

CUBA INDEPENDENT
SCHOOL DISTRICT
STUDENT HANDBOOK



Elementary Staff

STAFF

Mary Lou Gooris	Principal
Anita Maestas	Administrative Assistant/Secretary
Victoria Dominguez	Counselor
Leroy Sanchez	Custodian
Chelsea Pena	Custodian
Garrison Martin	Maintenance
Arrison Martin	Maintenance
TBA	PreK Teacher (Cuba)
Norma Jim	PreK Education Aide (Cuba)
Jerusha Ignacio	PreK Teacher (Ojo Encino)
TBA	PreK Education Aide (Ojo Encino)
Rhonda Salazar	Kindergarten
Christy Rodgers	Kindergarten Aide
Alfreeta Sandoval	Kindergarten
Vanessa Castillo	Kindergarten Aide
Bhawna Sharma	SPED
Helen Garrett	First Grade Reading & Science
Christina Jewell	First Grade Math & Social Studies
Stephanie Ortega	Second Grade Math & Science
Gigi Crespín	Second Grade Reading & Social Studies
Isabel Jacquez	Third Grade Reading & Social Studies
Judy Atencio	Third Grade Math & Science
Ana Lucero	Fourth Grade Reading & Social Studies
Martha Montoya	Fourth Grade Math & Science
Robin Herrera	Fifth Grade Reading & Science
Steve Velasquez	Fifth Grade Math & Social Studies
TBA	SPED
Yolanda Fraqua	SPED Grades 3-5

Chastity Gordo	Navajo Bilingual
Leslie Escobedo	Spanish Bilingual
Marti Toledo	Physical Education
Jodene Nerva-Chee	Family Center Coordinator
Rene Armentrout	Art
Theresa Linney	Reading Interventionist
Maurine Mathers	Math Interventionist
Sandra Eichwald	Librarian
Jericho Willeto	Library Assistant
Shanell Sandoval-Gordo	Nurse Aide
Carol Chase	Nurse

Middle School Staff

STAFF

Archie Jacquez	Principal
Moria Montoya	Administrative Assistant/Secretary
Robert Valdez	SPED
Jericho Willeto	Library Assistant
Sandra Eichwald	Librarian
Thomas Sullivan	Science
TBA	Counselor
Lavern Wagner	Navajo Bilingual
Bea Montoya	Custodian
Tim Rivera	Custodian
Renee Armentrout	Art
Richard Armentrout	Math
Cassandra Crespín	SPED
Trisha Delgado	SEL
Grace Graves	SPED Aide
June Vigil	Language/Math/Spanish
Maria Casas	ELA
Elaine Jacquez	SPED

Ann Massey	Nurse Aide
Carol Chase	Nurse
Terry Olguin	Social Studies
Jodene Nerva-Chee	Family Center Coordinator
Matt Pribble	Physical Education

High School Staff

Staff

Dr. Pedro Vallejo, Ph. D.	Principal
Veronica Madrid	Administrative Assistant/Secretary
Daphnie Sanchez	Athletic Secretary/Attendance Clerk
Bruce Hatch	Athletic Director/Counselor
Rose Etsitty	Counselor
Anna Brown	Student Success Counselor
Joby Wallace	Counselor
Veronica Casaus	Registrar
Jodene Nerva-Chee	Family Center Coordinator
Dr. Donna Navarette, Ph.D.	Turnaround Specialist
Olivia Casaus	Science
Daniel Delgado	Science
Mariah Johnson	Science
Mary Ann Ga	Math
Alejandro Ortega	Math
Dexter Valdez	Math
Dr. Luis Sosa, Ph. D.	History
Dan Powers	History
Yolanda Darrington	ELA
Diane Vitale	English
Andrea Irangan	English
Veronica Greene	SPED
Fabian Cordova	SPED

Sherry Rios	SPED
Guy Dykes	SPED
April Sorrow	SPED Aide
Victoria Brown	SPED Aide
Donnica Dunlap	AP/Dual Credit
Sherry Spencer	Culinary Arts
Matilda Lee	Navajo Bilingual
Carol Chavez	Spanish Bilingual
Richard Prudencio	Vocational
Pat Chavez	Vocational
Gilbert Dominguez	Physical Education
Katherine Bagby	Art

BOARD OF EDUCATION

Dianna Maestas – Board President
Taylor Pinto – Board Vice-President
Vivian Keetso – Board Secretary
Elizabeth Martin – Board Member
Dr. Carl Stern – Board Member

DISTRICT ADMINISTRATION

Dr. Karen Sanchez-Griego, Ed. D. – Superintendent
Dr. Matt Williams, Ph.D. – Assistant Superintendent/Federal Programs Director
Rhiannon Chavez – Finance Director
Mary Casaus – Human Resource Manager
Kay Brown – Purchasing/Accounts Payable
Corrine Jake – Payroll
Sheldon Toledo – Chief of Staff/At-Risk Coordinator
Raphalita Phillips – Indian Education Director
Edgar San Juan – Integration Specialist
Josephine Velarde – Data Manager
Laura Saucedo – Special Education Director

