

CUBA HIGH SCHOOL



2017-2018

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 at the school level, contact Mrs. Shirley Hurford, Elementary/Middle School – Ext. 402 or shurford@cuba.k12.nm.us, or Mr. Arsenio Jacquez, High School – Ext. 202 or ajacquez@cuba.k12.nm.us.

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Welcome Message to CHS Students and Parents/Guardians

Welcome to the 2017-2018 school year. We encourage you to take a moment and review the information within this handbook. This Parent/Student Handbook was developed to answer many of the commonly asked questions that you and your parents/guardians may have during the course of the school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for understanding its contents. Please take time to become familiar with the information contained in the handbook. Should you have any questions that are not addressed in this handbook, please contact a member of the High School Administration.

Your high school years should be an exciting time filled with great memories. We encourage you to become involved in activities as well as academics this year. Be a part of a new beginning and make your mark in a positive manner.

Our commitment at CHS is to provide a safe learning environment and encourage you to become innovative thinkers and inspired learners prepared to succeed in the twenty-first century. The faculty and staff look forward working with you and truly believe in a team approach to student education. We know that as we work together this school year, you will excel in your next step to becoming a lifelong learner. Make positive choices, give it your all and make the best of your school year.

Best wishes for a wonderful 2017-2018 school year!

Mr. Arsenio Jacquez

Mr. Arsenio Jacquez
Principal

The most valuable of all education is the ability to make yourself do the thing you have to do, when it has to be done, whether you like it or not.

[Aldous Huxley](#) (1894-1963) British author.

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 continuous and ongoing individual, departmental, and school-wide professional development is necessary to fulfill our mission.
- 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 involvement**. Working together, we will guarantee a quality education and a bright future for all of our students.

**CUBA INDEPENDENT SCHOOLS
GOVERNING BOARD**

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

DISTRICT ADMINISTRATION

Adan DelgadoSuperintendent

SCHOOL ADMINISTRATION

Arsenio Jacquez..... High School Principal
Donna Aguilar.....High School Counselor
Laura SaucedoSpecial Education Coordinator

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 ashdlá' diingo bil hahoodzooigii Bidahnaat'a' i t'aa iyisii 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'.

2017-2018 Cuba High School

Regular Bell Schedule		
First Bell	8:05	Minutes
1st Period	8:10 – 9:02	52 Minutes
2nd Period	9:06 – 9:56	50 Minutes
3rd Period (Mentor)	10:00 – 10:30	30 Minutes
4th Period	10:34 – 11:24	50 Minutes
5th A Lunch / Class	11:24 – 11:54 Lunch	30 Minutes
	11:58 – 12:48 Class	50 Minutes
5th B Lunch / Class	11:28 – 12:18 Class	50 Minutes
	12:18 – 12:48 Lunch	30 Minutes
6th Period	12:52 – 1:42	50 Minutes
7th Period	1:46 -2:36	50 Minutes
8th Period	2:40 – 3:30	50 Minutes

Early Release Schedule		
First Bell	8:05	Minutes
1st Period	8:10 – 8:50	40 Minutes
2nd Period	8:54 -9 :31	37 Minutes
4th Period	9:35 – 10:12	37 Minutes
5th Period	10:16 – 10:53	37 Minutes
6th Period	10:57 – 11:34	35 Minutes
7th Period (A Lunch/ Class)	11:34 – 12:04 (Lunch)	30 Minutes
	12:09 – 12:46 (Class)	37 Minutes
7th Period (B Lunch / Class)	11:39 – 12:16 (Class)	37 Minutes
	12:16 – 12:46 (Lunch)	30 Minutes
8th Period	12:50 – 1:27	37 Minutes

TWO HOUR DELAY SCHUDLE		
First Bell	10:05	Minutes
1st Period	10:10 – 10:50	40 Minutes
2nd Period	10:54 – 11:31	37 Minutes
4th Period (A Lunch / Class)	11:35 – 12:05 (Lunch)	30 minutes
	12:10 – 12:47 (Class)	37 Minutes
4th Period (B Class / Lunch)	11:40 – 12:17	30 Minutes
	12:17 – 12:47	37 Minutes
6th Period	1:28 – 2:03	35 Minutes
7th Period	2:08 – 2:43	35 Minutes
8th Period	2:48 – 3:25	37 Minutes

2016-2017 CUBA HIGH SCHOOL FACULTY

Staff	Assignment
Anna Brown	History
Maria Casas	English Language Arts
Olivia Casaus	Science
Nancy Yanez	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
Theresa Linney	Special Education
Padraig Lynch	Vocational Education
Vincent Lombardi	History
Eduardo Enjambre	Math
Matt Pribble	Lead Teacher/ Drivers Ed.
Janelle Chavez	Culinary Arts
Bill Trujillo	Navajo Language/ Art
Elisabeth Tyler	Librarian/Percussion
Diana Vitale	English Language Arts
Matilda Lee	Navajo Language
Laura Saucedo	Special Education

Truancy Team	Position
Jodene Nerva ' Chee	Migrant Ed./ Indian Ed.

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

CUBA INDEPENDENT SCHOOLS

2017-2018 DISTRICT CALENDAR

Teacher In-Service Days.....	August 7-9
First Day of School (9 th -12 th grade) <i>Banked Snow days</i>	August 10
Early Release Day (1:30PM)	August 28
Labor Day (Holiday - No School)	September 4
Progress Reports Due.....	September 8
Early Release Day (1:30PM)	September 11
Early Release Day (1:30PM)	September 25
First Quarter Ends.....	October 13
First Quarter Report Card Grades Due.....	October 18
Early Release Day (1:30PM).....	October 16
Parent Conferences.....	October 26-27
Early Release Day (1:30PM)	October 30
Veteran's Day (Holiday - No School)	November 10
Early Release Day (1:30 PM)	November 13
Progress Reports Due	November 17
Thanksgiving Holidays.....	November 22-24
Early Release Day (1:30PM)	November 27
Early Release Day (1:30PM)	December 4
Early Release Day (1:30PM /Second Quarter Ends)	December 22
Winter Break (No School)	December 25- Jan. 5
Report Card Grade Due	January 10
Early Release Day (1:30PM)	January 15
Early Release Day (1:30)	January 29
Progress Reports Due	February 2
Early Release Day (1:30PM)	February 5
Presidents' Day (Holiday - No School) <i>Banked Snow day</i>	February 19
Early Release Day (1:30PM)	February 26
Third Quarter Ends.....	March 5
Report Card Grades Due.....	March 7
Parent Conferences.....	March 8-9
Early Release Day (1:30PM)	March 12
Spring Break.....	March 26-30
Easter Monday <i>Banked Snow day</i>	April 2
Progress Report Grade Due	April 13
3 Day Weekend	April 14
Early Release Day (1:30PM)	April 16
Early Release Day (1:30PM)	April 30
Fourth Quarter Ends	May 11
Early Release Day (1:30PM)	May 14
Last Day of School	May 17
Graduation	May 19
Memorial Day (Holiday - No School)	May 28
Snow Day or Teacher In- Service	May 18-22

FOREWORD

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 2017-2018* 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 Schools Administration.**

The information in this Handbook is subject to change as situations arise that are not contained herein. Any adoptions, deletions, or revisions take precedence over those printed in this Handbook. As the school receives updated policy information this Handbook will be revised, you will be informed and you will be responsible for reading and abiding by the changes. This Handbook will be revised annually and suggestions for the Handbook's improvement, as well as usefulness, are always welcome. Please direct suggestions to the High School Principal.

