

The Cushman Middle School

Parent/Student Handbook



2021-2022

THE CUSHMAN SCHOOL PHILOSOPHY

Laura Cushman came to Miami to teach in 1913. She began a little school on her porch in 1922. From this, The Cushman School was established in 1924 on what is now Biscayne Boulevard at about 38th Street. When the widening of Biscayne Boulevard forced its removal, the school was relocated to its present site. Dr. Cushman's philosophy remains in force at the school today:

"Our first aim is that all teachers and pupils in our school should preserve a happy attitude. We believe that a child whose environment is conducive to character development and intellectual growth is a happy child. If a child is not happy, we will seek the underlying causes without ceasing until he or she is adjusted satisfactorily.

"A school seeks to develop the child mentally, physically, and in character growth. To do this, the child must be placed in happy surroundings, be properly adjusted to his work, and have wholesome participation in living experiences. The creation of such a school life is our aim."

Laura Cushman has been an inspiration to generations of Miami children.

THE CUSHMAN SCHOOL MISSION STATEMENT

The mission of The Cushman School is to develop all students as responsible citizens and effective future leaders who maintain a positive approach to life.

The educational environment at our school fosters in students the qualities of virtue, responsibility, respect for self and others and nurtures the student in intellectual, physical and spiritual growth.

THE FOLLOWING AIMS WERE SET UP AS STANDARDS BY DR. LAURA CUSHMAN

1. A happy attitude
2. Acceptance of the tasks of growing and learning as a personal responsibility.
3. Industry and perseverance in accomplishing these accepted tasks.
4. Honesty with self and with others in every phase of living.
5. Growth in ability to attack learning problems and to use judgment in changing situations.
6. Self-control and poise.
7. Wholesome personal habits.
8. An attitude that seeks to understand others' points of view and is ever tolerant and kind.
9. Gracious unfailing courtesy.
10. Appreciations that enrich life.

A child who reaches a high level of achievement according to the above standards will, of

necessity, be doing the best academic work of which he or she is capable.

ABOUT THE SCHOOL

The Cushman School is an independent, non-denominational, non-discriminatory school. The Cushman School admits students of any race, color, national origin, or ethnic origin to all of the rights, programs, privileges, and activities generally accorded or made available to students at the school and the school does not discriminate on the basis of race, religion, gender, sexual orientation, gender identity, color, national origin, or ethnic origin in the administration of its education, admission, scholarship, loan, athletic and other school-administered programs. Our campus is located in the heart of Greater Miami and is available to children from all areas of Miami-Dade County.

The Cushman School offers an accredited curriculum for students, primary school through grade eight. Additionally, The Laura Cushman Academy meets the needs of students diagnosed with learning disabilities and in need of a clinical school setting. Our course of study conforms to the standards set by the Florida Kindergarten Council and the Florida Council of Independent Schools with changes and substitutions granted in compliance with the student's best interest. Enrichment classes in music, art, physical education, library, and computer are offered to all students, from the primary school through to grade eight. Class sizes are small to provide each student with personalized help and attention.

The Florida Council of Independent Schools, and the Florida Kindergarten Council accredit the school. Memberships are held in the National Association of Independent Schools, the National Association of Elementary School Principals, the Association of Supervision and Curriculum Development, the National Council of Teachers in Mathematics, Southern Association of Independent Schools and Southern Association of Colleges and Schools, the National Council of Teachers in Science, the Council for the Advancement and Support of Education, the Council for Religion in Schools, and other professional organizations.

The Primary School enrolls children three years old through the kindergarten in a multi-age setting. The Elementary School consists of grades one through five. The Middle School consists of grades six, seven and eight. The High School consists of grades nine, ten, eleven and twelve. Each division; the Primary School, the Elementary School, and the Upper School 6-12; has its own set of goals and standards of accomplishment in keeping with the needs and developmental stages of the students. Each year provides for one year of growth in the child's social, physical, mental, and emotional development, instilling habits of courtesy, responsibility, and industry. The Laura Cushman Academy addresses the needs of students with specific learning disabilities in need of a clinical setting.

RELIGIOUS POLICY

While founded in the Christian tradition, The Cushman School has no specific religious preference or affiliation and espouses no sectarian doctrine or point of view. Respect for individual beliefs is practiced in our operations and taught in our classrooms. We believe a child's character, virtue and values can be strengthened by exposure to his/her own and others' customs and great religious musical works and literature. The Cushman School formally recognizes certain religious holidays within the school's calendar and presents programs and activities in which students may participate and to which parents and friends may be invited. In recognition of its history and tradition, The Cushman School uses Judeo-Christian religious

symbols in its celebrations. Students choosing not to participate in these programs may be assigned alternative learning activities.

THE CUSHMAN MIDDLE SCHOOL MISSION

The Cushman Middle School, ever mindful of the developmental needs of the adolescent child, seeks to provide quality resources, guidance, and support for Middle School students. Individualized growth in the arts, athletics and all academic areas is nurtured in an environment that encourages and challenges each student. Character development and the development of the whole child are an integral part of every program.

The Middle School faculty and administration, in partnership with students and parents, seek to fulfill the following goals:

CHARACTER: To develop in students the virtues of:

- Courtesy
- Responsibility
- Industry
- Respect
- Empathy
- Integrity
- Compassion
- Courage
- Sportsmanship

SELF-ESTEEM: To build self-esteem so that the students will:

- Display confidence in all daily aspects of their lives
- Identify achievable goals which are challenging and age appropriate

SOCIAL: To provide students with:

- An exposure to different cultures and ways of thought and action
- Opportunities that develop a global vision within them
- Opportunities to develop accountability, proper social behavior, and decency

CURRICULUM: To provide students with enriching and engaging programming that:

- Addresses students' varying learning styles
- Is engaging and challenging
- Promotes a risk-taking yet safe environment that emphasizes creative problem solving, critical thinking and learning as an on-going process approach
- Reinforces students' work ethic as a fundamental principle in the learning process

ACADEMICS: To promote in students:

- A lifelong love of learning
- Intellectual curiosity
- Development of an independent, personalized approach to learning

- Responsibility

MIDDLE SCHOOL GENERAL PROGRAMMING

ADVISORY PROGRAM:

Each Middle School student is assigned an advisor who meets regularly with the student to monitor academic progress, to provide advice, and assist if problems should develop. Students meet with their advisory class daily during regular scheduled advisory periods, as well as on an informal basis.

In addition to providing a homebase, advisors meet regularly with their advisees to support the academic growth of each child. Advisors assist with communication between home and school, as well as, directing the student to advocate for themselves within their classes.

Advisory students also become a part of the advisory **Blue Book** process with their advisors should they need academic support or guidance. During the Blue Book process, advisors meet weekly with students to review academic progress and goals. Advisors support and mentor students through the learning process to assist them in communicating with teachers, following through with assignments and seeking help or finding resources.

Cushman Middle School students come to know the peers in their advisories and advisors well; the strong rapport that distinguishes the school community is based in part on the close relationships between students and advisors.

During the school year, advisory classes will cover a wide range of topics and issues that face young adolescents personally, socially, academically and emotionally.

The Cushman Middle School advisory program aims to help students improve self-concept, build friendships, plan for their future, and strengthen communication skills.

Advisory classes forge together with the entire student body to execute service projects throughout the school year. Advisory classes participate in the *Cushman Cares* drives, community service outreach programs, and Blue & White Day competitions.

Students in advisory are graded on their courtesy, industry and responsibility. Assignments for advisory, forms to be completed and important information will be posted in Veracross and collected in the advisory class.

*****Students are required to use their student planners and Veracross***

student portals in every class and bring their planners to every academic and advisory meeting.

• ***Students will begin to fill in their planners every Monday in advisory. Students will be taught how to plan for short and long term projects, chunking assignments and studying for assessments via their planner.***

• ***Students who do not keep an updated planner will have a lowered responsibility grade for advisory.***

In all situations, the faculty advisor serves as an advocate for the student by contacting other individuals in the school who are in a position to help and by communicating to parents.

COUNSELING PROGRAM

The Cushman Middle School employs a qualified counselor to provide confidential assistance to those students who need or desire help with personal, social or academic difficulties. All students are invited to take advantage of the counseling services available. In addition, each student engages in a "Life Skills Class" once every two weeks which addresses developmentally appropriate issues.

ACADEMIC PROGRAM - Classes Offered:

Mathematics

- Essentials Math 1
- Essentials Math 2
- Essentials Math 3
- Integrated Math 1
- Integrated Math 2
- Pre-Algebra
- Algebraic Thinking
- Honors Algebra 1 High School
- Honors Geometry High School

English

- Essentials English 6
- Essentials English 7
- Essentials English 8
- Essentials Writing 6
- Essentials Writing 7
- Essentials Writing 8
- English 6
- English 6 Honors
- English 7
- English 7 Honors
- English 8

- English 8 Honors
- Writing 8

Latin

- Latin 1a
- Latin 1b

Spanish

- Spanish 6
- Advanced Spanish 6
- Spanish 7
- Advanced Spanish 7
- Spanish 8
- Advanced Spanish 8

Science

- Earth Space Science
- Life Science
- Physical Science
- Honors Physical Science High School

Social Studies

- US History1
- US History 2
- Global Studies

Additional Enrichment

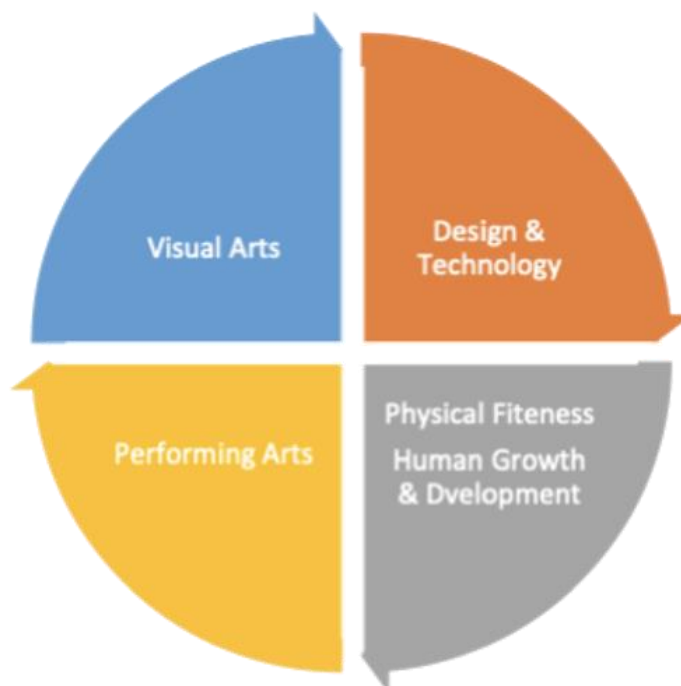
- Physical Education
- Yoga
- Health and Life Skills
- Library
- Study Strategies

Enhanced Learning Program

- Study Skills
- MS Learning Lab

6th Grade Wheel of Core Essential Skills:

The 6th grade wheel of core essential skills offers each 6th grade students the opportunity to experience and explore four strands of learning that extend from middle school into high school programming.



FINE ARTS /INNOVATION ELECTIVES for 7th and 8th Grade Students

The Fine Arts and Innovation Program encompasses a performing arts, visual/creative arts and science, technology, engineering, art design, and mathematics curriculum track. In a two-year span, Cushman Middle School students will have the opportunity to take credits within a performing arts curriculum, in a visual/creative arts curriculum, and innovation curriculum. Students will sign-up for

classes each semester or year depending on the class scope and sequence. Classes may include, but are not limited to, the following:

- **Performing Arts:**
- Musical Theatre
- Oratory, Speech and Debate
- Chorus
- Video Production

- **Visual & Creative Arts**
- Art
- Portfolio Art
- Yearbook
- Sports Journalism
- Broadcasting and Journalism
- Art Rage Programming
- **Innovation:**
- Composition
- Computer Science
- Video Game Designing and Game Theory
- Architecture
- Vex Robotics
- Coding

CLUB PROGRAM

Middle School students have the opportunity to engage in clubs during the academic school year. Clubs are scheduled after the school day on a weekly basis and are designed as an exploratory enrichment opportunity. Through these groups, Cushman students pursue long standing passions, test out budding interests and develop relationships with peers and faculty who share similar interests. There is no additional fee to participate in the Middle School after School Club Program.

Clubs Offered:

- Chess Club
- Environmental Club
- Art Club
- Builders Club
- Creative Writing Club
- Cooking Club
- Coding Club
- Book Club
- Robotics Club

Placement in Courses

In May of each academic year, faculty members make course recommendations for

students in their respective disciplines for the next academic year. The placements are based on classroom performance, student ability, standardized test scores, industry, work samples, a Cushman placement test, and teacher recommendations.

Levels within the Course of Studies

At The Cushman Middle School, the aim of the course of studies is to provide course offerings for students at their optimum performance levels. The Cushman Middle School offers different course levels in given subjects: honors and standard. The primary difference is the amount of material, depth, and pace at which the curriculum is presented. The course of study is designed to be flexible. A student may be recommended for courses at different levels in different areas. In this way, we can recognize the strengths and talents of the students and help to remediate any weaknesses.

CHARACTER

Building character is the primary aim of The Cushman Middle School. We want our students to be healthy, courteous, industrious and responsible citizens on and off campus. We believe that all children are different, and all actions and reactions are very personal in nature. Effective discipline involves a few overriding values rather than a list of rules. All situations are dealt with as they arise, with the focus on enabling the child to grow and learn from his or her actions. We encourage our students to monitor themselves and to develop internal controls for their behavior. Cushman students are expected to be honorable, courteous, respectful, and to take responsibility for their actions and schoolwork.

