



Berta Cabaza Middle School

2901 Shafer Road San Benito, Texas 78586
(956) 361-6600 Fax (956) 361-6608

“Home of the Fighting Greypups”

Student / Parent

Handbook

“Greypups Today's, Greyhounds Tomorrow”

2015-2016

San Benito Consolidated Independent School District

San Benito, Texas

www.sbcisd.net

bcms.sbcisd.net



Students / Parents

Please Read
Student Handbook
and Return Page
45 to your
2nd period teacher
within first 10 days
of school

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San Benito Consolidated Independent School District

School Board Trustees

Ms. Anna Cruz	President
Mr. Oscar Medrano	Vice President
Mr. Michael Vargas	Secretary
Mr. Joe G. Gonzalez	Member
Mr. Arnold Padilla	Member
Mr. Hector Leal	Member
Mr. Angel Mendez	Member

Superintendent of Schools

TBD, Superintendent

Berta Cabaza Middle School Campus Administrators

Mrs. Lupita Monsevalles	Principal
Mrs. Elisa Flores	Assistant Principal
Ms. Albie M. Lopez	Assistant Principal
Ms. Mary Alice Leal	Assistant Principal
Mr. Juan R. Martinez	Dean of Instruction

Campus Counselors

Mrs. Elvira T. Vega	Counselor 6 th – 8 th A-L
Mrs. Norma Hinojosa	Counselor 6 th – 8 th M-Z

Office Personnel / Support Staff

Nurse

TBD School Nurse

Secretaries

Ms. Janie Rios School Secretary
Mrs. Sandra Morado Secretary for Asst. Principal
Mrs. Izalee Partida Secretary for Asst. Principal
Mrs. Veronica Martinez Secretary for Dean of Instruction

Attendance

Ms. Beatrice Cantu Attendance Clerk

P.E.I.M.S.

Mrs. Theresa Guzman P.E.I.M.S. Clerk

Clerks

Mrs. Terry Castillo Counselor Clerk
Mrs. Elizabeth Vallejo Counselor / Dean Clerk

Library

TBD Librarian
Mrs. Anjelica Sanchez Librarian Asst.

Computer Lab / I.S.S. (In School Suspension)

Mr. Rene Chirinos Teacher Asst.
Mrs. Celia Reza Teacher Asst.

Dear Parents and Students,

A warm welcome to each and every one of you this interesting and exciting new school year. We look forward to a challenging and successful year with many positive learning experiences. As educators we are committed to providing a good quality education that will allow each one of you to grow, develop, and reach your highest potential. You are our greatest resource. At Berta Cabaza Middle School, we believe that all children will be successful with the help of parents, teachers, school administration, and community members.

This Berta Cabaza Middle School Student handbook provides important information that both students and parents are likely to need during the 2015-2016 school year.

In addition to the BCMS Student Handbook, all students must adhere to San Benito C.I.S.D. policy and the San Benito C.I.S.D. Student Code of Conduct.

For District “Policy Online & Student Code of Conduct” go to www.sbcisd.net

WE STRONGLY ADVISE YOU TO READ BOTH HANDBOOKS. Please feel free to communicate any questions regarding the information provided in this handbook with your child’s teachers, counselors, and/or administrators.

We look forward to working together in making 2015-2016 a memorable and SUCCESSFUL school year for your child!

Sincerely,
-BCMS Faculty and Staff

BERTA CABAZA MIDDLE SCHOOL

The San Benito Consolidated Independent School District does not discriminate on the basis of race, color, national origin, sex, or handicap in providing educational services.

El Distrito Independiente Consolidado Escolar de San Benito no discrimina en la basis de color, raza, sexo, nacionalidad o incapacitados en ofrecer servicios educacionales.

The following District staff members have been designated to coordinate compliance with these requirements:

Title IX
Ruben Franco
Planner Evaluator
240 N. Crockett
San Benito, Texas 78586
Phone: (956) 361-6190

Section 504
Theresa Cantu
Associate Advisor
240 N. Crockett
San Benito, Texas 78586
Phone: (956) 361-6219

Berta Cabaza Middle School Mission Statement

Through partnerships with our parents and community, Berta Cabaza Middle School exists to provide a comprehensive educational experience that is high quality, challenging, and inspires all students to have an immediate and positive contribution to our global society.

Berta Cabaza Middle School Belief Statements

- ❖ B.C.M.S. believes that:
 - you should believe in yourself.
 - setbacks are not failures, but opportunities to succeed.
 - through teamwork there is no limit to success.
 - education is a shared responsibility for self-improvement.
 - everyone merits respect.

Berta Cabaza Greypup Pledge

Since I am a Berta Cabaza Greypup, I will treat everyone, including myself, with respect and accept responsibility for my own actions. I will follow all directions given by any Berta Cabaza staff member the first time they are given. I will use appropriate language, speech, and tone of voice at all times. I will always give my very best effort and will maintain a positive attitude throughout the school year.

PREFACE

To Students and Parents:

Welcome to the 2015-2016 school year! We look forward to a challenging and successful year with many positive learning experiences. As educators we are committed to providing each and every one of you a quality education that will allow you to grow, develop, and reach your highest potential. You are our greatest resource. At Berta Cabaza Middle School, we believe that you will be successful with the help of your parents, teachers, school administrators, and community members.

The Berta Cabaza faculty and staff pledges to improve students' lives by providing a quality education driven by an unrelenting determination to graduate all students and prepare them for success in higher education.

The Berta Cabaza Student Handbook contains information that both students and parents are likely to need during the school year. The handbook is divided into three sections:

- ❖ Section I: Information all parents need in assisting their child and responding to school-related issues.
- ❖ Section II: Information about courses and extracurricular and other activities.
- ❖ Section III: General information regarding school operations and requirements.

We have attempted to make the language as straightforward as possible, however, please be aware that the term *“the student’s parent”* is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents also need to be familiar with **The San Benito CISD Student Code of Conduct**, required by state law and intended to promote school safety and an atmosphere for learning. **The San Benito CISD Student Code of Conduct** will be found as a separate document sent home to parents.

The Berta Cabaza Middle School Student Handbook is designed to be in agreement with board policy and the San Benito C.I.S.D. Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

We strongly recommend that you review the entire handbook with your child and keep it as a reference during this school year. If you and/or your child have questions about any of the material in this handbook, please contact your child’s teacher/s, counselor, or the principal.

It is the parent’s responsibility to complete and return the acknowledgment form to your child’s teacher within the first week of school (The handbook acceptance form is attached at the end of this student handbook).

SECTION I

IMPORTANT INFORMATION FOR PARENTS

This section of the Berta Cabaza Middle School Student Handbook includes information on topics of particular interest to you as a parent, such as:

- ❖ Your child's grades and progress reports;
- ❖ Records pertaining to your child;
- ❖ Conferences with your child's teachers;
- ❖ Procedures to follow if you have a concern that isn't resolved by a conference;
- ❖ School events and school-related groups that welcome your attendance or participation.

YOUR RESPONSIBILITIES AS A PARENT / GUARDIAN

- ❖ Make every effort to provide for the physical needs of the child.
- ❖ Teach the child to pay attention and obey the rules.
- ❖ Be sure their child attends school *regularly and promptly*. **[Report and explain absences and tardies in writing upon child's return to school.]**
- ❖ Encourage and lead the child to develop proper study habits at home.
- ❖ **Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.**
- ❖ Participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare.
- ❖ Attend parent-training workshops for home reinforcement of study skills and specific curriculum objectives.
- ❖ Keep informed of school policies and academic requirements of school programs.
- ❖ Participate in school-related organizations.
- ❖ **Be sure their child is dressed appropriately** at school and **all school-related activities** according to the B.C.M.S. student handbook.
- ❖ Discuss report cards and school assignments with their child.
- ❖ Bring to the attention of the school authorities any learning problems or conditions that may relate to their child's education.
- ❖ Cooperate with school administrators, teachers, and all school personnel.
- ❖ **Be sure their child attends school tutorials when required.**
- ❖ Submit a signed statement that they understand and consent to the responsibilities outlined in this plan
- ❖ Control their child. Under Family Code 33.01, a student's parent is legally liable for property / loss damage proximately caused by:
 - a. The negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty, **OR**
 - b. The willful or malicious conduct of a student who is at least 12 but under 18 years of age

YOUR INVOLVEMENT AS A PARENT

A child's education succeeds best with a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- ❖ Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- ❖ Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered by the district. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. **Monitor your child's academic progress regularly and contact teachers as needed. (Grades and attendance are available on line. For further assistance call 956-361-6600.)**
- ❖ Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 361-6600 for an appointment. A teacher will return your call or meet with you during his or her conference period or at a mutually convenient time.
- ❖ Exercising your right to review educational materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- ❖ Reviewing your child's student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) health and immunization information, (6) reports of behavioral patterns, and (7) state assessment instruments that have been administered to your child.
- ❖ Becoming a parent volunteer (Contact 956-361-6310).
- ❖ Participating in campus parent organizations such as PTO.
- ❖ Offering to serve as a parent representative on the District-level or Campus Improvement Team (CIT) assisting in the development of educational goals and plans to improve student achievement.

