

*Cubberley K-8 School
Parent/Guardian Handbook
TK - 3rd Grade*



*Home of the Cubs
2021-2022*

Ellwood P. Cubberley K-8 School

Home of the Cubs



Mission Statement

The **mission** of Cubberley K-8 School is to meet the educational needs of a diverse population by providing an academic program that reflects high expectations, community and parental involvement, cultural awareness and pride, and responsible citizenship. We recognize that a quality program requires a shared responsibility of students, parents, community, and school staff. Cubberley School believes this shared effort will enable each student to achieve his/her maximum potential and become a responsible, productive citizen.

Vision Statement

Together, we are empowered, life-long learners and compassionate, responsible global citizens.

Cubberley is a No-Slur school. We are a safe, open learning environment free of slurs. No insults related to ability, appearance, culture, gender, home language, race, ethnicity, religion, sexual orientation or social class will be tolerated.

Cubs With Character Monthly Traits

Month	Attitude(s)	Description
September	Scholarly Traits	Goal-oriented mindset • Perseverance • Pride • Curiosity • Resourcefulness • Organization • Academic Integrity
October	Trustworthiness	Think “true blue” • Be honest • Don’t deceive, cheat, or steal • Be reliable – do what you say you’ll do • Have the courage to do the right thing • Build a good reputation • Be loyal – stand by your family, friends, and country
November December	Respect	Treat staff and students with respect • Follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Do not threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements
January	Responsibility	Do what you are supposed to do • Plan ahead • Be diligent • Persevere • Do your best • Use self-control • Be self-disciplined • Think before you act • Be accountable for your words, actions, and attitudes • Set a good example for others
February	Digital Citizenship	Think twice before you post • Be kind and considerate online • Keep personal information and passwords private • Balance your life by spending time offline with family and friends • Report cyberbullying or inappropriate content • Use district technology and servers responsibly
March	Fairness	Play by the rules • Take turns and share • Be open-minded; listen to others • Don’t take advantage of others • Don’t blame others carelessly • Treat all people fairly
April	Caring	Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need • Be charitable and altruistic
May June	Citizenship	Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority

Adapted from Character Counts. The Six Pillars of Character



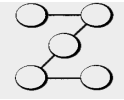


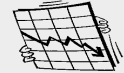






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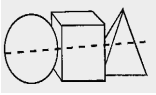


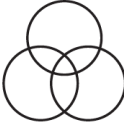
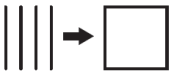

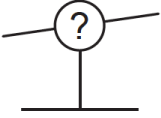
Uniform and Dress Code Policy

Uniform (Colors)	Dress Code
<p><u>SHIRTS/SWEATERS/SWEATSHIRTS:</u> TK-5: solid white or light/dark blue (with collar preferred) 6-8: solid white, light/dark blue, or gold (with collar preferred)</p> <p>TK-8: Cubberley Spirit Wear can be worn every day; college shirts/sweatshirts may be worn on Fridays.</p>	<p><u>SHIRTS/SWEATERS/SWEATSHIRTS:</u> *Proper size and not inside-out *Undershirts must also be uniform colors *No tank tops, spaghetti straps, halters, strapless *No sports jerseys *No logos except Cubberley/LBUSD logos *No non-uniform shirts/sweatshirts should be worn on top of uniform shirts</p>
<p><u>PANTS/SHORTS/SKIRTS/DRESSES:</u> TK-5: navy blue 6-8: navy blue, khaki or black (Dark black/blue denim is acceptable. No faded jeans. No rips, tears, or holes.)</p> <p>TK-8: Leggings may not be worn as pants, but may be worn under skirts or dresses.</p>	<p><u>PANTS/SHORTS/SKIRTS/DRESSES:</u> *Proper size - not too tight; no oversized clothing or sagging *No sweats, basketball/athletic/PE shorts *No "jeggings" *No rips/tears/holes in clothing *Pants should be belted and worn at the waist *Shorts/skirts must pass fingertip test with hands straight at sides</p>
<p><u>JACKETS/OUTERWEAR:</u> TK-8: Solid, any color</p> <p>Uniform shirt must be worn under sweatshirts/jackets.</p>	<p><u>JACKETS/OUTERWEAR :</u> *Cubberley and brand-name logos are acceptable. No other logos are permitted. *No hoods on heads, except during inclement weather</p>
<p><u>SHOES/SOCKS:</u> Any color</p>	<p><u>SHOES/SOCKS:</u> *Tennis shoes/PE-appropriate shoes *Shoes must be closed all around; no sandals.</p>
Additional Dress Code Requirements	
<ul style="list-style-type: none"> • Hats may be worn for sun protection outdoors. Hats may not be worn indoors. • No PE clothes may be worn under regular clothes either before or after PE class. • No large hoops or unsafe earrings/jewelry/belts. No facial piercings. • During free dress days, students are still expected to abide by the dress code (right column). • Students who do not wish to participate in School Spirit Dress Up Days should plan to come to school in uniform. 	






