus. At CDMS students are expected to keep all cell phones and electronics put away unless directly given permission by a campus staff member for use. Texting and use of phones for any non-academic purpose during the school day is prohibited without permission. Students risk disciplinary action for improper technology use. Ultimately, it is not an electronic device that causes issues. It is the use of the device that is the responsibility of each user.

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.

Parent Involvement in the Title I Program

To involve parents in the Title I program at Castle Dome Middle School, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the rights of parents to be involved in the Title I program.
 - Castle Dome Middle School provides a Title One Parent Evening where 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; The Every Student Succeeds Act; overview of AZCCRS and testing requirements. 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.
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.
 - Castle Dome Middle School annually invites parents to participate in review and revision meetings to examine our Campus Improvement Plan and Parental Involvement Policy. We have an active SPTO to help create a forum for parental input and involvement.
- Provide parents with timely information about programs under Title 1; descriptions and explanation of the curriculum in use at school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet; and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practically possible.

- Castle Dome Middle School communicates with parents often regarding the state's curricular and assessment expectations, school wide requirements for the delivery of instruction, the techniques utilized to evaluate student work, and individual classroom routines pertinent to the academic success of our students. We use a variety of communicative techniques to solicit parent participation and deliver important information in hopes of creating productive dialogue between home and school concerning student achievement. Those communication techniques include: our student handbook, school newsletters, school and district website, Blackboard Connect (phone call system), parent/teacher conferences, SPTO meetings, school marquee, progress reports, report cards, benchmark results, and individual notes/calls home.

Shared Responsibilities for High Student Academic Achievement

- As a component of the school-level parental involvement policy, our school will jointly develop with parents a school-parent compact that outlines how the entire school staff, parents, and students will share the responsibility for improved student academic achievement.
- A School-Parent-Student Compact has been developed and is utilized in our school. This document serves as an agreement between all parties that they will adhere to certain duties and responsibilities to ensure the success of the student. It is reviewed and signed by all at the beginning of each school year and used to motivate students and parents to become more involved in the educational process.

Building Capacity for Involvement

Castle Dome Middle School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents and the community to improve student academic achievement. To help reach goals, Castle Dome Middle School will:

- Provide assistance to parents in understanding such topics as the state's academic content standards, state and local academic achievement expectations and assessments, the requirements of Title 1, and how to monitor a child's progress and work with educators to improve the achievement of their children.
- Provide materials, training, and related services to help parents work with their children to improve their children's achievement, and to foster parental involvement.
- Educate teachers, administrators, and other staff in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. Parental input will be solicited throughout the year in meetings, through surveys and during one-on-one conferences. Information derived will be utilized by the school's administrative team to strengthen the tie between school and home for the purpose of increasing student achievement.

Accessibility

In carrying out the parental involvement requirements of Title 1, the school, to the extent practical, will provide opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practical, in a language such parents can understand. Parents of all students, regardless of English proficiency, mobility or disability, are considered to be an important part of our learning community.

This policy was adopted by Castle Dome Middle School on July 23, 2019 and will be in effect for the period of the 2019-2020 school year. The school will distribute this policy to all parents on or before our Title I parent night.

		