Attending The Cushman Middle School is a privilege. Students are expected to behave in a way that reflects the values and morals of the school's philosophy, rules, and the Lesson One Pledge for Success. The Cushman Middle School recognizes that students are responsible for their actions and behavior and are, therefore, accountable for the resulting natural consequences of inappropriate actions or behavior.

LESSON ONE PLEDGE for SUCCESS

1. I will wait my turn to speak.

That way, I can listen to what others have to say.

2. I will treat others the way I want to be treated.

Pushing, fighting, bullying, name-calling and treating others badly hurts them and me.

3. I will respect the diversity of all people.

Whether we are the same or different on the outside, it's the person we are on the inside that counts.

4. I will remember that I have people that care about me in my family, school and community.

Families, like schools and communities, can be many sizes and made up of all kinds of people.

5. I will try my best.

Even when I make mistakes, I learn from them. The most important thing is to keep trying.

Flag Ceremonies

Every day at The Cushman School, students begin their day with a flag ceremony. During these ceremonies, general announcements are given in addition to saluting our flag.

Morning Reflection

For peace and for plenty,
For freedom and rest,
For the joy in the land from the east to the west,
For the dear starry flag with its red, white, and blue,
We thank Thee from hearts that are honest and true.

Afternoon Reflection

For waking and sleeping,
For blessings to be,
We children shall offer our praises to Thee.
For God is our father and bends from above,
To keep the round world in the smile of His love.

Guidelines for Student Behavior

1. Students may engage in any behavior that does not create a problem for themselves or anyone else in the world.
2. If the student finds himself or herself with a problem, he or she may solve it by any means which does not cause a problem for anyone else in the world.
3. Students may engage in any behavior that does not jeopardize the safety or learning of themselves or others. Unkind words and actions will not be tolerated.

Expectations for Students

Courtesy: As students, we expect that we will show politeness and respect for others in our actions and words. Courteous behavior must be shown in all situations.

Respect: As students, we expect maturity from all and will treat each other and ourselves with a high degree of respect, and refrain from any action that might cause either physical or emotional harm. This includes respect for oneself in terms of appearance.

Responsibility: As students, we share the responsibility to maintain an environment which promotes excellence, and which demands integrity in pursuit of the school's mission and philosophy. We will be responsible for our actions and our academics. We will take responsibility when we make mistakes and help find solutions.

Safety: As students, we will be kind with our words and actions. We will support others and stand up for others to do what is right.

Rules for The Cushman Middle School

1. Treat others with the same respect with which you are treated by adults in your school and the way you would like to be treated.

2. Your actions, dress, possessions, etc. may not cause a problem for anyone else.
3. If your actions, dress, and/or possessions cause a problem for anyone else, you will be asked to solve that problem.
4. If you cannot solve or choose not to solve the problem, appropriate consequences will be imposed by faculty or staff members. These consequences will depend upon the situation and the person or persons involved. Faculty members will use their best judgment based on the information they have at the time.
5. If you and/or your parents feel that consequences appear not to be fair, request a meeting with the Middle School administration. This meeting does not need to be formal in nature. It is simply a time for concerned individuals to meet together and share information related to the situation in question. In the event that this discussion provides additional information which sheds different light on the situation and the consequences may be eliminated or changed to better fit the unique situation.

Anti-Bullying Philosophy

Bullying is a conscious, willful, and deliberate activity intended to harm during which the perpetrator(s) get pleasure from the targeted person's pain/and or misery. It can be verbal, physical, and/or relational; have as its overlay race, ethnicity, religion, gender (including sexual orientation), physical, or mental ability; include all forms of hazing and cyberbullying. It can be and often is continuous and repeated over time but does not have to be.

Anti-Bullying School-wide Components:

1. Gather information about bullying at school directly from students.
2. Establish clear school-wide and classroom rules about bullying.
3. Train all adults in the school to respond sensitively and consistently to bullying.
4. Provide adequate adult supervision, particularly in less structured periods, such as on the playground and in the lunch area.
5. Improve parental awareness of and involvement in working to solve the problem.

Steps to Stop Bullying

1. Discipline (including the three Rs: restitution, resolution, reconciliation)
2. Create opportunities to "do good"
3. Nurture empathy
4. Teach friendship skills
5. Engage in more constructive, entertaining, energizing activities

Reporting Complaints

Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the Upper School Director, the Assistant Director or the Dean.

A BULLYING PREVENTION and INTERVENTION PLAN for THE CUSHMAN SCHOOL

INTRODUCTION

At The Cushman School, we expect that all members of our community will treat each other with civility and respect. It is the policy of the School to provide and maintain a learning environment that is free of bullying and any other verbal or physical misconduct which disrupts learning or play or makes it unsafe. The School will promptly investigate any report of bullying or retaliation. Upon determining that a case of bullying or retaliation has taken place, we will immediately take action to stop the behavior and address the safety concerns for any member of the community who has been victimized.

The Cushman School Bullying and Intervention Plan, set forth below, is an integral part of our efforts to promote learning and to prevent behavior that can impede the learning process. Our Plan spells out The Cushman School's comprehensive approach to addressing bullying, cyberbullying and retaliation. The Plan is consistent with broader protections at The Cushman School against discrimination, harassment, bullying, and retaliation that appear on our website and in our student, parent and faculty/staff handbooks. It is important that this plan be well understood by all members of The Cushman School community. The Head of School is responsible for the implementation and administration of the Plan. Questions and concerns related to this Plan maybe referred to her or to the Dean of Students or one of the Division Directors. The School will provide written notice of the relevant student-related sections of this Plan to students and parents or guardians at least annually. Relevant portions of the Plan are included in the Student and Faculty/Staff Handbooks and the Plan, in its entirety, is located as an appendix to each handbook. The entire Plan is posted on the school's website. The School provides training on bullying for faculty and staff. The training, at a minimum, includes a review of the reporting obligations for all faculty and staff and the processes that the School will follow in response to a report of bullying or retaliation.

POLICY AGAINST BULLYING, CYBER-BULLYING, AND RETALIATION

The School will not tolerate any form of bullying or cyberbullying, nor will it tolerate retaliation against any person who reports bullying or who, in good faith, provides information during an investigation of bullying. Bullying and cyberbullying are prohibited on school grounds and at school sponsored events, activities, functions and programs. Bullying and cyberbullying are also prohibited during off-campus activities such as ball games, athletic meets, field trips, transportation to and from such aforementioned activities, and through use of technology or an electronic device owned, leased or used by the school. In addition, bullying and cyberbullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying creates a hostile environment at school for a targeted student, infringes on the rights of a targeted student, or materially and substantially disrupts the educational process or the orderly operation of the school.

WHAT CONSTITUTES BULLYING?

Florida's Department of Education defines bullying as: "Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees that is severe or persuasive enough to create an intimidating, hostile, or offensive environment; or unreasonably interfere with the individual's school performance, or participation." This is backed up by Florida Statute 1006.147 also known as, "The Jeffrey Johnstone Stand Up for All Students Act."

The Cushman School defines bullying as: ***the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture or any combination thereof, directed at a victim, that:***

- ***Causes physical or emotional harm to the targeted student or damage to the targeted student's property***
- ***Places the targeted student in reasonable fear of harm to himself or herself or of damage to his or her property***
- ***Creates a hostile environment at school for the targeted student***
- ***Infringes upon the rights of the targeted student at school; or***
- ***Materially or substantially disrupts the educational process or the orderly operation of the school***

Cyber-bullying

Cyber-bullying is bullying (as defined above) through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines, and any device which can connect to the internet. It includes, but is not limited to, social media posts, e-mail, instant messages, text messages, digital pictures, and Internet postings, whether on a webpage, in a blog, or otherwise.

Hostile Environment

A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation

Retaliation is any form of materially adverse action such as intimidation, reprisal, or harassment, directed against a student who reports bullying or who provides information during an investigation of bullying.

LEGAL DEFINITIONS AND SCHOOL POLICY

It is important to bear in mind that stricter standards of behavior may apply under The Cushman School's policies in order that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under the law. For example, although the law defines bullying as "systematic" use of certain expressions, acts and/or gestures, The Cushman School reserves the right to apply disciplinary measures and other protective action in a case of a single expression, act, or gesture, if the School determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that

expression, act, or gesture might reasonably result in bullying as defined under the law.

Prevention of Bullying and Cyberbullying

From the earliest grades at The Cushman School, students learn that as members of our community they have a right to be treated with civility and respect. Our curriculum emphasizes respect for differences and teachers are clear in their expectations for student behavior. As stated in our handbooks, we seek to partner with parents to reinforce the standards expected of Cushman students.

The administration and faculty recognize it is essential that expectations for student conduct extend beyond classrooms to all outside activities, hallways, playgrounds, lunch, recess, transportation and the like. The School strives to ensure that ample adult supervision is provided on school premises, including in the hallways, at lunch, on the playground, and on school-provided or endorsed transportation throughout the school day as well as at school-sponsored events.

Reports of Bullying and Cyberbullying or Retaliation

Any student who is the target of bullying or cyberbullying or who has witnessed an incident of bullying or otherwise has relevant information about bullying prohibited by this policy is strongly encouraged to promptly report the matter orally or in writing to the Dean of Students, the Guidance Counselor or the Division Director. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible. Students who knowingly make false reports of bullying, cyberbullying or retaliation will be subject to disciplinary action.

A parent of a student who is the target of bullying or cyberbullying or of a student who has witnessed, or otherwise has information about, bullying or cyberbullying is strongly urged to promptly notify the Dean of Students, the Guidance Counselor or the Division Director.

Furthermore, any parent or guardian who has himself or herself witnessed bullying or cyberbullying or who has relevant information concerning such an incident, is strongly urged to come forward to the aforementioned administrators. Parents or guardians should also report any incident of retaliation in violation of this policy to said administrators.

Any member of the faculty or staff who witnesses or otherwise becomes aware of bullying or cyberbullying in violation of this policy, or who becomes aware of retaliation against a student who reported information concerning a violation of this policy is required to immediately report it to the Dean of Students or one of the Division Directors. There are to be no exceptions. A member of the faculty or staff may not make promises of confidentiality to a student or parent who informs him or her of an allegation of bullying, cyberbullying or retaliation.

Faculty and staff may not make reports under this policy anonymously. Although it might appear as though there are circumstances in which an anonymous report might be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously.

Also, while the school cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the School releases information concerning complaints of bullying, cyberbullying, or retaliation only on a legitimate need-to-know basis.

Responding to a Report of Bullying, Cyberbullying or Retaliation

A) Preliminary Considerations

When a complaint of bullying, cyberbullying, or retaliation is brought to the attention of a senior administrator, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying or cyberbullying.

B) Obligation to Notify Parents

It is the policy of the School to promptly notify the parents of any student who is an alleged target of bullying, cyberbullying, or retaliation and the parents of any student who may have been accused of engaging in such behavior after a complaint has been made.

C) Investigation

The following section is an outline of the procedure that is pursued once a complaint has been brought to the attention of the senior administration.

The Dean of Students, the Guidance Counselor or the Division Director will conduct an investigation on all reports of bullying, cyberbullying or retaliation. The investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged bullying, cyberbullying, or retaliation, with the person, or persons, against whom the complaint was made, and with any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the alleged incident. Depending on the circumstances, those conducting the investigation also may choose to consult with other teachers along with other relevant personnel.

D) Resolution, Notification and Follow-Up:

Following interviews and any other investigation taken, as the School deems appropriate, the Dean of Students and/or the Division Director will determine whether and to what extent the allegation of bullying, cyberbullying or retaliation has been substantiated. If it is determined that the policy set forth in this plan has been violated the Dean of Students and/or the Division Director will determine what disciplinary action is appropriate and how it will be implemented. **The nature of any disciplinary action imposed by The Cushman School is strictly confidential and will be discussed only with the parents or guardians of a student who is the recipient of such action.** In all circumstances where expulsion is considered as a disciplinary action, the Head of School will be consulted and will make the final determination.

The goal of an investigation and any disciplinary or other remedial process that is imposed following that investigation is to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent there being a

repetition of the incident and to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation.

In appropriate circumstances, such as when a crime might have been committed, or a child might have been subject to abuse or neglect of the type that is reportable under state or federal laws, law enforcement or other appropriate government agencies will be notified.

Upon completion of the investigation, the Dean of Students and/or the Division Director will meet individually with the student or students who were the target of the alleged incident and the student or students against whom the complaint was made and the parents or guardians of all concerned to report the results of the investigation and, where disciplinary or other corrective action is determined to be appropriate, to inform the responsible parties of the steps that will be taken to correct the situation. The Cushman School will comply with applicable laws regarding disclosure of confidential information in meeting with students and parents or guardians.

In accordance with Florida Law, any disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior and no disciplinary action may be taken against a student solely on the basis of an anonymous report. The Cushman School treats every situation as an individual circumstance and will determine the appropriate response to each individual situation as it arises. The administrator who conducted the investigation, in consultation with the Guidance Counselor, may refer perpetrators, victims, and family members of such students for counseling or other services as appropriate. The said administrator will ensure that there is follow-up contact made with any student found to have been targeted in violation of this policy, along with his or her parents or guardians, to inquire as to whether there have been any further incidents.

The Dean of Students will keep a file on all reports of bullying or retaliation, the investigation, and any actions taken in response to a finding of bullying or retaliation.