GATE Depth & Complexity Prompts

Based on the work of Sandra Kaplan, USC

Depth	Prompt	Definition	Example
Language of the Discipline		What vocabulary terms are specific to the content or discipline?	Tools Jargon Icons Acronyms and Special phrases Terms Slang Abbreviations
Details		What are the defining features or characteristics? Find examples and evidence to support opinions and ideas.	Parts Factors Attributes Variables Distinguishing Traits
Patterns		What elements reoccur? What is the sequence or order of events? Make predictions based on past events.	Predictability Repetition
Unanswered Questions		What information is unclear, missing, or unavailable? What evidence do you need? What has not yet been proven?	Missing Parts Incomplete Ideas Discrepancies Unresolved issues Ambiguity
Rules		What structure underlies this subject? What guidelines or regulations affect it? What hierarchy or ordering principle is at work?	Structure Order Reasons Organization Explanation Classification "Because..."
Trends		Note factors (Social, Economic, Political, Geographic, Cultural) that cause events to occur. Identify patterns of change over time	Influence Forces Direction Course of Action Compare, Contrast Forecast
Ethics		What moral principles are involved in this subject? What controversies exist? What arguments could emerge from a study of this topic?	Values Morals Pro and Con Bias Discrimination Prejudice Judging with Criteria Differing Opinions, Point of View Right and Wrong Wisdom
Big Ideas		What theory or general statement applies to these ideas? How do these ideas relate to broad concepts such as change, systems, chaos vs. order, etc? How does this principle apply?	Evidence-based conclusions Make generalizations Theory Principle or Natural Law Central Concepts
Impact		How does _____ influence _____? What are the effects of _____ on _____?	affect identify force significance
Process		What steps are used to create this? What type of procedure is involved?	sequence connect link order arrange
Motive		What is causing this to happen? How is the idea or work stimulated?	reason excite inquire explain
Proof		What information verifies this? How can this be validated?	determine fact vs. opinion support with evidence authenticate prove document

	Prompt	Definition	Example
Across the Disciplines		Relate the area of study to other subjects within, between, and across disciplines.	Connect Associate Integrate Link Ideas Cross-Curricular study
Relate over Time		How are elements related in terms of the past, present, and future? How and why do things change? What doesn't change?	Connecting points in time Examining a time period Compare and Contrast
Different Perspectives		How would others see the situation differently?	Different roles and knowledge Opposing viewpoints
Context		What determines the outcome of an event? What features, conditions, or circumstances describe the situation? How does the environment shape or affect what is happening?	define describe illustrate influence
Translate		What are the multiple and varied meanings of the language? How is the same idea interpreted in different situations and by different people?	restate interpret recite express explain convert transfer
Original		Why is it new? What makes it new? How does time and place make it new?	create design innovate modify redesign
Judgement		What factors will influence what is happening? How is the decision to be made?	decide determine agree disagree verify investigate identify options to argue philosophy

Content Imperatives

<u>CONTENT IMPERATIVE</u>	<u>ICON</u>	<u>DEFINITION</u>
ORIGIN		THE BEGINNING, ROOT, OR SOURCE OF AN IDEA OR EVENT
CONTRIBUTION		THE SIGNIFICANT PART OR RESULT OF AN IDEA OR EVENT
CONVERGENCE		THE COMING TOGETHER OR MEETING POINT OF EVENTS OR IDEAS
PARALLEL		IDEAS OR EVENTS THAT ARE SIMILAR AND CAN BE COMPARED TO ONE ANOTHER
PARADOX		THE CONTRADICTORY ELEMENTS IN AN EVENT OR IDEA

Cubberley School Parent/Student Handbook

All school and LBUSD policies and procedures are designed to ensure optimum learning and safety for each student. Please review them with your child.

Cubberley School provides an academically challenging program with high expectations for all students. Our dedicated and talented staff creates an environment which nurtures student achievement by providing enriching learning experiences balanced with academic assistance, if necessary. Learning at Cubberley is student-centered and focuses on the development of the whole child.

