

Cuba High School



“Home of the Rams”

2018- 2019 Parent/Student Handbook

Cuba Independent School District does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status or disability in any educational programs, activities or employment. Cuba Independent School District also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in a school meeting or hearing, or if you wish to receive assistance or information regarding student grievances, language translations of District policy, Section 504 or Title IX, please contact the Superintendent’s Office at least one week prior to the meeting or as soon as possible. The district Title IX Officer, Rhiannon Chavez may be contacted at the address or phone number listed below or at rchavez@cuba.k12.nm.us. For concerns please contact Dr. Karen Sanchez-Griego Ed. Principal High School at ksanchez-griego@cuba.k12.nm.us.

#50 County Road 13/P.O. Box 70, Cuba, NM 87013/ Phone (575) 289-3211/ HS Fax (575) 289-0436

Welcome Message to CHS Students and Parents/Guardians

Dear Student, Parent & or Guardian

Welcome to the school year 2018-2019!

Cuba High School in the process of High School Redesign and many changes are taking place. These changes are in occurring to support you and your student's future academic and social endeavors. We will do everything we can to provide a wonderful experience. More information will be provided as the school year progresses.

I look forward to supporting you and your student in their future endeavor. Please do not hesitate to contact me at (ksanchez-griego@cuba.k1.nm.us) or 575-289-3211.

Sincerely

Dr. Karen Sanchez-Griego Ed.D

CUBA INDEPENDENT SCHOOL DISTRICT

MISSION/VISION STATEMENT

The Cuba Independent School system prepares diverse 21st century learners with high expectations, academic growth, community and cultural collaboration, and moral integrity to provide a bright future for the learners we serve.

CUBA HIGH SCHOOL

STUDENT MISSION STATEMENT

We, the students of Cuba High School, recognize that each of us is a unique individual, and, as such, we will treat one another with respect and dignity. We invite each teacher to recognize our unique gifts and abilities, treating us with respect so that we may grow in a successful learning environment. We invite our parents to guide us and help us grow to be diligent, capable young adults.

CUBA HIGH SCHOOL GOAL

Our goal is to become a professional learning community where standards of excellence positively motivate and encourage a culture of continuous learning, where students are presented a challenging curriculum built upon a foundation of appropriate standards, significant data, and quality instruction.

CUBA HIGH SCHOOL'S BELIEFS

- We believe each student is a valued individual with unique intellectual, physical, social, and emotional needs and abilities which are enhanced by positive relationships and mutual respect between students and staff.
- We believe all students can learn and do so when actively engaged.
- We believe that open, honest communication among all stakeholders can create a positive culture of continuous learning.
- We believe that students must be provided opportunities to explore and develop their talents and abilities through elective classes as well as through co-curricular and extracurricular activities.
- We believe critical thinking and problem solving are skills necessary in all disciplines.
- We believe all stakeholders share the responsibility to collaboratively develop confident, self-directed, lifelong learners who are competent citizens of local and global societies.
- We believe that curriculum alignment, common formative and summative assessments, standards-based instruction, and remediation enable teachers to effectively monitor student progress and use data obtained to improve instruction.

HIGH SCHOOL OBJECTIVES

1. Students should learn to be problem solvers and believe in the democratic process as a way of life. Students get an opportunity to practice these ideals through participation in student government, class projects, and other school-sponsored events and activities.
2. Students should develop the ability to think and communicate ideas clearly. The high school must provide outlets for the student to release creative energies, to explore the inner-self, to find talents, abilities, special

gifts, develop an inquisitive attitude, a sense of curiosity, and ability to classify and arrange factors logically. This will enable the students to experience joy and satisfaction in discovery.

We are very proud of the accomplishments of our students and the excellent educational opportunities that we provide at Cuba High School. However, one factor that correlates highest with educational success is **parental and community involvement**. Working together, we will guarantee a quality education and a bright future for all of our students.

CUBA INDEPENDENT SCHOOLS

GOVERNING BOARD

President	Dianna Maestas
Vice President	Taylor Pinto
Secretary	Vivian Keetso
Member	Carl R. Stern
Member	Elizabeth Martin

Superintendent **Adan Delgado**

Principal Dr. Karen Sanchez-Griego Ed.D

Counselors Monique Anderson & Donna Aguilar

Exceptional Students Coordinator Laura Saucedo

PLEDGE OF ALLEGIANCE TO THE FLAG

English:

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Spanish:

Yo prometo lealtad a la bandera de los Estados Unidos de America, y a la Republica que representa, una Nacion bajo Dios entera, con libertad y justicia para todos.

Dine':

Ke'yah ashdla' diingo bil hahoodzooigii Bidahnaat'a' i t'aa iiyisii shil iliigo baa bich'i' adeesh' naa. Haala ajooba' hasinii yee hadit'e. Ke'yah t'aala' i si' anigii Diyin God yee adeihodilizin. Binahji' niik'e ajooba' bidziilii bee da' ahiiniita'.

Cuba High School Redesign

Bell Schedule

2018-2019

Regular Schedule:

C-Schedule (Monday's) 50 min classes, 3 minutes passing

1 st	8:05 -8:55	(50 min)	(RTI, E2020, AP Classes, Advisory)
2 nd	8:58 -9:48	(50 min)	
3 rd	9:51 – 10:41	(50 min)	
4 th	10:44 -11:34	(50 min)	

Lunch 11:37 -12:17 (40 min)

5 th	12:20 -1:10	(50 min)	
6 th	1:13 – 2:03	(50 min)	
7 th	2:06 – 2:56	(50 min)	
8 th	2:59 -3:30	(31 min)	Athletics, Activities, Groups)

A Schedule (Tuesday, Thursday) 95 min classes 3- min passing

B Schedule (Wednesday & Friday) 95 min classes 3-minute passing

Note that Tuesday thru Friday 1st period is always a (skinny, 50-minute class)

Periods 2,3,4,5,6,7 are all Blocks, with 8th period daily for athletics, extracurricular, Groups etc)

1st 8:05 -8:55 (50 min) (RTI, E2020, AP Classes, Advisory, mentoring, Career Exploration)

2/3 8:58 -10:33 (95 min) Block

Nutrition Break (time to allow student to grab a snack prior to block schedule)

NB 10:33 – 10:43 (10 min)

4/5 10:46 – 12:21 (95 min) Block

Lunch 12:24 -1:04 (40 min)

6/7 1:07 – 2:42 (95 min) Block

8th 2:45-3:30 (45 min) (Athletics, Activities, Groups)

Abbreviated in Service Half Days

1 st	8:05-8:32	(27 minutes)
2 nd	8:35- 9:02	(27 minutes)
3 rd	9:05- 9:32	(27 minutes)
4 th	9:35-10:02	(27 minutes)
5 th	10:05-10:32	(27 minutes)
6 th	10:35-11:02	(27 minutes)
7 th	11:05-11:32	(27 minutes)
8 th	11:35 to 12:02	