E) Conclusion

This Plan is intended (1) to prevent bullying and cyberbullying among our students; (2) to encourage students and their parents or guardians to have confidence in the School's procedures and to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other School policy; and (3) to implement appropriate disciplinary and other corrective measures when they are found to be warranted.

Disciplinary Action

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from a classroom, loss of privileges, detention, counseling, parental conference, suspension, expulsion, and/or notification to the appropriate authorities. The disciplinary action taken may be unique to the individual incident and may vary in method and severity based upon Director's discretion or Dean's discretion.

Student Conduct

A student's behavior is expected to be consistent with the mission, philosophy, and

spirit of the school. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.

Should an alleged case of bullying be brought to the attention of the administration, The Cushman School's Bullying Prevention and Intervention Protocol will be enacted. This policy can be read in its entirety in the appendix to this handbook and viewed on The Cushman School's website. The potential implications of the enactment of this policy will be discussed with the relevant parties.

The Cushman School Honor Code:

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| <ul style="list-style-type: none"> • I will not lie, cheat or deny someone of his/her property. • I will not help others cheat, be disrespectful or be dishonest. • I will take action when someone is being dishonest or disrespectful to themselves or others. If I see dishonest or disrespectful behavior, I | <p>will tell a teacher/administrator about it.</p> <ul style="list-style-type: none"> • I will always follow my conscience and try to do the right thing about dishonesty, disrespectfulness and rule breaking. • I will be honest & respectful in word and deed. |
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Honor Code for Social Interactions:

- I will not harass or bully other people.
- If I am in a situation where I feel harassed, I will report it to a trusted adult.
- I will try and help others who are being bullied or harassed by talking directly to those behaving negatively or by reporting the negative behavior to a trusted adult.
- I will make a point to reach out to those who appear left out and in need of a friend.

Public and On-Campus Displays of Affection

The Cushman School promotes friendship, charity, kindness, love, and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school events, or on any school sponsored trip. Those who violate these rules may be subject to disciplinary measures. The administration reserves the right to determine what is, or is not, appropriate behavior.

Disciplinary Consequences

Consequences for infractions of expected student behavior, the Lesson One Pledge, the school rules, or a disregard for the Cushman Philosophy may include, but are not limited to:

Parent Communication:

Parent communication can be conducted via e-mail, phone call, video conferencing, Veracross behavior posting or written form.

Behavior Reports:

Behavior reports will be given out to students for misconduct when deemed appropriate by the faculty or administration. Behavior Reports will be documented in the behavior section of the Veracross student/parent portal. Parents and students may receive notification of these reports via e-mail. An accumulation of behavior reports may result in disciplinary consequences.

HARASSMENT

The Cushman Middle School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student, teacher or employee by another student, teacher or employee of the school is strictly prohibited. The school will treat allegations of harassment seriously and will review such allegations in a prompt, confidential, and thorough manner. Students who witness or think they have experienced harassment, should promptly make it known to a teacher or administrator. A charge of harassment shall not in and of itself create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including expulsion.

Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

Harassment occurs when an individual is subjected to treatment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, physical appearance, sexual orientation, or gender identification. Harassment can occur any time during school or during school-related activities

Harassment includes, but is not limited to:**Verbal Harassment**

Derogatory comments and jokes; threatening words spoken to another student

Physical Harassment

Unwelcome physical touching, contact, assault, deliberate impeding or blocking movements.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Media Harassment: Any of the above forms of harassment using technology or media, e.g. internet, email, video conferencing, intranet or instant messaging either on or off campus.

Netiquette: *Students attending The Cushman School are expected to abide by the*

*Rules of Netiquette and The Cushman Acceptable Use Policy in regard to technology on and off campus. ****Not following the Rules of Netiquette and the Cushman Acceptable Use Policy for technology may be construed as **harassment**.***

*****Please note as well, that engaging in any of the above described behaviors consensually is not tolerated. This includes, but is not limited to, public displays of affection.***

Detentions

- Before school detention beginning at 7:00 am
- Lunch detention
- After school detention until 4:15 pm
- Saturday detention

Behavior Referrals: Teachers or school staff may refer a student to the Dean or Middle School Director for a behavior meeting and follow-up.

Loss of Privileges:

Student misconduct may mean loss of: break, lunchtime break, sports events, field trips, class trips, etc.

Essay Reflections:

Students may be required to complete an essay explaining the incident, why this was not the right choice of action, and what could be done to avoid future problems.

Check & Connect: A student may be asked to begin a Check & Connect program, in which a student meets one-on-one with a designated administrator or teacher several times a week to “check-in” and receive support.

Recovery Time: Students may be given a recovery time to preserve the learning environment in the classroom or activity. Each recovery time alternative setting merely represents a place where a student can go temporarily with the goal of resetting his/her self-control to get ready to return to the learning environment.

Office Referrals: Students may receive an office referral. Office referrals are set up to provide administrative support and guidance.

Suspension (In-School/Home): Students are responsible for studying and completing classroom material missed during any home or in-school suspension. A suspended student will not be allowed to participate in sports or school related activities on the day(s) of his/her suspension. Students might be able to complete assigned school work during a suspension, they might be given a specific assignment relating to the cause of the suspension, or they might be required to sit quietly and contemplate what led to their current situation.

Academic Probation and Behavior Contracts: Continued academic issues will lead to a student being placed on an individualized academic contract/probation. Contracts

are signed by the parent and the student. Students are placed on a behavior contract for a serious, single offense or repeated misconduct. The Director or Dean assigns disciplinary probation for a specific period of time. At the end of the probationary period, the Director or Dean reviews the student's disciplinary record during probation and extends or terminates the probation. Any student on disciplinary probation may be expelled from school if:

- He/she commits another serious offense as determined by the administration.
- Behavior does not improve over the probationary period.

Expulsion

This most serious of punishments is given for a severe offense, an accumulation of offenses, or if it is in the school's or student's best interest. A student may be expelled on his/her first offense if it is deemed serious enough by the administration. Some offenses by their nature will require immediate suspension from school and disciplinary probation or referral to the Director for possible expulsion. Students whose behavior, either on or off campus, is deemed to be contrary to the philosophy and goals of The Cushman School may be asked to withdraw from the school, be expelled, or not be allowed to register for the following school year.

The Cushman School does not refund tuition or fees for students who are suspended or expelled from school during the school year for disciplinary reasons.

By being a member of The Cushman Middle School community, each student agrees to abide by its philosophy, rules and the Lesson One Pledge. These apply:

- a) Anytime a student is on campus
- b) Anytime a student is participating in or attending a school-sponsored event
- c) Anytime a student is officially representing the school
- d) Anytime a student is traveling on school-authorized transportation
- e) Anytime a student is on-line or using internet communications
- f) Anytime a student's behavior impacts the school community

Any student whose behavior does not reflect The Cushman Middle School's philosophy and rules as stated, will be subject to disciplinary measure deemed appropriate by and at the discretion of a teacher or administrator.

MIDDLE SCHOOL DRESS CODE

UNIFORMS: The Cushman School recognizes that a person's appearance is indicative of his/her positive self-image and ability to be self-disciplined. Students should always be in uniform unless otherwise specified. *Each student is required to come to school each day in his/her proper uniform. Students are expected to be well groomed and to have sufficient uniforms to be able to wear the specified uniform daily. Uniforms should be clean and in good condition each day.*

- Student uniforms are required to promote a learning environment. If student attire detracts from the learning environment, students will be asked to make

changes to their attire as deemed appropriate by the teaching staff and/or administration.

- Uniforms must be the correct size and be worn properly. Students may not alter in any way the intended appearance of the uniform.
- We highly suggest that students keep a pair of dress shoes in their cubbies for special occasions & events.

Girls' General Uniform: Name tags should be in all clothing.	Boys' General Uniform: Name tags should be in all clothing.
<ul style="list-style-type: none"> • Navy blue, light pink, light blue, cobalt blue, dark purple or white Cushman polo shirts • Tuckable button down shirts and/or non-tucking uniform shirts may be worn daily. <i>Tuckable uniform shirts must be tucked in at all times.</i> • <u>khaki or navy-blue uniform pants may be worn. No cargo pants or jeans may be worn</u> • Khaki uniform skirts may be worn. Skirts must be a school appropriate length to the knee • <u>Khaki or navy Bermuda shorts that are hemmed to the knee</u> • <u>Socks must be worn</u> • <u>Sneakers and/or dress shoes must be worn. Sneakers must be appropriate for school</u> • <u>Undershirts must be short sleeved, white & tucked in</u> 	<ul style="list-style-type: none"> • Navy blue, light pink, light blue, cobalt blue, dark purple or white Cushman polo shirts • Tuckable button down shirts and/or non-tucking uniform shirts may be worn daily. <i>Tuckable Uniform shirts must be tucked in at all times.</i> • <u>Khaki or navy-blue uniform pants may be worn. No cargo pants or jeans may be worn</u> • <u>Khaki or navy Bermuda shorts that are hemmed to the knee</u> • <u>Socks must be worn</u> • <u>Sneakers and or dress shoes may be worn. Sneakers must be appropriate for school</u> • <u>Undershirts must be short sleeved, white & tucked in</u>
Cold Weather: <ul style="list-style-type: none"> • Cushman uniform long pants, solid navy sweatpants and navy Cushman sweatshirts and/or jackets may be worn during the school day during cold weather • Solid navy sweatshirts ONLY may be worn during cold weather days • Cushman sweatpants and sweatshirts may be worn 	
Dress Uniform for boys & girls: <ul style="list-style-type: none"> • White button down tuckable Cushman uniform shirt. (Tuckable shirts MUST be worn for dress uniform) • Khaki Bermuda uniform pants for boys & khaki uniform skirts or pants for girls (skirts must be an appropriate length) • Black or brown belt • Black or brown dress shoes with white socks 	
<p>*Undershirts may only be worn if they are tucked in, short sleeved and white. Long sleeved undershirts are not permitted.</p>	
Accessories: (Girls) <ul style="list-style-type: none"> • Hair must be neat and out of the face Bangs must be above the eyebrows or pinned 	Accessories: (Boys) <ul style="list-style-type: none"> • Long hair must be pulled back and off their face and collars. Bangs must NOT exceed past the eyebrows. Extreme

<p>up off the face. Extreme hairstyles and/or extreme colors are not permitted</p> <ul style="list-style-type: none"> • Earrings may be stud or small hoop. One pair of earrings allowed. No other piercings are permitted • Belts are to be worn with tuckable shirts • Jewelry must be school appropriate and not in excess or may not detract from the learning environment. No gauges are permitted 	<p>hairstyles and/or extreme colors are not permitted</p> <ul style="list-style-type: none"> • No earrings or other body piercings allowed • Belts are to be worn with tuckable shirts. • Jewelry must be school appropriate and not in excess or may not detract from the learning environment. No gauges are permitted
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ALTERNATE DRESS ATTIRE

Alternate dress days are scheduled at the discretion of the administration and are granted at different times throughout the year. On those days, clothing must be in good taste and appropriate for school. It should not be form fitting or revealing.

*****No political statements or controversial statements on clothing or accessories (including hats) may be worn to school.***

Boys' Uniform

In addition to the above, boys may not:

- Wear earrings (real or clip-on) or have any other visible body piercing or tattoos
- Wear any additional jewelry or clothing except as specified above

Girls' Uniform

In addition to the above, girls may not:

- Wear make-up other than clear lip gloss and light powder. Make-up that is found to be in students' possession in school will be confiscated
- Wear more than one (1) pair of earrings. Earrings must be plain stud type, or small hoops (total size must be smaller than a dime). No other visible body piercing or tattoos are allowed
- Wear nailpolish that goes beyond neutral colors or clear polish
 - additional acrylic nails and extensions of any kind are not allowed

ACADEMIC EVALUATION

STANDARDS-BASED LEARNING

Standards-based learning (SBL) is a research-based pedagogy rooted in instilling a love of learning. SBL causes students to experience a mindset shift, where the priority becomes knowledge and understanding, as opposed to points and grades. Quality of work is prized over quantity of work.

The goal of SBL is for students to leave class with a deep and flexible understanding of what was covered. For that reason, scholarship grades only reflect understanding. Participation grades, behavior grades, grades for turning in field trip forms, etc. are not used to boost grades, and there is no extra credit. Industry, courtesy, and responsibility grades will assess those attributes.

A variety of assessments are used to measure understanding, acknowledging that all students may learn and display mastery in different ways. Though due dates remain the same for the entire class, individual adjustments may be made as needed. Students track their progress alongside the teacher and reflect on feedback to ensure they are on target.

Homework and Classwork

Homework and general classwork are for practice and therefore are not calculated into the scholarship grade. However, students are still expected to complete homework and classwork in full and on time. All work will be collected and returned with feedback for students to reflect and improve upon. Homework and general classwork may be marked as “Completed,” “Late,” or “NTI” in Veracross, which will influence industry and responsibility grades, though it will not negatively or positively influence scholarship grades.

Grades

Grades are calculated on a 4-point scale that coincide with the level of mastery of the learning objective:

Grade	<u>Level of Mastery</u>	<u>Description</u>
4	Expert	Indicates excellent performance in mastery of objectives
3	Advanced	Indicates developed performance in mastery of objectives
2	Intermediate	Indicates satisfactory performance in mastery of objectives
1	Beginner	Student performance Indicates the beginning of understanding of objectives
0	Missing	No evidence of understanding is provided

FORMAL ASSESSMENT

Tests, Quizzes, Labs & Projects

Students are evaluated weekly in each academic class.