School-Wide Behavior Standards

Cubs are in Uniform.

Cubs are on Time.

Cubs are Prepared.

Cubs are Respectful.

Cubs are Responsible.

Student Achievement

Report Cards

Elementary Achievement Reports are based on the Common Core State Standards. They are issued 2 times a year to inform parents of their student's progress. In addition to reporting student progress in Reading and Math Facts, a level of 1, 2, 3, or 4 is given in each subject including: Reading Literature and Informational Texts, Mathematics, Writing, Life and Career Skills, Speaking and Listening, and Additional Academic Standards. Achievement Reports are available for viewing on the ParentVue website in February and in June.

Middle School Report Cards are issued 6 times a year to inform parents of their student's progress. The report card indicates the achievement grade and conduct mark earned in each subject. Letter grades A, B, C, D, and F are given for academic work in all classes. Conduct grades of Excellent, Satisfactory, Needs Improvement, and Unsatisfactory are also issued. Parent/Guardians may also view up-to-date student progress on the School Loop website. Student course history is available for viewing on the ParentVue website.

Parent-Teacher Conferences

Conferences may be scheduled by either parents or teachers to discuss student progress. In the fall, parent conferences are scheduled for all elementary students and for students in middle school who are considered at-risk. Spring conferences will be scheduled for selected students who are not making satisfactory progress.

District Attendance Policy

Education Code, Section 48260 (a)

Any pupil subject to compulsory full-time education or compulsory continuation education, who is **absent from school without a valid excuse three full days or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof**, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

Once a month the school district will mail truancy letters to selected parents/guardians. Letters will be mailed based on data from Synergy (District attendance software).

Excused absences are the following:

Doctor/Dentist appointment verified by a medical note

Court-required appearance for student (must have court documents to excuse)

Illness

Bereavement (for immediate family member only)

Unexcused absences are the following:

Unverified or incomplete notes

Personal reasons/parent requests

Out of town/vacation

Family emergencies

Regular attendance is **essential** to student success. When a student is absent, please follow this procedure:

1. Upon returning to school, the student must provide a note from a parent/guardian which includes:
First and last name and grade of student, date(s) and reason for absence, and parent/guardian signature.
2. Children returning to school after having a contagious disease will need to be readmitted through the nurse's office.
3. Students are expected to make up any work that is missed during an absence. It is the student's responsibility to obtain missed assignments from the teachers.
4. Absences should be cleared within a week of return. Students are considered "truant" until a note verifies their absence.

Cubberley Tardy Policy

It is essential that students are on time each day. Tardies will impact a student's conduct grade and thus affect his/her eligibility for extra-curricular activities. Tardies can also jeopardize a student's ability to earn a perfect attendance award. Students with 4 tardies to a class will receive an N in conduct at the end of the grading period. Students with 6 or more tardies will receive a U at the end of the grading period. Students with chronic tardies will be referred to the office and a parent conferece will be held with the school counselor to address the issue. Students with more than three tardies in a semester will not be eligible for a perfect attendance award.

General Information

ParentVue Emergency Information

Accurate emergency information is essential to the health and safety of our students. In the case that your child becomes ill or seriously injured, every effort will be made to notify you immediately. Please be sure that you provide working home/cell telephone numbers, three telephone numbers of adult contacts if you are unavailable, and the name and telephone number of your doctor in case of emergency. Students will be released only to those designated in ParentVue. Emergency contact information should be added/updated on the *ParentVue* website. WE APPRECIATE YOUR COOPERATION IN MAKING CHANGES VIA PARENTVUE BY THE END OF THE FIRST WEEK OF SCHOOL.

Change of Address/Emergency Contact Information

Report a change of address promptly to the Cubberley Office. Changes in address require verification in person with **two** documents showing proof of residency (utility bill, mortgage statement, rental agreement, or other government document). Cubberley's office hours are 8:00 a.m. – 4:30 p.m. Changes to emergency contact information or medical information should be made online on the ParentVue website. Please speak to Cubberley's enrollment clerk by calling (562) 420-8810 if you need assistance activating or accessing your ParentVue account.

Moving Away

Please provide the office with notification of your move. After clearing your child of all school materials, you will be provided a Transfer/Transcript for enrolling in your new school.