Tim Chavez – Technology Director

Diana Martinez – Transportation Director

CHARACTER COUNTS/POSITIVE SCHOOL CLIMATE

Maintaining a school climate free of harassment, intimidation or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation and bullying are considered forms of dangerous and disrespectful behavior that will not be tolerated. At CISD, we encourage the following attitudes and behaviors: friendliness, acceptance, and respect for people of different political, racial, economic, social and religious backgrounds and abilities; eagerness to participate in both academic and non-academic activities; a spirit of cooperation and willingness to share abilities, time, and skills not only to further one's own goals but to assist others to succeed; prompt and regular attendance in classes and school sponsored activities and organizations; willingness to adhere to school rules as part of a school family; and to make positive contributions to the academic and social climate.

ATTENDANCE

New Mexico Attendance for Success Act and the Cuba Independent School Board Policy requires school students under the age of eighteen (18) and/or as otherwise provided by law to attend school according to the school calendar established by the school district. It is up to the students' parent/guardian and the student to assure student attends school

Excused vs. Unexcused Absences:

An unexcused absence is any absence that does not adhere to the prescribed guidelines, that is not school related, or is not reported to the administration.

Though certain absences are considered "excused", all absences are recorded and counted in the student's record and will impact the possibility of any awards/certificates. A phone call/note may be sent to the front office or attendance clerk, each school is limited to certain amount of phone call/notes that your student may be able to use for an "excused" absence. A student may, subject to the approval from the school principal, be **excused** from school to participate in any religious instruction. A phone call/note may be sent to the principal regarding and stating that the student was participating in a religious instruction. (For more information, please contact your principal) Though the absence is "excused", it is still counted as an absence. If a student accumulates five (5) absences, whether excused by a parent/guardian or not, the following actions may be taken:

- Five (5) absences – Parent/Guardian will receive a phone call and a letter from the school informing the parent/guardian of absences and requesting a meeting with the school principal.
- Seven (7) absences – Parent/Guardian will receive a phone call from the school informing the parent/guardian of absences and requesting a meeting with the school principal. During the meeting student will be placed on an attendance contract.
- Ten (10) absences – Parent/Guardian will receive a notice from the school principal detailing the New Mexico School Attendance for Success Act. Children, Youth, and Family Department (CYFD), Department of Family Service- Navajo Nation, or District Attorney's office may be contacted to report parents of education neglect.

MAKE-UP WORK

Regular attendance is essential to a student's success in school and is the prime importance in the education process. All students are expected to attend school each day of the established calendar, in compliance with the Attendance for Success Act. Students are responsible to:

1. Attend school for all days of the established school calendar.
2. Find out what work was missed and needs to be completed, you will be given the same number of days you were absent to complete/submit missing assignments.
3. When the absence is known ahead of time, gather work prior to the absence.
4. If you are going to pick up make-up work, PLEASE GIVE THE ADMINISTRATION AN ADVANCED NOTICED, so make-up work can be prepared for pick up.
5. Make up work may be requested during class, but the instructor may not be able to get the missed work ready for the student until after class, or later in the day, unless readily available.

TARDY POLICY

A tardy for your child's school attendance purposes is defined as any student who is NOT inside the classroom when tardy bell stops ringing or before the first bell of the day. Students carrying a pass from a school staff member are classified as tardy excused and will be sent to class. Students arriving in the classroom after the academic day begins, it presents a significant distraction to the educational process. All students are expected to adhere to starting times for all scheduled classes. If your student is late at the start of school, the student must:

1. Report to the front office to receive a pass or to be escorted in order to enter class.
2. Provide a note from your parent/guardian explaining why you are late, If a parent/guardian tardy is not received, it will be considered an unexcused tardy.

Punctuality in school is just as important to your education and success as punctuality on a job site is to your success as an employee. This good habit begins in school.

HALL PASSES

Restrooms and drinking fountains should be used during passing periods. Any student found outside the classroom during class periods without a valid Hall Pass is considered truant. Running, misbehavior, and shouting in the hallways are not permitted. There are NO hall passes given out for the first and last ten minutes of a class.

STUDENT CHECK-OUT/PICK-UP PROCEDURE

Only the parent or legal guardian is permitted to check out a student from school. During registration, parents and guardians complete an AUTHORIZED PERSON'S FORM giving signed consent to allow other adults to pick up their students. If the front office does not have an authorization on file or written consent from the parent/legal guardian, the student will be retained at the school. In unexpected situations, a parent may wish to give consent for another person to checkout or pick up their child from school. In such events, parents must provide a note or email that contains the date and time of checkout and phone number to reach the parent giving consent. Removing students during an organized after school event will require the permission of the coach or school representative.