In the event of a conflict between this Handbook and the Cuba Independent Schools policy, the Board of Education approved Policies and Procedures will be followed.

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.**
Schools cannot educate students who do not attend. Students must attend school daily unless ill or legally excused.
- **Be on time for all classes.**
Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to be successful in the world of work.
- **Come to class with necessary materials.**
A teacher should not have to delay instruction because a student comes to class unprepared. This interferes with the rights of others to learn and study.
- **Complete all in-class and homework assignments and meet all deadlines.**
The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete all assignments.
- **Obey school rules and school personnel.**
No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey school rules and be courteous to everyone who works in our schools.
- **Cooperate with school staff.**
Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
- **Respect the person and property of others.**
Treat people and their property with respect.
- **Respect public property.**
Schools are a community investment and resource for young people. People who damage school property will be held responsible.
- **See that school correspondence to parents reaches them.**

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.

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 (see Appendix C). 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.

WORK EXPERIENCE

Students interested in Work Experience **MUST** submit a written request to the school Counselor. Students allowed to work must be currently enrolled and attend all required classes to assure the necessary number of credits for their graduation. The number of hours allowed to work will be determined on an individual basis. Employment will be monitored by the counselors, in agreement with the student's Cooperative Employer. Verification of employment must be provided to the counselor (i.e., check stub, work schedule, time sheet) on a weekly or bi-weekly basis depending on the pay periods. In addition, the appropriate school form signed by all parties involved must be on file. If a student, for any reason, stops being employed, he/she must immediately return to school and notify their Counselor. Students will receive only a Pass/Fail grade for Work Experience and credits will be determined based on hours worked per semester/year.

FIRE 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 SCHOOL BUSINESS

Students are to take care of personal school business on their own time (before or after school). Do not collect make up work during instruction time from teachers if you have been absent. Do this before or after school.

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. Food from outside sources is not allowed in the cafeteria.

Breakfast is served in the school cafeteria beginning at 7:45 a.m. and lunch is served according to the bell schedules listed on pages 7-8 of this handbook. Students are encouraged to eat breakfast and lunch to prepare them to participate fully in each of their classes.

When finished eating, students are required to clear the table of food and food trays, place all trash in the proper trash containers provided in the cafeteria and push chairs to the table when leaving the cafeteria. Students involved in disorderly or inappropriate conduct while in the cafeteria will be referred to the Principal or designee for disciplinary action.

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.

CHS offers the following sports programs:

Football	Basketball	Cross-Country
Cheerleading	Volleyball	Track and Field

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.

ORGANIZATIONS / CO-CURRICULAR ACTIVITIES

There are a variety of activities for students at CHS. Students are encouraged to get involved with co-curricular activities. Some of the clubs and organizations students may participate in are:

Student Senate	National Honor Society	Yearbook	FFA
Dine Club	Spanish Club	Pro Start	

VALEDICTORIAN/SALUTATORIAN

The term valedictorian has come to be attached to the highest level of academic achievement. The purpose of this policy is to recognize academic achievement and to establish a process for naming a Valedictorian and Salutatorian for any graduating class of Cuba High School in such a way that it celebrates those who have reached an established goal or academic distinction.

CLASS RANKINGS

Rank in Class. For the purposes of calculating GPA and rank in class for all seniors and determining the class valedictorian and salutatorian:

A. Establish each student's initial eligibility for being included in the class ranking by *New Mexico Public Education Department requirements*

1. That the student has passed the New Mexico required assessment(s) for graduation or an alternative assessment; and
2. For Valedictorian and Salutatorian, the student has been enrolled in the Cuba High School for six (6) consecutive semesters (excluding summer sessions).

B. Students' cumulative grade point average will be calculated by the district data system.

1. A 4.5 scale for Dual Enrollment courses, Honors courses, Advanced Placement classes; and a 4.0 grading scale for other classes will be used.
2. Class rankings will be determined by the cumulative GPA of all transcript grades throughout the student's high school years.
3. All eight semesters will be used to determine the Valedictorian and Salutatorian. These two spots should have students who continue to work hard through their senior year and be an example to all of the academic distinction they are working toward. No "fluff" courses will be allowed to be taken their last semester in order to keep their GPA, but rather these students should take advantage of the dual enrollment courses and college preparation courses befitting an Honored Student.
4. Any student with a GPA of 3.5 or higher will be listed as an Honors Scholar at graduation.
5. The top two of the class will be considered the Valedictorian and Salutatorian, respectively. It is possible that GPA ties may award more than one student for either of these top spots.

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.

CUBA HIGH SCHOOL STUDENT SENATE

The purpose of the Cuba High Student Senate is to:

1. Promote better understanding between students and faculty.
2. Improve school spirit.
3. Foster good sportsmanship.
4. Ensure better citizenship.
5. Develop leadership and self-government through management of student activities.
6. Work for the general welfare for the students by providing a means for student expression.

The complete constitution and guidelines of the Cuba High School Student Senate are available at the Student Activities Office.

CLASS OFFICERS

Each class will elect class officers in the positions of President, Vice President, Secretary, Treasurer, Historian, and Student Senate Representative. Class officer guidelines will be available from the Student Activities Office.

MEDIA CENTER

The Media Center 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. Most books are checked out for two weeks and may be renewed twice. Magazines are checked out for one week. A student may not check out any materials if he/she has an overdue book or owes fines. 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 most happy 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.

Students are permitted to put their school materials in a backpack. Backpacks can be carried to the classrooms and placed in an appropriate place as designated by the teacher.

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*. (See Appendix A). 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) (see Appendix B)

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.

External / Amplified Speakers are NOT allowed on campus

Electronic devices MAY NOT be loud enough for anyone other than the handler of the device to hear.

DRESS CODE FOR CHS STUDENTS

The wearing of clothing which is disruptive to the educational process is not allowed. A student's appearance will be governed by standards that are compatible with decency, cleanliness, safety, and an atmosphere of learning. Students violating these standards may be sent home to change clothes, or parents/guardians will be called to bring a change of clothes for the student. Absences for going home to change clothes will not be excused. Other consequences such as time in the Learning Lab and possible Out of School Suspension will be considered for habitual offenders.

The school administration has the right to regulate any student's dress that creates a disruption, is a distraction to learning, is of questionable decency and/or creates a health or safety hazard. Students are responsible for complying with the school dress code. Parents/guardians are responsible for monitoring their student's attire.