Final Exams

Students will be assessed at the final term via exams or projects. These are an

opportunity for students to show their mastery of learning objectives taught. Exams may take the form of a traditional exam, essay, term paper, project, or presentation. Exams are designed to be differentiated and comprehensive. Exams are 10% of the semester and final averages.

End of Course Assessments

EOC assessments are criterion-referenced assessments that measure the standards set by the Florida Department of Education for specific courses, as outlined in their course descriptions and curriculum. Students applying to public schools are required to take EOC exams for H.S. Algebra 1, Algebra2, HS Geometry, and Honors Physical Science show passing marks to meet public school requirements. These tests will be given to students attending a public high school in Florida in the fall of their freshman year.

RE-SUBMIT POLICY

Re-submitting assessments (test, quiz, projects or labs) – at teacher discretion, assessments may be resubmitted if the student has demonstrated sincere effort to prepare for the assessment the first time it was given, but did not completely master the intended content or skills.

*Re-submitting assessments is a privilege, not a guarantee. The re-submit policy is designed to assist students in managing their learning while increasing accountability of learning. Over the three years in The Cushman Middle School, the re-submit policy will be restricted to special situations and used primarily in grades 6 and 7.

- Students must submit the original work signed by a parent/guardian, requesting the re-submit opportunity the day after its return.
- Students must attend extra help to relearn the material.
- The student must resubmit assessments within one week of his or her return.
- All re-submitted work must be turned in one week before the close of the grading period.

INTERIM REPORTS

These reports serve as a mid-quarter review of how a student is performing in each of his/her classes and may vary as the quarter progresses. Interim reports are not recorded on students' permanent record. These reports are a good source of information in helping a student in assessing where he/she needs to improve or focus more attention academically, behaviorally or personally before report card grades are averaged at the end of the quarter.

Students who receive below a C+ average in a class are encouraged to begin attending after school help sessions.

- Interim grades and comments are posted at the interim of each quarter in Veracross and are accessible to both the parent and child through individual portals.
- An interim parent/student sign-off form is required
- A student goal sheet is required to be completed and submitted to the child's advisory for review and support.

Accommodation Policy

The Cushman School complies with the Americans with Disabilities Act in making its

programs and services available to individuals with disabilities. The Cushman School seeks to develop the child mentally, physically, and in character growth. The diversity of the student body (skills, experiences, strengths, and even shortcomings), bring a tremendous strength to each student and School as a whole. Students learn differently, and each has a unique set of skills and experiences. The practice of student assessment and accommodations allows each Cushman student to reach his/her highest potential.

The Cushman School is committed to providing reasonable academic accommodations provided that the need for such accommodations is documented and the accommodations are reasonable and while not creating undue hardship to the School. Our policies and practices regarding students with learning, emotional and medical challenges are based upon the belief that we should be sensitive to the varying needs of students while maintaining high academic standards and expectations. For students with learning challenges to be successful at The Cushman School, an active partnership between the School, the family and the student is essential. It is at the discretion of the School to decide whether and to what extent we can accommodate a student's disabilities and/or special needs. It is the intention of The Cushman School to foster great independence, accountability, responsibility and resourcefulness in our students. As such, we aim to provide the appropriate type and degree of accommodations for each stage of a student's academic development.

The process for families seeking accommodations/additional support is as follows:

1. Requests for providing students with additional academic support and/or accommodations may be made by the family, student and/or teacher. Requests will be made with Adriana Reynolds for the Upper School (6-12), with Donna Brandt in the Lower School (K-5), or Tracy Ross (PK-12).
2. If there is a reason to believe that the child could benefit from an accommodation or additional support, then an Accommodations Plan is developed by a multidisciplinary team (classroom teacher(s), Learning Specialist, the School's Division Director, with other disciplines participating as required). A plan for seeking additional information will be put in place (ex: request for educational testing, therapy screening, etc.).
3. The plan is distributed to the parents, the student's classroom teachers, learning resources and all other service providers participating in the plan. An Accommodations Plan for providing additional support will be put in place.

Students with a diagnosed learning disability may be entitled to accommodations, provided proper documentation is provided and an accommodations plan is created with School personnel. To be eligible for accommodations, the student must have a copy of an entire, recent (within three years) educational evaluation from a licensed psychologist or neurologist. Accommodations are based on recent psycho-educational evaluations, and not IEP or 504 plans.

Possible reasonable accommodations provided are:

- Extended time on exams/tests and quizzes.
- Preferential seating away from distractions (door, window, other students,

front of room, etc.)

- Distributing test pages one at a time.
- Accepting assignments done on the computer.
- Reading parts of a test or quiz aloud, when possible.
- Testing in a small group or one-on-one environment.
- Breaking the test into two parts- in class for the first part; after school for second part.
- Copy of notes for students.

For students receiving extra time on exams/tests, the student will need to make arrangements with individual teachers to find a mutually agreeable time to complete the exam/test.

Students receiving accommodations on standardized tests, other than those used for college admissions, will be assigned to a designated room while taking the test as mandated by the College Board and/or ACT. If a student who qualifies for extended time wishes to waive that right, the student must give Dr. Adriana Reynolds a signed waiver by his/her parent stating that the student does not wish to use extended time. It is important to note that students who waive this right may be compromising their opportunity for future extended time options on other standardized tests, such as the SAT and the ACT.

In order to receive accommodations on the PSAT/SAT, ACT or AP Exams, students must have a current psycho-educational evaluation and accommodations plan at Cushman. Dr. Adriana Reynolds coordinates all requests for accommodations on the SAT and ACT exams, directly through The College Board and ACT. The College Board and ACT provide a final decision on which accommodations they approve for each individual student.

For any type of physical accommodation, the parent must contact the School to discuss requested accommodations. Proper documentation is required. An Accommodations Plan will be created by the administration in conjunction with the parents, and the plan will be communicated to relevant personnel.

Physical Disabilities: For any type of physical accommodation (including administration of medication at School), the parent must contact the School nurse. The School nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed. Documentation requesting an accommodation must be renewed every year.

Report Cards

Students attending the Cushman Middle School are graded in scholarship, courtesy, industry and responsibility in each class they attend including all elective and physical education classes. Parents and students are informed of these grades

formally four times a year through report cards. **Please refer to the Middle School yearly/monthly calendar to see dates that quarterly report reports are given to students.

Honor Roll Calculations: Honor Roll is calculated by averaging the final grades for the quarter of each academic class. Enrichment class grades are not included in this calculation. Students who receive a 2 or below in Courtesy, Industry or Responsibility are not eligible to earn honors.

- **Behavior Reports**

Report cards and student honor roll are given out quarterly. Numeric grades are posted. In order for report cards to be issued, a student's financial account must be current. The numerical equivalents of the letter grades and our honor roll are:

Scholarship Grade	Level of Mastery	Description
4	Expert	Indicates excellent performance in mastery of objectives
3	Advanced	Indicates developed performance in mastery of objectives
2	Intermediate	Indicates satisfactory performance in mastery of objectives
1	Beginner	Student performance Indicates the beginning of understanding of objectives
0	Missing	No evidence of understanding is provided

- **3.5-4.0 = First Honors**
- **2.5 – 3.49 = Second Honors**

Academic Probation: Continued academic issues will lead to a student being placed on an individualized academic contract/probation. Contracts are signed by the parent and student.

- Students who are on academic probation will lose their lunch time privileges. Students will have a working lunch in a Middle School classroom monitored by a Middle School faculty member to allow additional time and focus to make-up missing assignments or the like.

COURTESY, INDUSTRY & RESPONSIBILITY

In addition to being graded for academic achievement, students are graded on their Courtesy, Industry and Responsibility in each class based on the following rubric.

Courtesy, Industry & Responsibility Rubric**Responsibility (4)**

The student:

- ☐ Arrives to class prepared for class with materials & homework *all of the time*
- ☐ Utilizes class work time appropriately and wisely *all of the time*
- ☐ Seeks out help to ensure understanding of the material when needed *all of the time*
- ☐ Completes class projects in a timely manner *all of the time*
- ☐ Always notifies teacher in a punctual manner of his/her absences & makes up missed assignments without being asked in a timely manner *whenever needed*
- ☐ Arrives to class on time *all of the time, unless excused with a note*
- ☐ Completes *all* homework

Responsibility (3)

The student:

- ☐ Arrives to class prepared for class with materials & homework *most of the time*
- ☐ Utilizes class work time appropriately and wisely *most of the time*
- ☐ Seeks out help to ensure understanding of the material when needed with prompting
- ☐ Completes class projects in a timely manner *most of the time*
- ☐ Notifies teacher in a punctual manner of his/her absences & makes up missed assignments with prompting in a timely manner *whenever needed most of the time*
- ☐ Arrives to class on time *most of the time, unless excused with a note*
- ☐ Completes almost all of the homework

Responsibility (2)

The student:

- ☐ Arrives to class prepared for class with materials & homework *inconsistently*
- ☐ Utilizes class work time appropriately and wisely *inconsistently*
- ☐ Seeks out help to ensure understanding of the material when prompted *inconsistently*
- ☐ Completes class projects in a timely manner *inconsistently*
- ☐ *Inconsistently* notifies teacher of his/her absences & inconsistently makes up missed assignments
- ☐ Arrives to class on time *inconsistently*
- ☐ *inconsistently* completes homework

Responsibility (1)

The student:

- ☐ *Rarely* arrives to class prepared for class with materials & homework
- ☐ *Rarely* utilizes class work time appropriately and wisely
- ☐ *Rarely* seeks out help to ensure understanding of the material when needed
- ☐ *Rarely* completes class projects in a timely manner
- ☐ *Rarely* notifies teacher in a punctual manner of his/her absences & *Rarely* makes up missed assignments
- ☐ *Rarely* arrives to class on time
- ☐ *Rarely* completes homework

Responsibility (0)

The student:

- *Never* arrives to class prepared for class with materials & homework
- *Never* utilizes class work time appropriately and wisely
- *Never* seeks out help to ensure understanding of the material when needed
- *Never* completes class projects in a timely manner
- *Never* notifies teacher in a punctual manner of his/her absences & *Never* makes up missed assignments
- *Never* arrives to class on time
- *Never* completes homework

Industry (4):

The Student:

- Works to his/her best ability and strives to do his/her personal best in all aspects of his/her work *all of the time*
- Participates in classroom activities and discussions without being asked *all of the time*
- Completes *all* extra credit assignments

Industry (3):

The Student:

- Works to his/her best ability and strives to do his/her personal best in most aspects of his/her work *most of the time*
- Participates in classroom activities and discussions without being asked *most of the time*
- Completes extra credit assignments *most of the time*

Industry (2):

The Student:

- Works to his/her best ability and strives to do his/her personal best in most aspects of his/her work *inconsistently*
- Participates in classroom activities and discussions without being asked *inconsistently*
- Completes extra credit assignments *inconsistently*

Industry (1):

The Student:

- Rarely works to his/her best ability and strives to do his/her personal best in most aspects of his/her work
- Rarely participates in classroom activities and discussions without being asked
- Rarely completes extra credit assignments

Industry (0):

The Student:

- *Never* works to his/her best ability and strives to do his/her personal best in all aspects of his/her work *all of the time*
- *Never* participates in classroom activities and discussions without being asked
- *Never* completes extra credit assignments

Courtesy: (4)

The student:

<ul style="list-style-type: none"> □ Treats other students and the teacher with respect and in a courteous manner <i>all of the time</i> □ Treats school/class property and materials with respect <i>all of the time</i> □ Cooperates and works toward the attainment of group goals when needed without being asked <i>all of the time</i> □ Follows classroom rules and procedures without being reminded or cued <i>all of the time</i>
<p>Courtesy: (3) The student:</p> <ul style="list-style-type: none"> □ Treats other students and the teacher with respect and in a courteous manner <i>most of the time</i> □ Treats school/class property and materials with respect <i>most of the time</i> □ Cooperates and works toward the attainment of group goals when needed <i>most of the time</i> <p>Follows classroom rules and procedures without being reminded <i>most of the time</i></p>
<p>Courtesy: (2) The student:</p> <ul style="list-style-type: none"> □ Treats other students and the teacher with respect and in a courteous manner <i>inconsistently</i> □ Treats school/class property and materials with respect <i>inconsistently</i> □ Cooperates and works toward the attainment of group goals when needed <i>inconsistently</i> □ Follows classroom rules and procedures without being reminded or cued <i>inconsistently</i>
<p>Courtesy: (1) The student:</p> <ul style="list-style-type: none"> □ <i>Rarely</i> treats other students and the teacher with respect and in a courteous manner □ <i>Rarely</i> treats school/class property and materials with respect □ <i>Rarely</i> cooperates and works toward the attainment of group goals when needed □ <i>Rarely</i> follows classroom rules and procedures without being reminded or cued
<p>Courtesy: (0) The student:</p> <ul style="list-style-type: none"> □ <i>Never</i> treats other students and the teacher with respect and in a courteous manner □ <i>Never</i> treats school/class property and materials with respect □ <i>Never</i> cooperates and works toward the attainment of group goals when needed □ <i>Never</i> follows classroom rules and procedures without being reminded or cued

INCOMPLETE "I"

This is a temporary grade given on a report card, which will be changed when the work has been made up within a designated period. When the student completes the work and the teacher approves it, the work will be given the mark which the student has earned.

STANDARDS FOR FORMAL WRITTEN WORK

The teachers at Cushman Middle School have developed standards for all written work in order to clarify expectations and communication between teachers, students, and parents. In general, these standards are expected in every class on every formal assignment. In some cases, the teachers of each individual course may choose to adopt different standards on a particular assignment. This is up to the teacher's discretion and will be clearly communicated to the student.