Medicine at school:

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Students are not allowed to carry medication without the nurse's permission.

A student who must take prescription medicine during the school day must bring a written request from his or her parent and the medicine in its properly labeled container to the school nurse/principal. The school nurse/principal will either administer the medicine at the proper time

or give the student permission to take the medication as directed. A doctor's note must be provided and filed for long term medication.

GRADING POLICY

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Students are graded on the semester system at Berta Cabaza Middle School. A semester unit is awarded upon the successful completion of a semester unit of 70 on a scale of 100. A student may be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course. To earn credit in a course, a student must receive a grade of at least 70.

Report Cards are given at the end of each six weeks. A six weeks grade will be determined on the basis of one-half for daily quizzes, daily work, and homework; one-half for major weekly tests, mastery tests, unit tests, skills tests, and special assignments or projects.

A minimum of *three major test grades* per six weeks must be administered. A minimum of *eight daily grades* per subject must be administered every six weeks. (In Science, 50% of the daily grade average must be from lab work.) Six weeks tests are not administered at the middle school.

Every three weeks of a grading period, the parent will be given written notice of the student's progress. If the student receives a grade average lower than 70 in any subject during a grading period, the teacher will schedule a conference with the parent.

The report card may state whether tutorials are required for a student who receives a grade average lower than 70 in a subject.

Report cards will be mailed. Progress Reports will be hand-delivered to students. Progress Reports must be signed by the parent and returned to the child's 2nd period teacher.

The semester grade is the sum of the first three six weeks grades divided by three (3) and the last three six weeks grades divided by three (3).

First six weeks	90	
Second six weeks	85	
Third six weeks	<u>+86</u>	<u>87</u> *1st semester grade
	261	$261/3 = 87$

The yearly grade is the average of first and second semester grades divided by two. If a student passes one semester and fails the other, he/she will receive full credit if the yearly average is 69.5 or above. No credit will be given when a course is dropped.

In order to maintain a uniform method of grading the following practices will be adhered to:

1. Grades above 100 cannot be awarded to students on the report card.
2. Curving grades is not allowed.
3. All grades must be earned.

ACADEMIC DISHONESTY

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests (a zero will be recorded and the assignment or test will not be subject to retest) and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee taking into consideration written materials, observation, or information from students.

HONOR ROLL

All students who have 90's in the four major subject areas will be on the Principal's Six Weeks Honor Roll. **The four major subjects are: ELAR, Mathematics, Science, and Social Studies.**

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply--by a phone call or a conference with the student's teacher or department head. If not resolved, a parent or student should address the complaint / concern with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the complaint may be presented to the Board of Trustees.

Grievance procedures may be found on line at: www.sbcisd.net

STUDENT RECORDS

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records' custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The phone number and address of the Superintendent and Principal are listed below.

**Superintendent's Office
240 N. Crockett
San Benito, TX. 78586
(956) 361-6110**

**Principal's Office
2901 Shafer Road
San Benito, TX. 78586
(956) 361-6600**

Parents of minors or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's record. School officials include any employees, agents, or Trustees of the District, cooperatives, or contractual placement facilities, as well as their attorneys and consultants, who are:

1. Working with the student
2. Considering disciplinary or academic actions in the student's case
3. Compiling statistical or evaluating programs

Certain officials from various governmental agencies may have limited access to records. The District forwards a student's records without prior consent on request to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone under any circumstance. When the student reaches 18 years of age, the right to consent release of records transfers to the student.

The parent's or student's right to access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records on former students, do not have to be made available to the parents or student.

TESTING

Parents are encouraged to be aware of their child's schedule by not scheduling any conflicting appointments, and assuring that the child comes to school every day, especially on test days. In order for students to do their best on any test, they must be comfortable and alert by:

- ❖ Getting a good night's sleep;
- ❖ Eating a good breakfast;
- ❖ Dressing for the weather or for the temperature inside the testing center.

State Assessment and Reassessment

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests in the following subjects:

- ❖ Mathematics, annually in grades 3-8 without the aid of technology and in grades 9-11 with the aid of technology on any assessment test that includes Algebra
- ❖ Reading, annually in grades 3-9
- ❖ Writing, including spelling and grammar, in grades 4 and 7
- ❖ English language arts in grade 10 and 11
- ❖ Social studies in grades 8, 10, and 11
- ❖ Science in grades 5, 8, and 11
- ❖ 8th graders will be held responsible for passage of the state assessments for promotion to the 9th grade.

To receive a high school diploma, students must successfully pass exit-level tests. Test results will be reported to students and parents; parents may review certain assessment tests that have been given to their child.

RELEASE OF STUDENTS FROM SCHOOL

A student shall not be released from school at times other than regular dismissal hours except with the Principal's / Designee's permission. Permission can be obtained in the office. The teacher will not release any student without office clearance. Parents must check out their son/daughter in the office according to the campus sign out procedures.

TARDIES

A tardy is defined as being more than one second late to class. After 21 minutes late the student will be marked absent. Student tardies will be monitored closely by the teachers. Appropriate measures will be taken by the teachers to improve student attendance. **Teachers will write a discipline referral upon a student's seventh tardy.**

- ❖ Tardiness interrupts your child's instructional time. Tardies will be recorded. On the 5th tardy for a given semester, electronic parent contact will be initiated. be scheduled with the parents to find a solution.
- ❖ Students will be sent to the office upon acquiring a seventh tardy for any period during a semester.

WITHDRAWAL

Students may withdraw from school only when a parent or legal guardian authorizes the withdrawal. A written statement must be filed before a withdrawal is cleared. The student must then be cleared by each of the teachers, librarian, and the nurse.

After each teacher involved has signed a student's withdrawal slip, it must be returned to the principals' office for final approval. **All Textbooks must be returned on the day of withdrawal. Parents are responsible for returning all books issued to them at the time of enrollment.**

If the withdrawing student owes for books that he/she has lost, money to a teacher or organization, library fines, etc., he/she must also clear with the that person/organization before final clearance is granted.

SECTION II

CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them.

ACADEMIC PROGRAMS

The school counselor provides students and their parents information regarding academic programs to prepare for higher education and career choices. Effective in school year 2005-2006, most ninth graders will be required to enroll in the Recommended or Distinguished Achievement Program.

AWARDS AND HONORS

During the school year, students may receive various incentives:

Presidential Academic Fitness Award

Daughters of the American Revolution –

Good Citizenship Award

Superintendent’s Award

Subject Area Award

U.I.L. Award

Attendance Award

Multi-Media Award

Science Fair Award

Texas History Award

Perfect Attendance Award

Top 5% Award

STUDENT CLUBS

Band

Cheerleaders (7th & 8th Only)

Chess Club

Christian Fellowship Church

Drill Team (7th & 8th Only)

National Junior Honor Society (8th)

One Act Play

Yearbook

Student Council

UIL

Academic
Awards



Berta Cabaza Middle School
2015-2016
Bell Schedule

First Bell 7:50 – Tardy Bell 7:55

6th Grade

1ST 5MIN ANNOUNCEMENTS	2ND	3RD	LUNCH	4TH	5TH	6TH	7TH	8TH
7:55 8:50	8:55 9:45	9:50 10:40	10:40 11:10	11:15 12:05	12:10 1:00	1:05 1:55	2:00 2:50	2:55 3:40

7th Grade

1ST 5MIN ANNOUNCEMENTS	2ND	3RD	4TH	LUNCH	5TH	6TH	7TH	8TH
7:55 8:50	8:55 9:45	9:50 10:40	10:45 11:35	11:35 12:05	12:10 1:00	1:05 1:55	2:00 2:50	2:55 3:40