Stay Connected

Cubberley is a very busy school with many activities occurring each day. In order to keep up with all that is going on, parents are requested to consult the Cubberley Connection On-line (CCO), the PTA Website, or the Cubberley School Facebook Page rather than calling the office to ask for specifics about event dates and times. The *Cubberley Connection Online* is a newsletter e-mailed to subscribers every two weeks. It contains school news, PTA activities, awards, deadlines, the school calendar, and other important announcements. All e-mail addresses are kept confidential. In order to subscribe, parents can fill out a subscription form or go to the school website and click on the *School Newsletter* tab. Our PTA president is also available to answer general questions. She can be reached at cubptapresident@gmail.com.

Telephone Calls

Office personnel will call home for student illness, clothing change, or in cases of emergency. Students planning to stay for after-school activities or to visit friends should make those arrangements before coming to school. **Students should not text, message, or call anyone from their cell phones during the school day.** Similarly, parents should contact the office if they need to get a message to their child. Parents/guardians should refrain from texting or calling students during the school day as it is a distraction to the learning environment.

Possession of Cellular Phones and Other Devices

Possession of a cell phone at school is a privilege that is outlined by California State Law and LBUSD Board Policy. Cell phones are subject to confiscation by staff, if the use or misuse (including showing to friends, taking pictures/videos of individuals on campus, theft, loss, etc.) disrupts the classroom or campus in any way.

According to LBUSD Board Policy 5131, cell phones must:

- 1) Be turned off and concealed while on campus.
- 2) Not disrupt the educational program or school activity.

If a disruption occurs, the employee shall direct the student to turn off the device and/or confiscate it. If a school employee finds it necessary to confiscate a device, he/she may either return it at the end of class period or school day or keep it until the principal or designee has consulted with the student's parent/guardian. A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school-related events.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

Cubberley School and the Long Beach Unified School District will not be responsible for loss or theft of cell phones and will not be responsible for any confiscated items not picked up in a timely manner.

Early Student Pickup/Late Arrivals

Students leaving school early will be released through the office. Only those listed on the student emergency card (ParentVue) can remove the student from campus. **A valid ID is required to take a student out of school.**

Campus Safety

One of the goals of Cubberley School is to provide a safe and civil atmosphere for children within all classrooms, on the playground, and in areas around the school. We want our students to feel safe while in our care. In order to achieve this goal, school-wide behavior standards and playground expectations have been established, including positive incentives for exemplary behavior and progressive discipline for repeat offenders. A committee of staff members have worked together to establish the school discipline plan. The success of our plan involves students, parents and teachers all working together to teach and reinforce the expectations for student conduct.

If you have any concerns regarding student safety, please reach out to the school principal or counselor via email, as this is the quickest way to reach someone. If you need to schedule time to speak with the principal or counselor regarding your child, please contact the Cubberley office manager to schedule an appointment. Students who are having issues with another student or who need to meet with the school principal or counselor for any reason are urged to fill out a witness statement/bully slip or may fill out a meeting request form in the office.

School Safety

The Long Beach Unified School District has a zero tolerance policy on weapons, including “look-alikes”, which include toy guns, air pistols, knives, etc. Please regularly check your child’s backpack to ensure they are not bringing any dangerous objects to school. All students participate in Back to School Assemblies where the school rules are reviewed with each student. A copy of LBUSD District Guidelines for Students, which outlines school infractions and consequences, can be found on the LBUSD website at www.lbschools.net.

Student Drop Off/Pick Up

Parents must exercise great care when dropping off or picking up children. Children should be dropped off on the school side of the street only. To avoid after-school congestion in front of the school, arrange a pick up location with your child on a street near the campus rather than in front of the school. Students who are still here 15 minutes after dismissal time should be picked up behind campus, on Ostrom Avenue. You can help reinforce the safety lessons by reminding your children of the safest route to take and the rules to follow when walking to/from school. **Parents should not park, pick up, or drop off in the staff parking lots adjacent to campus.**

Bicycles/Skateboards/Scooters

Students in 4th through 8th grade are permitted to ride a bicycle, skateboard, or scooter to school. Helmets are required and safety is enforced. Bicycles, skateboards, and scooters must be walked on to campus and secured in the bike rack. There is no other place to lock up or hold these items on campus, and the school cannot assume responsibility for these items during the school day. Students may not ride on campus and must walk their bikes while in front of campus during entrance or dismissal.