The Writing Process: Successful writing is seldom merely the recording of the writer's first thoughts. More often it is the result of a process involving several stages. Students should know how to use strategies that will help them to:

- Prewrite -Choosing and limiting a topic, collecting information, forming ideas
- Draft- Formalizing ideas, producing rough drafts, revising rough drafts through peer/self-revision, producing polished drafts
- Edit- Proofreading for mechanics of formal, standard English

Research and Conclusions

"Plagiarism" is defined by the Cushman Middle School as "taking credit for someone else's work or writing." In order to be sure that students' work is their own; Cushman Middle School teachers have several expectations. When taking information from another source, one must draw one's own conclusions. Simply restating or summarizing the ideas of others is plagiarism! Interact with the information and draw a conclusion that is unique to one's own individual perspective and writing style.

One should be able to summarize or paraphrase the written work of others. Paraphrased material must be completely restated in one's own words, and should blend smoothly into one's style. One should be able to identify source material according to the method one's teacher requires. Data or distinctive ideas taken from sources must be identified by the methods of an approved citation system (eg., MLA, APA, etc.) even if those ideas are not quoted directly.

Mechanics

In writing, what one has to say is as important as the way one says it. For this reason, the teachers at Cushman Middle School have included clear standards for the use of mechanics in all formal written work. In many cases, students will earn a grade based both on content and mechanics.

- Papers should be written in formal, Standard English.
- Unless otherwise stated, all writing must be in complete sentences, which begin with a capital letter and end with a punctuation mark.
- Sentence structure should be free of major grammatical problems, such as sentence fragments, run-ons and comma splices, subject-verb disagreement and inconsistent verb tenses.

- Papers should contain no errors in spelling, punctuation, capitalization, or typing.

**Excerpts of this document taken from Standards for Formal Written Work,
Montclair State University**

SUMMER REMEDIATION GUIDELINES:

- Students earning a D for the final average in any academic course are strongly recommended to attend summer school for a full six-week program or receive private tutoring in the required subject area. Documentation of summer work must be submitted to the school before the beginning of the school year.
- Students earning an F for the final average in any academic course are required to attend summer school for the full six-week program or receive private tutoring in the required subject area. Documentation of summer work must be submitted to the school before the beginning of the school year.

HOMEWORK

Homework is a significant activity during Middle School years and is a valuable aid in helping students master concepts. Homework is given because it reinforces what has been taught in class, prepares students for upcoming lessons, prepares students properly for tests, quizzes/exams, enrichment, extensions, helps students to develop self-discipline, responsibility and organizational skills, and offers parents a window into a student's progress.

- Students are required to record homework for individual classes daily in their Middle School planners. Students may use the homework that is posted through Veracross as a reference.
- Middle School students have homework nightly and on weekends when necessary. Homework assigned will mirror the student's schedule (with the exception of math and literature which may be assigned nightly).
- Homework should not be more than 10% of a student's quarterly average.
- Students may check their homework assignments through the utilization of the student portals in Veracross. Students are also each asked to keep an up-to-date homework planner issued by the school.

Students are expected to follow these guidelines when completing homework assignments:

- All assignments will be completed in their entirety.
- Homework will be turned in on time.
- Students will complete homework on their own.
- Students will turn in homework that is neatly done.
- Students are responsible for obtaining missed assignments and for making up homework due to absence.
- All tests and homework will be made up within one week of an absence.

Late Homework: Homework is due to the teacher on the posted due date. Any

homework turned in late will only be accepted for half credit.

HOME/SCHOOL PARTNERSHIP

The education of adolescent children is a responsibility that must be shared by the school, the students themselves, and the parents. The Cushman Middle School recognizes what a powerful asset parents are and what a powerful component parents are to a student's overall success. To work effectively, we look for parents to be our partners in the educational process and to support our academic, disciplinary and homework efforts.

Parents as Primary Educators

The Cushman School recognizes that the parents/guardians are the primary educators of their children. The School aims to help parents to fulfill their role. The more that parents/guardians can be involved in the School and in their children's school experiences, the greater probability of success. The Cushman School makes every effort to keep parents/guardians informed and to provide opportunities for interaction.

Parental Cooperation

The School views the student's education as a partnership between the parents and the School. Parents and students are expected to comply with the School's rules and policies, and to accept and support the authority of all School officials. Just as a parent can withdraw a child from the School if desired, the School has the right to withdraw a student if it determines at its discretion that the parent or student partnership with the School is irretrievably broken.

Communication between School and Family

Given Cushman's recognition of the critical role that parents/guardians have in the success of their children, the School makes considerable efforts to maintain contact with the family. With the on-line service known as Veracross, parents have ready access to most school related information.

- Teacher e-mails for academic classes are sent home monthly giving information concerning the school, significant developments, curriculum, class experiences, and upcoming events.
- Periodic e-mails from the Middle School director will also keep parents abreast of current Middle School happenings and upcoming events.
- The **Middle School Group Page** in Veracross houses much of the communications and information dispensed by the school including the calendar, mailings, picture gallery, and important forms.

Veracross Overview: Veracross is a fully integrated school information management system. By providing quick and easy web access to all school information, Veracross saves time, improves communication, and empowers our entire school community.

Simple home pages provide each school member with pertinent information based on

his or her security privileges. Veracross provides customized reports and notifies teachers, staff, parents, and students when action is needed.

Parent & Student Portals

The parent and student portals housed by Veracross will offer parents and students the opportunity to review an itemized grade book for each academic class. The parent and student portal will be an easy way to monitor grades and behavior with just a few clicks of the mouse.

Parent Portal: Through secure web access, parents see information that applies to them and their family. Parents are provided with a comprehensive family calendar that includes data for each child. Family calendars are populated with school events, class assignments, attendance records, discipline, and after school programs. Parents are permitted to see detailed information on their Middle School children and can update address and other contact information.

Student Portal: Students' access is strictly limited to their own personal records. Homework assignments, grades, reports cards, attendance, discipline and after school activities are available to each student. Students have read-only access and therefore cannot update any information.



Veracross Policies

- Weekly homework, class assignments, quizzes, tests, labs and projects will be posted by the Friday before the week work is due. The Veracross calendar in conjunction with the student's weekly planner act as a "syllabus" of tasks students are accountable for completing.
- Teachers and the administration will document student behavior on a weekly basis using Veracross.
- All assignments should be updated within a week of their due date. **Teachers will update grades in Veracross in a timely manner, but not overnight; teachers are required to keep grades updated weekly for the previous week. Late work will be updated in a timely manner.**

Interim Parent Conferences: Interim parent conferences occur on the Friday or Monday following the posting of interim grades during the 1st, 2nd and 3rd quarters.

- Parents are asked to schedule an appointment with the academic teachers or the school may request a conference with parents.
- Conferences are scheduled between 12:30pm and 3:30pm on these designated days.
- Conferences may be scheduled via a video conferencing platform
- Interim conferences are for parents, students and school personnel. Please refer to the Middle School yearly/monthly calendar for specific scheduled dates.

Student-Led Conferences are scheduled twice a year in the first and third quarters. These are scheduled meetings for advisors, parents and students. Each meeting is allotted 30 minutes. Student-Led conferences will be scheduled on three designated early dismissal days.

- Student-Led conferences are mandatory for all students and parents. If a parent wishes to address a concern or discuss his/her child's progress at a time not formally designated, a note should be written to the teacher or administrator and a call should be made to the office so a conference can be scheduled before or after school.

DLS Meetings are scheduled twice a year for the second and fourth quarters for students who are enrolled in our Laura Cushman Academy.

Principles and Expectations Relating to the Parent/School Relationship

We have ten expectations that we believe will help us to have positive and cooperative relationship throughout the entire school year:

1. As part of our joint role to help students grow and mature, parents are expected to encourage their student to address perceived inequities appropriately and independently, include reporting if necessary.
2. Parents should require their child to advocate for himself or herself as much as possible. Parents are encouraged to follow-up with teachers and administration, but the primary communicator should be the student.
 - a. **We ask that parents utilize our Middle School Office to communicate with their child during school hours.**
 - i. **We ask that parents do not communicate with their child via other sources during school hours including text messages, emails, phone calls, and social media posts.**
3. Students must learn to seek help from an adult present on campus for academic, athletic or other assistance. We have resources for your child for this purpose, including the student's advisor, mentor or many other qualified people.
4. When parents contact the School without the child's knowledge ("John doesn't know I'm calling, but..."), the School will need to address this directly with the

student. We cannot promise you that we will maintain confidentiality regarding your phone call. Refer to expectation number one.

5. The School will typically investigate issues and question students without a parent's presence. This helps move quickly to resolve issues.

6. Although your child's issue is important, concerns take time to address. Please be patient and do not call repeatedly for an update.

7. Please do not ask us to tell you about discipline imposed on other students. We would not disclose the discipline of your child to others and expect that you understand the same principle applies to other students.

8. The School will not communicate everything that occurs in a child's daily life to a parent. We have many students under our care (including your child) which we need to ensure are safe, secure and happy. We expect that you would like our attention to be focused there.

9. Neither the teacher nor the School will provide daily emails, texts or calls regarding your child's progress or difficulties. We will communicate with you through appropriate school channels if we believe there is a concern that you should address with your child.

10. All communications between the parents and any person at the School must be professional, cooperative and appropriate. If we cannot have this type of relationship, this may not be the right school for your child.

HEALTH AND SAFETY

As required by the Florida Department of Health and Rehabilitative Services, children are not permitted to attend class without valid *state required health forms*. This is a state law. Please keep all addresses and telephone numbers current on Veracross and with the Middle School Office. All students receive a Student Emergency Information form that must be completed and returned to the Middle School Office. Please do not send your child to school with a new cold, vomiting or fever. A child should be fever free for 24 hours before returning to school. Please notify the Middle School Office each day your child is absent.

"The Cushman School, pursuant to section 1003.22, Fla. Stat., will require the parents or guardians of any new or potential student to provide the necessary documentation to demonstrate compliance with the requirements for the compulsory school-entry health examination within 1 year of starting school. The student's parents or guardians will also be required to produce the records establishing the student has received his or her required vaccinations mandated by Florida law. In situations where the parents or guardians can produce the required documentation to meet the standard for any exemption or exception to the vaccination requirements of section 1003.22, Fla. Stat., such documentation will be examined by the school to determine if it meets the statutory requirements and the exception for the vaccination requirements is appropriate. Please refer to the requirements of section 1003.22, Fla. Stat., for more specific information on this matter."

IMPORTANT INFORMATION CONCERNING HEALTH FORMS AND BIRTH CERTIFICATES:

SPECIAL NOTICE FOR RETURNING STUDENTS ENTERING 7TH GRADE: You must submit an updated HRS Form 680 to show the date of the varicella vaccination (or date of the disease) and date of the Td Booster.

FOR RETURNING STUDENTS: Please remember that it is the responsibility of the parents to submit updated health forms to the School when students receive their annual physical and/or receive any new immunizations.

INFIRMARY

There is a staff member with medical training for emergencies. No over-the-counter medicine will be given to any student unless there are written instructions from the parent or guardian. If your child requires medication during the school hours (including Tylenol, Advil, and other over the counter medications), it is the responsibility of the parent to complete and digitally sign the authorization in Magnus Health. All prescription medications administered at school or on school trips require written authorization from both the parent(s) and physician. The medication must be supplied by the parent, be unaltered, and in its original container. Sick children may rest in the office until they are picked up. *Children may not administer any medication to themselves or have any medication within their possession, without specific knowledge and approval of the School's nurse and an administrator.* The designated school staff member or any other administrator may administer medication.

Acceptable Technology Use

It is the student's responsibility to:

- Conduct himself/herself in a manner which contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Immediately inform anyone harassing him/her or another student that the behavior is offensive and unwelcome.
- Immediately inform the administration of any harassment.

Acceptable Technology Use Policy

The following regulations govern the appropriate use of technology and outline the general expectation that all members of the school community will use computers and the network in a safe, responsible, considerate, and appropriate manner at all times.

The following uses of The Cushman School Network and Internet are NOT permitted:

1. Accessing, uploading, downloading, or distributing pornographic, sexually explicit or otherwise obscene material or material of an excessively violent or hateful nature.

2. Transmitting obscene, abusive, or sexually explicit language, violating any school rule or any local, state, or federal law.
3. Vandalizing, damaging, or disabling any property of any individual or organization
4. Accessing another person's information without permission.
5. Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
6. Hacking. It is illegal and prohibited at all times, in any place.
7. Chatting/Instant Messaging except under teacher directed supervision for educational purposes.
8. Music/game playing, except under the supervision of instructors for educational purposes.
9. Falsely identifying oneself by the use of screen names or any other means of disguising or changing identity or not revealing one's identity.
10. Obtaining material that is the property of others or plagiarizing. Plagiarism in any degree is illegal.
11. Sharing disks/storage devices (including memory keys) unless requested by a teacher.
12. Using audio, except when authorized by a teacher.
13. Misrepresenting The Cushman School, Inc. or the user's position/status at The Cushman School, Inc. (for example, pretending to be a teacher, staff member or administrator through obtaining access to his or her email, or video conferencing, account).
14. Use of the network or Internet access for financial gain or commercial activity
15. Bypassing or attempting to bypass filtering software. Use of proxy avoidance portals is strictly prohibited.
16. Intentionally interfering with the work of others.
17. Taking or posting photographs or movies of Cushman students or employees to any website unless under the direction of a teacher.
18. Posting one's own name or the name of any Cushman student or employee to any website unless directed by a teacher.
19. Posting an audio track which includes the voices of Cushman students or any employees of The Cushman School, Inc.
20. Cyber-bullying, teasing, deprecating/degrading, posting information or pictures about other students or Cushman employees on blogs, social networking sites or elsewhere on the Internet is prohibited. For example, criticizing or belittling participants in student government elections or sporting events. Use of technology for one's own gain at someone else's expense is prohibited. Courtesy and respect are always expected.
21. Blatant lack of care for laptop, computers, peripherals or the school's network.
22. Accessing other networks and beyond Cushman's official network (including personal networks) whilst at school.
23. Utilizing **ANY** other device for the purposes of communication or to access the Internet, **including smart-phones and smart-watches**, other than devices officially mandated by representatives of The Cushman School, Inc.
24. Sharing personal information of any Cushman students or employees, including legal names or usernames, without permission from the Technology Director or an administrator.