8th Grade

1ST 5MIN ANNOUNCEMENTS	2ND	3RD	4TH	5TH	LUNCH	6TH	7TH	8TH
7:55 8:50	8:55 9:45	9:50 10:40	10:45 11:35	11:40 12:30	12:30 1:00	1:05 1:55	2:00 2:50	2:55 3:40

NOTE: 6TH GRADE LUNCH 10:40 – 11:10; 7TH GRADE LUNCH 11:35 – 12:05; 8TH Grade Lunch 12:30 - 1:00



Berta Cabaza Middle School
2015-2016
Pep-Rally Bell Schedule



First Bell 7:50 – Tardy Bell 7:55

6th Grade

7 TH 5MIN. ANNOUNCEMENTS	1 ST	2 ND	3 RD	1 ST LUNCH	4 TH	5 TH	6 TH	8 TH	1 ST
7:55	8:40	9:25	10:10	11:00	11:40	12:30	1:15	2:05	2:55
8:35	9:20	10:05	10:55	11:35	12:25	1:10	2:00	2:50	3:40

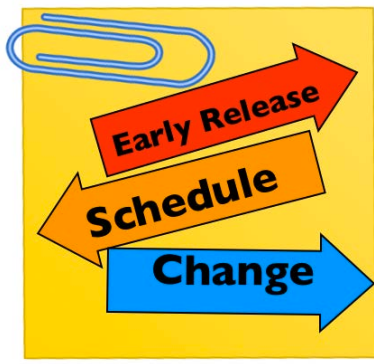
7th Grade

7 TH 5MIN. ANNOUNCEMENTS	1 ST	2 ND	3 RD	4 TH	2 ND LUNCH	5 TH	6 TH	8 TH	1 ST
7:55	8:40	9:25	10:10	11:00	11:45	12:25	1:15	2:05	2:55
8:35	9:20	10:05	10:55	11:40	12:20	1:10	2:00	2:50	3:40

8th Grade

7 TH 5MIN. ANNOUNCEMENTS	1 ST	2 ND	3 RD	4 TH	5 TH	3 RD LUNCH	6 TH	8 TH	1 ST
7:55	8:40	9:25	10:10	11:00	11:45	12:35	1:15	2:05	2:55
8:35	9:20	10:05	10:55	11:40	12:30	1:10	2:00	2:50	3:40

NOTE: 6TH GRADE LUNCH 11:00 – 11:35; 7TH GRADE LUNCH 11:45 – 12:20; 8TH Grade Lunch 12:35 - 1:10



Berta Cabaza Middle School
2015-2016
Early Release Bell Schedule

First Bell 7:50 – Tardy Bell 7:55

6th Grade

7 TH 5MIN. ANNOUNCEMENTS	8 TH	1 ST	2 ND	3 RD	1 ST LUNCH	4 TH	5 TH	6 TH
7:55 8:25	8:30 9:00	9:05 9:35	9:40 10:10	10:15 10:45	10:50 11:55	11:25 11:55	12:00 12:30	12:35 1:10

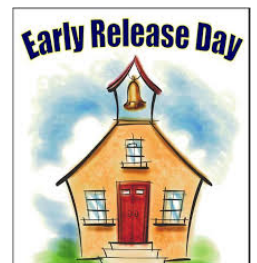
7th Grade

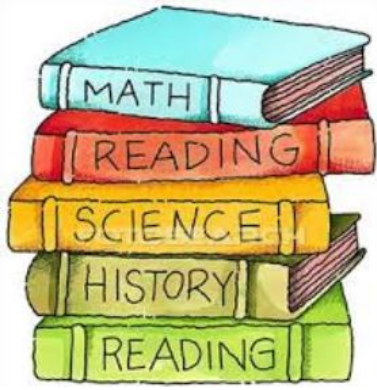
7 TH 5MIN. ANNOUNCEMENTS	8 TH	1 ST	2 ND	3 RD	4 TH	2 ND LUNCH	5 TH	6 TH
7:55 8:25	8:30 9:00	9:05 9:35	9:40 10:10	10:15 10:45	10:50 11:55	11:25 11:55	12:00 12:30	12:35 1:10

8th Grade

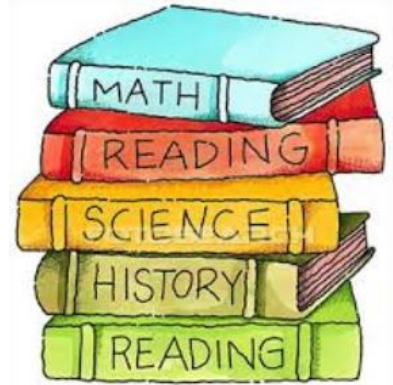
7 TH 5MIN. ANNOUNCEMENTS	8 TH	1 ST	2 ND	3 RD	4 TH	5 TH	3 RD LUNCH	6 TH
7:55 8:25	8:30 9:00	9:05 9:35	9:40 10:10	10:15 10:45	10:50 11:55	11:25 11:55	12:00 12:30	12:35 1:10

NOTE: 6TH GRADE LUNCH 10:50 – 11:55; 7TH GRADE LUNCH 11:25 – 11:55; 8TH Grade Lunch 12:00 - 12:30





COURSE OFFERINGS



SIXTH GRADE COURSE OFFERINGS

REQUIRED COURSES

ELAR
Math
Social Studies
Science
1 Elective
Physical Ed.

FULL YEAR ELECTIVES

Beginning Band
Choir

SEMESTER ELECTIVES

Health
Fine Arts
Multimedia

SEVENTH GRADE COURSE OFFERINGS

REQUIRED COURSES

ELA
ELAR
Texas History
Science
Math
1 or 2 Electives
Physical Ed./*Athletics

FULL YEAR ELECTIVES

Band
Choir

SEMESTER ELECTIVES

Health
Art I
Art II
LOTC
Theatre Arts
Technology Applications

EIGHTH GRADE COURSE OFFERINGS

REQUIRED COURSES

Language Arts
Math
U.S. History
Science
2 or 3 Electives
Physical Ed./*Athletics

FULL YEAR ELECTIVES

Band
Choir
Spanish
*Athletics

SEMESTER ELECTIVES

Health
Exploring Careers
Art I
Art II
LOTC
Theatre Arts
Touch Systems Data Entry

***NOTE:** Students who participate in Athletics are required to take an annual physical examination.

BCMS Pre AP Courses

Statement of Understanding for Pre Advanced Placement Classes

Pre Advanced Placement class Student Expectations

BCMS supports any student who wants to accept the challenges of an advanced class. However, the opportunity to be in Pre Advanced Placement classes carries with it certain assumptions about the capabilities and maturity of students who will be doing advanced work. Students are expected to take these courses to gain a deeper understanding of the more rigorous Texas Essential Knowledge and Skills. Pre-AP courses are designed to prepare students for high school Pre-AP and Advanced Placement (AP) courses.

Students are expected:

1. To be independent learners, willing to read, learn, ask questions, pursue outside reading and research, integrate and discuss material from diverse sources.
2. To spend, on average, approximately five hours per week studying for each Pre AP class.
3. To have proficient oral and written communication skills.
4. To be self-discipline to plan, organize, and carry out tasks to completion.
5. To openly accept assignments, suggestions, and coaching from the teacher.
6. To accept that enrollment in an Pre-AP course does not guarantee an A or B grade.
7. To thoughtfully select their course load.

Students who enroll in a Pre Advanced Placement course and their parent/guardian must read the following Statement of Understanding:

1. I understand that Pre-AP classes typically require 1-1/2 times as much homework as non-Pre-AP classes; and a typical Pre Advanced Placement class may require as much as five hours of homework weekly.
2. I know that I must stay at least 3 weeks in the Pre AP Class (es), and can only level down at that point if I am making a grade lower than an 80.
3. I know that when my grade drops below a 70, I will be placed on academic probation for a 3 week period, and attend mandatory tutorials; failure to improve my grade to an 80 or above, I will be placed in an equal on grade-level class.
4. I realize that by enrolling in Pre Advanced Placement classes, I am expected to take the Preliminary Scholastic Aptitude Test. Funding for this examination is provided by Berta Cabaza Middle School.
4. It is recommended that students take the Pre AP classes in areas of interest/strength, i.e. Math, Science, Language Arts / Reading, and Social Studies.
5. I agree to uphold Berta Cabaza Middle School academic integrity policy. I understand that I may be dropped from any Pre Advanced Placement class with a failing grade pursuant to a violation of the Academic Integrity Policy if I plagiarize, cheat, or submit work other than that which I personally have done.