Visitors

All visitors during the school day must report to the front office and will be cleared to enter campus using an Electronic Visitor Screening System. After the opening bell, all visitors to campus must wear a badge and will be expected to enter campus via the front entrance of the school. Visitors will be asked to state their name, their student’s name, and business purpose for entering the office. Once admitted, visitors should report to the main office to sign in and receive a badge. In order to help minimize disruptions for the office staff, who are buzzing in every visitor, please avoid taking students out of school early or dropping off items at school during the day unless absolutely necessary.

Cubberley parents and guardians are welcome to observe their student’s classroom, and are required to schedule an observation time with the classroom teacher with a minimum of 24 hours’ notice. The observation is limited to a 60-minute period per month.

Students who do not currently attend Cubberley are not permitted on campus during school hours and are not permitted to loiter on or around campus after school. Classroom volunteers and field trip chaperones must be registered VIPS and must wear a VIPS badge while on campus.

Parent Involvement

Parent Involvement is integral to the success of Cubberley School, and we have several ways that Cubberley parents can be involved at school. Parents can register to become volunteers through our VIPS program. They can serve as elementary room parents or on committees for the middle school grade levels. Parents are also encouraged to join the PTA and attend their monthly meetings. Parents can also be part of the Cubberley Foundation, which is a non-profit group that supports enrichment opportunities for Cubberley students. We also have a Diversity and Inclusion Parent Committee that holds monthly meetings. We also have parent representatives that serve on Cubberley School Site Council.

VIPS Guidelines

At Cubberley, we encourage parents/guardians to be active in their child's education. Parents/Guardians are encouraged to be part of the VIPS program, the volunteer program created by the Long Beach Unified School District. VIPS perform a variety of tasks such as assisting the classroom teacher, working with small groups of children, chaperoning field trips, assisting in the cafeteria, etc.

With the safety of students in mind, our school district requires prospective VIPS to complete an application and submit a TB clearance dated within 60 days of submitting an application, before they are approved to work on campus. The applications are processed by the LBUSD VIPS office. Parents/Guardians who are interested in being a part of our VIPS program should speak with our office manager.

All VIPS at Cubberley are expected to follow these guidelines:

1. All VIPS must sign-in with the office and wear their VIPS badge while on campus. Badges are the property of the LBUSD and must be left on campus on the VIPS bulletin board.
2. VIPS will work with the classroom teacher or PTA to arrange dates to work on campus. Once the VIPS' schedule is determined, VIPS should report on their assigned day(s), unless they have made arrangements with the teacher to work on a different day. It would be helpful if VIPS could notify the classroom teacher in advance when they cannot work on their assigned date.
3. If there is a substitute teacher, the regular classroom teacher will decide if VIPS should be rescheduled. The classroom teacher will notify the VIPS affected by this type of schedule change.
4. VIPS must maintain **student confidentiality** on anything observed while working in the classroom or at school and should never discuss students or teachers with others.
5. VIPS should not be on their cell phones while working in the classroom.
6. VIPS may not take photos or videos of students without the classroom teacher's consent, as they do not know which families have given permission for their students to be photographed.
7. VIPS may not grade student work or be given access to the teacher's grade book or students' personal information.
8. It is school district policy that field trip chaperones must be registered VIPS.

Cubberley School reserves the right to revoke VIPS access due to non-compliance of the aforementioned guidelines

Field Trips and Special Events

A parent/guardian must sign a permission form in order for their child to attend a school-sponsored field trip. For safety reasons, students who have exhibited behavior difficulties or who have had disciplinary issues in the classroom or on campus may be asked to attend field trips with a chaperone.

Refreshments and Gifts

Parents/guardians are not permitted to send refreshments to school for distribution to the students during the school day unless it is part of an organized classroom activity. Unsupervised pizza parties, cupcakes, etc. are prohibited in the lunch area. Food, flowers, balloons, pizza, etc. may not be delivered to students during school the school day. We celebrate and support authorized school parties hosted by the classroom teacher and/or room parents. **Please do not ask us to make exceptions.** In addition, chewing gum and sunflower seeds are prohibited on campus.

Lunch Program

School meals will be provided free of charge for the 2021-2022 school year.