Cell Phones:

Students are prohibited from using or bringing cell phones onto The Cushman School campus. If there is a special circumstance that requires a student to bring a cell phone to school, we ask that parents alert the administration and that the phone is checked-in with the Middle School Office for the day. Cell phones may not be kept by the student or in their possession during the school day. Disciplinary action might be taken if a student repeatedly disregards this rule.

The Cushman School is not responsible for the security of any cell phones brought onto the property or brought on a school sponsored activity.

Netiquette

*Students attending The Cushman School are expected to abide by the Rules of Netiquette and The Cushman Acceptable Technology Use Policy in regard to technology on and off campus. **Not following the Rules of Netiquette and the Cushman Acceptable Use Policy for technology may be construed as **harassment**.*

The following rules of “netiquette” are to be observed at all times on the Internet:

- Adhere to the same standards of behavior online as you use in real life. Be polite. Abusive or derogatory language is not permitted.
- Never reveal personal information such as your full name, phone number, or home address (or anyone else’s) to anyone other than your parents and teachers.
- Do not give your Internet password to anyone other than your parents and teachers.
- Never agree to meet someone you encounter online without your parents’ permission.
- Immediately report any information obtained online or received in emails that makes you feel uncomfortable.
- Parents and other family members are expected to follow The Cushman School Acceptable Technology Use Policy when using the Cushman Network, Cushman Internet, Cushman Veracross, and all other forms of Cushman based technology and communication.
- Harassment of any form is prohibited.
- When laptops are not required for academic use, it is each student’s responsibility to lock his/her laptop into his/her locker. If as a result of being left out unattended, that the laptop is damaged, lost or stolen, the student is financially responsible for its replacement.

Laptop Computer Security Policy:

Upon request from a Cushman faculty member, staff member or an administrator, a student must provide access to his/her laptop or other School issued digital device.

The Cushman School reserves the right to review any information stored in a student's laptop, including any removable media he/she may have brought to school, and/or his/her Veracross account.

The Cushman School requires the following of laptop students:

- Students must bring their laptops each school day to all classes unless a teacher specifies otherwise.
- When laptops are not in the student's possession, they must be placed in a designated location.
- Laptops must never be left unattended outside of classrooms. School personnel will pick up and secure such laptops and the owner of the laptop will be brought to an administrator.
- Laptops may not be left at school overnight, on weekends or during vacation unless they are in the control of the Technology Department.
- Laptops must be kept in an approved computer case.
- Students may not lend their laptops or other related equipment to other students or use the laptop of another student.

Supervision and Monitoring

The School and its authorized personnel may monitor the use of information technology resources to help ensure the users are secure and in conformity with our acceptable use policy. The school reserves the right to examine, use, disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. It may use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Afternoon Security:

The Cushman School sponsors several after-school activities: clubs, sports, and after-school help. There may be events that take place off campus. To ensure proper laptop security during these events, the following policy has been established.

- Students must place their laptops in one of the school's designated locations during after school activities, until they are ready to leave school for the day.
- Students may not bring laptops on school transportation unless given specific permission by the administration.

- Laptops will remain at school in one of the designated locations while students are off campus. Laptops must be retrieved upon returning to school. Afternoon security depends on all students having a clear plan for handling their laptops and an understanding of the personal responsibility involved.

Procedure if laptop is missing:

- A Cushman School Incident Report will be filled out.
- Division Head and Technology Department will be notified immediately and an investigation will be conducted.
- Parents will be notified. Other steps involving law enforcement may be taken.

Laptop Identification:

Each laptop, digital device, cable and memory key, must display the owner's/student's **name** clearly. Identification tags are provided by the Cushman technology department and students can request replacement tags if needed. School owned/ leased devices cannot be written on and/or decorated with stickers or labels not provided by the Technology Department. Students cannot remove serial numbers or labels from their computers, which are necessary to receive warranty service without charges. It is wise to keep a copy of all product keys (serial numbers) in a safe place separate from the laptop.

Anti-Virus Requirement:

- Each student involved in the Laptop Learning program is required to utilize a full and current version of an anti-virus program. Attention must be paid to the warnings when this subscription is about to expire. Students are required to notify the Cushman Technology Department if Anti-Virus notifications are received.

While a Laptop Is Being Repaired:

- According to availability, a student whose laptop is being repaired may be given temporary use of a school-owned device. Every student has a personal folder on the network and should **save all work** to that location as well as to his/her personal memory key to ensure that should such a situation occur; he/she will always have access to current assignments.

SUBSTANCE ABUSE POLICY

The Cushman School is a drug-free community. It is the policy of this school to promote the moral, mental, emotional and physical well-being of our students. The Cushman School strictly and vigorously prohibits the consumption or exchange of any drug, alcohol, tobacco including e-cigarettes or medicine except in the case of a prescription/over-the-counter drug which has been specifically requested in writing by the parent(s) or doctor. Alcohol, tobacco and drug use are serious health issues that detract from the holistic development of each child. The School will require testing or search for drugs or other illegal substances to the full extent allowed by the law. A violation of this policy will result in sanctions imposed by The Cushman School. The School reserves the right to inspect a students' lockers, cubbies, and backpacks when it deems necessary.

****It is the policy of the School to promote the moral, mental, emotional and physical well-being of our students. Many measures are in place to support a safe school community, e.g. the monthly fire and lockdown drills for the entire school. In addition, the Middle School conducts routine inspections using expressly trained narcotics dogs.**

These routine inspections may be conducted by Canine Narcotic Intervention Inc. at the request of The Cushman School. The canine team consists of both trained dogs and handlers who are specialists in the search and seizure of illegal substances.

FIRE DRILLS

Fire drills are conducted frequently. Maps are posted in each classroom to show the evacuation route. Every fire drill is considered a serious procedure.

LOCKDOWN DRILLS

Lockdown drills are conducted frequently. Lockdown drills are conducted to ensure the safety of our students and staff.

FIREARMS, WEAPONS, EXPLOSIVES

The possession of firearms, weapons, explosives or items which look like weapons is a grave offense. The possession of such weapons is not permitted at any time, and may result in expulsion if found in school.

POLICY ON COMMUNICABLE DISEASES

The Cushman School Board of Trustees has established a policy on communicable disease. This policy is available for review.

CAMPUS SECURITY: The Cushman School utilizes multiple means to provide a safe and secure environment for your child. These include, but are not limited to:

- ✓ Security guards
- ✓ Off duty police officer
- ✓ Strict sign-out procedures

✓ **Active safety committee**

Surveillance Cameras

The Cushman School has multiple surveillance cameras in public areas around the property for safety and security concerns. By signing the acknowledgement that you have read this handbook you are agreeing to the possibility that your child may be videotaped for security and safety purposes.

ADDITIONAL POLICIES

Executive Function

The Cushman Middle School is dedicated to teaching students to develop their executive functioning skills. Advisory and academic classes provide the structure, guidance and monitoring to develop the following skills in our students.

- Flexible Thinking: Being able to adjust to the unexpected.
- Self-Monitoring: Being able to monitor and reflect on one's learning.
- Planning and Prioritizing: Deciding on a goal and planning to meet it.
- Task initiation: Being able to take action and get started.
- Organizing: Arranging a sequence of steps to meet a goal.
- Time awareness: Time management, setting priorities, appreciating saliency.

Student Planners

Students are asked to utilize their student planners daily to keep track of their homework assignments and assessments. Veracross is to be used for resources and teacher postings.

OFFICIAL SCHOOL HEADING FOR STUDENT WORK

Student Name
Subject/Teacher

Date/ Period/Block
Assignment

Notebooks

Students are required to maintain an organized notebook and section for each academic class. Student notebooks are tools for students to use and learn how to organize their information and homework for these subject areas. It is important to be neat, organized and to comply with every requirement.

OneNote

Each student has online access to utilize binders via OneNote. OneNote allows students to organize and share their work. Students and teachers will organize all their class materials into one digital notebook.

GOOGLE TOOLS AND CLASSROOM

The Cushman Middle School is also a Google School. With the G suite available to students and educators, Google Drive and all its tools are available for use. This includes, but isn't limited to Google Docs, Forms, Slides and G Mail. In addition, Google Classroom may be used by several teachers to assist with student on-line

organization and learning. Google Classroom is a blended learning platform for schools that aims to simplify creating, distributing and grading assignments in a paperless way. Google Classroom is a free application designed to help students and teachers communicate, collaborate, organize and manage assignments, go paperless, and much more!

OFFICE 365

The Cushman School provides all middle school students with an Office 365 account. The service includes Office Online (Word, PowerPoint, Excel, and OneNote), 1TB of OneDrive storage, Yammer, and SharePoint sites. Office 365 Education provides familiar, up to date tools to help students and educators better communicate, collaborate, and achieve more.

- Students are able to install the full Office applications on up to 5 PCs or Macs for free.
- Office 365 ensures that students always have access to all of their files and e-mails as long as they have the internet.
 - Anytime, anywhere learning
 - Create, organize, and collaborate anytime, on your computer, tablet, or phone
 - New ways to create and share
 - Experience rich, interactive learning with unique and flexible collaboration tools
 - Always up to date
 - Enjoy access to the latest versions of Office applications, features, and services
 - Compliance minus compromise
 - Support anytime, anywhere learning while ensuring security and privacy of data and reducing IT overhead

BACKPACKS

Students must keep their backpacks with them at all times or hang them on a hook outside the Middle School classrooms.

LAPTOPS Students may only use their school issued laptop while on campus.

FIELD STUDIES

Unless otherwise instructed, students are to wear dress uniforms for field trips. Students must wear seat belts always while in a car. Students must have written permission (signed permission slip) from a parent or guardian to attend field trips.

PARTY INVITATIONS

A birthday is a special time in a child's life. Birthdays may be celebrated at school in a simple fashion at lunchtime and must be arranged with the teacher(s) ahead of time. ***Invitations to home parties must be sent through the mail unless every student in the class, or all the boys or all of the girls are invited, or the entire middle school is invited and receives an invitation. Students may not be transported to parties by any persons other than those adults officially designated to pick them up and who are therefore pre registered in***

Veracross and known to the Main Office, the Middle School Office and the Administration. Groups of students will NOT be released to board minibuses, stretch limousines or other methods of group transportation. Written permission MUST be provided from each child's parent or guardian if that child is scheduled to go home with an adult not registered in Veracross.

SCHOOL HOURS

FULL ON-CAMPUS MIDDLE SCHOOL TIME SCHEDULE:

THE CUSHMAN MIDDLE SCHOOL TIME SCHEDULE 2021-2022

Daily Time Schedule						
TIME FRAME:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY A/B	Time Frame:
7:45-8:00	Advisory	Advisory	Advisory	Advisory	Advisory	7:45-8:00
8:00-8:05	Flag	Flag	Flag	Flag	Flag	8:00-8:05
8:05-9:28	Block 1 1 st /2 nd Elective	Block 1 1 st /2 nd Elective	Block 1 1 st /2 nd Elective	Block 1 1 st /2 nd Elective	Block 1 1 st /2 nd Elective	8:05-9:28
Period 1 8:08-8:48	Rotation 1 Elective/PE Rotation Block	Rotation 1 Elective/PE Rotation Block	Rotation 1 Elective/PE Rotation Block	Rotation 1 Elective/PE Rotation Block	Rotation 1 Elective/PE Rotation Block	Period 1 8:08-8:48
Period 2 8:48-9:28	Rotation 2 Elective/PE Rotation Block	Rotation 2 Elective/PE Rotation Block	Rotation 2 Elective/PE Rotation Block	Rotation 2 Elective/PE Rotation Block	Rotation 2 Elective/PE Rotation Block	Period 2 8:48-9:28
9:28-9:38	Break and Advisory Blue Book Check-in				Break	9:28-9:38
Block 9:40-11:30	Block 2	Block 5	Block 2	Block 5	Block 1/Block 5	Block 9:40-11:30
11:30-11:50	Lunch (Bell for clean-up and table dismissal should ring at 11:45)				Lunch	11:30-11:50
Block 11:50-1:23	Block 3	Block 6	Block 3	Block 6	Block 1/Block 6	Block 11:50-1:23
1:23-1:33	Break and Advisory Blue Book Check-in				Break	1:23-1:33
Block 1:33-3:00	Block 4	Block 7	Block 4	Block 7	Block 1/Block 7	Block 1:33-3:00
3:00-3:30	Dismissal/ Extra Help	Dismissal/ Extra Help	Dismissal/ Family Meeting	Dismissal/ Extra Help	Dismissal/ Extra Help	3:00-3:30

THE CUSHMAN MIDDLE SCHOOL TIME SCHEDULE 2021-2022

TIME FRAME:	1 st Tuesday of Every Month	Neon Dismissal Schedule
7:45-8:10	Advisory/Flag	7:45-8:10 Advisory Flag
8:12-8:47	Block 1/Rotation 1 Elective & PE Block	8:12-9:22 Block 2 Block 5
8:50-9:25	Block 1/Rotation 2 Elective and PE Block	9:25-10:35 Block 3 Period 6
9:28-10:28	Block 5	10:37-11:47 Block 4 Block 7
10:28-10:38	Break/Lunch	11:50 Dismissal from Rooms/Picnic Tables
10:40-11:40	Block 6	
11:40-12:20	Lunch	
12:20-1:20	Block 7	
1:23-1:40	Advisory/Picnic Tables	
1:45	Dismissal	

EARLY MORNING CARE PROGRAM

The Middle School campus is open at 7:30 A.M.