Algebra I

Algebra I will be offered to 8th grade students who score at Advanced Level III on the STAAR Math Assessment in 7th grade. (No exceptions will be made). This course will satisfy the Algebra I requirement for **High School Graduation**. Students will earn one (1) High School math credit upon successful completion (average of 70 or above), and will be required to take the Algebra I End of Course (EOC) Test.

The grade earned will not be aggregated into your child's final High School GPA that may affect Class Ranking.

Students enrolling in Algebra I must meet *all* of the following criteria:

- Level III scores on most recent Math state-mandated performance assessment (STAAR)

PHYSICAL EDUCATION

Physical education is offered for 6th and 8th grade students. Students will dress out in P.E. attire to participate in P.E. activities and will shower everyday. Uniforms will be sold to the student at registration and the first week of school. Only PE, athletic, & health students are allowed in the gym area during school hours.

PERSONAL COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

EXTRACURRICULAR ACTIVITIES

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students.

Participation is a privilege.

Eligibility for participation in many of these activities is governed by state law as well as rules of the University Interscholastic League (UIL) - a statement association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

A student who receives at the end of a six weeks grading period a grade below a **70** in any academic class, [other than a class identified as advanced by either the State Board of Education or by the local Board], may not participate in extracurricular activities, including pep rallies and other school functions for at least three school weeks.

NO-PASS, NO-PLAY EXEMPTION

A student taking Spanish or Algebra I is eligible for a ONE Six Weeks waiver per school year (with a grade of 65 or higher). Students who fail two or more subjects are not eligible for a waiver. Students must petition the Campus Principal **IN WRITING**, to apply for the ONE waiver per school year.

Pre-AP courses are not applicable for waiver process.

A student with disabilities who fails to meet the standards in the Individualized Education Plan (IEP) may not participate for at least three school weeks. An ineligible student may practice or rehearse.

Within a school year, a student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition, prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, or UIL activities approved by the Board, are subject to these restrictions.

A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Please Note: Sponsors of student clubs and performing groups such as band, choir, cheerleading, drill, and athletic teams may establish standards of behavior, including consequences for misbehavior, that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or local policy will apply, in addition to any consequences specified by the organization.

HOMEWORK POLICY

Homework will be carefully examined and constructed so that it becomes a meaningful part of learning. Homework assignments shall be planned in accordance with the following principles:

1. If the homework is to have value, its purpose and relation to what has been learned in the classroom, will be clearly understood by the student.
2. Homework shall follow modeling and guided practice of the lesson plan. Students shall understand not only what to do but also how to do it independently.
3. The homework assignment will pertain to previously taught skills.
4. The homework assignment will be adapted to individual needs.
5. Homework assignments will be reasonable in view of the students' home resources.
6. Every homework assignment will be properly evaluated.
7. Documentation of homework assignments will be made in lesson plans and/or grade book.
8. Homework will be an integral part of the classroom activities. Homework will never be used as a means of punishment.

Each Interdisciplinary Academic Grade Level will coordinate their testing and homework assignment rotation and submit to the office a plan that will ensure that students will not be over-burdened. Homework due date will be determined by consensus of the Interdisciplinary Academic Grade Level.

PROMOTION AND RETENTION

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least a 70 based on course level standards.

ADDITIONAL PROMOTION AND RETENTION REQUIREMENTS:

Please be aware that, effective in the school years set out below, a student's satisfactory performance on state exams, called the STAAR, will be required for promotion. This requirement will be effective for the 8th graders in the 2011-2012 school year and thereafter.

A student who does not perform satisfactorily will participate in special instructional programs designed to help improve performance and will also have additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third fail attempt, the student will be retained; however, the parent can appeal this decision to the grade placement committee. Whether the student is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations.

TECHNOLOGY RESOURCES

To prepare for an increasingly computerized society, the district has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources: Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that any electronic communications using district computers are not private and may be monitored by district staff.

TEXTBOOKS

A class set of ELAR/SS books will be issued to the parents. Math and Science textbooks will be available online unless otherwise specified. All students will be required to sign the inset of the textbooks. In addition, the student will be required to place their identification number in the textbook inset. These are to be returned upon withdrawal or end of the school year. Textbooks are issued to the student for his/her use and should be returned in the same condition as issued. The student to whom the book was issued must pay excessive damage or loss of the book. Payment for damage to textbooks will be assessed as follows:

Payment for damage to textbooks will be assessed as follows:

1. Slight damage by pen or pencil marking: 10% cost of book.
2. More extensive damage, torn pages, severe pencil and/ or ink markings, which cannot be erased: 20% of cost of book.
3. Water damage, several torn pages, broken backs or covers, writing and/ or markings that limit the usefulness of the book: 50% cost of the book.
4. Loss or damage that renders the book useless: total cost of the book.

Textbooks must be returned whether damaged or not. The administrator in charge of textbooks will determine the extent of the damage and charges to be administered.

SECTION III

OTHER GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student health and safety issues; fees; the school's expectations for student conduct; use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education--to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

Compulsory Attendance

The state compulsory attendance law requires that:

A student between the ages of 6 and 18 must attend school and **district-required tutorial sessions** unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class or from required tutorials will be considered truant and subject to disciplinary action.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- ❖ Is absent from school on ten or more days or parts of days within a school semester, in the same school year, or
- ❖ Is absent on three or more days or parts of days within a four-week period.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. **A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee.** The committee will determine whether there are extenuating circumstances for the absences and how the student can regain credit.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- ❖ All absences, except those for religious holy days and documented health care appointments for which routine make-up work has been completed, will be reviewed.
- ❖ For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- ❖ In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- ❖ The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- ❖ The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
- ❖ The committee will consider the extent to which the student has completed all assignments, mastered the Texas Essential Knowledge and Skills, and maintained passing grades in the subject and days made up through **Saturday School**.
- ❖ The student, parent, or other representative will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.
- ❖ The student attempted to make up absences through **Saturday School (7:00 a.m. - 11:30 a.m.)**

ABSENCES AND EXCUSES

Student absences shall be limited and make-up or remedial work shall be required of students with excessive absences.

Please note:

- ❖ A student absent from school for any reason, other than for a documented health care appointment, will not be allowed to participate/ attend in school-related activities on that day or evening.
- ❖ In those rare circumstances when a student must be absent from school, the student -- upon returning to school -- must bring a note, signed by the parent, that describes the reason for the absence. A note signed by the student will not be accepted.
- ❖ A student absent for any reason should promptly make up specific assignments missed. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. Students must request all make-up work from the teacher.
- ❖ Class time is important. Doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.
- ❖ Tardiness interrupts your child's instructional time. Tardies will be recorded on a daily basis. On the 5th tardy, parent contact will be initiated to aid in finding a solution.
- ❖ Students will be sent, upon acquiring a 7th tardy, for any period to the office with a referral, and every 7th tardy thereafter.

ACADEMIC- GENERAL - ALL SUBJECTS

The following provisions shall cover all academic subjects.

1. All late entries must make up all work.
2. Grades are accepted for all transfer students.
3. Points are not deducted from a student's grade for misconduct or poor discipline.
4. Teachers may assign a late penalty to any project turned in after the due date (no more than 30 points) in accordance with previously established guidelines approved by the principal and disseminated to the students.
5. Students are graded on work done in class and for homework.
6. Grades are not lowered because a student fails to take part in an outside activity. If a student fails to take part in an outside activity, he may be excluded from the next one but grades are not lowered.
7. Migrant students, in order to receive credit, must complete their work before leaving school each school year or enroll in a school elsewhere to complete school work.

COMMUNICABLE DISEASE / CONDITIONS

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse so that other students who might have been exposed to the disease can be alerted. Among the more common of these diseases are the following:

Amebiasis	Impetigo	Salmonellosis, including
Campylobacteriosis	Infectious mononucleosis	typhoid fever
Chicken pox	Influenza	Scabies
Common cold with fever	Measles (Bubeola)	Shigellosis
Fifth disease (Erythema Infectiosum)	Meningitis (Bacterial)	Streptococcal disease (group A or B)
Gastroenteritis (Viral)	Mumps	Tuberculosis, Pulmonary
Giardiasis	Pinkeye	Whooping Cough
Head Lice	Ringworm of the scalp	Hepatitis A (acute)
H1N1 Flu	Rubella (German Measles)	

(Any other condition as determined by the nurse's discretion.)