Work Habits	On Your Mark (as a student I do this...)	Get Set (as I become a learner I do this...)	Go (As a Learner I do this...)
Collaborate and use resources	As a Student I: <ul style="list-style-type: none"> ● follow others, and contribute very little ● sometimes I pay attention to what others are saying, and I am often thinking about what I will say next instead of listening ● rarely reflect on the experience ● use the teacher as my primary resource to get questions answered 	As I become a learner I: <ul style="list-style-type: none"> ● contribute to the group work most of the time ● listen to others, and I acknowledge their message some times ● reflect occasionally on the experience ● use resources other than the teacher to research answers, if I am reminded to do so 	As a learner I: <ul style="list-style-type: none"> ● actively contribute to the group work ● actively listen ● reflect on my contributions, how I could improve next time, and whether we met our goal as a group ● use multiple resources such as the Internet and peers to research answers
Setting Goals, having grit and monitoring progress	As a Student I: <ul style="list-style-type: none"> ● copy the teacher's class goals ● have little or no passion to achieve long term goals ● need help monitoring my progress 	As I become a learner I: <ul style="list-style-type: none"> ● review my grades weekly when my teacher reminds me to and write down my missing assignments with my teacher's assistance ● set a goal with my teacher's assistance and try to achieve it 	As a learner I: <ul style="list-style-type: none"> ● independently review my own work, establish and act on a plan for what I have to do to improve my learning process ● independently set a short term and long term goal and achieve it
Feedback/ self talk	As a Student I: <ul style="list-style-type: none"> ● check what my teacher said and then change only what was corrected 	As I become a learner I: <ul style="list-style-type: none"> ● use my teacher's feedback and reflect on my own work to make revisions 	As a learner I: <ul style="list-style-type: none"> ● revise my work using feedback from the teacher, my peers and self reflection to improve
Self efficacy/ growth mindset	As a Student I: <ul style="list-style-type: none"> ● give up when I don't succeed the first time ● could work harder than I do ● believe that there are certain subjects that I am unable to understand...YET ● don't understand how my brain cells grow as I challenge myself...YET 	As I become a learner I: <ul style="list-style-type: none"> ● try again before I give up ● remind myself to work harder than I used to ● have figured out that some subjects that I used to find hard, are getting easier as I work hard and give more effort ● have learned that my brain can grow depending on how I use it 	As a learner I: <ul style="list-style-type: none"> ● don't give up - the struggle is how I learn ● work hard - this paves the road to success ● believe that I can improve with hard work and effort ● know that the more I challenge myself to grow, the more my brain cells grow
Assess and practice	As a Student I: <ul style="list-style-type: none"> ● rely on the teacher to decide my grade on an assessment ● rarely use scratch paper or testing strategies ● use the teacher to give me 	As I become a learner I: <ul style="list-style-type: none"> ● Reference other resources to help me understand concepts ● I use exam checklist and strategies for testing 	As a learner, I: <ul style="list-style-type: none"> ● Prepare myself for the assessment by reviewing my notes by myself or with peers ● I use scratch paper as well as testing strategies to improve my level of understanding

	<ul style="list-style-type: none"> answers put most of the important notes that the teacher tells me into my E-Portfolio 	<ul style="list-style-type: none"> use the teacher and a peer to help me find answers maintain an e-portfolio with evidence showing I have mastered the concept 	<ul style="list-style-type: none"> use resources such as peers, teachers, and the Internet to help me understand maintain and reflect on my e-portfolio with evidence showing I have mastered the concept
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	Morning Entry	Classroom	Hallway	Cafeteria	Library	Restroom	Field	Locker Room	Afternoon Exit
Safe (with our words and our actions).	*Walk. *Keep hands, feet, and objects to yourself. *Use safe crossing procedures and sidewalks. *Wear backpacks correctly.	*Walk. *Keep your hands, feet, and objects to yourself. *Place backpacks in designated area.	*Walk. *Keep hands, feet, and objects to yourself. *Wear backpacks correctly.	*Walk. *Keep to the right. *6 per table *Keep hands, feet, and objects to yourself. *Wait your turn in line. *Wear backpacks correctly.	*Walk. *Keep hands, feet, and objects to yourself. *Place backpacks in designated area. *Use the front door only.	*Walk *Wash your hands with soap. *Keep hands, feet, and objects to yourself.	*Backpacks should be hung on fence. *All running should be on field. *No tackle or aggressive games. *Stay off of the bleachers.	*Walk. *Keep hands, feet, and objects to yourself. *No electronic devices out. *No standing on benches.	*Walk. *Keep hands, feet, and objects to yourself. *Use safe crossing procedures and sidewalks. *Wear backpacks correctly.
Be Respectful (to yourself, to others, and to property).	*Follow adult directions. *Respect other's property	*Follow adult directions. *Respect other's property. *Use an indoor voice.	*Follow adult directions. *Find your destination quickly. *Use an indoor voice.	*Follow adult directions. *Use "Thank You" and "Please."	*Follow adult directions. *Use an indoor voice. *No food or drink.	*FLUSH *Dispose of trash properly. *Respect other's privacy.	*Follow adult directions. *Stop when someone says stop. *Treat equipment with care.	*Treat equipment with care. *Hygiene is important. *Respect other's privacy.	*Follow adult directions.
Be Responsible (for yourself and for the CDMS community).	*Be on time to school.	*Be on time to class. *Use sign-in/sign-out sheet. *Be prepared. *Give your best effort.	*Carry a valid hall pass. *Help to keep hallways clean.	*Clean up eating area. *Pay lunch dues.	*Return books on time. *Use sign-in/sign-out sheet. *Take good care of library materials.	*Notify staff of graffiti, lack of supplies, and any other problems. *Get in and get out.	*Report holes or unsafe conditions. *Report injuries and get help as needed *Only be on field if actively in a game.	*Be prepared with clothes and tennis shoes. *Lock away all valuables. *Clean up.	*Attend after-school activities. *Leave campus promptly.