- Students arriving before 7:30 A.M. are automatically enrolled in the Early Morning Care Program. Students must check-in and remain with the early morning

care monitor.

- *The Early Morning Care Program starts at 7:30 A.M. and is located on the Primary School playground.*
- *Contact the Main Office for more information.*

School begins promptly at 7:45 A.M. Students need to arrive at least ten minutes early in order to go to their lockers and be ready for their first period class by 7:45 A.M.

The daily school schedule is from 7:45 A.M. until 3:05 P.M.

AFTER SCHOOL CARE

Students may remain in the supervised Middle School picnic table area or attend after school help until 4:00 P.M. for no additional fee.

Students who are not picked up by 4:00 P.M. will automatically be enrolled in the extended day care program. Parents will be **charged** an additional fee. Participation in the after-school program is dependent upon the behavior of the student. Students are expected to be courteous always to all Cushman personnel, including playground supervisors and maintenance and ground workers. There is no grace period. Billing for the extended day care program begins promptly at 4:01 P.M.

Pick-Up

Parents picking up their child between 3:00 P.M. and 3:15 P.M. may remain in their cars in the dismissal traffic line located in the 5th Avenue parking lot. During this dismissal time, duty teachers will notify students whose rides have arrived and supervise them as they walk directly to the cars.

Parents arriving after 3:15 P.M. MUST park on 5th Avenue and walk onto the campus to sign-out and retrieve their child. NO Middle School student will be allowed to wait for a parent at the 5th Avenue entrance at or after 4:00 P.M.

On noon dismissal days, a charge will be assessed for students remaining after 12:30 P.M.

Middle School students must stay on the Middle School campus at all times unless given permission by the supervising adult. Students may NEVER exit the campus by themselves without specific written permission from a parent or guardian.

ATTENDANCE

A.M. TARDINESS

It is expected that each student attend school regularly and arrive promptly.

Regular attendance and punctuality lead a student to develop greater responsibility and academic success.

- If the student is not in his/her assigned class by the designated time, he/she will be considered tardy.
- ***Students who arrive late must go to the Middle School Office to receive a pass to be admitted to class.***
- ***Students who arrive at school after 9:00 A.M. MUST sign-in via The Main Office.***
- Excessive tardiness to individual classes and/or school will result in disciplinary action as deemed appropriate by the teacher and may adversely affect a student's **responsibility** grade.

ABSENCES

Please contact the Middle School Office by 8:30 A.M. if a child will be absent on any given day. The latter will allow the middle school office the ability to cancel any ordered lunch where applicable.

Students who are not in school before noon will not be considered present for that day. Any absence over 3 consecutive days requires a doctor's note.

Students who are absent from school on a particular day may not participate in any Cushman after school activity, such as performing arts, clubs, sports, for that day.

Cushman School uses the Miami Dade County Public School attendance rules as guidelines for addressing excessive absences. Excessive absences (excused or unexcused) may warrant a repetition of the grade.

Students should not be absent from school due to extended vacations and/or special engagements. It is advised that vacations and the like are planned during the scheduled vacation times printed in our school calendar. ***Students who miss school for any reason are required to make-up any missed class work, notes, assignments, quizzes, tests, projects and/or homework in a timely manner. Missing school at this age level has an adverse effect on students' grades and organization.***

SPECIAL EARLY DISMISSAL: *Children should not be picked up prior to regular dismissal. It is advised that doctors' appointments and other special arrangements be made after the school day has been completed.*

If a student must be released from class early, the parent or guardian must make the request in writing and the note or e-mail must be submitted to the Middle School Office the morning of the early dismissal by 8:30 A.M.

- **When a child is picked up early, he/she must be signed out in the Main Office. Parents must go to the Main Office. Office personnel will then go to the child's classroom to get the child.**
- **Students will not be retrieved after 2:30 P.M. Please make arrangements to pick-up your child prior to 2:30 P.M. or at regular school dismissal at 3:20 P.M.**

**If anyone other than a parent or guardian has been authorized to pick up a child, the parent or guardian must notify the Middle School Office in writing.*

RAINY DAY POLICY: If there is an active thunderstorm during dismissal time, Students will go to the designated rainy day rooms.

SEVERE WEATHER DISMISSAL: Under severe/inclement weather conditions, the usual pick-up procedures will not be followed. Students will remain in their classrooms or under shelter until their parents arrive. Parents may pick up their children early when such conditions exist.

EMERGENCY SCHOOL CLOSING (DURING SCHOOL HOURS): If it becomes necessary to unexpectedly close school early due to weather conditions, or for any reason, **you will receive a telephone call from the One Call Now System with a message.**

EMERGENCY SCHOOL CLOSING FOR WEATHER: For school closings due to hurricanes and other unexpected reasons, please refer to Miami-Dade County School closings posted on local news channels. You may also check the school website for posted school closing if applicable.

ATHLETICS

Athletic Philosophy: Student involvement in after school athletics is an integral part of the Cushman School educational experience. The fundamental purpose of Cushman School athletics is to instill in each student-athlete a lifelong appreciation for physical activity, to provide him/her the opportunity to become experienced, skilled, and confident in any athletic arena he/she chooses, and above all, to make his/her athletic experience rewarding and educational. All of the athletic programs offered are aimed at providing all student-athletes the opportunity to fully develop their individual talents. Each student in grades 5-8 should be provided the opportunity to participate in a variety of athletic programs in the area of his/her choice. He/she should benefit from the leadership and guidance of dedicated coaches who place great emphasis on commitment, sportsmanship, teamwork, skill improvement and achievement. The Cushman School Athletic Department has a "no-cut" policy that encourages all student-athletes to participate. We will measure our success by our ability to influence our student-athletes in three areas: effort, teamwork, and attitude. We will do our best to produce a sense of pride through hard work.

Academic Eligibility: An athlete may be suspended or removed from a team should he/she fail to meet his/her responsibilities as a student. In areas related to personal and academic responsibilities, the Upper School Director, the Assistant Middle School Director, Dean of Students, Athletic Director or Assistant Athletic Director shall determine the eligibility status of Cushman students participating on athletic teams. In areas related to athletic responsibilities, the coach, the Athletic Director or the Assistant Athletic Director will determine the eligibility status of team members.

Athletes will be placed on academic probation according to the following:

Probation Status: Probation status will be determined based upon the first quarter interim grades and each interim or quarter grade thereafter. A student-athlete who earns a D when grades are issued will be placed on academic probation. A student-athlete who earns a failing grade will be placed on academic probation and become ineligible to participate in games only during the academic probation process.

Academic Probation: Academic probation means a student with a grade of D may still participate in practice and games with the team, but he/she must make academic progress within a two-week period in the area(s) of concern in order to remain eligible to compete. Student-athletes must attend after school help in the area(s) of concern and stay current with all homework, class work and projects. Two weeks after grades are issued, the Athletic Director or Assistant Athletic Director will obtain an academic update from teachers of an athlete on probation. If progress has been made and academic commitments are being honored, the student will remain on probation but will continue to be able to compete in athletics. An athlete on academic probation will become ineligible for a two-week period if progress is not made in the area(s) of concern. The student-athlete will be suspended for games but may attend practice until he/she can become eligible. He/she may become eligible again in two-weeks if he/she begins to make academic progress again. Eligibility status will be based upon the ruling of the Middle School Director or the Dean of Students, in conjunction with the Athletic Director or Assistant Athletic Director. The probationary period continues until the next quarter grades are issued, with a review every two weeks.

The Cushman School's Code of Ethics for Student-Athletes: All student athletes must demonstrate Cushman's virtues of Industry, Courtesy and Responsibility at all times. Therefore, **as a requirement for athletes to participate**, they must receive *no lower than a "3" on their honor cards or interim/report cards and must adhere to the Cushman School's Code of Ethics for student-athletes at all times*. The goal of The Cushman School Athletics Department's eligibility guideline is to foster academic improvement for athletes who are in academic difficulty, in a timely manner.

Code of Ethics for Student-Athletes:

- ***Be courteous at all times (with officials, fans, and parents)***
- ***Exercise self-control***
- ***Be familiar with all the rules of the contest***
- ***Show respect to all players, fans and officials***
- ***Refrain from the use of foul and abusive language***
- ***Respect the integrity and judgments of game officials***
- ***Win with character and lose with dignity***

Sports such as volleyball, basketball, soccer, baseball, cross country running, swimming, tennis, cheerleading and softball are practiced and games are played at Cushman and other schools/locations. Students in grades 5 through 8 may participate and travel to other schools if they meet the academic and behavior requirements.

Please refer to the Cushman School Athletic Handbook or call the Athletic

Office for more information.

SPECIAL ACTIVITIES & POLICIES

SERVICE LEARNING

Service Learning connects school-based curriculum with the inherent caring and concern young people have for their world- whether on their school campus, at a local food bank, or in a distant rainforest. The results are memorable, lifelong lessons for students to foster a stronger society for us all.

Service Learning differs from other forms of community service or volunteer work because the education of students and young people is always at its core. Students actively participate in the process of understanding, integrating, and applying knowledge from various subject areas as they work to improve their communities. We at The Cushman Middle School feel this is an important habit to cultivate. Cushman encourages a spirit of service among its students through participation in Student Government, Cushman Cares Project, food drives, community service days and various other activities in conjunction with our diverse Service Learning themes.

SERVICE HOURS

We believe that if students become involved in a cause or help their communities in a way that matters to them, the lasting benefits can be far-reaching. As anyone who has ever volunteered knows, the satisfaction and pride that comes from helping others can be life-changing. We want our Middle School students to be exposed to this experience.

To ensure this opportunity for growth, each middle school student is required to engage in 5 hours of community service each year.

NATIONAL JUNIOR HONOR SOCIETY

Membership in the National Junior Honor Society is one of the highest honors that can be awarded to a middle school student. The NJHS has worked hard to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and community. Chapters in more than 5,000 middle level schools across the nation strive to give practical meaning to the society's goals of scholarship, leadership, service, citizenship, and character.

NJHS members must meet the following requirements:

There are a few factors that will qualify current 6th, 7th, and 8th grade students for the Cushman School's chapter of the National Junior Honor Society – All middle school students are eligible based on their performance after their second report card. Therefore, students have an entire semester to demonstrate their achievement.

The NJHS advisors search for students that meet the following criteria:

- A cumulative (6th, 7th, 8th grade) GPA of 3.5 or higher during their Middle School years – with all core group classes: English, Math, Science, Social Studies, and Language.
- Students must receive academic instruction in whole group setting or they must take language.
- Student may not have any 1's or 2's on his/her report card in Courtesy – Industry – Responsibility in the current grading period.

- Students may have no more than two 3's in Courtesy per quarter.
- Students must not have any indoor/outdoor suspensions or major disciplinary occurrences.
- Students must remain in good standing concerning behavior in and out of the classroom therefore students should seek to remedy issues that warrant demerits and detentions before they are assigned.

If the above qualifiers are met, students will receive a notice where they are invited to apply. Applying is only the first step and not a guarantee for admittance.

The application process includes:

- An application – signed by parent and student.
- A questionnaire for students to expound upon their interests and achievements.

o This is read by teachers (faculty council) who will vote to admit the student into the society, therefore it should be persuasive in nature and accurately highlight the student's achievements.

Upon acceptance – students will be inducted during our once a year ceremony in the spring, but will officially be members upon receiving notification and accepting a membership offer.

Once a member, students will be required to maintain the following:

- Cumulative GPA of 3.0 or higher in core classes of English, Math, Science, Social Studies, and Language.
- No 1's or 2's on a report card.
- No more than two 3's in Courtesy on the report card for each quarter.
- No grade below an 80% on a report card.
- Every member of NJHS is required to complete at least 8 hours per semester of community / volunteer service.
- Students who do not meet the membership requirements will be placed on probation and membership may be revoked.

THE CUSHMAN MIDDLE SCHOOL STUDENT GOVERNMENT

The Cushman Middle School Student Government or SGA is made up of two bodies: the executive board and the general assembly. All positions are elected or earned through outstanding grades in courtesy, industry and responsibility. The SGA is supported by the administration. The SGA works to improve matters concerning the best interest of the student body as well as to help non-profits locally and globally. The SGA helps organize Middle School social events, community service events and school activities.

AWARDS

Middle School students are eligible to earn various awards through their academic, leadership, service and character achievement. Students may also earn excellence awards in their enrichment classes.

Silver Award: Students in 6th grade will earn the silver award each year by earning first honors all quarters up until awards are calculated.

Gold Awards: Students in 7th grade will earn the gold award by earning the silver award for all three years of middle school.