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- ❖ Demonstrate courtesy--at all times.
- ❖ Behave in a responsible manner, always exercising self-discipline.
- ❖ Attend all classes, regularly and on time.
- ❖ Prepare for each class; take appropriate materials and assignments to class.
- ❖ Meet district / campus standards of grooming and mode of dress.
- ❖ Obey all campus and classroom rules.
- ❖ Respect the rights and privileges of other students, teachers, and staff.
- ❖ Respect the property of others, including district property and facilities.
- ❖ Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- ❖ Avoid violations of the District Student Code of Conduct.

Applicability of School Rules

To achieve the best possible learning environment for all our students, the District Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the district is **involved, on or off school grounds**, in conjunction with or independent of classes and school-sponsored activities.

- ❖ During the regular school day and while a student is going to and from school on district transportation.
- ❖ **Within 300 feet of school property.**
- ❖ While a student is in attendance at any school-related activity, regardless of time or location.
- ❖ For any school-related misconduct, regardless of time or location.
- ❖ When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- ❖ When a student commits a felony, as described by Texas Education Code 37.0067.
- ❖ When criminal mischief is committed on or off school property or at school-related events.

CAMPUS RULES

The following rules apply to all students at Berta Cabaza beginning on day one. Failure to comply with these rules will result in disciplinary action, i.e.: mandatory parent contact / conference with student.

1. Upon arrival at school, students are to report to the cafeteria for breakfast, and then outside to the courtyard. Students who choose not to eat breakfast, must report directly to the courtyard.
2. Students may go to the library in the morning if they wish to check out a book or do research. Permission from the person on duty must be granted. The library is not to be used as a hangout. Misbehavior in the library may result in loss of privileges in the mornings and at lunch.
3. **All public displays of affection, regardless of gender, will NOT be tolerated** (including but not limited to):
 - a) Holding hands
 - b) Arms around each other
 - c) Hugging
 - d) Kissing
 - e) Other behaviors deemed inappropriate by administration
4. No running in the halls.
5. **NO GUM is allowed on campus at any time.**

RESTROOMS

Restrooms are located at the entrance of each wing and in the gym area. Only PE and athletic students are allowed in the gym area during school hours. Students are not allowed to use restrooms in the portable buildings.

Use of restrooms in the morning and at lunch will be restricted to the “H” Hall.

RIGHT HAND RULE

Students are to walk on the right side of the hall while going to and from classes in order to avoid injury and hallway congestion.

STUDENT SCHEDULES

Students' schedules are made according to information obtained from the student's preregistration card.

NOTE: Some student pre-registered classes may not be available due to Berta Cabaza Middle School having fewer personnel in both *Required* and *Elective* Courses this 2015-2016 school year.

SCHEDULE CHANGES

Schedule changes will not be made unless under the following circumstances.

1. An error was made by office personnel in scheduling.
2. Teacher, counselor, principal concur a change is necessary for the child's academic success and/or health reasons.
3. Other extenuating circumstances deemed proper by the principal.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal or assistant principal. The allegations will be investigated and addressed.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG (LOCAL). See also policy FNCL.

Sexual Harassment / Sex Abuse

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinators, Celeste Sanchez and Ruben Franco at 956-361-6100.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ (LOCAL).

CLOSED CAMPUS

Berta Cabaza Middle School operates as a **closed campus**. The closed campus does not permit students to leave the campus without proper authorization from the principal or his/her designee. Students must enter the building upon arrival. They will not be permitted to loiter or “hang around” any residence in the immediate surrounding area.

The closed campus period will be from 7:30 a.m. or upon arrival of a student from home until 3:40 p.m. Bus students are considered to be in school upon boarding the school bus. Students are not to leave school at any time other than after school on the bus or with parents. **Students who leave campus after 3:40 for any reason, will not be allowed back on campus or on the bus, unless attending a school sponsored event.**

DISRUPTIONS

In order to protect student safety and sustain an educational program free from disruption, state law permits the district to take action against any person who:

- ❖ Interferes with the movement of people in an exit, an entrance, or a hallway of a district building without authorization from an administrator.
- ❖ Interferes with an authorized activity by seizing control of all or part of a building.
- ❖ Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- ❖ Uses force, violence, or threats to cause disruption during an assembly.
- ❖ Uses force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- ❖ Disrupts classes while on district property or on public property that is within 300 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- ❖ Interferes with the transportation of students in district vehicles.

DISCIPLINARY ACTIONS

Corporal Punishment

Corporal punishment is permissible and will be administered when, in the judgment

of the principal, it will be the most appropriate means of dealing with a particular situation. Parents objecting to corporal punishment must indicate in writing that they prefer it not be used in disciplining their child. School officials will then proceed to the next more severe and appropriate procedure if necessary.

Home-based Students (Suspension)

A student assigned to Home-based (suspension) is responsible for all make-up work missed while suspended. Home-based students cannot attend any school related functions such as: (home games, pep rallies, dances, etc.) during the assigned term. If a student is Home-based on any given Friday, eligibility for all school functions will begin when student is admitted back to school.

Discipline Management Plan

The San Benito CISD will continue with the discipline management system titled “Positive Redirection Center, (PRC).” Below is a copy of the program outline. If you have any questions, please do not hesitate to contact the campus principal.

The process for admittance into the center will be a result of failure to comply with campus rules as outlined in the Student Code of Conduct. All students will receive a copy of the Student Code of Conduct.

Positive Redirection Center (PRC)

Students who are placed in a PRC setting for violation of school policies will abide by the following rules:

1. No tardies will be tolerated. Students must report at 7:00 a.m. if assigned to Site II. Site III students must report at 5:30 a.m.
2. Students will remain in PRC for the assigned term.
3. Students will eat in the classroom; trays will be picked up in the cafeteria and taken to the classroom.
4. Students will be given restroom and water breaks in the morning and again in the afternoon. Students will be escorted by the teacher/Drill Sergeants at all times.
5. All work done in PRC must be completed to the satisfaction of the teacher designating the assignments.
6. All materials needed are the responsibility of the student.
7. Talking, eating, drinking sodas, or sleeping will not be allowed.
8. PRC students cannot attend any school related functions such as: (home games, pep rallies, dances, etc.) during the assigned term. If a student is suspended on any given Friday; eligibility for all school functions will begin the next Monday.

Positive Redirection Center (PRC)

Vision

Provide an environment, which allows positive redirection for our youth with the overall intent of returning our students to the mainstream.

Mission

Failure is not a choice.

Program Goals

- ❖ Serve as an early intervention to reduce delinquent behavior.
- ❖ Provide an alternative educational setting for expelled students.
- ❖ Increase the opportunity for students to achieve academic success, with the ultimate focus on transitioning the students back to the mainstream campus.
- ❖ Empower students to become productive contributors to the educational system, work force, and society.

Electronic Devices on Campus

Radios, CD Players, Cell Phones, and Other Electronic Devices / Games

Students are not permitted to possess such items as radios, CD players, tape recorders, camcorders, DVD players, MP3 players, iPods, cameras, lasers, or any electronic devices or games. Ear buds or earphones are also not allowed. Phones used as music devices will be confiscated and the disciplinary action stated below will apply. Without such permission, school personnel will collect the item(s) and turn it in to administration. The parent will need to pick up the item(s). Any disciplinary actions will be in accordance with the Student Code of Conduct. The school shall not be held liable for any **electronic item lost, stolen, or damaged.**

San Benito CISD Cellular Phone Policy for Students

I. Possession of Telecommunication Devices

Students may carry cellular phones as long as they adhere to the following rules.

- Cell phones must be turned off and out of sight during the instructional day.
- The instructional day includes class time, class changes, and all after school instructional activities.
- Cell phones may only be used after school.

II. Disciplinary Actions

1st Offense - The cell phone will be confiscated, parent/guardian will be notified, and a \$5.00 fee will be assessed. The phone will be returned to the student after the \$5.00 fee is paid.

2nd Offense - The cell phone will be confiscated, parents/guardians will be notified and a \$15.00 fee will be assessed. The phone will be returned only to the parent after the \$15.00 fee is paid.

3rd Offense (And any other subsequent offense) - The cell phone will be confiscated parents/guardians will be notified. The phone will be returned on the last day of the school after year a \$15.00 fee is paid.

III. Students who refuse to surrender a cell phone to a school official will be subject to disciplinary action.

IV. Any use of cellular phones during State Testing could result in the invalidation of the student's test scores. The campus administration will investigate all reports of inappropriate use of these devices prior to taking any action regarding student test scores.