SCHOOL VISITORS

Parents/guardians are always welcomed in the school at any time! NOTE: Parents wanting to visit with a teacher should contact the office, Family Center Coordinator, or teacher to determine the best time. Parents and

all other visitors are REQUIRED to report to the front office and sign in upon entering school grounds. To ensure safety, school staff shall have the authority to ask for a valid photo ID to very unknown or unfamiliar visitors. Upon signing in, each person will be focused a "VISITOR STICKER". An individual who is on school property without the approval of the front office is considered trespassing and authorities will be called.

STUDENTS ARE NOT PERMITTED TO BRING OTHER FRIENDS OR FAMILY WHO ARE NOT ENROLLED AT CISD AS VISITORS.

Depending on the site, some campuses are closed. CHS is a closed campus, which means that the campus is closed to outside visitors who have no legitimate business on campus.

SUSPENSION FROM SCHOOL

Following any suspension decision, the suspended student must be picked up immediately by parent/guardian; otherwise, the student will be assigned to an assigned supervised destination for the remainder of school day. Students suspended from CISD MUST REMAIN OFF CAMPUS for the duration of their suspension. A suspended student cannot join in and/or attend any school-sponsored activity while suspended. This includes weekends and vacations. Any violator will be removed from campus by local law enforcement.

STUDENT TRANSPORTATION POLICY/BUS SAFETY

All students are expected to ride their assigned bus home. If the student is to ride a different bus, a signed note that includes the parent phone number must be submitted to the office before the start of the first class. NO CHANGES WILL BE MADE WITHOUT A NOTE! AT NO TIME WILL A BUS CHANGE BE MADE THROUGH A PHONE CALL, WE MUST HAVE WRITTEN DOCUMENTATION. Bus changes for the day must be approved by the front office. Students will be monitored while boarding the busses. Student participating in an organized and sponsored after school activity will be under the supervision of their sponsor/coach. Students not participating in an afterschool activity are prohibited from walking around town, returning to the school to ride the activity bus home. Student transportation is a privilege extended to qualified students. The bus driver has full charge of the students when they are riding the bus. The driver will report, to the Principal, students who misbehave on the bus. THREE WRITE UPS FOR INAPPROPRIATE BEHAVIOR WIL RESULT IN A WEEK OF SUSPENSION FROM BUS TRANSPORTATION.

FIRE/LOCKDOWN AND OTHER EMERGENCIES

A CIS Emergency Procedure Plan is posted in each room of the school. Students should study and familiarize themselves with the plan in each of their classes. When an emergency signal or sound is given, students will immediately respond appropriately as per the plan. When leaving the building is required, all students will leave the room in a quiet and orderly manner, following the prescribed route to clear the building. Students and teachers must report to their designated areas and remain there until the signal or alarm sounds for the return to the classroom.

SCHOOL/STUDENT PROPERTY

School property shall be treated respectfully and the student's family will pay for any vandalism the student has caused. If your student has been assigned a locker, it is the student's responsibility to keep the locker clean. Students should keep locker combinations private from other students.

The school principal or designated representative has the authority to inspect any locker, backpack, purse, gym bag, etc., it is believed that stolen goods or harmful substances may be hidden in them. Students should not bring large sum of money or personal valuables (i.e., iPods, Bluetooth devices, electronic games, smartphones, etc.) There is always a chance of theft or loss and the school district will not be held responsible.

BULLYING

Staff and students at CISD will not tolerate bullying of any kind. We employ many strategies to discourage bullying and promote a positive school atmosphere. If a student is experience any bullying behavior, he or she should report it immediately to a teacher, counselor, or the site principal, which will take immediate action to address the concern.

CAFETERIA

A cafeteria is provided where students can eat breakfast and lunch. Both breakfast and lunch are provided free of charge to all students. We encourage all students to go through the serving line and eat a nutritious breakfast and lunch each day. Students are brought to the cafeteria during their scheduled time. If your child needs a special consideration for foods due to allergies, lactose intolerance, or any other medical condition, please inform your child's teacher or the school nurse so that special arrangements can be made for your child. A doctor's order must be provided for any dietary changes.

SCHOOL NURSE SERVICES

A district nurse and a nurse's aide are housed on campus and at each designated school site and is available for the physical and mental welfare of all students. Students who become ill during the school day are to obtain a Hall Pass from the teacher and report to the front office. The office will contact the nurse. If the illness or injury requires the student to be taken home, the nurse will inform the parent/guardian and the student will be signed out at the front office.

All medication will be kept and dispensed ONLY through the nurse's office. The school nurse or school nurse aide is the only person authorized to dispense medication to students. **Students are NOT allowed to carry any form of medication, including Aspirin/Tylenol, in their possession at any time.**

MEDIA CENTER/LIBRARY/BOOKS/TEXTBOOKS

The media center/library is open for students from 7:55 am to the bus loading time of each school day. Students coming to the media center/library during class time MUST have a valid Hall Pass or a staff member to supervise the student(s). The student whose name is on the charge card pays for lost books. If help is needed to finding materials, the media center/library staff will be there to assist. Students receive several textbooks and library books for their use and enjoyment during the school year. Students are to be responsible for those books and treat them with respect. If a student tears, writes on/in, or destroys a book she/he will be required to pay the full cost of replacement. It is important the student and their parent are responsible for all lost and damaged books.