Abbreviated Snow Days /2-hour delay

1 st	10:05-10:40	(35 minutes)
2 nd	10:43-11:18	(35 minutes)
3 rd	11:21-11:56	(35 minutes)

4 th	11:59-12:34	(35 minutes)
Lunch 12:34-1:04 (30 minutes)		
5 th	1:07-1:42	(35 minutes)
6 th	1:45-2:20	(35 minutes)
7 th	2:23-2:58	(35 minutes)
8 th	3:01-3:30	(29 minutes) (Athletics, Activities, Groups)

Assembly Schedule on Block days only

1 st	8:05-8:50	(45 minutes)
2/3	8:53-10:08	(75 minutes)
Assembly 10:15-11:15 (60 minutes)		
4/5	11:18-12:38	(75 minutes)
Lunch 12:38-1:18 (40 minutes)		
6/7	1:21-2:36	(75 minutes)
8 th	2:39-3:30	(51 minutes)

CUBA INDEPENDENT SCHOOLS 2017-2018 DISTRICT CALENDAR

July 31, August 1-2, 2018: Registration

August 6, 7 & 8 2018: In-service

August 9, 2018: First Day of School

August 10, 2018: Second Day of School

August 16, 2018: Open House

September 3, 2018: Labor Day

September 24, 2018: Full Day Staff In-service (No School)

October 8, 2018: Indigenous Peoples' Day

October 25, 2018: Parent Conferences (No School) 7hr day adjusted for teachers

October 26, 2018: Half Day Staff In-service 8am – 11:30am (No School)

November 12, 2018: Veteran's Day

November 21-23, 2018: Thanksgiving Break

December 24, 2018 to January 4, 2019: Winter Break

January 7, 2019: Full Day Staff In-service (No School)

January 21, 2019: Martin Luther King Jr. Day (Reserved Snow Day)

February 4, 2019: Full Day Staff In-service (No School)

February 18, 2019: President's Day (Reserved Snow Day)

March 14, 2019: Parent Conferences (No School) 7hr day adjusted for teachers

March 15, 2019: Half Day Staff In-service 8am – 11:30am (No School) March 25-29, 2019: Spring Break

April 1, 2019: Full Day Staff In-service (No School)

April 19, 2019: No School (Snow Day)

April 22, May 18, 2019: Graduation

May 22 - 23, 2019: No School for Elementary Students

May 23, 2019: Last Day of School

May 27, 2019: Memorial Day

SNOW DAYS: January 21st, February 18th and April 19th & 22nd are vacation days unless we need to make up snow days, then students and staff will be required to come to school on those days. The district will send out notices if that is the case.

2019: Sovereignty Day (Snow Day)

2018-2019 CUBA HIGH SCHOOL FACULTY

Staff	Assignment
Anna Brown	History
Maria Casas	English Language Arts
Olivia Casaus	Science
Mrs. Escobedo	Spanish
Daniel Delgado	Science
Gilbert Dominguez	P.E./ Health
Mary Ann Ga	Math
Evangeline Greene	English Language Arts
Mariah Johnson	Science
Nathan Vasquez	Learning Lab
Fabian Cordova	Special Education
TBA	Special Education
TBA	Vocational Education

Vincent Lombardi	History
TBA	Math
Matt Pribble	Drivers Ed.
Janelle Chavez	Culinary Arts
Elisabeth Tyler	Librarian/Music
Diana Vitale	English Language Arts
Matilda Lee	Navajo Language
Laura Saucedo	Special Education

Secretaries Position

Angela Crespín	SPED Secretary
Sheldon Toledo	Administrative Assistant
Daphnie Sanchez	Attendance / Athletics
Veronica Casaus	Registrar

Wellness Position

Carol Chase	School Nurse
Ann Massey	Nurse's Aide

Food Service

Tilda Pitts	Food Services
Xiomara Marino	Food Services
Debbie Trujillo	Food Services

Custodians Area

Beatrice Montoya	HS
Tim Rivera	HS Gym
Leroy Sanchez	HS

This handbook is a very important document that will orient you to Cuba High School. Please take time to read it carefully. It will assist you in understanding procedures, rules, and regulations of Cuba High School. It is intended to promote the safety, order, and discipline of the school. It is a guide, not an absolute. The handbook also will allow you to organize your academic, co-curricular, and out of school schedules. Please keep it with you and utilize it to the fullest extent. We believe that the high school experience will give you the opportunity to acquire the knowledge and skills that will ensure your present and future success. The program of studies offered by your school, coupled with your genuine desire to succeed, will enable you to enjoy your high school experience. We urge you, therefore, to participate actively in the organizations and activities of Cuba High School and thereby become an integral part of the school. Please utilize this handbook as your guide to a better understanding of the real meaning and purpose of your school and help in the development of a finer community spirit.

Your Administrative Staff

INTENT AND LIMITATIONS OF HANDBOOK – STUDENT RECEIPT

This *Cuba High School Student Handbook for 2018-2019* will be distributed to all students at CHS. This handbook contains valuable information for Students and Parents/Guardians. Please familiarize yourself with its contents and **return the Parent/Guardian & Student Handbook Receipt Form** (see Appendix F) as **instructed**.

This handbook explains procedures, rules, and regulations for the operation of the school. The handbook is a reference guide to assist students, parents/guardians, and staff in becoming better acquainted with the school. **The handbook does not, nor was it intended, to cover all situations that might occur during the course of the school year. Situations that are not covered by this handbook will be handled by the Principal or designee and are subject to review by Cuba Independent School Administration.**

CHAIN OF COMMAND – STEPS TO TAKE IF THERE ARE ANY ISSUES

Parent/guardians, staff and students are encouraged to communicate with the school Principal when problems arise or are anticipated. When a problem arises regarding a student, the procedure is to have the student address the issue with school personnel first. This is an important part of the maturation process. If the problem is not resolved and the parent/guardian believes it is appropriate to get personally involved to clarify an issue or solve a problem, first contact the teacher/sponsor/coach directly. If that communication does not resolve the situation, contact the Principal. **If and only when the situation has failed to be resolved, contact the superintendent.**

Please give Cuba High School personnel the opportunity to work through the situation cooperatively with you and your student. When you contact school personnel, try to remain as objective and open-minded as possible. We realize you are representing the interests of your child and family. We will strive to be professional and objective about the situation.

STUDENT RESPONSIBILITIES

A responsibility is an obligation one has to ensure that the rights of all are protected.

- **Attend school to receive an education.**
Be on time for all classes.
- **Come to class with necessary materials.**
- **Complete all in-class and homework assignments and meet all deadlines.**
- **Obey school rules and school personnel.**

- Cooperate with school staff.
- Respect the person and property of others.
- Respect public property.