All students who attend Cuba High School must adhere to the following:

- A. An appropriate fitting **polo shirt** or button-up shirt which does not extend lower than 2 inches from the pants pocket opening, a pair of appropriate fitting pants and shoes that meet the regulations below would be an example of correct dress.
- B. Shoes which cover toes must be worn at all times. (Open toe sandals and flip flops are not allowed.)
- 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 of the student when the student is standing with back and shoulders flush against a wall and arms are fully extended along the sides of the student's leg.

The following **will not** be worn by any gender:

1. Tank tops, T-shirts, 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, open toe sandals or flip flops.
3. Hairstyles that can be considered a distraction or safety hazard are not acceptable. Hair color must be a naturally occurring color, i.e., red, brown, black, blonde. Facial hair including beards, mustaches and sideburns should be groomed so that they are neat and clean.
4. Makeup which changes a student's appearance that could cause a disruption to the educational process.
5. Sunglasses, (unless prescribed by a doctor, or worn for other verifiable medical reasons. chains or similar objects are not allowed in the building.
6. 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
7. 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.
8. Hoods on sweatshirts or jackets will not be worn above the shoulders inside the school buildings.

9. 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.
10. 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.
11. Body or facial piercing, must be removed. Body piercing is defined as any piercing other than the ear.
- 12.
13. 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 or remain in the Learning Lab for the remainder of the day.
- Second Offense: Parents / Guardian will be called to bring appropriate items to the school for the student. Student may be sent home to change and serve one (1) day in the Learning Lab.
- Third Offense: Student will have two (2) days out of school suspension followed by a mandatory parent conference.
- Fourth Offense: Student will have up to a ten (5) day suspension.

ATTENDANCE

ABSENCES

The 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.

New Mexico Compulsory Education Laws

Code Sections	New Mexico Statutes Chapter 22: Public Schools, Article 12: Compulsory School Attendance Law New Mexico Administrative Code, Title 6, Chapter 10: Public School Administration, Part 8: Compulsory School Attendance
Required School Attendance Ages	New Mexico law requires children between the ages of 5 to 18, the age of majority, to attend school.
Exceptions to Attendance Requirements	While children must attend school, the type of school they attend can vary. The exceptions to attendance requirements at public school include: <ul style="list-style-type: none"> • Attending private school, home school, or a state institution that provides free education • Graduated from high school already • Student is at least 17 years old and employed gainfully employed or engaged in an alternative form of education sufficient for the person's educational needs and the parent or guardian consents • Consent of a parent or guardian if under 18 years old • If unable to benefit from school because of learning disabilities or a mental, physical, or emotional condition, although, Free Appropriate Public Education (FAPE) for children with disabilities is required by federal law.

Penalties on Parents for Non-Compliance	<p>A parent of a truant child, after being informed in writing of the problem by the school, who knowingly allows their student to violate the school attendance laws is guilty of a petty misdemeanor. The penalty depends on the number of offenses:</p> <ul style="list-style-type: none"> • 1st offense – A \$25 to \$100 fine or community service order • 2nd and subsequent – Up to a \$500 fine or up to 6 months in jail
Penalties on Students for Non-Compliance	<p>A truant child can have his or her driving privileges suspended by the Children’s Court for up to 90 days on the first finding of habitual truancy and up to one year for a subsequent finding, among other possible outcomes</p>

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.

Further, Cubs High School values the involvement of parents/guardians in the academic process and encourages ongoing communication between home and school, particularly regarding attendance. School staff will make every attempt to assist families in addressing attendance concerns. Cuba High School firmly places the responsibility for attendance on a child’s parents/guardians.

1. If a student is absent from a class one day they have missed on critical instructional time and material.
2. Any time your child will not be in school on any specific day, you must submit an excusal note to the attendance office within 48 hours of the absence.
3. If your child is excused for a medical or legal appointment, you will need to submit documentation to the attendance office.
4. If your child is leaving school early for an appointment, he/she must check out through the attendance office.

LEAVING SCHOOL DURING INSTRUCTIONAL DAY

CHS is a Closed Campus. Students are not permitted to leave the school grounds at any time during the school day without a pass from the administrative office and Attendance Clerk. If students must leave the building due to illness or other emergency, they must secure permission from the administrative office, and sign out prior to leaving campus. Students will only be released to their parent/guardian, unless the person is listed on registration form to check out the student. Failure to follow the proper procedures will result in the student being considered truant and their absence(s) will be counted as unexcused absence(s).

EXCUSING STUDENT ABSENCES

Excused absences include: a student’s religious observation, a student’s illness, death in a student’s family or a student’s medical appointments and district sports participation. Unexcused absences include: **vacations, shopping trips, family visits, parent unable to bring student to school (bus service is provided to all students in the district).**

- **DO NOT** rely on verbal communication.
- **Messages left on a teacher’s voicemail are not sufficient; you must submit a note to the attendance clerk.**
- **Absences are only excused if a written excuse is submitted within 48 hours.**

The written notification MUST include:

1. the date the note was created,
2. student's first and last name,
3. students current grade level,
4. the number of days absent and date(s) of the student's absence,
5. the reason for the absence(s) and
6. a parent/guardian signature

- **Doctor's excuses must be provided after the third consecutive absence and within 48 hours.**
- **A maximum of three (3) handwritten notes will be accepted per semester. Absences in excess of three days per semester must be documented by a doctor's note.**
- **There are no excused tardies. Keep in mind 3 tardies = 1 unexcused absence. Instructional time begins promptly at 8:10am**
- **Even 1 minute late is considered tardy.**

Attendance is critical to academic success! Plan vacations during Fall, Spring, Winter and Summer Breaks!

Prompt, DAILY ATTENDANCE is important to your success in high school. You are expected to attend all classes according to scheduled times and to be prepared to involve yourself in all classroom instruction, assignments, and activities. Failure to adhere to schedules will result in disciplinary action that may include Learning Lab placement, Out of School Suspension (OSS) and/or being placed on a Student Behavior Contract (SBC).

If it is necessary to be absent from school due to illness, injury requiring medical attention, death in the immediate family, legal injunction, or religious observance, the Law allows students to be **absent for 10 days only**. This means **a student has a total of 10 days absence for the entire school year - they cannot miss more than 2.5 days per nine week period**. Unless there are extenuating circumstances, students who exceed the allowable **10-day** absence will jeopardize their class credits and will be subject to a school hearing and/or referred to District Court for truancy.

NO CREDIT STATUS

Any student that has recorded 10 days of unverified absences in any class during the course of a semester will be placed on No Credit Status for that class during the current semester. Students will be expected to repeat the class in order to earn the credit.

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.

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.
3. **Students who are unexcused tardy will be sent to the Learning Lab.** Students in the Learning Lab will be provided with academic activities (skills intervention, etc.) until the beginning of the next class period, and class period missed will be considered an unexcused absence for that student.