Students may bring single-serving snacks to eat at recess or during passing period. On occasion, parents/guardians may bring lunch for their child; due to allergies and other health concerns, however, parents/guardians may not supply lunch for other people's children. Parents/Students may not use apps like Grub Hub or Door Dash to order lunch, as the office will not be admitting unauthorized visitors to campus. Individual student lunches may be left in a designated location in the Cubberley office prior to the student's lunch time. Students may not be loiter in the office foyer waiting for their lunch nor may they leave campus to retrieve anything from a vehicle. Classrooms will not be interrupted to notify students that their lunch is in the office. Please make arrangements with your child regarding lunch before the start of the school day. TK/K students will eat lunch in the cafeteria. Students in 1st through 5th grade may eat in the cafeteria or in the lunch bench area. Middle school students will eat in the lunch bench area or at designated benches around campus. No food is to be taken to the playground/field during lunch. Water is sold in vending machines and by cafeteria staff. Please help us keep our school clean by throwing away your trash after you eat. Lunch menus are available online at www.lbschools.net under the Nutrition Services tab. You may add money to your cafeteria account online at My School Bucks. Go to myschoolbucks.com for more information.

Cubberley Kids' Club Childcare Program

Kids' Club is a before and after school child care program for students in grades TK - 6. Kids' Club is located on-site in Bungalows 29104 and 29105. The registration fee is \$100 and the cost is \$7.00 per hour (2.5 hours per day minimum). Please contact Kids' Club at (562) 497-1838. Space is limited.

Playground Supervision

Playground supervision begins at 8:30 a.m. on school days. For safety reasons, students should not arrive at school prior to 8:30 a.m. as there is no adult supervision for them before this time. The playground will be supervised after school until 4:00 p.m. each day for students who are waiting to be picked up.

After School Activities

Sports programs, tutoring, enrichment, Student Council activities, clubs and school dances will be offered at various times throughout the school year. Students may stay after school on days they participate in an organized after-school activity; otherwise they must leave campus by 4:00 p.m. as there is no supervision after 4:00 p.m. On occasion, students may be expected to stay after school for up to 20 minutes in order to finish up work, conference with their teacher, etc.

Physical Education (Middle School)

Middle school students are required to wear PE uniforms during Physical Education. PE uniforms may be purchased in the office. The uniform consists of a gray t-shirt, dark blue shorts, socks, and tennis shoes. Students are not obligated to purchase the uniforms sold in the office and may use their own clothing as long as it is the correct color. Clothing should be labeled with the student's name. There is no sharing of PE clothes. PE clothes should not be worn under a student's regular clothes or in place of the school uniform. Cubberley provides middle school students with a changing room for physical education.

Enrollment Maximums

The maximum class size for general education students in TK is 25 students, K-3rd grade is 30 students, and 4th and 5th grade is 35 students. At Cubberley, middle school general education core class maximums range from 35-37 students. Electives and PE may be higher. Students are considered to be overflow students if they are newly enrolled neighborhood students who exceed the class maximums. An overflow student may remain in a classroom for 20 school days or until another school or classroom placement is made.

Student ID Cards (Middle School)

All middle school students receive photo ID cards courtesy of our school photographer, *Pictures with Class*. Student IDs should be carried by all middle school students at all times while on any LBUSD campus. Please see front office personnel for replacement ID cards. A replacement ID can be purchased from *Pictures with Class* for \$5.

Campus Pride

Cubberley School has many activities that are established traditions and are enjoyable for our entire community. Having respect for one another, as well as the equipment, desks, technology labs, restrooms, and buildings shows pride in our school. Please reinforce proper use of the school grounds with your children. Students and their families may be held personally liable for acts that result in damage to school property.

Medication from Home

According to LBUSD policy, students may not come to school with medication in their possession. Medication from home can be dispensed ONLY in the office. Parents must complete an Oral Medication Form from the school nurse and have it signed by a physician before any medication can be administered. Forms are available in the office.

Personal Property

It is the responsibility of all students to take care of their own personal property. The school is not responsible for students' belongings. Valuable items such as jewelry, cameras and electronic games are not allowed at school. Students should not bring their own sports equipment or toys from home. Cell phones which are not being used as part of a teacher-directed educational activity are to be turned off and out of site during school hours.

Textbooks/Chrome Books

Textbooks and Chrome Books are issued to students for classroom assignments. It is expected that students take care of their textbooks/Chrome Books as students/parents/guardians are responsible for any lost or damaged items.

Yearbooks

Yearbooks are available for pre-order in the spring at a reduced price. The price will increase closer to the end of the year. You will be notified of price and availability through flyers and posters. Quantities are limited, so be sure to take advantage of the pre-order opportunity. Yearbooks are distributed to students during the last week of school.

Cubberley Uniform Policy and Dress Code

School is the student's place of business and education is indeed serious business. The State of California has determined that: "A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare himself for the school room before entering." California Administrative Code (Title V, Section 302).