EDUCATIONAL PLAN FOR STUDENT SUCCESS (EPSS)

The Cuba High School EPSS focuses on improving students' Reading and Mathematics knowledge and skills, graduation rates, and 95% mandatory test participation rate, as well as ensuring that students are prepared for College/ and or Career upon their graduation from High School.

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 Cuba High School, 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.

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.

PERSONAL PROPERTY

Students should not bring large sums of money or personal valuables (i.e., IPODs, MP3 players, electronic games, cell phones, etc.) to school. There is always a chance of theft or loss and the **school district will not be held responsible.**

CHEATING

Cheating of any nature will not be tolerated. Any student who willfully allows another student to copy from their work is as guilty of cheating as the student doing the copying. Therefore, a grade of zero will be given to the parties involved.

VISITATION REGULATIONS

Cuba High School is a **CLOSED CAMPUS.** This means that the campus is closed to outside visitors who have no legitimate business on campus. Visitors who do not have legitimate business at the school are guilty of trespassing and law enforcement officials will be notified. **No student visitors will be allowed.** No small children or babies will be permitted in school buildings or parking lots for extended periods of time. Parents/Guardians of students currently enrolled at CHS are always welcome visitors. They must check in at the High School Office and get a Visitor's Pass prior to visiting anywhere on campus.

CAFETERIA

A cafeteria is provided where students eat breakfast and lunch. Both breakfast and lunch are provided free of charge to all students.

SCHOOL NURSING SERVICES

A district nurse is housed on campus 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 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.**

Many communicable diseases affect school-aged children. Schools are excellent sites for recognition of communicable-disease problems. Parents of a student with a communicable or contagious disease should notify the school office immediately in order to avoid contaminating others.

ATHLETICS

Any student wishing to participate in athletics **MUST** report to the coach of the respective sport in session. Students participating in athletics will be subject to the rules and regulations adopted by the school and district. Students must be eligible to play and follow directives of the New Mexico Activities Association.

INSURANCE

If you are on an athletic team, you are required to carry either school or private insurance. Accident insurance is available for students through the school. Insurance applications forms are available for students in the High School Office.

VALEDICTORIAN/SALUTATORIAN & CLASS RANKING INFORMATION IS AVAILABLE IN THE COUNSELING OFFICE.

EARLY GRADUATION OPTION

Students meeting all graduation requirements can opt to graduate early. Students graduating early will be included with the graduating seniors for the purpose of ranking students going to colleges. Because they have not completed the required eight semesters of high school, early graduates are not allowed to vie for the honors of Valedictorian and Salutatorian. Early graduates are allowed to be recognized as Honored Students at graduation.

MEDIA CENTER/LIBRARY

The Media Center/Library is open from 7:55 a.m. until Bus loading time each school day. Students coming to the Media Center during class time **MUST** have a valid Hall Pass. The student whose name is on the charge card pays for lost books. If help is needed in finding materials, the Media Center staff is happiest to be of assistance.

TEXTBOOKS AND EQUIPMENT

All textbooks are inventoried and distributed by classroom teachers. The following information is important for all students and parents to be aware of:

1. Students will be responsible for all lost or damaged books. A student will be responsible for replacement costs. **All students must clear their textbook account at the end of each school year or upon transfer to another school.**
2. If a student changes class schedule after he/she has received his/her textbooks, student is responsible for returning the book to the issuing teacher.
3. 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).

LOCKERS

High School Attendance Clerk will issue lockers and locks to students at the beginning of the year. Students will receive a school lock and assign a school locker. The locker is to be kept clean and orderly and free of contraband. **Students will be charged \$10.00 for locks that are not turned in or lost.**

Individual student will be responsible for his/her locker, lock and the contents therein. Neither the school nor the school staff will be held liable in the event of illegal entry into lockers or theft from student's individual locker. Lockers are on loan to the students and therefore, subject to be inspected at any time. It is important to remember that if contraband of any nature is found in your assigned locker, you will be considered responsible for the contraband. **You are not to share a locker with another student.** If there is a problem with an assigned locker, please inform the High School Office.

SEARCHES

A student's person or property while under the authority of the schools, and school property assigned to a student, are subject to search, and items found are subject to seizure. School property, including lockers, desks, and school buses, may be searched with or without students present; however, when students are readily available, the searches will be conducted in their presence. When students are not present for locker or desk searches, another authorized person shall serve as a witness whenever possible.

Student vehicles when on campus or otherwise under school control and students' personal effects which are not within their immediate physical possession may be searched in accordance with the requirements for locker searches.

Searches of a student's person which involve bodily contact will require the authorization of the principal or his/her designee. Such searches may be conducted only by an authorized person of the same sex, unless impractical, shall be witnessed by an authorized person of the same sex. Searches involving bodily contact shall be limited to outer garments. If the administrative authority has reasonable belief that the search should involve the removal of outer garments, the parents will be notified and given the opportunity to proceed with the search. In the event that the parents cannot be reached within a reasonable amount of time or refuse to proceed with the search, the administrative authority shall have the discretion to involve the appropriate law enforcement officials.

Searches of purses, wallets, book bags, backpacks, and similar items of personal property that are in a student's possession may be searched in the same manner as an outer garment. Seizure of Items. Illegal items, legal items which threaten the safety or security of others, items which evidence prohibited activities, or items which are used to disrupt or interfere with the education process may be seized by authorized persons.

Seized items may be released to appropriate authorities or a student's parent or returned to the student later as the administrative authority deems appropriate.

Notification of Law Enforcement Authorities: When a search discloses illegal possessed contraband material or evidence of some other crime, the administrative authority should consider whether circumstances justify notification of the Children’s Court attorney, or other law enforcement officers.

COMPUTER AND INTERNET ACCESS

In order for students to use a computer at Cuba High School, every student and their parent/guardian must sign, and have on file at the High School Office, a signed *Internet Permission Contract*. This contract **MUST** be signed prior to the commencement of each School Year. Violation of the contract content and requirements may result in loss of computer use.

TELEPHONES / ELECTRONIC DEVICES

SCHOOL PHONES

School telephones are not to be used by students without the permission and presence of a teacher or Secretarial staff. Students who abuse the privilege of using school phones may lose it permanently.

ELECTRONIC DEVICES (ED)

Cell phones, iPods, Mp-3 Players, headphones, portable music boxes, electronic games and other ED’s are not to be used during the school day. The device will be confiscated if students violate this rule.

First Offense: Device will be confiscated and returned to student.

Second Offense: Device will be confiscated returned to parent / guardian.

Third Offense: The electronic device will be kept until the last day of current semester.

DRESS CODE FOR CHS STUDENTS

STUDENT DRESS

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

- *Present a hazard to the health or safety of the student or to others in the school.*
- *Materially interfere with school work, create disorder, or disrupt the educational program.*
- *Cause excessive wear or damage to school property.*
- *Prevent students from achieving their educational objectives.*
- *Represent membership in a gang.*

Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities.