Students arriving in the classroom after the academic day begins present a significant distraction to the educational process. All students are expected to adhere to starting times for all scheduled classes. If you are late for the start of school, you must:

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.
3. When a student is tardy three (3) times to a class, then the teacher will write a referral and submit it to the office. Continued and consistent tardiness may lead to Learning Lab placement, Out of School Suspension (OSS) and/or being placed on a SBC (Student Behavior Contract).

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 CHS **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 physically removed from campus by local law enforcement.

Upon expiration of the suspension, the student may only return to his/her regular class schedule following a mandatory parent/guardian conference with the Principal or designee.

NOTE: Schoolwork missed due to suspension CANNOT be made up and will result in a grade of zero for all missed work for the duration of the suspension.

Immediate Removal - "Immediate Removal" means the removal of a student from school for at least one school day or less under emergency conditions and without a prior hearing. Students whose presence poses a continuing danger to persons or property or an ongoing threat of interfering with the educational process may be immediately removed from school, subject to the following rules:

1. A rudimentary hearing, as required for temporary suspensions, shall follow as soon as possible.
2. Students shall be reinstated after no more than one school day unless within that time a temporary suspension is also imposed after the required rudimentary hearing.
3. The school shall exert **reasonable** efforts to inform the student's parent of charges against the student and the action taken as soon as practicable. If direct contact is not established by the middle of the school day following the immediate removal, the school shall forthwith prepare a written notice with the required information and deposit the notice for mailing to the parent's address of record.
4. Unless the administrative authority decides a delay is essential to permit a fuller explanation of the facts, this discussion may take place, and a temporary suspension may be imposed within minutes after the alleged misconduct has occurred.

Learning Lab is an alternative to the suspension setting and is designed for students to continue their regular classes in a controlled environment. Students assigned to the Learning Lab will be sequestered for the duration of the prescribed suspension. Failure to abide by all rules of the Learning Lab may result in an out-of-school suspension.

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.

SCHOOL ASSEMBLIES

School assemblies are an important part of the overall educational experience here at CHS. All students are to enter the assembly area in an orderly fashion and are required to sit with their own class in the assigned area. Students are **NOT** to go to the assembly area until the Principal or designee dismisses students to the assembly area.

All students are expected to display proper, respectful, and courteous social behaviors on the way to, during, and following an assembly. A few examples of unacceptable behavior during an assembly are: yelling, making rude disruptive remarks, whistling, throwing objects, and getting up from your seat without permission. Any student whose behavior is unacceptable will be given the opportunity to correct his/her behavior. If the student does not comply he/she will be removed from the assembly and escorted to the administrative office. The student(s) may be subject to further disciplinary action up to and including OSS.

At the conclusion of the assembly, all students MUST wait to be dismissed to their classes by the Principal or designee.

REPORT CARDS AND PROGRESS REPORTS

Parents/guardians receive the following written communication throughout the school year regarding their student's progress:

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.**

***Teachers with 25% or more of their students failing in each class must meet with principal before issuing grades.**

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 effective school year 2005-2006.

%	<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
59/Below	F	Failing	0

Student Aides will receive a PASS or FAIL - NOT to be included in overall GPA

Each Semester grades will be calculated on a 40-40-20 calculation (i.e. 40% of the 1st quarter of the semester grade, 40% of the 2nd quarter of the semester grade, and 20% of the Final Exam for the semester). If a state EOC (End of Course) exam is available for a course, the EOC will serve as a final exam.

CLASSIFICATION OF STUDENTS

Students who have attended high school two semesters and have completed at least 5 units of credit will be classified as sophomores. Students who have attended four semesters and have completed 12 units of credit will be classified as juniors. Students who have attended high school for 6 semesters and have completed 18 or more units of credit and are currently taking enough courses to assure graduation, if completed, will be classified as seniors.

25 credits will be required to graduate from Cuba High School, along with passing all NM state mandated assessments, and one of the following: Dual Enrollment course, AP course, Honors course, or Distance Learning course.

To graduate from Cuba High School, a student must meet the following criteria:

4 credits of English	English I, II, III, IV
4 credits of Math	Algebra I & II, other Math courses
3 credits of Science	3 Sciences, 1 must be a lab Science
3.5 credits of Social Studies	US Govt., US History, World History and 0.5 NM History
.5 credit	Health
.5 credit	Computer Application
1 credit	Physical Education
8.5 credit	Electives

- All students that are in the Bilingual Program will take 2 classes of Language Arts per year: An English class and a class in the Native Language (LA Navajo or LA Spanish). LA Navajo and LA Spanish do not fill the foreign language requirement. Foreign Language classes are Spanish I, Spanish II, and Navajo for non-Native speakers to count as a foreign language.
- Students must pass all components of the New Mexico Competency Exam to be administered during the second semester of the sophomore year and during the junior and senior year.
- Correspondence Courses: A maximum of two credits earned through a correspondence course may be counted when deemed appropriate. These courses may be taken only during 12th grade year, and only after all other avenues to gain credit toward graduation have been exhausted. Arrangements for these courses will be made through the Counselor's office with final approval through the Principal's office.

COUNSELING

Currently Enrolled Students:

1. Students are called into the counseling office after the end of the third nine weeks, during April and May, to re-evaluate their current status toward graduation. The parent is requested either by phone or through the student to attend these meetings.
2. The parent, student, counselor, and principal sign and date the *Four-Year Plan*.
3. If the parent does not attend the meeting, the *Four-Year Plan* may be sent to the parent with our liaison officer (for Native American students) who then explain the plan and secure the parent/guardian signature. Or the parent will be requested to come to the high school to discuss the plan. For other students, efforts are made by mail, phone, or the student to have parents visit the school.
4. This process is completed by the end of each school year and no later than the beginning of the next school year.
5. Extended school year students *Four-Year Plans* are once again evaluated prior to the beginning of school to take into consideration any make-up work which was accomplished during the summer.

Pre-registration of Freshman Students:

1. The counselor schedules a school visit by the surrounding feeder schools in April and May of each year.
2. The counselor then assists parents and students in completing the *Four-Year Plan*.
3. Efforts are made to have each feeder school visit the high school prior to the end of the school year.

Transfer Students and Late Registration:

1. Students who are not serviced during the above time and students who transfer from other schools, will complete a *Four-Year Plan* when they arrive at the high school to register and when official transcripts are received by the counselor's office.

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.

Students taking a Dual Enrollment course should exhibit the following behaviors:

1. Students that are taking Dual Enrollment must take responsibility the same as a college student would.
2. Students must apply to the Post-Secondary Institution and complete all required paper work, as well as taking the placement tests. Accuplacer for CNM and the Compass for Luna Community College are available to be taken at CHS. You must schedule a testing time with your counselor.
3. Students must stay in contact with the professors at the college to insure dates and times of classes, course syllabus is received, attendance is adhered to, etc. The school will not take responsibility in student's neglect to follow the professor's directions and/or rules.
4. Dual Enrollment Classes may be on schedules that are not consistent with the CHS School Calendar, therefore, the students are responsible to contact the Instructor of days they may not be able to attend class due to holiday breaks or inclement weather.
5. Cuba High School is not responsible for the grade the student receives and does not have any responsibility in helping a student contest a grade or call professors and/or secondary counselors.
6. Students will take most Dual Enrollment courses on-line, but could attend classes in person on weekends or evenings. Courses may not be scheduled in line with CHS matrix and some schedule changes may have to occur. Dual Enrollment can allow for early graduation.