Be Exceptional (Treat others the way you want to be treated and always make positive choices)	*Pick up trash *Report unsafe rumors condition to adult (report)	*Be a learner. *Help others *Strive for an "A", always do your best.	*Walk *Hold doors for others *Report *Be on time *Be role model	*Pick up an trash *Report and help with spills *Report *Help solve	*Be a learner. *Use resources. *Join a club.	*Report *Use appropriately and promptly *During passing	*Report *Help others in need *Pick up trash *Be a role model	*Follow expectations of adults *Report *Be a good citizen *Stay appropriate	*Remind others of safety expectation *Hold doors *Wait turn
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Attendance and Absence Policy

Dear Parent/Guardian,

It is important that we inform you of Castle Dome Middle School's attendance policies and Arizona state law regarding attendance. 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).

Arizona State Law:

15-803.A It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session.

15-803.C-1 "Habitually truant" means a truant child who is truant for at least five school days within a school year.

15-803.C-3 "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session.

School Policy:

Excessive absences: A student must attend class regularly to receive a passing grade. A student who is absent from class more than ten percent (10%) of the number of required attendance days, and whose absences have materially affected their academic progress, may fail that grade, receive a lower grade, or be retained.

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- ☐ 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 5 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.
 - ☐ Students who have more than 5 absences per school year will be considered "habitually truant" and will require documentation from a doctor to verify a medical condition when absences exceed more than 5 total days per year. Chronic health forms are available in the front office for applicable health conditions. These forms must be updated yearly.
 - ☐ Students will also require documentation from a doctor when absences exceed 3 consecutive days at any time during the school year. The doctor's note must be received within 3 days of the student returning to school in order to have the absence excused.
 - ☐ Attendance will be affected by students who are picked up from the school prior to dismissal at 2:15 on Mondays and 3:45 Tuesdays-Fridays.
 - ☐ Students who have more than 5 morning tardies (entering the school after 8:40 A.M.) will be considered "habitually truant" and will also require documentation from a doctor to verify a medical condition when tardies exceed more than 5 days per semester. See attached document for the full tardy policy.*

***Please note that the tardy policy only applies for late arrivals to school in the morning. Teachers may implement their own policies for tardiness that occurs during the day in between classes.**

Tardy Policies and Procedures

Parents and guardians:

Castle Dome Middle School takes punctuality very seriously. The tardy policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Instructional time is viewed as a precious resource. Consequently, we view chronic tardiness as a serious problem. School begins at **8:40** each morning. Beginning the day promptly is important and demonstrates a commitment to success. Thank you for your support in ensuring students arrive on time and make maximum use of class time.

Please note that this policy only applies for late arrivals to school in the morning. Teachers may implement their own policies for tardiness that occurs during the day in between classes.

Students arriving late in the morning (8:40 am or later) must report to the main office and sign in to school. Consequences for repeated tardiness to school within a semester are as follows:

- First five tardies student will receive a warning and parent will be notified.
- Sixth and any additional tardies will result in after-school detention and possible in-school or out-of-school suspension.
- After-school detention is held on Tuesdays and Thursdays.

If a student continues to accrue morning tardies during the semester, consequences will be given at the discretion of the school principal.

Tardies are only excusable by a school official under the following circumstances:

1. Personal illness of student
2. Bereavement
3. Other family emergencies
4. Religious holidays
5. A student has a doctor, dentist, or other professional appointment. A note from the doctor/dentist/professional **will be required** to verify.

The principal or assistant principal has the right to substitute alternative disciplinary intervention for repeat offenders or exceptional circumstances.