Obscene language or symbols, or symbols of sex, drugs, or alcohol on clothing are expressly prohibited.

Adopted: date of manual adoption

LEGAL REF.: 6.11.2.9 NMAC

CROSS REF.: JICF - Secret Societies/Gang Activity

- A. 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.
- B. Shoes must be worn at all times
- C. 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:

- 1. 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.
- 2. Pajamas, house slippers.
- 3. Sunglasses, (unless prescribed by a doctor, or worn for other verifiable medical reasons. chains or similar objects are not allowed in the building.
- 4. Attire or apparel (including patches, decals, buttons) that makes reference to violence, sex, gang membership, Satanism/occult, skulls, demons, tobacco, alcohol or drugs, weapons and safety pins, jewelry with spikes, chains, or other metal objects considered a safety hazard
- 5. 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.
- 6. Hoods on sweatshirts or jackets will not be worn above the shoulders inside the school buildings.
- 7. 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.
- 8. 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.
- 9. 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.

ATTENDANCE

ABSENCES

New Mexico State Compulsory Attendance Law 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 student's parent/guardian and the student to assure student attends school.

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a hardship for a student and is regarded a serious problem. Class attendance is taken and maintained by instructional hours. Over ten minutes up to fifty percent or up to three hours' late equals half day absence.

MAKE-UP WORK

If you have a verified **excused** absence from school, the following procedures apply:

1. You will be given the same number of days you were absent to complete/submit missing assignments. It is the **student's responsibility, NOT the teacher's, to find out what work was missed and needs to be completed.**
2. Unless there are verifiable extenuating circumstances with parent/guardian written notification to the teacher concerned, missed work not handed in within the time limitation **will receive a grade of zero.**
3. If you are going to pick up make-up work, call **BEFORE 10 AM** and be prepared to pick up the work after 3 PM.
4. 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. The student is responsible to pick up work when ready.

If you have an **unexcused** absence from school, the following procedures apply:

1. You will be given the same number of days you were absent to complete/submit missing assignments, but will only be worth 25% of its original value.
2. It is the policy of Cuba High School that **no student will be allowed to participate** in any afternoon or evening school sponsored events on the day or any portion of a day in which he/she has been absent.

TARDY POLICY

TARDY PROCEDURE - HIGH SCHOOL

1. A tardy for high school attendance purposes is defined as any student who is **not** inside the classroom when the tardy bell stops ringing.
2. Students carrying a pass from a school staff member are classified as tardy excused, and will be sent to class.
 1. Report to the Attendance Clerk to receive a pass in order to enter class and
 2. Provide a note from your parent/guardian explaining why you are late. If a parent/guardian tardy note 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 to be given out for the first and last ten minutes of class.

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 the Learning Lab or related supervision for remainder of school day. Students suspended from Cuba High School **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.

SOCIAL HOURS AND DANCE REGULATIONS

During school hours, social events are restricted to CHS students ONLY! Dances held in the evening are restricted to CHS students and approved guests. Clearance of guests will be made by the Principal. CHS students must assume full responsibility for guests. If a student or guest demonstrates improper behavior or fails to follow rules, he/she will not be allowed to participate in school-related functions or activities.

REPORT CARDS AND PROGRESS REPORTS

1. The purpose of a quarterly progress report is to inform the parent/guardian of the student's progress. This may include areas that need improvement or areas in which the student is excelling. Progress reports are mailed directly to the parents/guardian. Additional reports may be sent home with students at any other time a teacher deems appropriate, or as requested by the parents/guardians or the Administration.
2. Report cards are mailed directly to the parents/guardian at the end of each quarter.

***Teachers must make contact (phone, letter, conference, all with documentation) with parent/guardian if a student is at risk of failing at any time during the quarter.**

Parents/Guardians are highly encouraged to regularly confer with their student's Mentor, classroom teachers, counselor, or the principal regarding their student's academic performance and/or school behavior. They are also encouraged to make an appointment with the respective teacher(s) when a conference is desired.

GRADING PLAN

Cuba Independent Schools has implemented the following grading scale.

	<u>Letter Grade</u>	<u>Grade Description</u>	<u>Points</u>
90-100	A	Superior	4.0
80-89	B	Above Average	3.0
70-79	C	Average	2.0
60-69	D	Below Average	1.0

Student Aides will receive a PASS or FAIL - NOT to be included in overall GPA
If a state EOC (End of Course) exam is available for a course, the EOC will serve as a final exam.

Credit Evaluation

___2 Foreign Languages ___Diploma ___Certificate

Student Name: _____ Student ID: _____ Class of: _____

Credits required to graduate: _____ Total credits earned: _____ Remaining credits: _____

English (4 credits)	S1	S2	CR

Math (4 credits)	S1	S2	CR

Science (3 credits)	S1	S2	CR

Soc. Stud. (3.5 credits)	S1	S2	CR

Physical Ed (1 credit)	S1	S2	CR

Health (.5 credit)	S1	S2	CR

Career Cluster, Workplace Readiness, Language (1 credit)	S1	S2	CR

Electives (7.5 credits)	S1	S2	CR

Electives (7.5 credits)	S1	S2	CR

One of the above credits must meet the requirement of Dual Credit/AP or Distance Learning to Graduate.