V. Students shall be personally and solely responsible for the security of their cell phone. SBCISD shall not assume responsibility for theft, loss, or damage of a cell phone, or any unauthorized calls made on a cell phone.

Cell Phones: Please read San Benito CISD Cell Phone Policy for Students on following page.

Note to Parents: Berta Cabaza Middle School prohibits cell phone use at all times in the school building up until 4:00 p.m.

Cell phones are to be turned OFF and carried in back packs.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- ❖ The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- ❖ The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- ❖ The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- ❖ The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken Into Custody

State law requires the district to permit a student to be taken into legal custody:

- ❖ To comply with an order of the juvenile court.
- ❖ To comply with the laws of arrest.
- ❖ By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- ❖ By a probation officer if there is a probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

- ❖ To comply with a properly issued directive to take a student into custody.
- ❖ By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. **Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.**

Notification of Law Violations

The district is also required by state law to notify:

- ❖ All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- ❖ All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

DRESS AND GROOMING

The District's dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards, and assert authority. Students shall come to school looking clean, neat, wearing proper attire, and exhibiting grooming that will not be a health or safety hazard or distracting to the student or others. The **SBCISD** prohibits pictures, emblems, or writing on clothing that are lewd, vulgar, or obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs, satanic, heavy metal rock music, gang related, or any other substance prohibited under policy FNCF.

Berta Cabaza Middle School will implement a "Mode of Dress" for all students. All students will be required to wear a solid polo style shirt with **no more than four buttons or button holes** that includes the following colors: purple, black, medium gray, ash, white, and gold. Any undershirts worn under polo shirts are subject to the same rules as outlined in the aforementioned Mode of Dress.

SBCISD prohibits any clothing or grooming that in the administrator's judgment may reasonably be expected to cause disruption of or interfere with normal school operations.

- I. STUDENTS ARE REQUIRED TO:
 - a. Tuck in shirts (not rolled or folded).

- b. Cap or cut sleeve shirts, clothes that inappropriately expose body parts, see through clothing will NOT be allowed.
- c. Pants/shorts must be worn at the waistline and of the proper waist size and not of a mesh material (basketball shorts or basketball pants), (determination of rule compliance will be made by an administrator)
- d. Wear their hair clean and neatly groomed with styles that are not grotesque or extreme to the extent of creating distractions (determination will be made by an administrator).
- e. Comply with information listed below when wearing jackets/sweaters:
 - (1.) Under no circumstances are “hoodies” allowed on campus.
Hoodies are pullover jackets/ sweaters that cannot be opened in the front by means of zipper or buttons and sometimes have pullover hoods.
 - (2.) Jackets/Sweaters may be worn outside only during cold weather.
 - (3.) Jackets/ Sweaters in the school are allowed only if they are completely unzipped/ unbuttoned and they are of proper length. (Proper length is considered one that does not go beyond the student’s wrists when standing up straight.
 - (4.) Long sleeve shirts / sweaters worn, must be worn under their school shirt and must be tucked in, and must be one of the colors indicated in the mode of dress.

II. THE FOLLOWING WILL NOT BE ALLOWED:

- a. EXTREMELY LOOSE FITTING PANTS OR OVERSIZED CLOTHING
- b. Garments, pins, belts, patches, or similar items that advertise, decorate, or display tobacco, alcohol, drugs, or other substance abuse items
- c. Garments, pins, belts, patches, or similar items marked, printed, stamped, or decorated with gang related, or obscene, vulgar, suggestive language, advertisements, satanic emblems, gothic signs, skulls, symbols or the like, deemed inappropriate by an administrator
- d. Belt buckles that have sharp protruding points, and belts with messages will not be allowed as determined by an administrator.
- e. Mini skirts, short shorts (four fingers above the knee rule) or similar items
- f. Long overcoats, bandanas, headgear, or sunglasses (Except as prescribed by a physician licensed to practice in the State of Texas)
- g. Hats, visors, or caps shall not be worn or displayed inside school building except on special occasions as permitted by the administrators

- h. NO beards, mustaches, goatees, or sideburns-below earlobe. NO earrings on boys, NO body piercing (except girl earrings).
- i. Straight pins, safety pins, or colored duct tape to be worn on clothing or to be used as decorations on clothing or backpacks, or other items.
- j. Black or dark brown lipstick/lip liner/ eye shadow. Black nail polish or paint will not be allowed (boys or girls).
- k. Glitter in hair / Colored hair (red, blue, green, pink, orange, etc.)
- l. Face paintings or appliqués of any kind--Writing of any kind on hands
- m. Pants that sag or drag on the floor, or because of the width, cover the shoe completely --Wear pants or shorts with suspenders properly.
- n. Pants with holes, rips, or patches in them are not permitted.
- o. Camouflage, or soldier fatigues on any type of clothing (except as specified in the LOTC “Mode of Dress.”)
- p. No personalized or altered shirts (Ex: in memory of, city league, etc.), No strapless shirts, vests, cutoff shirts that expose the midriff, tank tops, muscle shirts, or similar items
- q. Shoes must be secured (shoelaces must be tied over the tongue) to avoid accidents--No Flip-Flop shoes, House shoes, slipper, or any open-toed footwear.
- r. No vulgar writing / emblems will be permitted on backpacks or clothes.
- s. No slash, cut, or shaved eyebrows, and absolutely NO designs shaved or cut into the hair. No Mohawk hair styles will be permitted.
- t. No ties, except when worn in the traditional manner.
- u. All tattoos will be covered.
- v. Backpacks are to be carried on the back but removed in the classroom.

Exception: Transfer students and late arrivals will have one (1) week to meet the school’s “Mode of Dress” Policy.

FEES

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain fees or deposits, including:

- ❖ Club dues
- ❖ Security deposits
- ❖ Materials for a class project the student will keep
- ❖ Personal physical education and athletic equipment and apparel

- ❖ Voluntary purchases of pictures, publications, etc.
- ❖ Student accident insurance and insurance on school-owned instruments
- ❖ Instrument rental and uniform maintenance
- ❖ Fees for late/damaged library books and school-owned equipment
- ❖ Loss of school property

LOST AND FOUND

Lost and found articles are left in the main office. All articles found should be turned in to the office so that they may be claimed by their owners. Unclaimed articles are removed during the summer.

MESSAGES DELIVERED TO STUDENTS

The office will deliver messages to students between classes only. Deliveries of items such as flowers or balloons are not to interfere with instruction. All items such as flowers or balloons must be brought to the office. Office personnel will then page the student at the end of the day and items will be given to the student when and if he/she reports to the office. Any items brought from home will be left in the office until the end of the day. **No Exceptions!**

ACTIVITY FUND POLICY

All money earned by school-sponsored organizations should be turned in to the organization sponsor who will then turn it in to the office for deposit.

FUND RAISING

School Sponsored

Fund-raising by student groups, parent groups, and/or for school-sponsored projects shall be allowed, with prior administration approval and under the supervision of the project sponsor. Funds may only be raised during allocated times.

All fund-raising projects shall be subject to the approval of the principal. An application for approval must be made 30 days before the event. Student participation in approved fund-raising activities shall not interfere with the regular instructional program. Funds raised shall be received, deposited, and distributed in accordance with COD (L). Safeguards shall be taken to see that the District is not responsible for money uncollected or merchandise unsold.

For Outside Organizations

Students representing their school may participate in charitable institutions and community drives. Such participation which shall not disrupt the regular school day, shall be open to all students. No outside organization of any sort may solicit contributions of any type from students, within the schools.

Loss of Class time

The collection of monies that takes the time of the students or teachers during school hours is strictly forbidden, unless the monies collected represent payment for school lunches, monies that will benefit the school or its students, or other authorized fees.

The Board shall regularly be informed of approved fund-raising projects and shall periodically review the effect of such activity on the student body, the instructional program, and the community.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The Immunizations required are: **Haemophilus influenza, diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenza type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox)**. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the parent stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

If a student should not be immunized for medical reasons, the parent must present a certificate signed by a U. S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during school activity.

ADVERTISING

Approval to circulate printed materials, circulars, newspapers, brochures, handbills, pamphlets, posters, signs, or written material of any nature on school property or buses must be previously approved by the Principal of the Campus involved.