Teachers will conduct book checks throughout the year, especially before prom and graduation. If a student does not have all his/her textbooks or has not paid for the lost book(s), they will not be allowed to attend prom or any other designated special event(s).

FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission form from a parent or guardian is required for all students attending a field trip.

Any parent accompanying a class on a field trip is expected to follow the school rules and assist the teacher in supervising students. Younger siblings are not allowed on a field trip.

All students will be returned to the school after a field trip unless prior arrangements have been made with the teacher and are documented in writing.

STUDENT ACTIVITIES

CISD offers a variety of activities that students can choose from, to enrich their learning and school experience. Every day we offer students a choice of "clubs" that change at semester. There are a variety of sports, challenge activities such as "knowledge bowl" and Student Council activities, as well as fun and craft activities.

Depending on school site, clubs will meet either on a Friday or each day. For more information regarding clubs, please contact the school site principal.

INCENTIVES

Each school site chooses to do an incentive. The elementary school chooses a Student of the Month based on student character, behavior, and academics. The Student of the Month is recognized in an assembly and receives a certificate, a goody bag, and an invitation for the student and parent to have lunch with the principal. There is also a bulletin board, which displays their picture and a synopsis of why they were chosen. Students achieving weekly, monthly, and yearly goals for Math and Reading are rewarded with special prizes and events.

Quarterly attendance and academic honors certificates are given. End of the Year attendance and academic awards are earned. Special prizes such as toys, games, cameras, Kindles, and bicycles are awarded. Two Stand out Staff awards are given monthly to honor staff members. Stand Out Staff will be given preferential parking for a month.

The high school does something resembling the elementary. The high school teachers nominate students who have shown student character, positive behavior, and progress in academics. Students will be rewarded with a special lunch and recognized each month. An Attendance Challenge places at the high school where a student that does not miss a day, excludes medical or excused absence, will be rewarded with an incentive. Each student nominates a Staff member that they see is making an impact to their student life. The Staff member that has been nominated will receive a special lunch and recognition for the month.

DRESS CODE

The schools is responsible for fostering and reinforcing good habits of dress and grooming, as well as promoting an atmosphere of learning. By doing so, we are hopeful that students will develop an understanding of appropriate dress in specific environments. Appropriate dress, neatness and cleanliness are expected of all students. Any article of dress that tends to draw unfavorable attention, interferes with instruction, threatens health or safety, or is in an obvious poor taste is not appropriate for school.

Elementary:

General Clothing Guidelines

-No article of clothing, which depicts drugs, alcoholic beverages, profane or obscene language, sexual overtones, or make disparaging comments about another's racial, ethnic, or religious heritage may be worn at any time. Inappropriately frayed, ragged, altered, or unfastened clothing will not be permitted. No article of clothing that has holes that have been deliberately cut or of a revealing nature will be allowed.

Tops

- All shirts must have short, three-quarter, or long sleeves.
- An appropriate fitting shirt covers the student's entire waist front and back.
- Polo shirts and t-shirts representing Cuba Elementary School, Cuba Sports and Academic Teams, Colleges and Universities, Pro teams are encouraged and acceptable.
- T-shirts can have writing, but it must be non-offensive. This includes bands of any genre that have lyrics that are rude and offensive.
- Shirts with spaghetti straps and muscle shirts are NOT allowed.
- Straps on dresses/tops must have a two (2) inch width at the shoulder.

Bottoms/Dresses/Skirts

- Pants, shorts and overall must be appropriate size.
- No "low riders" or "hip-hugger" pants will be allowed.
- Properly fitted sweat suits will be allowed.

- Leggings and close fitting knit pants, can only be worn with tops which extend no less than one (1) inch below the fingertips when standing.
- Shorts must extend not less than one (1) inch below the fingertips when standing.
- Dresses and skirts will be considered acceptable if they extend no less than one (1) inch below the fingertips when standing.

Jackets/Coats

- Jackets/coats may be any color and the general guidelines must be met.
- Excessively large jackets are prohibited
- Hooded jackets (zip-up or button up) will be allowed. Hoods must be down inside the building.
- Jackets/coats may not be worn to cover up inappropriate clothing.

Sunglasses/Headgear

- Sunglasses are not permitted inside the building.
- Hats, bandanas, hoods, skullcaps, are not to be worn in the classroom or in the building.
- Scarves may be worn around the neck only.

Shoes

- All shoes and sandals must be in good repair
- All shoes must fit securely on feet.
- Any color show may be worn.
- Flip flops, slippers or house shoes are not permitted.
- All shoes must be secured at the toe and/or heel with shoelaces tied, buckled, secured, or fastened with Velcro for the student's safety.
- Cleats and Heelys (roller shoes) are not permitted.