Cubberley students are to be in school uniform every day. It is important to Cubberley staff and families that we all work together to uphold the uniform policy. Please see the detailed page entitled Uniform/Dress Code Policy for specific uniform requirements. The district has resources for providing uniform clothing for families who have a financial need. An application for uniform assistance is available in the office.

Students who are not dressed appropriately for school will first be asked to call home for a change of clothes. If a parent is unavailable, the student will wear a loaner item of clothing. **Students who habitually come to school out of uniform will receive campus clean up or detention.**

Body Piercing/Tattoos

Body piercing, such as tongue, nose rings, daggers, plugs, eyebrow piercing, and navel piercing, is prohibited. Visual tattoos are also prohibited at school. All of these items are considered either unsafe or disruptive to the educational process and therefore are prohibited at school.

Cubberley Homework Policy

Student Planners/Homework

All students in grades 4–8 are issued a student planner and are expected to write their assignments down each day. Students are assigned homework as required by the LBUSD Homework Policy. Cubberley’s homework policy includes the use of the student planner in each class. The planners involve students, teachers, and parents as partners in the educational process. Students develop study skills, learn to set goals and manage their time. Teachers use the planners to communicate with parents, thus enabling parents to monitor student progress daily. The replacement cost for a student planner is \$2. Students should find a “homework buddy” for each class. When a student is absent, he/she can call/text the homework buddy for assignment information. In case of extended absences, arrangements can be made with teachers for missed assignments.

Student/Parent/Teacher Partnership

Homework serves a purpose. It is a necessary extension of the learning process during the school year. Students need it to achieve maximum learning growth. Homework provides for practice, review, make-up, and enrichment, which all contribute to the effectiveness of the instructional program in which they are involved. It is important for students to establish habits of regular study. Students who do their homework earn better grades. Of more importance than achieving better grades, regular home study requires that students learn to do the following: plan wise use of their time, exercise self-discipline, digest more thoroughly the information and knowledge imparted to them by the teacher in the classroom, practice the skills of thinking on their own.

When a student combines the willingness and ability to do homework with an excellent attendance record, that student is going a long way toward making the best of the educational opportunities available in school. **Please monitor your student’s homework by checking his/her planner daily and by registering as an Observer on Canvas.** If you have any questions or concerns about something that is happening in the classroom or with homework/ grades, please contact the teacher directly, as we have found that this is the quickest and most effective way to clarify issues. The success of any homework policy rests on the quality of the partnership among students, parents, and teachers. Within this partnership each participant assumes certain responsibilities.

Cubberley Student/Parent/Teacher Agreement

The student will

1. Listen carefully to teachers as homework is assigned.
2. Carefully record assignments in planners as they are given, requesting repetition of assignments if necessary.
3. Bring necessary books and other needed items to the place where homework is to be completed.
4. Schedule time carefully.
5. Return completed homework assignments within required time limits.
6. Request make-up assignments when work is missed for any reason.
7. Return completed assignments within required time limits.
8. Check their progress on Canvas regularly.

The parent will

1. Provide appropriate places for study, ensuring good light, privacy, and quiet—if it is possible to do so.
2. Help students plan for time required to complete homework assignments.
3. Assist students when it is appropriate to do so.
4. Communicate with teachers when clarification of assignments seems necessary.
5. Encourage students to complete homework assignments.
6. View and/or sign planner daily to acknowledge homework assignments (grades 4-8).
7. Check student progress on Canvas regularly.

The teacher will

1. Plan homework assignments that promote learning and provide a calendar of assignments as appropriate.
2. Determine that homework will require the amount of time that is consistent with school site guidelines.
3. Receive homework from students, evaluate work, and record the results; provide rules for make-up work.
4. Inform parents when students consistently fail to complete homework requirements.
5. Reinforce satisfactory student behavior in the completion of homework assignments.
6. Help students manage their time on long-term homework projects by making frequent progress checks.
7. Implement departmental objectives in making homework assignments consistent with curriculum guides and outlines.

Reminder: Students may be excluded from extra-curricular activities if they do not maintain satisfactory conduct or have excessive office referrals or pink slips. Additionally, for middle school students to participate in any extra-curricular activities, they may not have more than one F or one U in conduct on their most recent grade report. These activities include dances, student council activities, grade level field trips, etc. In order to participate in middle school intramural sports, students must maintain a 2.0 Minimum GPA and have no more than one U on their most recent grade report.