Presidential Awards for 8th Grade:

- **Presidential Academic Achievement Award:** Given to 8th Grader students that earned 90% or higher cumulative average on academic subject taken during the student's 7th and 8th grade years.
- **Presidential Academic Excellence Award:** Given to 8th grade students who earned 90% or higher cumulative average on academic subject taken during the student's 7th and 8th grade years and scored above the 90% on standardized testing.

Student Government Awards: Students who have earned all 3s and 4s during their sixth, seventh and eighth grades and who served on Student Council will be honored by becoming members of our Student Government. All students who served as officers and representatives for the academic year will also be recognized at an end of the year award ceremony as well. Any members who have been removed from office are not eligible for any end of year Student Government Awards.

End of Year Awards

Turn-Around Award: Middle school student whose growth over time is notable.

American Legion Award: Middle School students who are deemed most worthy of the high qualities of citizenship and of true Americanism. This award places emphasis on the qualities of COURAGE, HONOR, LEADERSHIP, PATRIOTISM, SCHOLARSHIP and SERVICE.

DAR Citizenship Award: Middle School student who exemplifies the qualities of honor, service, courage, leadership, and patriotism.

DAR Essay Award: Middle School student who wins the DAR essay contest. Essay winners are recognized in each grade level.

Kiwanis Award: Middle School student who exemplifies service within their communities.

Junior League of Miami Award- Middle School student who has consistently demonstrated exceptional effort in the area of community service and civic leadership.

Promotion Ceremony Awards for 8th Grade:

Director's Award: Student who exemplifies outstanding citizenship, leadership & participation in student life.

Optimist Award: Student who lives up to The Optimist Creed

The Optimist Creed

Promise Yourself-

To be so strong that nothing can disturb your peace of mind.
 To talk health, happiness and prosperity to every person you meet.
 To make all your friends feel that there is something in them.
 To look at the sunny side of everything and make your optimism come true.
 To think only of the best, to work only for the best, and to expect only the best.
 To be just as enthusiastic about the success of others as you are about your own.
 To forget the mistakes of the past and press on to the greater achievements of the future.
 To wear a cheerful countenance at all times and give every living creature you meet a smile.
 To give so much time to the improvement of yourself that you have no time to criticize others.
 To be too large for worry, too noble for anger, too strong for fear, and too happy to permit the presence of trouble.

Speeches: Students earn the opportunity to give specified speeches at graduation by obtaining high rankings in the 4 fields of endeavor as a cumulative average of their 6th, 7th and 8th grade year at Cushman.

Speeches:

- History of the School
- Philosophy of the School
- Courtesy
- Industry
- Responsibility
- Scholarship

Laura Cushman Award: The Laura Cushman Award is given to the student who most closely exemplifies the Cushman philosophy and the standards articulated by Dr. Laura Cushman.

The following aims were set up as standards by Laura Cushman:

1. A happy attitude
2. Acceptance of the tasks of growing and learning as a personal responsibility
3. Industry and perseverance in accomplishing these accepted tasks
4. Honesty with self and with others in every phase of living
5. Growth in ability to attack learning problems and to use judgment in changing situations
6. Self-control and poise
7. Wholesome personal habits
8. An attitude that seeks to understand others' points of view and is ever tolerant and kind
9. Gracious unfailing courtesy
10. Appreciations that enrich life

Student who exemplifies Cushman's philosophy of "Character First" - Industry, Courtesy, Responsibility.

BILLING

BILLING OF TUITION AND FEES

Plan A: One payment for a full year, due July 1st

Plan B: Two payments, due July 1st and November 1st

Plan C: 10 payments in a year, due July 1st through April 1st

Plan D: 12 payments in a year (only for LCA students), due July 1st through June 1st

Installment plans have interest added. Plan B payments are due July 1st and November 1st. Monthly payments are due the 1st of the month, July 1st through April 1st or June 1st in the case of the LCA 12-month plan. Installment charges will be deducted via EFT (checking account payment) or charged to a credit card. If charged to a credit card there is a processing fee of up to 3%. You must register for VC Pay through your parent portal under the Pay Invoice link. Please keep information current. On the monthly plan, a fee of \$25.00 is charged for late payments on or after the 5th of the month. Additional interest charges will be assessed for all accounts in arrears. A fee of \$35.00 is charged for checks/EFTs returned for any reason. We reserve the right to retain report cards, standardized test scores, transcripts, DLS meetings in the Laura Cushman Academy and other formal parent/teacher conference day meetings, and student records for non-payment of any school related charges, e.g. tuition charges, lost/damaged library books, text books, laptops, before school care and extended day care charges and athletic equipment. If your account is 30 days in arrears, The Cushman School reserves the right to suspend access to your parent portal, hold report cards, transcripts, and deny your child the right to return to school until your account is current.

The Cushman Fund

The Cushman Fund is The Cushman School's annual fundraising campaign. Gifts to The Cushman Fund are dollars that are a part of our School's yearly budget designed to help cover operating expenses. Given on an annual basis, these donations are used by The Cushman School to implement innovative programming and personalized services that tuition revenue doesn't cover. As a non-profit independent school, the entire Cushman School community is encouraged to be involved in contributing annually to our Cushman Fund. In doing so, we teach by model and example. We build morale; we build industry, courtesy and responsibility; we build relationships; and most importantly, we build our future, one smile at a time. Now more than ever, our future rests in this moment. As a member of our Cushman community your gift will help shape the future of our students and help us expand our footprint. Your 100% participation is what makes the magic happen!

Giving Areas

Athletics

This fund allows Cushman School to grow its athletics programming while offering more programs and options to our community. Your donations help us acquire the necessary equipment, coaches and costs involved with making our athletics program first-rate.

Faculty Development

Your donation improves the quality and caliber of our Cushman School's faculty and staff with faculty development and other performance incentives. As top leaders and experts in their fields, Cushman's faculty and staff is the secret to our success!

Scholarships

This scholarship fund helps underserved and middle-class families cover the costs associated with being a part of our unique Cushman family.

Technology

This fund ensures that our students have state-of-the-art equipment and access to the latest technology.

Arts

This fund helps The Cushman School continue to develop visual and performing arts programming in the school equipping our students with essential motor and language skills, social skills, decision-making, risk-taking and inventiveness that will benefit them as they develop into adulthood.

Greatest Need

This fund will give Cushman the opportunity to proactively focus on the areas of importance for the students and community. Gifts made to our general fund will be used for the school's greatest needs.

You can also designate your funds for the Cushman High (middle school and high school).

Giving Levels

Honorary Trustee \$50,000 and up
Leadership Club \$25,000 to \$49,999
Cougar Circle \$15,000 to \$24,999
Blue Gate Club \$10,000 to \$14,999
Dr. Laura Cushman Circle \$5,000 to \$9,999
Founders Circle \$1,924 to \$4,999
Bell Society \$500 to \$1,923
Cushman Friends up to \$499

To donate, please visit: www.cushmanschool.org/cushmanfund.

Cushman K.A.R.E.S. Fund

Kindness, **A**daptability, **R**esponsibility, **E**mpathy, **S**upport

To aid members of our family who are enduring difficulties now and, in the future, and to help our School and community recover and thrive, we have come together to form the Cushman K.A.R.E.S Fund.

From helping some of our families who may face increased financial hardships, to aiding our faculty and staff with unexpected costs or issues they may be facing and to providing Cushman with the necessary technical infrastructure and support as we recover from crisis and thrive in the future, the Cushman K.A.R.E.S Fund is our way to show we CARE! To donate, please visit www.cushmanschool.org/cushmankares

Play to Learn

Play to Learn is a venue that will include a rooftop field, an indoor gymnasium, a stage and performing arts center, a dance studio and music classrooms. This new Performing Arts & Athletic Center will allow us to expand and provide an enhanced platform to help our children showcase their many talents, and spark joy in our hearts through incredible performances, games and artistic activities. For more information, please contact our Chief Strategy Officer for Advancement, James Knapp at jknapp@cushmanschool.org

Cushman High: Shaping the Future

Over the next few years, Cushman High will be making key investments in the high school that will provide our student with top of the line technology and future forward spaces where they can learn and grow.

From an expanded counseling office and admissions department to a makerspace, art and tech room to a completely redone roof, these investments, will help give our students the tools to develop their skills and new opportunities to show us their talents. To continue to expand its footprint and give our students increased opportunities we need our Cushman Family's buy-in and support.

Rising to the Challenge: Cushman High 5th Floor Buildout

As Cushman High continues to grow, we have an increased need for spaces where our students can engage in extracurricular activities and complete their elective requirements. The buildout of the fifth floor will include a an art and ceramics studio, a state-of-the-art music and drama room and a maker space with 3-D printers, artificial reality glasses and other key technological software for them to learn key skills for jobs of the future.

Reaching for the Skies: Rooftop Build out

The build out of the Cushman High Rooftop will give us a much additional space for our students to explore, congregate and explore. Here we will add a culinary lab, gardens, and an outdoor recreation space. As an added bonus we will have a space for our community to gather and have access to beautiful view of our world renowned Miami skyline and world famous Miami sunsets.

For more information, please contact our Chief Strategy Officer for Advancement, James Knapp at jknapp@cushmanschool.org

Pave the Way for Play: Main Campus Turf

At Cushman, we are always looking for ways to improve our experience, and provide our students with the best spaces and places to play, learn and grow. This year, Cushman is looking for partners to help us with resurfacing the play areas by the Primary School. The project will include the removal of the current mulch and installation of high-quality non-toxic, environmentally safe foam, along with premier top of the line playground grass. For more information, please contact our Chief Strategy Officer for Advancement, James Knapp at jknapp@cushmanschool.org

The Cushman Legacy Society

We want to ensure that Dr. Cushman's vision and legacy live on. The Cushman Legacy Society brings together our top Cushman supporters, believers, and advocates, who are securing the legacy of The Cushman School and Dr. Cushman through gift planning. With a planned gift you have the opportunity to impact and help future generations and solidify your legacy with The Cushman School in perpetuity. For more information, please contact our Chief Strategy Officer for Advancement, James Knapp at jknapp@cushmanschool.org

The Laura Cushman Endowment Fund

The Cushman School's Laura Cushman Endowment is a pool of money that is invested to produce a stream of income for our school. An endowment is a restricted fund in which the donated funds remain intact, and the school uses the interest income to help cover additional yearly costs, fund scholarships, or expand services and facilities, and cover unexpected expenses. The endowment is like a savings account for our organization that provides a consistent and ongoing source of revenue to supplement annual fundraising efforts and ensures the future of our Mission. By giving to The Laura Cushman Endowment you are helping The Cushman School prepare for the future and ensure that we will be able to continue to provide a world class education. For more information, please contact our Chief Strategy Officer for Advancement,

James Knapp at jknapp@cushmanschool.org

Fundraising Events

Halloween Howl

Held yearly during Halloween time, our annual carnival in October is a great way to support Cushman and demonstrate your Cushman Spirit. With fun carnival rides, carnival food, a haunted house, a costume contest and other activities, the Howl is one of Cushman's largest events. You can support by purchasing a carnival ride, and making sure you come and enjoy the fun!

#Shop Event

Held every year, it is your chance to support local vendors as you plan for your holiday gifts, while also helping to raise funds for our School. Stay tuned for announcements on the fair as well as an opportunity to participate.

The Cushman Gala

Our School's annual "party for a purpose" will take place in Spring with net proceeds going towards scholarships that enrich diversity. Participate in our Gala as a volunteer, sponsor, auction donor, or advertiser, and attend by purchasing a table or tickets. We are proud to announce that thanks to your support our Gala has grossed over \$500,000. For more information, visit www.cushmanschool.org/gala.

Give the Gift of Time

At Cushman, our parents are our partners in fulfilling our mission. Volunteering is a perfect way for you to contribute to our community and show our children the importance of service leadership and giving back. As a member of our Cushman School Parents Association (CSPA) you are the link between our teachers, administration and our parents.

A building block and direct connection point for our Cougar Family, you are helping to build our community. For more information, please contact Lisa Arvin at larvin@cushmanschool.org.



2021-2022

The Cushman Middle School

Student Handbook Contract

****Please complete the following contract and return it to the Dean of Students, Angus Cosgrove care of The Cushman School's Main Office to be kept on record before the first day of school.***

Student Name:

Grade: _____

Student:

I have read the Cushman Middle School Student Handbook which includes, but is not limited to school rules, behavior expectations, and assessment policy. I will follow the school's policies. If I decide not to follow the rules, I understand that disciplinary actions may occur.

Student Signature:

Date: _____ / _____ / _____

Parent/Guardian

I have reviewed the stated policies with my child, and he/she agrees to abide by them. I will support the School's policies and work collaboratively with the School for the betterment of my child. In situations where violations occur, I understand that my child will receive disciplinary measures deemed appropriate by the School

for the infraction.

Parent/Guardian Signature:

Date: ____ / ____ / ____



The Cushman Middle School

Service Hour Report

2021-2022

Student Name: _____

Date:	Service Description:	Hrs:	Initials of Advisor:

Total Hours:			

My Goals for Success

Name: _____

Quarter: _____

My strengths are:	I need to work on:
A. _____	_____
B. _____	_____
C. _____	_____

My **first** goal is to _____

To achieve this goal, I will _____

1st

My **second** goal is to _____

To achieve this goal, I will _____

2nd

My **third** goal is to _____

To achieve this goal, I will _____

3rd

People who can help me attain these goals are: _____

Distractions that might get in my way of accomplishing these goals are: _____

Student Signature

Parent Signature

Core Teacher