Special events

- Special events help promote school spirit and are planned on a school wide basis.
- Students are encouraged to participate in dressing up for those special days.

*The school does not wish to have to interrupt the student's time in class or inconvenience parents by having the bring their child a change of clothes to school. For this reason, it is suggested that rather than wear any clothing which is questionable and which might not be allowed, it would be better for students to wear clothing that is definitely within the framework of the dress code. The school earnestly asks for parent cooperation in this matter. The school administration will judge the appropriateness of any fad or questionable article of apparel, jewelry, or hairstyle. Accommodations for students with disabilities or religious requirements will be made on an individual basis. Students with special need conditions or requirements shall contact the building administrator for individual consideration. The school administration reserves the right to modify the dress code if a situation arises that may threaten the efficiency of the academic day or the safety of the students. **For compelling reasons, such as medical requirements, the principal, Superintendent or Board, may at their discretion, review an individual situation to determine whether a modification of a provision is required for the health and safety of a particular student or for certain groups during performances or special activities.***

Middle School:

Pants

Pants may be any color. Jeans (no cargo pants) may be worn provided they are not "baggy, low hip" or with holes and tears. Undergarments and buttocks must remain covered while seated.

Shorts/Skirts/Skorts/Dresses

Must be two (2) inches above the knee, not tight-fitting, or low-cut collar. Undergarments and buttocks must remain covered while seated.

Polo Shirts or Button-down Dress Shirt

Must be solid color (any color is allowed – no prints or any kind). Shirts supporting Cuba Schools and universities are allowed. An appropriate fitting shirt covers the student's entire waist, front and back.

Footwear

Shoes should be comfortably appropriate for gym and general school activities. Tennis shoes should be worn in the gym. Open toe shoes, cleats, slippers and shoes with wheels are not permitted on campus. Shoes must be worn at all times.

Exceptions to the Dress Code

Announcements will be made for special activities that would suspend the dress code for a particular day, such as spirit week/day, photo day, field trip, dances, etc.

Prohibited at ALL TIMES

Sweat or pajama pants; spandex/stretch or baggy pants; cargo or large pocket pants; visible tattoos or other body art; display of hickies, body piercings, excessive make-up or face painting; sunglasses, hats, bandanas, chains, long belts, headphones, spiked cuffs, or other accessories that draw attention away from the learning environment during the school day.

*Note: If a student comes to school without proper attire, the student will be sent home to change, or will be asked to stay in the front office.

High School:

- An appropriate fitting shirt that covers all of the student's waist front and back and pair of appropriate fitting pants and shoes that meet the regulations below would be an example of correct dress.
- Shoes must be worn at all times
- Skirts/dresses/shorts must be of appropriate length. Such items of clothing will be considered acceptable if they extend no less than one inch (1") below the fingertips

The following will not be worn by any gender:

- Halter tops, see-through, tight, or low-cut tops, muscle shirts, half-shirts or spaghetti straps. Blouses or tops that show excessive cleavage, midriff or belly button.
- Pajamas, house slippers.
- Sunglasses (unless prescribed by a doctor, or worn for other verifiable medical reasons, chains or similar objects are not allowed in the building.
- Attire or apparel (including patches, decals, buttons) that make reference to violence, sex, gang membership, Satanism/occult, skulls, demons, tobacco, alcohol or drugs, weapons and safety pins, jewelry with spikes, chains, or other metals objects considered a safety hazard.
- Caps are NOT to be worn in buildings. When worn outside, they must be worn with the bill forward. Hats and headbands will not be worn inside the school buildings.
- Hoods on sweatshirts or jackets will not be worn above the shoulder inside the building.
- Spandex, stretch pants, yoga pants or any type of skin tight attire may not be worn by itself. It may be worn underneath a skirt, a pair of appropriate shorts or a shirt that is long enough to ensure modesty.
- Sagging or baggy pants worn below the waist or in a manner that allows underwear or bare skin to show, interferes with mobility, or could conceal weapons. Over length belts that dangle and long looping chains are in violation of the dress code. Low cut pants that show midriff or hips or torn pants exposing skin.

- Tattoos that make reference to gang affiliations, Satanism/occult, drugs, alcohol, sex, or violence must be covered.

All dress code issues are subject to administrative review and discretion. Exceptions for specific situations may be allowed by building administrators. Accommodations for students with disabilities or religious requirements will be made on an individual basis. Students with special needs conditions or requirements shall contact the building administrator for individual consideration.

First offense: Student will be given an opportunity to correct violation

Second offense: Parents/Guardian will be called to bring appropriate items to the school for the student

Third Offense: Student will have a student/parent conference, continued offenses will result in team intervention.