ENROLLMENT

Students may enroll at Cuba High School if they have completed the requirements from their middle school or from another high school. Grade placement will be determined when an official transcript is received from the last school enrolled. The number of credits accumulated by a full time student in another school may or may not meet the requirements set for Cuba High School. The high school counselor will determine placement and acceptance of credits.

If a student has not attended school prior to enrolling at Cuba High School, parents/guardians must meet with the counselor or School Assistance Team (SAT) Committee to determine placement. Prior to enrollment, students who are new to the school/district must meet with the Principal. A student who enrolls at CHS must:

1. Furnish proof of current immunization.
2. List a legally-responsible parent/guardian whether or not the student resides in the home.
3. Provide emergency information. **It is the responsibility of the parents/guardians to notify the attendance office when emergency information changes.**
4. Provide a state issued Birth Certificate (for New to district or Transferring students only).
5. A copy of a transcript from the previous school attended. (Unofficial is acceptable)

CLASS TRANSFERS

Class transfers occur only during the first **two weeks** of each semester and all grades and absences will follow the student. A parent/guardian conference is required after the initial two-week window at each semester and Principal approval is required.

A class transfer requires the following:

1. Students must meet with a counselor.
2. Once the *Class Transfer Form* is complete, it is to be returned to the counselor.
3. **Teachers affected by the change must grant permission by signing off on the *Class Transfer Form*.**
4. Textbooks must be returned to the instructor of the class he/she is leaving. Teachers should not sign off if textbooks are not returned

WITHDRAWAL FROM SCHOOL

In order to withdraw from Cuba High School, students must notify the CHS Registrar to receive a *Checkout Form*. Parent/guardian and student are to complete and sign the *Checkout Form*. The student is to acquire all his/her teacher signatures and to include grade at time of withdrawal. All books must be returned and all fees paid in order for information to be released to any other school district/organization. It is suggested that the student and parent/guardian also meet with the counselor, prior to withdrawing. If the student is transferring to another school, that school must request an official transcript from CHS, upon registering.

If withdrawal is absolutely essential prior to the last Semester Finals, the parent/guardian is required to submit a letter including the request and reason for early withdrawal. **A conference with the principal is mandatory.**

UNOFFICIAL AND OFFICIAL TRANSCRIPTS

Through the state of New Mexico each person is entitled to transcripts. Under state rule, all schools and school districts must retain transcript records, even when school closes. Therefore, Cuba High School will be charging an amount only on OFFICIAL TRANSCRIPTS. UNOFFICIAL TRANSCRIPTS will be *FREE*. First copy of OFFICIAL TRANSCRIPTS will be *FREE* additional copies will be **\$5.00**.

Requests cannot be done over the phone, a TRANSCRIPT REQUEST FORM must be completed. They are located in the high school office and on the Cuba School district website at *cuba.k12.nm.us*. Cash, checks and money orders are accepted. Make Payable to *Cuba H.S. Counseling Office*. Records will be kept.

SCHOOL BUSES AND PERSONAL VEHICLES

While state law requires the school district to furnish transportation as per transportation requirements, it does not relieve parents/guardians from supervising their children until they board the bus in the morning and after they leave the bus at the end of the school day. Once a student boards the bus, and only at that time, does he/she become the responsibility of the school district. **Such responsibility ends when students are delivered to their regular bus stop at the close of the school day.**

Only currently enrolled students are to ride the buses to and from school. Students transported by the school are required to comply with all established rules and regulations found in this handbook or issued by the CIS Director of Transportation while they are passengers on school buses. Any student failing to comply with established rules of conduct while on school-provided transportation may be denied transportation services and shall also be subject to disciplinary action as follows:

First Offense:	3	Days suspension from riding the Bus
Second Offense:	5	Days suspension from riding the Bus
Third Offense:		Bus suspension for the remainder of the semester

In cases where improper conduct on a bus results in the bus-riding privilege being denied, the student's parents/guardians are responsible for their child's transportation to and from school and/or activities.

Riding the bus to and from a school sponsored activity is a privilege and only students who are academically eligible will be allowed on such a bus. The following rules regulate student conduct while on school-provided transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus or automobile in an orderly manner at the designated stops nearest their home.
3. Passengers shall keep books, band instrument cases, feet, and other objects out of the aisle of the bus.
4. Passengers shall not deface the bus and/or its equipment.
5. Passengers shall not extend any part of their bodies, or any object, out of the window of the bus.
6. Passengers shall not throw any object within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco, alcohol, or other illegal substances.
8. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individualized Educational Plan (IEP).

PARKING REGULATIONS

At Cuba High School, it is considered a privilege for students to drive and park on school grounds. In order for a student to park on school property, he/she must submit proof of current driver's license and insurance information. All student vehicles that are parked on school grounds will be issued a *Cuba High School Student Parking Permit*. The fee for this permit will be **\$15 per year or any part thereof**. Any vehicle not displaying a Parking Permit will be subject to being towed from the premises. Vehicles parked on campus are under the jurisdiction of the school and subject to search when the school Principal has reasonable cause.

After parking, students must immediately leave their vehicle and proceed to the main building. Students loitering around their vehicle or in the parking lot after parking will be considered as suspicious behavior which may result in their vehicle being searched by the Principal or designee. Unless approved by the Principal or designee students, whether a driver or not, may not go to the parking lot or enter their own or any other vehicle during school hours. Students driving on school property in such a manner as to endanger persons or property will be subject to the following consequence

- | | |
|------------------------|---|
| First Offense: | One week suspension of Campus Driving Privileges |
| Second Offense: | Campus Driving Privilege suspension for a semester or School Year; Student placed on a <i>Student Behavioral Contract</i> . |

STUDENT DISCIPLINE

Discipline Procedures 2017-2018

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.

DISCIPLINE MATRIX (see Appendix G)

The Discipline Matrix in Appendix G will be used by the School Principal and/or Designee when decisions are made regarding individual incidents that are disruptive to the educational process and/or harmful to others. The Matrix pertains to incidents which occur while students are under the jurisdiction of the school.

SPECIAL NEEDS STUDENTS

The Principal maintains responsibility and authority within the limits established by the student's IEP for students with special needs. When special needs students are referred for disciplinary action, CIS Special Education Policy (SEP) will apply. In the event of a conflict between this Handbook and CIS SEP, the CIS SEP will be followed.

NOTE: The law enforcement will be contacted for any disciplinary infractions that are illegal.

PUBLIC DISPLAYS OF AFFECTION

Cuba High School recognizes that genuine feelings of affection may exist between students. However, the expression of feelings of affection towards others is a personal concern between two individuals and not of others surrounding them. Therefore, let good taste and respect for self and others be a guideline for public displays of your feelings towards your boyfriend/girlfriend. Being overly affectionate in school is not in good taste. This type of behavior will not be allowed and may lead to disciplinary action.