SAFETY

Accident Prevention

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- * Avoid conduct that is likely to put the student or other student at risk.
- * Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

- * Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- * Know emergency evacuation routes and signals.
- * Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

Parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child.

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the district, under state law, cannot pay for medical expenses associated with a student’s injury.

AREAS OFF-LIMIT TO STUDENTS

The following are areas off limit to students for safety reasons.

- ❖ Teacher’s Lounge / Teacher’s Workrooms
- ❖ Mailbox area of the office
- ❖ The main building and computer labs before school and after 3:45 p.m.
- ❖ During inclement weather days, the students will remain in the cafeteria, and the **East** side of the main hall. Students will not be allowed to enter classroom areas until the bell rings.
- ❖ South side (back) of the school
- ❖ Portables

CAMPUS PRIDE

A school campus that is clean and neat presents an attractive appearance to students, faculty and visitors. This promotes school pride and reflects the opinion held by the student body of itself as well as the individual. It is our responsibility to appropriately dispose litter so we can have a clean, beautiful campus.

DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES

Fire Drill Bell

Please follow your fire exit map:

On-going Bell	Leave Classroom
Bell stops	Halt
School Personnel Directive	Return to Class

Share with students:

When the fire alarm sounds, students should leave the classroom promptly and in an orderly fashion, using the exit door. The last student to leave the room should turn the light off as he/she leaves and closes the door. Students should walk in line. They should walk rapidly but not run. Students should NOT talk. Students should walk directly away from the building (at

least 100 feet). Teachers will lock classroom door and carry a class roster with them and check that all students are accounted for.

In case of a bomb scare, we will announce that everyone needs to leave the building immediately. Please make sure that all students are accounted for. Follow the above 5 steps and exit to the rear of the building.

TORNADO PROCEDURE

TORNADO WATCH: This means that there is a chance for dangerous winds and possibly a tornado. Practice procedure of preparing for a Tornado Drill: -sit facing a wall, head tucked in body, hands overhead. **SIGNAL:** Announcement by Principal or designee.

DO THIS: Continue school routine but stay near the classroom.

TORNADO WARNING - This means that a tornado has been sighted.

SIGNAL - Continuous bell and/or an announcement by Principal or designee.

STAY IN YOUR CLASSROOM UNLESS DIRECTED OTHERWISE!

LEARN THESE TORNADO SIGNS:

- ❖ Bad thunderstorms
- ❖ Hail
- ❖ Roaring noise
- ❖ Funnel clouds

Emergency Medical Treatment and Information

If a student should have a medical emergency at school or a school related activity when the parent cannot be reached, the school will need to have parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form that is included on the Student Registration Data Form.

CAFETERIA SERVICES

The District participates in the National School Lunch Program and provides a free breakfast and free lunch program to all students. Information on this program can be obtained from the Child Nutrition Food Program Director.

LIBRARY SERVICES

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading pleasure. Students have a flexible schedule with time permitted to borrow books and to learn essential skills in the use of the libraries. **Library Hours are: 7:15-4:15.**

POSTERS

The Principal must first approve signs and posters that students wish to display. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action.

PUBLICATIONS

All student publications and other written material intended for distribution to students shall be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time that it was submitted, it must be considered denied.

The following procedures will be adhered to for any student publications denied by the principal:

- ❖ Appeal material to the Superintendent
- ❖ Appeal material to the School Board

PEST CONTROL INFORMATION

The district periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application.

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended--both this year and in the coming years--littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be **subject to criminal proceedings** as well as disciplinary consequences in accordance with the Student Code of Conduct.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may conduct searches. Such searches are conducted without a warrant and as permitted by law.

K9 DRUG DOGS ON CAMPUS

Berta Cabaza Middle School seeks to create and maintain a drug-free campus. In that effort canine (K-9) drug detection dogs may be utilized to search all public and common areas in all campus parking lots and buildings for the purposes of detecting illegal drugs and narcotics. The Campus Police Chief will arrange supervision and coordinate all canine searches with the assistance of campus police officers, appropriate housing personnel, administrators, and other local law enforcement agencies. Searches will be performed by handlers and canines trained and certified in the detection of illegal drugs/narcotics. Canines will be allowed to search areas such as classrooms, offices, and vehicles after the canine alerts to one of these areas, thus, developing probable cause. Once probable cause is established, the canine will be allowed to enter the room/office/vehicle and continue searching. Upon any discovery of suspected illegal drugs/narcotics, persons who are determined to be in violation of State or Federal law and/or Campus and District rules and regulations, may be arrested and face disciplinary charges.

TRANSPORTATION

The Bus Driver will provide a *Safety Rules Handbook* to each student. Any violation of these rules will be reported by the bus driver to the respective principal for corrective action; which may include the *temporary or permanent withdrawal* of riding privileges, depending upon the seriousness of the violation and all other circumstances of each individual case. Due to student safety, students are videotaped while riding San Benito CISD transportation.

Transportation is a privilege, not a right. Students may be subject to any disciplinary actions in the Student Code of Conduct, including suspension from the bus for violations of the Student Code of Conduct. In order to ensure safety is maintained, the following will apply:

- Students must be on time at designated bus stops. Buses cannot wait for tardy students.
- Students shall obey the driver's suggestions and help the driver to assure safety at all times.
- Students must ride the bus they are assigned.
- Buses will load and unload only at designated stops.
- Students must stay off the roadway while waiting for the bus and should form a line to get on the bus.
- Students shall cross at least fifteen feet in front of the bus when crossing the road, never at the rear of the bus.
- Students are to wait until the bus has come to a complete stop before attempting to enter or leave the bus. Students shall remain seated while the bus is in motion.
- Students shall enter or leave the bus only at the front door except in the case of an emergency.
- Students must not leave the bus without the driver's consent except at home or school. No unauthorized stops will be made.
- Students shall occupy any seat assigned by the driver; keep feet out of aisles, off seats, and backs of seats; and sit erect with feet on the floor.
- When conditions require it, students must sit three in a seat, filling back seats first.
- Musical instruments must be held by the owner. They may not be left in aisles, at front, or by the rear door.
- Students must keep head, arms, and hands inside the bus.
- Students shall keep the bus clean. No eating or drinking is allowed on the bus.
- Students shall report to the driver any damage to the property. Damage to the interior or exterior of the bus will result in payment by the student or parents of student for damages and may result in suspended bus riding privileges for the student.
- Parents are responsible for supervision of the bus stop area prior to the arrival of the bus.
- Students must be able to enter and exit a bus without hesitation and without assistance, including emergency evacuations.
- Skateboards are not permitted on school buses.
- Live animals are not permitted on school buses.
- Follow any other rules established by the operator of the bus.

VIDEOTAPING OF STUDENTS

For safety purposes, video/audio equipment will be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used.

VEHICLES ON CAMPUS

Teachers, parents and visitors are to use the front parking lot only. Parents must use the student drop off lane. **Only district maintenance vehicles are allowed beyond the parking lot onto the sides or back of main building.**

PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR NEED SPECIAL EDUCATION SERVICES

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the evaluation report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities. Additional information regarding the IDEA is available from the school district in a companion document A Guide to the Admission, Review, and Dismissal Process.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First
- Partners Resource Network

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is:

Contact Person: Lupita Monsevalles

Phone Number: 956-361-6600

POLICIES, PROCEDURES, AND PRACTICES OF GENERAL INTEREST

Family Educational Rights and Privacy Act (FERPA) - Access To Educational Records

The Family Educational Rights and Privacy Act (FERPA) is a federal statute affording parents and adult students (students who are 18 years of age or older) certain rights regarding student records. The primary purposes of FERPA are to:

1. protect the confidentiality of student records;
2. provide access to parents to their student's records; and
3. provide parents an opportunity to challenge the accuracy of student records.

FERPA prohibits a school district that receives federal funds from unauthorized disclosures to third parties of any personally identifiable information contained in student records, without the written consent of the parent or adult student. The statute identifies certain exceptions to the release of information which include the release to other school officials with a legitimate educational interest and release of information pursuant to a subpoena or court order.

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school. Unless modified by court order, both parents, whether married, separated, or divorced, have the right to inspect and review the records of a student who is a minor or a dependent for tax purposes, as do adult students. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

For the purpose of this policy, "educational records" means those records, files, documents, and other information directly related to a student that are maintained by the educational institution. This does not include records made by district personnel that are kept in the sole possession of the maker and are not generally accessible or revealed to others.