DISCIPLINE MATRIX

Under-the-influence/Possession of Drugs, Alcohol, or Paraphernalia			
Type of Incident	1 st Offense	2 nd Offense	3 rd Offense
Under-the-Influence	-Parent Notification and -Risk Assessment (JIFF, LEAPS) -Referral to Counseling at School-Based Health Center -Community Circle	-Parent Contacted -Report to Police -Short-term Out-of-School Suspension (3-5 Days) -2 days – LEAPS/County Curriculum/JIFF	-Parent Contacted and -Report to Police/CYFD and -Referral to Treatment Program and -Long-term OUT-OF-SCHOOL SUSPENSION and -Report to Police/CYFD OR -Parent Contacted and -Report to Police/CYFD/Navajo PD and -Referral to Counseling at School-Based Health Center and -Scan Report conducted
Possession of Drugs, Alcohol, or Paraphernalia	Process with Parent or Guardian (1 st Session) -Report to Police -Suspended 1-3 Days	-Referral to Counseling at School-Based Health Center -Parent Involvement Program (4 Sessions) and -Contract	
Distribution (1 oz. of Marijuana or Broken up for distribution) *Goes straight to 3 rd offense line			

Fighting/Physical Aggression			
Type of Incident	1 st Offense	2 nd Offense	3 rd Offense

Supports or encourages the infliction of physical injury to another person.	-Suspended 1-3 days -Behavior Contract required -Discretion of Site Principal or Administrative staff	-Suspended 3-5 days -Behavioral contract required -Forfeit Activities 4-9 weeks -Parent Conference -Recommend to EWS team -Discretion of Site Principal or Administrative Staff	-Suspended 5-10 days -Extend Suspension pending on expulsion hearing -Parent conference -Forfeit Activities 1- 18 weeks -Discretion of Site Principal or Administrative Staff
Caused Injury to another	- Suspended 1-5 days -Forfeit activities 4-9 weeks -Parent conference report incident to Police -Discretion of Site Principal or Administrative Staff	-Suspended 10 days -Discretion of Site Principal or Administrative Staff	-Extend suspension pending an expulsion hearing
Involved in a fight	-Suspended 3-5 days -Behavior contract -Parent conference -Discretion of Site Principal or Administrative Staff	-Suspended 5-10 days -Parent conference -Recommend to EWS team or SAT -Discretion of Site Principal or Administrative Staff	-Extended suspension pending and hearing -Parent conference -Forfeit all activities while suspended -Discretion of Site Principal or Administrative Staff
Threatened an act of terrorism (verbally or social media)	-Suspended 3-5 days -Parent conference -Behavior contract -Discretion of Site Principal or Administrative Staff	-Suspended 10 days -Report incident to Police -Discretion of Site Principal or Administrative Staff	-Extend suspension pending an hearing
Threatened to injure another	-Suspended 1-3 days Parent conference -Behavioral contract -Discretion of Site Principal or Administrative Staff	-Suspended 3-5 days -Parent conference -Recommend to EWS Team or SAT -Discretion of Site Principal or Administrative Staff	-Suspended 5-10 days -Extend suspension pending an expulsion hearing -Parent conference -Discretion of Site Principal or Administrative Staff
Use of pepper spray and/or other inflammatory agent(s)	- Suspended 3-5 days -Behavior contract -Require Parent conference -Report incident to Police -Discretion of Site Principal or Administrative Staff	-Suspended 5-10 days -Extend suspension pending an expulsion hearing -Parent conference -Report to Police -Discretion of Site Principal or Administrative Staff	-Suspended for 10 days -Extended suspension pending hearing -Discretion of Site Principal or Administrative Staff

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Property Damage/Theft			
Type of Incident	1 st Offense	2 nd Offense	3 rd Offense
Attempted/damaged private property	- Suspended 1-3 days -Behavior contract -Parent conference -Restitution -Discretion of Site Principal or Administrative Staff	-Suspended 3-5 days -Restitution -Behavior contract -Parent conference -Report incident to Police -Discretion of Site Principal or Administrative Staff	-Suspended 5-10 days -Restitution -Extend suspension pending an expulsion hearing -Parent conference -Report incident to Police -Discretion to Site Principal or Administrative Staff
Possessed stolen property	- Suspended 3-5 days -Report to Police -Parent Conference -Restitution -Discretion of Site Principal or Administrative Staff	-Suspended 5 days -Report to police -Parent Conference -Discretion of Site Principal or Administrative Staff	-Suspended 10 days -Restitution -Extend suspension pending and expulsion hearing -Parent conference -Report incident to Police -Discretion of Site Principal or Administrative Staff
Attempted/damage private property	- Suspended 3-5 days -Parent conference -Discretion of Site Principal or Administrative Staff -Restitution	-Suspended 10 days -Parent conference -Report incident to Police -Discretion of Site Principal or Administrative Staff -Restitution	-Extend suspension pending a hearing