Credit Recovery

Assessments

Reading			Writing			Math			Science			Social Studies		
Initial Demonstration of Comp			Initial Demonstration of Comp			Initial Demonstration of Comp			Initial Demonstration of Comp			Initial Demonstration of Comp		
Assessment	Passing Score	Student score	Assessment	Passing Score	Student score	Assessment	Passing Score	Student score	Assessment	Passing Score	Student score	Assessment	Passing Score	Student score
PARCC ELA III**	725 Level 3		PARCC ELA III**	725 Level 3		PARCC Geom**	725 Level 3		SBA Grade 11**	1138 (37.5+)		US History V7	31	
PARCC Reading Subscore if ELA III <725	42*		PARCC Writing Subscore if ELA III <725	31*		PARCC Algebra II**	725 Level 3		Career Option*	Passing Score	Student Score	Econ V4	23	
* Note: A PARCC ELA Grade 11 Reading subscore of at least 42 meets the Reading Assessment requirement only if combined with an overall PARCC ELA Grade 11 score higher than Perform, Level I			* Note: A PARCC ELA Grade 11 Reading subscore of at least 42 meets the Reading Assessment requirement only if combined with an overall PARCC ELA Grade 11 score higher than Perform, Level I			PARCC Integ. Math II**	725 Level 3					NM History V4	18	
Reading Continued			Writing Continued			Math Continued			Science Continued			Social Studies Continued		
Career Option*	Passing Score	Student Score	Career Option*	Passing Score	Student Score	PARCC Integ. Math III	725 Level 3		ADC: EoC			World Hist/Geo V3	25	
						Career Option*	Passing Score	Student Score	Assessment	Passing Score	Student Score	US Gov V5	24	
ADC: EoC			ADC: EoC						Anat & Physiol V2	26		Career Option*	Passing Score	Student Score
Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score	ADC: EoC			Bio V7	27				
ELA III: Reading V6	14		ELA III: Writing V6	24		Algebra I* V3	18		Chem V8	24		ADC: CCR Indicators		
ELA IV: Reading V3	15		ELA IV: Writing V3	26		Math ADC V3	16		Envi Sci V1	26		Assessment	Passing Score	Student Score
Career Option *	Passing Score	Student Score	Career Option *	Passing Score	Student Score	Algebra II V6	14		Physic Sci V1	29		AP Art History	3	
						Integrat. Math III V3	17		Physics V3	24		AP Euro History	3	
ADC: CCR Indicators			ADC: CCR Indicators			Geom V3	18		Career Option*	Passing Score	Student Score	AP Gov Politics	3	
Assessment	Passing Score	Student Score	Assessment	Passing Score	Student Score	Pre-Cal V4	16					AP Human Geog	3	
AP Eng Lang/C	3		AP Eng Lang/C	3		Career Option*	Passing Score	Student Score	ADC: CCR Indicators			AP Macroecon	3	
AP Eng Lit/C	3		AP Eng Lit/C	3					Assessment	Passing Score	Student Score	AP Micro Econ	3	
PLAN Reading	18		PLAN English	15		*Student who use the Algebra I EoC score to meet requirements may not waive the Algebra II requirements.			AP Bio	3		AP Psych	3	
ACT Reading	22		ACT English	18		ADC: CCR Indicators			AP Chem	3		AP US History	3	
ACT ASPIRE Reading	428		ACT ASPIRE English	428		AP Cal	3		AP Comput Sc	3		AP World History	3	
PSAT Reading	45		ACT ASPIRE Writing	428		AP Statistics	3		AP Env. Sci	3		IB Ind & Soc	4	
PSAT/NMSQT Evidence Based Read. & Writing	360		PSAT/NMSQT Evidence Based Read. & Writing	360		PLAN Math	19		AP Physics (any)	3		SATSUB US History	610	
SAT Reading	500		PSAT Writing	45		ACT Math	22		PLAN Science	20		SATSUB World History	589	
SAT/NEW Reading/Writing	480		SAT/NEW Reading/Writing	480		ACT ASPIRE Math	432		ACT Science	23		* Career Option individualized cut scores are only available to special education students with an IEP indicating Career Option. ** In general, 2017 Cohort members take PARCC and SBA graduation assessments in Spring 2016 as Juniors, and as a		
ACCU Reading	82		SAT Writing	500		PSAT Math	47		ACT ASPIRE Science	432				
COMP Reading	88		ACCU Write-placer	6		PSAT/NMSQT Math	470		IB Exp Science	4				

SATSUB Lit	574		ACCU Sent Skills	83		SAT Math	500		SATSUB Ecolog Bio	593		Senior retest in Fall 2016 (if necessary) to fulfill two requirement attempts. PSAT – Before November 2015 PSAT/NMSQT – After November 2015 SAT – Before March 2017 SAT/NEW – After March 2017 PLAN – Before August 2015 ACT ASPIRE – After July 2015
			COMP Writing Skills	77		SAT/NEW Math	530		SATSUB Molec Bio	624		
			COMP Essay 2-12	9		ACCU Elem Alg	80		SATSUB Chem	642		
			COMP Essay 2-8	7		ACCU C – L Math	50		SATSUB Physics	632		
						COMP Math	52					
						IB Math	4					
						SATSUB Mvl 1	587					
Requirement Met?		Requirement Met?		Requirement Met?		Requirement Met?		Requirement Met?		Requirement Met?		
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	

DUAL ENROLLMENT

Dual enrollment, with a post-secondary institution, is one of the NM state requirements for graduation. Students may enroll as a Junior or Senior. Sophomores in good standing may request permission from their counselor and the Post-Secondary institution to take courses. Dual Enrollment courses must be approved by the student’s counselor and the student must meet all requirements for those courses per the post-secondary institution’s criteria. If a course follows the Common Core curriculum, it may substitute for a Core Class for CHS. This will be determined by the student’s counselor. Students must pass the course with a D or higher, but any Core Course must be passed with a C or higher. Credit will be given as follows: If a Dual Enrollment course is worth 3-4 credit hours, the student will receive 1 credit for the course at CHS. Courses with less than 3 credit hours will only receive ½ credit at CHS. Textbooks are available and/or will be ordered for students taking a Dual Enrollment course. Textbooks will be checked out and are to be returned to the Counselor at the end of the semester. Tuition is waived for all high school students; however, students who do not meet the required deadlines to drop a class may be charged the tuition fee for the course not completed.

STUDENT DISCIPLINE

Discipline Procedures 2018-2019

A positive learning environment in our schools and a good state of student conduct starts with students, parents and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, the district has established guidelines designed to ensure a safe environment for all students and staff in our schools. For these guidelines to be most effective, it is vital for the family, the school and the community to work together. Students are responsible for their own actions. Students whose actions are in violation of school/district guidelines will be expected to accept the appropriate consequences. We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity. This includes their time at school as well as going to and from school, at a bus stop and at school sponsored events. To meet these goals, we enlist the support of our community.

Cuba High School implements severe consequences for drugs, weapons or threatening behavior. Any such act may result in a recommendation for long-term suspension or expulsion.

There are a variety of consequences (discipline) for misconduct. Depending on the seriousness of the situation, there may be more than one consequence for a single event. Nothing in this handbook is intended to restrict the district from imposing more or less severe consequences if, in the discretion of the district, the severity of harm, danger, damage or the potential for harm, danger or damage warrants it, or if one incident involves more than one infraction.

In addition, although not necessarily listed as a potential consequence on the grid for a particular behavior, long-term suspension or expulsion may be imposed based upon the facts.

The Cuba High School uses a progressive discipline philosophy. The purpose of this handbook is to ensure consistency in discipline consequences school wide. However, the school administrator, the hearing officer(s) have the discretion to impose a consequence they consider most appropriate for the particular infraction and surrounding facts. Just as we set high academic expectations for all students, Cuba High School has high expectations for the conduct of our students. We will not allow academic progress to be slowed because of the conduct of a few students. Conduct expectations and consequences help to ensure that schools, buses and bus stops are safe and orderly.

In cases in which a student commits the same infraction repeatedly over the duration of the student's tenure in the school, the consequences will automatically progress to the next infraction level and not begin at the 1st offense from year to year. For example, if a student receives a long term suspension for drug possession during his/her freshman year and is found to be in possession of drugs during their sophomore year, that student's consequence would be derived from at least the 2nd offense column of the matrix. Discipline will be progressive for students in grades 9-12 including but not limited to the following infractions:

Students are deemed to be under the jurisdiction of the school daily, from 7:40 a.m. to 3:30 p.m. and during school sponsored activities and/or they leave the school grounds, and are under the supervision of school personnel. Students who willfully interfere with the educational process, harm others, or engage in illegal actions during this time will be subject to disciplinary action.