APPENDIX A

2017-2018 CUBA INDEPENDENT SCHOOLS INTERNET PERMISSION CONTRACT

Cuba Independent School District is pleased to announce access to the district computer network for the Internet. To gain equitable access to the Internet, all students under the age of 18 must first obtain parental permission and return the bottom portion of this form to their respective teacher/librarian.

Access to the Internet will enable students to explore thousands of education libraries, databases, and bulletin boards. Parents, please be aware that some material, downloads, and services offered which are accessible via the Internet may contain items that are illegal, defamatory, sexually oriented, inaccurate, or potentially offensive to some people. School staff will try to insure that access to the above is prohibited. While the district's intent is to make Internet access available on an unbiased basis as a supplement to further the educational process and the district's goals and objectives, students may find ways to access other materials as well. Cuba Independent School District believes that the benefits to students from access to the Internet in the form of educational oriented information resources, services, and opportunities for collaboration exceed any disadvantages. Ultimately, parents and guardians of minors are to be responsible for setting and conveying the standards that their children should follow when using media and information sources. To that extent, the Cuba School District supports and respects each family's right to decide whether to allow their child to apply for Internet access.

District Internet Rules

Students allowed access are responsible for good behavior on school computers, computer labs, and networks just as they are responsible in a classroom or school hallway.

Communications on the network-Internet are public in nature, thus appropriate etiquette is compulsory. General school rules for proper behavior and communications will apply.

The network is provided for all students on an equitable basis to conduct school-based educational research. Access to network services will only be provided to students who agree to act in a considerate and responsible manner. Parental permission is required; no student will be allowed access without a signed parent permission form. Access to this supplemental service should be viewed as a privilege, not a right.

Individual users are responsible for their behavior and communications over the networks. Users will comply with district standards and will honor the agreements they or their parents have signed. Beyond the clarification of such standards, the school district is not responsible for further restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network administrators may review network storage areas, files, and communications to maintain system integrity and ensure that users (students and staff) are utilizing the system in a professional and responsible manner. Users should not expect the files stored on district servers to always be private.

Within reason, freedom of speech and access to information will be honored. During school, librarians and the instructional staff will guide/direct students toward appropriate materials. The school district further believes that outside of school, parents, and guardians should bear the same responsibility for television, telephones, movies, radio, and other potentially offensive media.

In accordance with this policy, the following actions and activities are not permitted:

1. Sending or displaying offensive messages or pictures
2. Using obscene languages or inappropriate language
3. Harassing, insulting, or attacking others
4. Damaging computers, computer systems, or networks
5. Violating copyright laws, revealing personal information
6. Sharing passwords
7. Using Chat lines
8. Trespassing in another individual's folder, work, or files
9. Intentionally wasting limited resources playing games
10. Employing the network for commercial purposes
11. Accessing and/or downloading pornography or sexually explicit photos or material

VIOLATIONS OF ANY OF THE RULES WILL RESULT IN LOSS OF ACCESS FOR THE SCHOOL YEAR*

As a user of the Cuba School District computers, computer labs, and-or computer networks I hereby agree to comply with the above stated rules while honoring all relevant laws and restrictions. Any violation of terms will result in loss of access.

As the parent or legal guardian of the student, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use-setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media. I will not hold CIS responsible for materials acquired on the network.

Print Student Name Student's Signature/Grade Date Signed

Print Parent/Guardian Parent/Guardian Signature Date Signed

Work Address _____ City _____ Zip Code _____ Phone # _____
Work Phone # _____

APPENDIX B

POLICY LIMITING USE OF PERSONAL ELECTRONIC DEVICES

A. The Board believes that students need a safe, positive and productive learning environment free from disruptions, distractions and threats. The Board has determined that Personal Electronic Devices can create a disruption to the learning environment, distract students from the primary purpose of education and can be used to threaten other students. Accordingly, it is the policy of the Board to forbid the use of Personal Electronic Devices by students in classrooms, other places designated for instruction, and school offices during the school day. Coaches and sponsors in charge of extra-curricular activities or school trips shall have the discretion to regulate and limit the use of Personal Electronic Devices during such school activities and school trips.

While students are not prohibited from possessing Personal Electronic Devices, the Personal Electronic Devices must be stored out-of-sight and in an "off" position while in classrooms and other places designated for instruction and school offices during the school day. Students' Personal Electronic Devices that are visible or can be heard in a classroom, other place designated for instruction, or school office, during the school day shall be considered to be in violation of this policy.

B. Definitions:

For purposes of this policy, the following definitions shall apply:

1. "Personal Electronic Device" is an electronic device that emits an audible or visual signal, displays a message, or otherwise summons the possessor, including, but not limited to, cellular telephones, electronic e-mailing devices, radios, CD players, DVD players, video cameras, iPods or other MP3 players, laser pointers, portable video game players, laptop computers, cameras, and any device that provides a wireless connection to the Internet.

2. "Use" shall include carrying or possessing a Personal Electronic Device that is either visible or can be heard, with or without a personal listening device such as earphones, ear buds, "Bluetooth", etc. A cell phone set on "vibrate" or "manner mode" shall be considered to be in use. A Personal Electronic Device that emits an audible signal, vibrates, displays a message or otherwise summons the possessor shall be a Personal Electronic Device deemed "in use." A Personal Electronic Device, even if placed in an "off" position but visible to others shall be deemed "in use." A Personal Electronic Device in an "off" position and stored out-of-sight in a back-pack, book bag, pocket, purse, vehicle, etc. shall be not be deemed "in use."

3. "Extra-curricular activity" means any school-sponsored activity, including school-sponsored sports, which is directed and supervised by a school employee, coach or sponsor.

4. "School trip" means any school-sponsored trip on school-owned vehicles for the purpose of transporting students to a school-sponsored activity away from the school site, which is directed and supervised by a school employee, coach or sponsor.

C. **Prohibition:** It is the policy of the Board that no student shall use a Personal Electronic Devices in a classroom, other place designated for instruction or school office during the school day.

D. Exceptions:

1. Coaches and sponsors of extra-curricular activities shall have the discretion to regulate and limit the use of Personal Electronic Devices while participating in extra-curricular activities or during school-sponsored trips.

2. This policy does not apply to the sanctioned use of Personal Electronic Devices by teachers, or students under the direct supervision of their teacher(s), for educational purposes.

E. **Enforcement:** Building administrators are authorized and required to enforce this policy. Teachers shall refer students who violate this policy to the appropriate building administrator for enforcement of the policy.

This policy applies to all Electronic Devices, iPods, MP3 players, etc.

6. Continued violation of this policy will result in misbehavior (12.22) as per board policy.

7. The school is **NOT** responsible for the loss or damage of the cell phone or the loss of any other electronic device.

CIS is not responsible in any way for lost or stolen items. We will not investigate any electronic devices that have been lost or stolen.