Student Achievement

Students Awards/Recognition

Cubberley staff and students participate in a program to build strong moral character, *Cub of the Month*. One student in each classroom will be recognized by their teacher on a monthly basis for outstanding modeling of the character trait of the month. Each month Cubberley will focus on a character trait to be studied, modeled, and practiced. Please take time each month to talk with your child about each character trait. A complete list of the traits is provided in this handbook.

Students and staff may also be recognized as *Cubs With Character*. Students or staff who exhibit any of the attributes of a Cub with Character while in the classroom or on the playground may receive a slip that they can put into a monthly drawing for great prizes.

Cubberley students also participate in Academic Awards Assemblies during the school year. Students are honored for good citizenship, perfect attendance, and outstanding academics.

Digital Citizenship

Just as students are responsible to be good citizens at Cubberley, they are also expected to be good digital citizens. Students need to be aware that what they post online is there forever, even if it is deleted, and they need to remember to be kind, responsible, and safe online. Cyberbullying is a form of bullying and will not be tolerated at Cubberley. Whether students are using their own personal device or are using school district equipment or servers, it is extremely important that they use technology ethically and responsibly. Examples of unethical, unacceptable use of district technology can be found at

http://www.lbschools.net/asset/files/information_services/AUP/InternetSafety.pdf.

Play it SMART Online

Safe: Never give out personal information (full name, email address, phone number, home address, pictures, school name) to anyone you meet online.

Materials: Do not access inappropriate websites or materials. Access only educational materials on school devices.

Accept: Just as we do not accept candy from a stranger, do not accept emails, files, or messages from people you do not know or trust. Block people who are not using their technology responsibly.

Reliable: Not everything you read online is true, and people who are trying to “friend” you may not be who they say they are. Refrain from posting or sharing rumors or gossip.

Tell: Tell a parent, teacher, or other trusted adult if someone or something makes you nervous, worried, or uncomfortable online. Report cyberbullying when it occurs.

Cubberley Academic Honor Code (Adapted from Millikan HS Honor Code)

As a student at Cubberley, I understand that I am responsible for my own learning and behavior. I also know the scholarly traits which will lead to middle and high school success.

Scholarly Traits leading to academic success include, but are not limited to:

- Goal-Oriented – having goals and striving to reach them
- Perseverance – never giving up
- Pride – taking pride in the quality of my work
- Curiosity – having questions and seeking answers
- Resourcefulness – using a variety of resources and references
- Organization – having a system to organize and collect new ideas
- Academic Integrity – exhibiting honesty in all learning tasks

In addition, I know the unethical behaviors of plagiarism and cheating damage my chances for success and also impact the success of others and therefore are not tolerated.

Plagiarism includes, but is not limited to:

- Failing to provide proper credit and citations when
 1. copying another person's actual spoken or written words
 2. using another person's idea, opinion, or theory
 3. using facts, statistics, graphs, drawings, and pieces of information that are not common knowledge
 4. paraphrasing another person's spoken or written words
 5. downloading papers or excerpts from a website and turning them in as your own

Cheating includes, but is not limited to:

- Copying, stealing, borrowing, or turning in the work of another student as one's own
- Loaning your work to another student to help him/her complete an assignment
- Collaborating on assignments without instructor's permission and submitting as your own work
- Cheat sheets, sharing answers with others, and looking around for answers while taking a test
- Getting or giving questions to other students in another period to help with a test
- Purchasing, downloading, or copying software programs, documents, graphic designs, papers, assignments, tests, or answer keys from the Internet to complete any part of an assignment
- Copying or taking pictures of homework, quizzes, test questions/answers and posting or sharing using any electronic means of communication
- Multiple submission or using work previously submitted for credit at Cubberley or any other school, even if it is revised or altered

I understand the consequences for plagiarism and cheating listed below, and know incidents carry over from year to year:

1st Incident – teacher contacts home, teacher referral to administrator, administrator notes incident in student discipline file, “0” on assignment, “N” in conduct for the grading period.

2nd Incident – administrative referral, one day suspension, administrator records incident in student discipline file, “0” on assignment, “U” in conduct for the grading period.

3rd Incident – administrative referral, three day suspension, parent conference, administrator records incident in student discipline file, “0” on assignment, “U” in conduct for the grading period.

Finally, I realize my scholarship, academic honor, and integrity is an important part of all future endeavors and the consequences of my actions may also result in the loss of recommendations and placement into specialized programs in high school.

This policy will be discussed with all students in Grades 4 – 8 and will be sent home for parent/guardian and student signatures the first week of school.