The Principal, or designee, will use district and school policy and applicable federal and state law in the processing of student discipline referrals. The student will have the right to present to the Principal any relevant information pertinent to the student's defense. All disciplinary action(s) will be documented and parent's/guardians notification of disciplinary action(s) taken by the school will be by mailed to the parent/guardian's last known mailing address.

CUBA HIGH SCHOOL

Student Handbook 2018-2019

Grade: _____

Parent/Guardian & Student Handbook Receipt Form

This Handbook was issued to me on _____ by _____

The aforementioned CHS 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 for CHS.

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 Signed: _____

Parent/Guardian: Please sign your name below indicating that:

1. your son/daughter received a copy of the 2018-2019 CHS 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.

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date Signed: _____

Please have your son/daughter return this signed page to their Mentor teacher no later than within one (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.*

PHILOSOPHY OF DISCIPLINE

Good discipline is a critical component in maintaining an environment conducive to learning. Students who are guilty of disciplinary infractions are often disruptive to the educational process. At Cuba High School, we work to maintain a safe and caring learning environment where students will maintain and further develop self-discipline so that the exercise of individual rights does not infringe upon the rights of others. Discipline will be carried out in such a way as to preserve the dignity of individuals, however disciplinary infractions will not be overlooked.

EXPECTED STUDENT BEHAVIOR

Students are expected to behave in a manner that will be a credit to them and to Cuba High School. Whether at school or at school sponsored activities, students should be appropriate in dress, language, and behavior. Students are expected to be respectful to other students and staff members and not do anything that may place the safety of another in jeopardy. Students are also expected to respect the property of others as well as the school. When a student has demonstrated an inappropriate behavior, the following steps will be taken in order to attempt to correct the inappropriate behavior and provide the student with the best, most effective education possible.

Early Warning System (EWS)

Cuba High School is creating an Early Warning System Team to identify potential dropouts and late graduates. The Early Warning System (EWS) will increase CHS chances of intervening early to keep students learning in school and prevent dropout or unplanned late graduation. At the heart of CHS’s vision, Every Child a Graduate College & Career Ready, is the goal that every student graduates from high school.

DISCIPLINARY INCIDENTS AND CONSEQUENCES

Students committing any violation at the end of the school year are subject to the full scope and consequences of the CHS discipline policy at the onset of the upcoming school year.

Discipline Process for Alcohol and Drug Offenses at Cuba Schools

Infraction	Consequence	
<ul style="list-style-type: none"> ● 1st Offense Under-the-Influence 	<ul style="list-style-type: none"> ● LEARNING LAB and ● Parent Notification and ● Risk Assessment (LEAPS, SASSI, County Risk Assessment) and ● Contract and ● Referral to Counseling at School-Based Health Center and ● Community Circle Process with Parent or Guardian (1 Session) 	<p>Lack of Compliance at any Level Results in Long-term Suspension Hearing</p>
<ul style="list-style-type: none"> ● 2nd Offense Under-the-Influence ● 1st Offense Possession of Drugs, Alcohol, or Paraphernalia 	<ul style="list-style-type: none"> ● Short-term Out-of-School Suspension (5-7 days) and ● LEARNING LAB (2 Days - LEAPS/County Curriculum) and ● Parent Involvement Program (4 Sessions) and ● Referral to Counseling at School-Based Health Center and ● Report to Police and ● Contract 	
<ul style="list-style-type: none"> ● 3rd Offense Under-the-Influence ● 2nd Offense Possession of Drugs, Alcohol, or Paraphernalia 	<ul style="list-style-type: none"> ● Long-term OUT-OF-SCHOOL SUSPENSION or ● Alternative Setting and ● Referral to Treatment Program and ● Report to Police / CYFD 	

<ul style="list-style-type: none"> 1st Offense Distribution (1 oz. of Marijuana or Broken up for distribution) 		
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FIGHTING / PHYSICAL AGGRESSION

Type of Incident	1 st Consequence	2 nd Consequence	3 rd Consequence
Supports, or encourages the infliction of physical injury to another person.	Suspended 1-3 days Behavior Contract required Parent conference Assigned to Learning Lab Discretion of Site Principal or Administrative Staff	Suspended 3-5 days Behavioral Contract required. Forfeit Activities 4-9 weeks Parent conference Assigned to Learning Lab 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 10 -18 weeks Discretion of Site Principal or Administrative Staff
Caused Injury to another	Suspended 5 days Forfeit activities 4- 9 weeks Parent conference report incident to Cuba Police Discretion of Site Principal or Administrative Staff	Suspended 10 days Extend suspension pending an expulsion hearing. Discretion of Site Principal or Administrative Staff	
Involved in a fight	Suspended 3-5 days Behavior contract. Parent conference Assigned to Learning Lab Discretion of Site Principal or Administrative Staff	Suspended 5-10 days Forfeit activities 4-9 weeks Parent conference Assigned to Learning Lab recommend to EWS Team Discretion of Site Principal or Administrative Staff	Extended suspension pending an expulsion hearing. Parent conference Forfeit all activates 10-18 weeks. Discretion of Site Principal or Administrative Staff
Threatened an act of terrorism	Suspended 3-5 days Parent conference Behavior contract Assigned to Learning Lab Discretion of Site Principal or Administrative Staff	Suspended 10 days Extend suspension pending an expulsion hearing Report incident to Cuba Police. Discretion of Site Principal or Administrative Staff	
Threatened to injure another	Suspended 1-3 days Parent conference Behavior contract Assigned to Learning Lab Discretion of Site Principal or Administrative Staff	Suspended 3-5 days Forfeit activities 4-9 weeks Parent conference Assigned to Learning Lab recommend to EWS Team Discretion of Site Principal or Administrative Staff	Suspended for 5-10 days Extend suspension pending an expulsion earning Forfeit activities 10-18 weeks 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 Cuba Police Discretion of Site Principal or Administrative Staff	Suspended 5-10 days Extend suspension pending an expulsion hearing Forfeit activities 4-9 weeks Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff	Suspended for 10 days Extended suspension pending an expulsion hearing Discretion of Site Principal or Administrative Staff
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PROPERTY DAMAGE

THEFT			
Attempted/ damaged private property	Suspended 1-3 days Forfeit activities 4-9 weeks Behavior contract Parent conference Restitution Discretion of Site Principal or Administrative Staff	Suspended 3- 5 days Restitution Forfeit activities 4-9 weeks Behavior contract Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff	Suspended 5- 10 days Restitution Extend suspension pending an expulsion hearing Forfeit activities 10-18 weeks Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff
Possessed stolen property	Suspended 3- 5 days Report to Cuba PD Behavior contract required Parent conference Restitution Discretion of Site Principal or Administrative Staff	Suspended 5 days Extend suspension pending an expulsion hearing Forfeit activities 4-9 weeks Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff	Suspended 10 days Restitution Extend suspension pending an expulsion hearing Forfeit activities 10-18 weeks Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff

<p>Attempted / damage private property</p>	<p>Suspended 3- 5 days Forfeit activities 4-9 weeks Behavior contract required Parent conference Discretion of Site Principal or Administrative Staff Restitution</p>	<p>Suspended 10 days Extend suspension pending an expulsion hearing Forfeit activities 10-18 weeks Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff Restitution</p>	
<p>Damage of School Property</p>	<p>Suspended 3- 5 days Report to Cuba PD Forfeit activities 4-9 weeks Behavior contract required Parent conference Restitution Discretion of Site Principal or Administrative Staff</p>	<p>Suspended 10 days Extend suspension pending an expulsion hearing Forfeit activities 10-18 weeks Parent conference Restitution Report incident to Cuba Police Discretion of Site Principal or Administrative Staff</p>	

DISRUPTION

<p>Disruptive behavior in class/ campus</p>	<p>Suspended 1-3 days Assigned to Learning Lab recommend to EWS Team Discretion of Site Principal or Administrative Staff</p>	<p>Suspended 3-5 days Forfeit activities 4-9 weeks Assigned to Learning Lab Behavior contract required Parent conference P/G attend school all day Discretion of Site Principal or Administrative Staff</p>	<p>Suspended 5 -10 days Forfeit activities 10-18 weeks Parent conference Discretion of Site Principal or Administrative Staff</p>
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Pulled / tampered with fire alarm	Suspended 3-5 days Behavior contract Require Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff	Suspended 5- 10 days Extend suspension pending an expulsion hearing Forfeit activities 10-18 weeks Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff	
Playing music aloud using electronic device inside the school building	Music device taken away, and student assigned to Learning lab. Discretion of Site Principal or Administrative Staff	Music device taken away. Suspended 1-3 days Assigned to Learning lab. Forfeit activities 10-18 weeks Parent conference Discretion of Site Principal or Administrative Staff	Music device taken away. Suspended 5- 10 days Extend suspension pending an expulsion hearing Forfeit activities 10-18 weeks

HAZING / HARASSMENTS / BULLYING

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 Cuba Police Behavior contract Parent conference Discretion of Site Principal or Administrative Staff	Suspended 3-5 days Forfeit activities 4-9 weeks Parent conference Discretion of Site Principal or Administrative Staff	Suspended 5-10 days Forfeit activities 4-9 weeks 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 Forfeit activities 4-9 weeks Parent conference Discretion of Site Principal or Administrative Staff	Suspended 5 days Forfeit activities 10-18 weeks Parent conference Discretion of Site Principal or Administrative Staff

Engaged in Bullying Harassment / intimidation	Suspended 3-5 days Forfeit activities 4-9 weeks Behavior contract Parent conference Discretion of Site Principal or Administrative Staff	Suspended 5- 10 days Extend suspension pending an expulsion hearing Forfeit activities 10-18 weeks Parent conference Discretion of Site Principal or Administrative Staff	
Engaged in sexual harassment	Suspended 3-5 days Forfeit activities 4-9 weeks Behavior contract Parent conference Discretion of Site Principal or Administrative Staff	Suspended 5-10 days Extend suspension pending an expulsion hearing Forfeit activities 10-18 weeks Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff	
Extortion	Suspended 1-3 days Forfeit activities 4-9 weeks Recommend expulsion Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff	Suspended 3-5 days Extend suspension pending an expulsion hearing Forfeit activities 10-18 weeks Parent conference Restitution	
Bullied,Harassed, threatened or intimidated a student for the purpose of preventing them from being a witness	Suspended 3-5 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 5-10 days Extend suspension pending an expulsion hearing Discretion of Site Principal or Administrative Staff
Sexually abused another person	Suspended 10 days Extend suspension pending an expulsion hearing Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff		

Spitting at another student	Suspended 1-3 days	Suspended 3-5 days	Suspended 5 days
	Assigned to Learning Lab	Parent conference	Parent conference
	Parent conference	Discretion of Site Principal or Administrative Staff	Discretion of Site Principal or Administrative Staff
	Discretion of Site Principal or Administrative Staff		

FORGERY

Forged or altered school documents	Suspended 1-3 days	Suspended 3 -5 days	Suspended 10 days
	Parent conference	Forfeit activities 4-9 weeks	Extend suspension pending an expulsion hearing
	Assigned to Learning Lab	Behavior contract	Parent conference
	Discretion of Site Principal or Administrative Staff	Parent conference	Forfeit activities 10-18 weeks
	Discretion of Site Principal or Administrative Staff	Discretion of Site Principal or Administrative Staff	Discretion of Site Principal or Administrative Staff

WEAPONS

Furnished / sold dangerous object or look alike object	Suspended 5 days	Suspended 10 days
	Discretion of Site Principal or Administrative Staff	Discretion of Site Principal or Administrative Staff
Possessed / displayed a dangerous object or look alike object	Suspended 5 days	Suspended 10 days
	Extend suspension pending an expulsion hearing	Extend suspension pending an expulsion hearing
	Forfeit activities 10-18 weeks	Parent conference
	Parent conference	Report incident to Cuba Police
	Report incident to Cuba Police	Discretion of Site Principal or Administrative Staff
	Discretion of Site Principal or Administrative Staff	

Possessed a weapon	Suspended 10 days pending the outcome of a long term suspension or expulsion hearing.	
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DITCHING AND TARDINESS

Tardy	Assigned to Learning Lab Discretion of Site Principal or Administrative Staff	Assigned to Learning Lab (recommend to EWS Team) Discretion of Site Principal or Administrative Staff	Assigned to Learning Lab Parent conference Behavior contract required Suspended 1-3 days Discretion of Site Principal or Administrative Staff
Off campus without permission	Suspended 1-3 days Assigned to Learning Lab Parent notified by phone Discretion of Site Principal or Administrative Staff	Suspended 3-5 days Parent notified by phone Assigned to Learning Lab (recommend to EWS Team) Behavior contract required Discretion of Site Principal or Administrative Staff	Suspended 5 days Parent conference
Single period ditching	Assigned to Learning Lab Parent notified by phone Discretion of Site Principal or Administrative Staff	Suspended 1-3 days Parent conference Assigned to Learning Lab (recommend to EWS Team) If needed, follow CHS attendance procedures to include NO CREDIT STATUS Discretion of Site Principal or Administrative Staff	Suspended 3-5 days Parent conference Behavior contract required If needed, follow CHS attendance procedures to include NO CREDIT STATUS Discretion of Site Principal or Administrative Staff