Cell Phone Usage Policy

CUBA INDEPENDENT SCHOOLS

THE USE OF A CELL PHONE and/or ELECTRONIC DEVICE IS A PRIVILEGE IN CUBA INDEPENDENT SCHOOLS

I am aware of and understand the Cuba Independent School District Cell Phone policy.

I understand that this is my child's **Second Offense**, that I am receiving my child's electronic device at this time. I also understand that if there is a **Third Offense** with an electronic device, that the device will be taken away and kept in a safe location in the school office. I will be able to retrieve it at **the end of the semester**.

Continued violation of this policy will result in discipline procedures as identified by the Principal and followed accordingly as per CIS Discipline Policy.

Print Parent/Guardian Name Signature of Parent/Guardian Date Signed

Print Student Name Signature of Student Date Signed

Signature of CIS Personnel Date Signed
(Principal or designee)

ADMINISTRATIVE PROCEDURES FOR ENFORCEMENT OF POLICY PROHIBITING PERSONAL ELECTRONIC DEVICES

A. Employees authorized to confiscate Personal Electronic Devices:

Teachers, educational assistants, administrators and any other school employees charged with supervision of students who witnesses the possession and/or use of a Personal Electronic Device may confiscate the Personal Electronic Device. Employees who learn about the possible possession of a Personal Electronic Device but did not personally witness the possession and/or use of the Personal Electronic Device may **not** search a student for the Personal Electronic Device. Instead, the employee should report the matter to the designated building administrator for further action.

B. Procedures for confiscation of Personal Electronic Devices:

An employee authorized to confiscate a Personal Electronic Device who witnesses the possession and/or use of a Personal Electronic Device may confiscate the Personal Electronic Device

1. Only after giving the student notice that he/she has witnessed the violation of the policy and giving the student an opportunity to state his or her side of the story;
2. The employee confiscating the Personal Electronic Device shall personally submit the Personal Electronic Device as soon as practicable to the designated building administrator or the person designated in the administration office with the responsibility of accepting and safeguarding the confiscated Personal Electronic Devices;
3. If the employee confiscating the Personal Electronic Device cannot submit the Personal Electronic Device immediately to the administration office because of teaching responsibilities, student supervision responsibilities, etc., the employee shall take reasonable steps to ensure the safe keeping of the Personal Electronic Device until he or she can personally submit them to the designated building administrator or the person designated in the administration office with the responsibility of accepting and safeguarding the confiscated Personal Electronic Devices.

C. Procedures for Safeguarding Confiscated Personal Electronic Devices:

The designated building administrator or person designated in the administration office with the responsibility of accepting and safeguarding the confiscated Personal Electronic Devices shall:

1. Prepare a label with the student's name and the date submitted and attach the label to the Personal Electronic Device;
2. Place the labeled Personal Electronic Device in a secure and locked file or vault to be retrieved for return to the parent or guardian at a meeting with the designated building administrator.

D. Employees authorized to enforce the Policy:

School administrators are authorized to enforce the policy and issue student suspensions.

E. Searches for Personal Electronic Devices:

Only designated building administrators may search students, student back-packs, student lockers, purses, etc. for Personal Electronic Devices. Additionally, a student may be searched only in accordance with the provisions of the District's Search and Seizure Policy when the designated administrator has individualized, reasonable suspicion that a student is in possession of a Personal Electronic Device. Searches involving the removal of any articles of clothing shall be conducted only with the express permission of the Superintendent, after consultation with Board's legal counsel.

F. Meetings to Return Confiscated Personal Electronic Devices:

The designated building administrator shall attempt to schedule a meeting with the parents of offending students to return the confiscated Personal Electronic Device as soon as practicable after the designated confiscation time so that the confiscated item is not in the possession of the school for a period longer than necessary. The Parent/Guardian and student shall be required to sign a statement indicating that the confiscated Personal Electronic Device has returned to them and that they understand the disciplinary consequences of further violations.

APPENDIX C

Anti-Bullying Policy (2.0)

When individuals are afraid to attend school/classes they cannot learn. Bullying prevention programs can help to provide a safe environment in which teachers can teach and individuals can learn. When an individual is *bullied* his or her ability to participate in and benefit from the school's educational programs or activities is adversely affected. The goal of this policy is to ensure that procedures are in place to prevent bullying, limit the prevalence of bullying, and to make consequences salient to everyone involved.

Cuba Independent Schools believes that providing an educational environment for all individuals, employees, volunteers, and families, free from 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 or bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

Definitions:

2.1. "Bully" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more individuals in the school, on school grounds, in school vehicles, at the designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of an individual which may, but need not be based on the individual's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation.

2.2. "Harassment" means knowingly pursuing a pattern of conduct that is intended to annoy, alarm or terrorize another person.

2.3. "Disability Harassment" is defined as intimidation or abusive behavior toward an individual based on disability that creates a hostile environment by interfering with or denying an individual's participation in or receipt of benefits, services, or opportunities in the district.

Harassment and Disability Harassment include but are not limited to:

Verbal acts, teasing, use of sarcasm, jokes;

Name-calling, belittling;

Nonverbal behavior such as graphic or written statements;

Conduct that is physically threatening, harmful, or humiliating; or

Inappropriate physical restraint by adults.

2.4 "Racial Harassment" consists of physical or verbal conduct relating to an individual's race when the conduct:

2.4.1. Has the purpose or effect of creating an intimidating, hostile, or offensive academic environment;

2.4.2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance;

2.4.3. Otherwise adversely affects an individual's academic opportunities.

2.5. "Sexual Harassment" means any unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature. Sexual harassment may take place under any of the following circumstances:

2.5.1. When submission to such conduct is made, explicitly or implicitly, a term or condition of obtaining an education; or

2.5.2. Submission to or rejection of that conduct or communication by an individual is used to factor in decisions affecting that individual's education; or

2.5.3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

2.6. "Hazing" means committing an act against an individual, or coercing an individual into committing an act, that creates a risk of harm to a person, in order for that individual to be initiated into or affiliated with an individual organization, or for any other purpose. Hazing includes but is not limited to:

2.6.1. Any type of physical brutality such as whipping, breathing, striking, branding, shocking, or placing a harmful substance on the body.

2.6.2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subject that individual to an unreasonable risk of harm or that adversely affects that mental or physical health or safety of the individual.

2.6.3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the individual to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the individual.

2.6.4. Any activity that intimidates or threatens the individual with ostracism, that subjects the individual to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the individual or discourages that individual from remaining in school.

2.6.5 Any activity that causes or requires the individual to perform a task that involves a violation of state or federal law, or district policies.