The principal or designee is custodian of all records for currently enrolled students at the assigned school. The superintendent's designee is the custodian of all records for students who have withdrawn or graduated. The director of special education is the custodian of records for all special education records. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Superintendent's Designee
Telephone: (956) 361-6180

Department of Special Education
Telephone: (956) 361-6221

Parents of a minor or of an adult student who is a dependent for tax purposes, an adult student, and school officials with legitimate educational interests are the only persons that have general access to a student's records. "School officials with legitimate educational interests" include any employee, agents, or Trustees of the District; co-operatives of which the District is a member or facilities with which the District contracts for the placement of students with disabilities; school district attorneys; independent contractors, consultants; law enforcement units contracting with the

Family Educational Rights and Privacy Act (FERPA) - Access To Educational Records
(continued)

District to monitor safety and security on District campuses and/or District events, who are:

1. working with or assisting with the student or a matter involving the student;
2. considering disciplinary or academic actions, the student's case, or the Individual Education Plan (IEP) of a student with a disability;
3. compiling statistical data; or
4. investigating or evaluating programs

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records without prior consent on request to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

State law also provides that parents are entitled to access all written records of the school district concerning the parent's child, including:

1. attendance records;
2. test scores;
3. grades;
4. disciplinary records;
5. counseling records;
6. psychological records;
7. applications for admission;
8. health and immunization information;
9. teacher and counselor evaluations; and
10. reports of behavioral patterns.

Students over 18 and parents of minor students or of an adult student who is a dependent for tax purposes may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing and to place in the student's record a statement commenting on the information. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the principal in accordance with Board Policy FNG [Local] if they feel that the District is not in compliance with the law regarding student records. Copies of student records are available at a minimal per page. Parents may be denied copies of a student's records:

1. after the student reaches age 18 and is no longer a dependent for tax purposes;
2. when the student is attending an institution of post-secondary education;
3. if the parent fails to follow proper procedures in requesting records; or
4. when the District is notified that the court has terminated the parent's rights.

VISITORS TO THE SCHOOL (I.D. REQUIRED UPON EACH VISIT)

Parents and others are welcome to visit our campus. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the SECURITY DESK and present a valid picture **I.D. upon each visit. All visitors must return visitor badge upon completion of visit.**

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher if the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.



HAVE A GREAT YEAR!

BERTA CABAZA MIDDLE SCHOOL

Student Handbook Signature Page



All students must adhere to the San Benito C.I.S.D. policies and procedures, student code of conduct, in addition to the Berta Cabaza Middle School student handbook.

For District “Student Policy and Procedure” go to www.sbcisd.net

Berta Cabaza Middle School has established the Berta Cabaza Middle School Student Handbook in order to provide information pertaining to our school and to promote a safe and orderly learning environment for every student. We urge you to read this handbook thoroughly and to discuss it with your child/children. If you have any questions about the information provided, we encourage you to ask for an explanation from the student’s teacher, the school counselor, or campus administrator.

Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was issued to the student.

Directory information ordinarily includes the:

- | | | |
|---|--|---|
| <input type="checkbox"/> student’s name | <input type="checkbox"/> date and place of birth | <input type="checkbox"/> most recent previous school attended |
| <input type="checkbox"/> address | <input type="checkbox"/> dates of attendance | |
| <input type="checkbox"/> telephone number | <input type="checkbox"/> awards received in school | |

In exercise of this right to object, I have checked (✓) the items of directory information listed above that I wish the District to withhold about my child. The student and parent should each sign this page on the space provided below, then return the page to the student’s school.

We acknowledge that we have received the Berta Cabaza Middle School Student Handbook for the 2015-2016 school year and that we are responsible for reading it.

Student’s Name: _____
(Please print)

Student’s Signature: _____

Parent’s Name: _____
(Please print)

Parent’s Signature: _____

Father’s Email Address:

Mother’s Email Address:

Teacher: _____ Room # _____

Please sign this page, remove it, and return it to the school.



San Benito Consolidated Independent School District

2015-2016 SCHOOL CALENDAR

JULY 2015

S	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2015

S	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2015

S	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

INSTRUCTIONAL PERIODS

- August 12-13, 2015 – **New Teacher Orientation**
- August 17, 2015 – First Day for Teachers
- August 24, 2015 – First Day for Students**
- December 17, 2015 – End of First Semester/Term
- January 04, 2016 – Start of Second Term (Secondary)
- January 15, 2016 – End of First Term (Elementary)
- January 19, 2016 – Start of Second Semester/Term
- June 02, 2016 – Last Day for Students
- June 03, 2016 – Last Day for Teachers
- June 03, 2016 – Graduation Day

GRADING PERIODS

ELEMENTARY / MIDDLE SCHOOLS { 178 Days }

- First Semester = 88** **Second Semester = 90**
- Aug. 24 - Oct. 02 = 30 Jan. 19 - Feb. 26 = 28
- Oct. 05 - Nov. 13 = 29 Feb. 29 - April 15 = 29
- Nov. 16 - Jan. 15 = 29 April 18 - June 02 = 33

SAN BENITO HIGH SCHOOL / VMA { 178 Days }

- First Term = 78** **Second Term = 100**
- Aug. 25 - Oct. 23 = 44 Jan. 04 - March 11 = 48
- Oct. 26 - Dec. 17 = 34 March 21 - June 02 = 52

INSERVICE & WORK DAYS

- Inservice { 6 Days }** **Work Days { 3 Days }**
- August 17-20, 2015 August 21, 2015
- November 23-24, 2015 January 18, 2016
- June 03, 2016

EARLY RELEASE DAY

- Students Only** **Staff / Students**
- September 25, 2015 June 2, 2016
- November 20, 2015
- February 5, 2016
- March 11, 2016

HOLIDAYS

- Columbus Day – October 12, 2015
- Thanksgiving – November 25-27, 2015
- Christmas & New Years – Dec. 21, 2015 - Jan. 1, 2016
- Spring Break – March 14-18, 2016
- Easter – March 25, 2016
- Memorial Day – May 30, 2016

WEATHER MAKE-UP DAYS

- December 18, 2015 February 08, 2016

LEGEND

- Exchange Days, November 23-24, 2015
- Graduation Day, June 03, 2016

T.E.A. TESTING DATES

TAKS
10/19/15
TAKS Exit Level ELA
10/20/15
TAKS Exit Level Math
10/21/15
TAKS Exit Level Science
10/22/15
TAKS Exit Level Social Studies
STAAR
12/07/15
English I
12/09/15
English II
12/11/15
All Make-up Sessions
STAAR Assessment Window
12/07/15 - 12/11/15
Algebra I, Biology, U.S. History
TAKS
02/29/16
TAKS Exit Level ELA
03/01/16
TAKS Exit Level Math
03/02/16
TAKS Exit Level Science
03/03/16
TAKS Exit Level Social Studies
TELPAS Assessment Window
03/07/16 - 04/06/16
Grades K-12 TELPAS
Listening, Speaking, Reading and Writing
STAAR
03/29/16
Grade 4 Writing Day 1
Grade 7 Writing Day 1
Grade 5 Math Grade 8 Math
English I
03/30/16
Grade 4 Writing Day 2
Grade 7 Writing Day 2
Grade 5 Reading Grade 8 Reading
03/31/16
English II
04/01/16
All Make-up Sessions
STAAR Alternate 2 Assessment Window
04/04-15/16
Grades 3-8 and EOC
STAAR Assessment Window
05/02 - 06/16
Algebra I, Biology, U.S. History
05/09/16
Grades 3-4 Math Grades 6-7 Math
Grade 5 Math (Retest) Grade 8 Math (Retest)
05/10/16
Grade 3-4 Reading Grade 6-7 Reading
Grade 5 Reading (Retest) Grade 8 Reading (Retest)
English III
05/11/16
Grade 5 Science
Grade 8 Science
Algebra II
05/12/16
Grade 8 Social Studies
05/13/16
All Make-up Sessions
06/21/16
Grade 5 Math (Retest)
Grade 8 Math (Retest)
06/22/16
Grade 5 Reading (Retest)
Grade 8 Reading (Retest)
06/24/16
All Make-up Sessions
STAAR
TAKS
July 11 English I July 11 Exit Level ELA
July 12 ----- July 12 Exit Level Math
July 13 English II July 13 Exit Level Science
July 14 ----- July 14 Exit Level Social Studies
July 15 All Make-up Sessions
STAAR Assessment Window
07/11/16 - 07/15/16
Algebra I, Biology, U.S. History