Ditching all day	Assigned to Learning Lab Parent notified by phone Discretion of Site Principal or Administrative Staff	Suspended 1-3 days Parent conference Assigned to Learning Lab (recommend to EWS Team) If needed, follow CHS attendance procedures to include NO CREDIT STATUS Discretion of Site Principal or Administrative Staff	Suspended 3-5 days Parent conference Behavior contract required If needed, follow CHS attendance procedures to include NO CREDIT STATUS Discretion of Site Principal or Administrative Staff
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DEFIANCE / NONCOMPLIANCE

Overtly defiant behavior toward school rules and/ or staff member/ insubordination	Suspended 1-3 days Assigned to Learning Lab Discretion of Site Principal or Administrative Staff	Suspended 1-3 days Parent conference Behavior contract required Assigned to Learning Lab recommend to EWS Team Discretion of Site Principal or Administrative Staff	Suspended 3- 5 days Parent conference Discretion of Site Principal or Administrative Staff
Passively defiant behavior toward school rules and/ or staff member / insubordination	Suspended 1-3 days Assigned to Learning Lab Discretion of Site Principal or Administrative Staff	Suspended 1-3 days Parent conference Behavior contract required Assigned to Learning Lab 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 Follow Technology use agreement Discretion of Site Principal or Administrative Staff	Parent conference/notified Follow Technology use agreement Discretion of Site Principal or Administrative Staff

SNOWBALL THROWING

Snowball Throwing	Assigned to Learning Lab Discretion of site principal or Administrative Staff	Suspended 1-3 days Parent conference Behavior contract required	Suspended 5-10 days Extend suspension pending an expulsion hearing Discretion of Site Principal or Administrative Staff
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ALCOHOL / DRUG / TOBACCO

Possessed an alcoholic beverage	Suspended 5 days Behavioral required Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff	Suspended 10 days Extend suspension pending an expulsion hearing Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff	
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Possessed cigarettes / tobacco products	Suspended 3- 5 days Parents notification by phone Behavior contract required Discretion of Site Principal or Administrative Staff	Suspended 5 days Behavior contract required Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff	Suspended 5 -10 days Extend suspension pending an expulsion hearing Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff
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Possessed of drug paraphernalia	Assigned to Learning Lab Behavioral contract required Parent conference Report incident to Cuba Police	Suspended 3-5 days Recommend to EWS Team Behavioral contract required Parent conference Report incident to Cuba Police	Suspended 5-10 days Extend suspension pending an expulsion hearing Parent conference Report incident to Cuba Police
Possessed marijuana / other drug (s)	Suspended 5 days Behavioral contract required Parent conference Report incident to Cuba Police	Suspended 5-10 days Extend suspension pending an expulsion hearing Parent conference Report incident to Cuba Police	
Possessed match / lighter	Assigned to Learning Lab Discretion of Site Principal or Administrative Staff	Suspended 1-3 days Behavioral contract required Parent conference Discretion of Site Principal or Administrative Staff	Suspended 3-5 days Parent conference
Sold drug paraphernalia	Suspend 5 days Behavioral contract required Parent conference Report incident to Cuba Police	Suspended 10 days Extend suspension pending an expulsion hearing Parent conference Report incident to Cuba Police	
Sold / furnished a material represented as a controlled substance, alcoholic beverage or intoxicant	Suspend 5 days Behavioral contract required Parent conference Report incident to Cuba Police	Suspended 10 days Extend suspension pending an expulsion hearing Parent conference Report incident to Cuba Police	
Sold / furnished an alcoholic beverage	Suspend 5 days Behavioral contract required Parent conference Report incident to Cuba Police	Suspended 5-10 days Extend suspension pending an expulsion hearing Parent conference Report incident to Cuba Police	

Sold / furnished marijuana / other drug(s)	Suspend 5 days Behavioral contract required Parent conference Report incident to Cuba Police	Suspended 5-10 days Extend suspension pending an expulsion hearing Parent conference Report incident to Cuba Police	
Use or been under the influence of an alcoholic beverage	Suspend 5 days Behavioral contract required Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff	Suspended 5-10 days Extend suspension pending an expulsion hearing Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff	
Use or been under the influence of an alcoholic marijuana or other drug(s)	Suspend 5 days Behavioral contract required Parent conference Report incident to Cuba Police	Suspended 5-10 days Extend suspension pending an expulsion hearing Parent conference Report incident to Cuba Police	
Used cigarettes / tobacco product	Suspend 1-3 days Behavioral contract required Parent notified by phone Assigned to Learning Lab Discretion of Site Principal or Administrative Staff	Suspend 3-5 days (Recommend to EWS Team) Parent notified by phone Discretion of Site Principal or Administrative Staff	Suspended 5-10 days Parent conference Discretion of Site Principal or Administrative Staff

INAPPROPRIATE / ABUSIVE LANGUAGE

Swearing / cursing at other students (see Bullying Harassment)	Assigned to Learning Lab Behavioral contract required Parent conference Discretion of Site Principal or Administrative Staff	Suspend 1-3 days Parent conference Discretion of Site Principal or Administrative Staff	Suspended 5 days' Behavioral contract required Parent conference Discretion of Site Principal or Administrative Staff
Swearing at staff	Suspended 1-3 days Parent conference Behavioral contract required Discretion of Site Principal or Administrative Staff	Suspended 3 -5 days' Behavioral contract required Parent conference Discretion of Site Principal or Administrative Staff	Suspended 10 days Parent conference Discretion of Site Principal or Administrative Staff

MISC

Type of Incident	1 st Consequence	2 nd Consequence	3 rd Consequence
Possession of cellular phone and / or electronic	Teacher confiscates phone Teacher sends phone to the office Administrator returns phone to student at the end of the day Incident documented by teacher and administrator Discretion of Site Principal or Administrative Staff	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 Assigned to Learning Lab	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 student, 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
Possession of cellular speaker	Teacher confiscates speaker Teacher sends speaker to the office Administrator returns speaker to student at the end of the day	Teacher confiscates speaker Teacher sends speaker to the office Administrator returns speaker to parent Incident documented by teacher and administrator Assigned to Learning Lab	Teacher confiscates speaker Teacher sends speaker to the office Administrator secures speaker until the end of the semester Suspended 1-3 days

INAPPROPRIATE DISPLAY OF AFFECTION

Display of Affection	Assigned to Learning Lab	Parent conference	Suspended 1-3 days	Suspended 5 days Parent conference
	Discretion of Site Principal or Administrative Staff	Behavioral contract required Assigned to Learning Lab Suspended 1-3 days Discretion of Site Principal or Administrative Staff	Parent conference Discretion of Site Principal or Administrative Staff	Discretion of Site Principal or Administrative Staff
Engage in Sexual Intercourse	Suspended 1-3 days Parent conference Behavioral contract required Discretion of Site Principal or Administrative Staff	Suspended 5 days Parent conference Discretion of Site Principal or Administrative Staff	Suspended 5-10 days Extend suspension pending an expulsion hearing	