Disruption			
Type of Incident	1 st Offense	2 nd Offense	3 rd Offense
Disruptive behavior in class/campus	-Suspended 1-3 days -Recommend to EWS team -Discretion of Site Principal or Administrative Staff	-Suspended 3-5 days -Behavior contract required -Parent conference -P/G attend school all day	-Suspended 5-10 days -Parent conference -Discretion of Site Principal or Administrative Staff
Pulled/tampered with fire alarm	- Suspended 3-5 days -Behavior Contract	-Suspended 5-10 days -Parent conference	-Extend suspension pending a hearing

	-Require Parent Conference -Report incident to Police -Discretion of Site Principal or Administrative Staff	-Report incident to Police -Discretion of Site Principal or Administrative Staff	
Playing music aloud using electronic device inside the school building	-Music device taken away -Discretion of Site Principal or Administrative Staff	- Music device taken away -Suspended 1-3 days -Parent conference -Discretion of Site Principal or Administrative Staff	-Music device taken away -Suspended 5-10 days -Extend suspension pending a hearing

Hazing/Harassment			
Type of Incident	1 st Offense	2 nd Offense	3 rd Offense
Endangering the physical and mental safety of another. Videotaping with cell phone or any electronic device will also be grounds for punishment.	- Suspended 1-3 days -Report incident to Police -Behavior contract -Parent conference -Discretion of Site Principal or Administrative Staff	- Suspended 3-5 days - Parent conference -Discretion of Site Principal or Administrative Staff	- Suspended 5-10 days -Parent conference -Discretion of Site Principal or Administrative Staff
Engaged in an obscene/vulgar act	- Suspended 1-3 days - Parent conference -Discretion of Site Principal or Administrative Staff	- Suspended 3-5 days - Parent conference -Discretion of Site Principal or Administrative Staff	- Suspended 5 days -Parent conference -Refer to EWS team -Discretion of Site Principal or Administrative Staff
Engaged in Bullying Harassment /intimidation	- Suspended 1-5 days - Behavior contract -Parent conference -Discretion of Site Principal or Administrative Staff	- Suspended 5- 10 days -Parent conference -Discretion of Site Principal or Administrative Staff	-Suspended 10 days, possible, long term suspension -Extend suspension pending a hearing
Engaged in sexual harassment	-Suspended 1-5 days -Parent Conference -Discretion of Site Principal or Administrative Staff	- Suspended 5-10 days -Parent Conference -Report incident to Police -Discretion of Site Principal or Administrative Staff	-Extend suspension pending a hearing
Extortion	- Suspended 1-3 days -Parent conference	- Suspended 3-5 days -Parent conference -Restitution	-Extend suspension pending a hearing

	-Report incident to Police -Discretion of Site Principal or Administrative Staff		
Sexually abused another person	- Suspended 10 days -Extend suspension pending a hearing -Parent conference -Report to Police -Discretion of Site Principal or Administrative Staff		

Weapon/Forgery			
Type of Incident	1 st Offense	2 nd Offense	3 rd Offense
Possessed/displayed a dangerous object or look alike object	- Suspended 5 days -Parent conference -Report incident to Police -Discretion of Site Principal or Administrative Staff	- Suspended 10 days -Parent conference -Report incident to Police -Discretion of Site Principal or Administrative Staff	-Extend suspension pending an expulsion hearing
Possessed a weapon	- Suspended 10 days pending the outcome of a long term suspension or expulsion hearing		
Forged or altered school documents	- Suspended 1-3 days -Parent conference -Discretion of Site Principal or Administrative Staff	- Suspended 3- 5 days -Forfeit activities -Behavior contract -Parent conference -Discretion of Site Principal or Administrative Staff	-Suspended 10 days, possible, long term suspension -Extend suspension pending a hearing -Parent conference -Forfeit activities 10-18 weeks -Discretion of Site Principal or Administrative Staff

Ditching/Tardiness			
Type of Incident	1 st Offense	2 nd Offense	3 rd Offense

Tardy	-Discretion of Site Principal or Administrative Staff	- Recommend to EWS team -Discretion of Site Principal or Administrative Staff	-Parent conference -Behavior contract required -Suspended 1-3 days -Discretion of Site Principal or Administrative Staff
Off campus without permission	-Suspended 1-3 days -Parent notified by phone -Discretion of Site Principal or Administrative Staff	- Suspended 3-5 days -Parent notified by phone -Recommend to EWS team -Attendance Contract -Discretion of Site Principal or Administrative Staff	- Suspended 5 days -Parent Conference
Single Period Ditching/Ditching all day	-Parent notified by phone -Discretion of Site Principal or Administrative Staff	- Suspended 1-3 days -Parent conference -Recommend to EWS team	-Suspended 3-5 days -Parent conference -Attendance contract required -Discretion of Site Principal or Administrative Staff

Snowball Throwing			
Type of Incident	1 st Offense	2 nd Offense	3 rd Offense
Snowball throwing	-Discretion of Site Principal or Administrative Staff	-Suspended 1-3 days -Parent conference -Behavior contract required	-Suspended 5-10 days -Extend suspension pending a hearing -Discretion of Site Principal or Administrative Staff

Defiance/Noncompliance			
Type of Incident	1 st Offense	2 nd Offense	3 rd Offense
Overtly defiant behavior toward school rules and/or staff member/insubordination/ Passively defiant behavior toward school rules and/or staff member/insubordination (swearing at staff)	-Suspended 1-3 days -Discretion of Site Principal or Administrative Staff	- Suspended 1-3 days -Parent Conference -Behavior contract required -Recommend to EWS team -Discretion of Site Principal or Administrative Staff	-Suspended 3-5 days -Parent conference -Discretion of Site Principal or Administrative Staff

Violation of Technology Acceptable use agreement	-Follow Technology use agreement -Discretion of Site Principal or Administrative Staff	-Parent conference/notified -Followed Technology use agreement -Discretion of Site Principal or Administrative Staff	- Parent conference/notified -Follow Technology use agreement -Discretion of Site Principal or Administrative Staff

Alcohol/Tobacco			
Type of Incident	1 st Offense	2 nd Offense	3 rd Offense
Possessed an alcoholic beverage	-Suspended 5 days Behavioral required -Parent conference -Report incident to Police -Discretion of Site Principal or Administrative Staff	- Suspended 10 days -Extend suspension pending a hearing -Parent conference -Report incident to Police -Discretion of Site Principal or Administrative Staff	

Inappropriate Display of Affection			
Type of Incident	1 st Offense	2 nd Offense	3 rd Offense
Inappropriate Display of Affection	-Discretion of Site Principal or Administrative Staff -Parent Conference	-Suspended 1-3 days	-Suspended 5 days -Parent Conference
Engage in Sexual intercourse	- Suspended 5 days -Parent conference -Discretion of Site Principal or Administrative Staff		

MISC			
Type of Incident	1 st Offense	2 nd Offense	3 rd Offense

<p>Possession of Cellular phone and/or electronic</p>	<ul style="list-style-type: none"> -Teacher confiscates phone, teacher sends phone to the office -Administrator returns phone to student at the end of the day. -Incident documented by teacher or administrator -Discretion of Site Principal or Administrative Staff 	<ul style="list-style-type: none"> - Teacher confiscates phone, teacher sends phone to the office -Administrator returns phone to parent -Incident documented by teacher and administrator -Discretion of Site Principal or Administrative Staff 	<ul style="list-style-type: none"> -Teacher confiscates phone, teacher sends phone to the office -Administrator secures phone until the end of the semester. -Incident is documented by teacher and administrator in the event another phone is brought to school by this particular students, this phone will also be confiscated, since he/she has previously forfeited his/her cell phone privileges -Discretion of Site Principal or Administrative Staff -Suspended 1-3 days
<p>Possession of Bluetooth speaker</p>	<ul style="list-style-type: none"> -Teacher confiscates speaker, teacher sends speaker to the office -Administrator returns speaker to student at the end of the day 	<ul style="list-style-type: none"> - Teacher confiscates speaker, teacher sends speaker to the office -Administrator returns speaker to parent -Incident documented by teacher and administrator 	<ul style="list-style-type: none"> - Teacher confiscates speaker, teacher sends speaker to the office -Administrator secures speaker until the end of the semester -Suspended 1-3 days

CUBA INDEPENDENT SCHOOL STUDENT HANDBOOK 2019-2020

PARENT/GUARDIAN & STUDENT HANDBOOK RECEIPT FORM

This HANDBOOK was issued to me on _____ by _____
Issue Date Teacher/Staff Member Name

The aforementioned CISD teacher/staff member read aloud the HANDBOOK to me as well as all other attending students. There was also time for discussion, clarification and time for questions/answers.

Students are required to read the handbook carefully on their own. Hopefully, this will help you be aware of and understand the procedures, regulations and rules of CISD.

TO ALL STUDENTS: You are required to sign your name below. Your signature shows that you have read the STUDENT HANDBOOK and fully understand its contents. If you choose not to sign your name below as requested, you are still accountable for following all the information contained herein.

Student Print Name: _____

Student Signature: _____ Date: _____

PARENT/GUARDIAN: Please sign your name below indicating that:

1. Your son/daughter received a copy of the 2019-2020 CISD STUDENT HANDBOOK,
2. You read it in its entirety,
3. You understand its contents,
4. You discussed the HANDBOOK with your son/daughter, and
5. You will agree to and support the guidelines described in this HANDBOOK.

Parent/Guardian Print Name: _____

Parent/Guardian Signature: _____ Date Signed: _____

PLEASE HAVE YOUR SON/DAUGHTER RETURN THIS SIGNED PAGE TO THEIR SITE ADMINISTRATION NO LATER THAN WITHIN (1) CALENDAR WEEK OF RECEIPT.

NOTE: Failure to sign and return this form does not excuse the student or any parent/guardian from the consequences contained herein.