2.7 Notice of Prohibition against Bullying and Anti-Bullying interventions

2.7.1. The prohibition against bullying shall be publicized by including the following statement in the individual handbook (s):

*“Bullying behavior by any individual in the **Cuba Independent Schools** is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more individuals in the school, on school grounds, in school vehicles, at a designated bus stop, or at school activities or sanctioned events. Bullying includes, but is not limited to, hazing, harassment, intimidation or menacing acts of an individual which may, not need not be based on the individual’s race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:*

- *Placing an individual in reasonable fear of physical harm or damage to the individual’s property; or*
- *Physically harming an individual or damaging an individual’s property; or*
- *Insulting or demeaning any individual or group of individuals in such a way as to disrupt or interfere with the school’s educational mission or the education of any individual.*

Individuals and parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, up to and including suspension and /or expulsion.”

2.7.2. Staff will be reminded at the beginning of each school year about the Anti-Bullying Policy, as well as their responsibilities regarding bullying behavior. A copy of the policy will be disseminated annually.

2.7.3. The Anti-Bullying Policy will be available on the Cuba Independent Schools website, and in all individual, staff, and parent handbooks. <http://cuba.k12.nm.us>

2.8. Reporting Intimidation, Harassment, or Bullying Behavior

2.8.1. Any individual who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by an individual or school personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward an individual should immediately report the alleged acts...

2.8.2. The report may be made to any staff member. The staff member will assist the individual in reporting to the principal or other district personnel.

2.8.3. Teachers and other school staff who witness acts of bullying or receive individual reports of bullying are *required* to promptly notify designated staff.

2.8.4. Reports should be done in writing using the Harassment, Intimidation, Bullying, or Hazing Complaint Form (See Sample Form, Appendix D).

2.8.5. School principal or designee is *required* to accept and investigate all reports of intimidation, harassment or bullying.

2.8.6. School principal or designee is *required* to notify the parent or guardian of an individual who commits a verified act of intimidation, harassment, or bullying of the response of the school staff and consequences that may result from further acts of bullying.

2.8.7. Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, or hazing or who participates in or cooperates with an investigation is prohibited.

2.8.8. The right to confidentially, both of the complainant and the accused shall be preserved consistent with applicable laws.

2.8.9. If harassment or bullying continues, the perpetrator will be immediately suspended and removed from the school, pending a long-term hearing.

2.8.10. To the extent permitted under the Family Educational Rights and Privacy Act (FERPA), school staff is *required* to notify the parent or guardian of an individual who is a target of bullying and of the action taken to prevent any further acts of bullying.

2.9. Investigating Intimidation, Harassment, or Bullying Behavior

The principal or their designee will appropriately and promptly investigate all reports of harassment, intimidation, bullying, or hazing. In determining whether the alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct, the individual's history, and the context in which the alleged conduct occurred will be investigated.

2.9.1. The administrator will make every effort to inform the parents/guardians of the victim and the accused of any report of harassment, intimidation, bullying, or hazing *prior* to the investigation taking place.

2.9.2. The investigation shall consist of personal interviews with the complainant, the individual(s) against whom the complaint was filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods or documents deemed relevant by the investigator.

2.9.3. The district may take immediate steps to protect the complainant, individuals, teachers, administrators, or other school personnel pending the completion of an investigation.

2.9.4. The investigation shall be completed as soon as possible. The principal (or investigator) shall make a written report to the Superintendent upon completion of the investigation.

2.10. Consequences for Bullying

2.10.1. Verified acts of bullying shall result in intervention by the building Principal or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced.

2.10.2. Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the targeted individual and on other individuals. Accordingly, there is not one response to bullying. While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building Principal.

2.11. Consequences for Knowingly Making False Reports

False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

2.12. Anti-Bullying included in Health Education Curriculum

2.12.1 "Health Education" is the instructional program that provides that opportunity to motivate and assist all individuals to maintain and improve their health, prevent disease, and reduce health related risk behaviors. It allows individuals to develop and demonstrate increasingly sophisticated health-related knowledge, attitudes, skills, and practices. It meets the content standards with benchmarks and performance standards as set forth in 6.30.2.19 NMAC.

2.12.2. Bullying behavior is mentioned specifically in many areas of the Health Education performance standards, in all grade levels. All individuals need to be aware of bullying behavior beginning in Kindergarten and continuing throughout their school years. It is imperative that individuals are comfortable with understanding, describing, and recognizing bullying behaviors, and then in the later grades being able to analyze those behaviors and role play refusal skills.

2.12.3. Our curriculum does not recognize the importance of bully prevention skills in all grade levels.

2.13. Threats of Violence

2.13.1. Threats of violence toward other individuals, school staff, or facilities generally are prohibited and may result in suspension or expulsion, regardless of whether the individual has previously engaged in such conduct.

2.13.2. All employees and individuals are required to report evidence of threats of violence to their principal. Such reports shall be investigated by the principal or designee. All such reports shall be documented by the principal.

2.13.3. In cases of threats that may constitute a violation of criminal law, the principal, superintendent or designee shall notify law enforcement authorities.

2.13.4. Individuals who are charged with violation of this policy shall be placed on short-term suspension pending investigation of the charge(s). Those found, through a due-process hearing, to have violated this regulation shall be subject to discipline, including long-term suspension or expulsion. For Special Education individuals, administrators will consult with the Director of Special Education regarding the appropriate process.

APPENDIX D

CUBA HIGH SCHOOL

BULLYING INCIDENT REPORTING FORM

1. Name of Person Filing the Report: _____ (Note: Reports may be filed anonymously; however, no disciplinary action can be taken against an alleged bully solely on the basis of an anonymous report.)

Date Filed: _____

2. Are you the Person being bullied? _____

3. Are you a Student? _____ Your contact information/telephone number: _____

4. If student, state your school: Cuba High School _____ Other _____ Your Grade: _____

5. If staff member, state your school/work site: Cuba High School, Position: _____

INFORMATION ABOUT THE INCIDENT

Name of Person(s) being bullied: _____

Name of Bully (ies): _____

Date(s) of Incident(s): _____

Type of Incident (Circle applicable): Verbal Social Physical Cyber

Time When Incident(s) Occurred: During school day other _____

Location of Incident(s) Hallway Classroom Other

Please use additional space on back if necessary.

Names of people who saw the incident or have information about it

Name Student

Name Student

Name Student

Describe the bullying incident (including names of people who were present during the incident, what happened, and what each person did and said, including specific words used).

Please use additional space on back if necessary.

Write down what you want the bully to stop doing to you.

Please use additional space on back if necessary.

=====

FOR ADMINISTRATIVE USE ONLY

=====
10: Person Receiving Report: Position: Date Received [Click her to enter a date.](#)

II. INVESTIGATION

1. Investigator(s): Position:

Interviews: Interviewed alleged bully (ies)

A written statement obtained from all parties involved. Statements on file in respective student's discipline folder located in high school Main Office.

Name:

Name:

Name:

Interviewed person(s) being bullied

Name:

Interviewed witness (es)

Name:

Name:

Name:

2. Any prior documented Incidents by the alleged bully?

If yes, have incidents involved person(s) or group previously? [Choose an item.](#)

Any previous incidents with findings of BULLYING [choose an item.](#)

(Please use additional paper and attach to this document as needed)

III. INVESTIGATION FINDINGS/CONSEQUENCES

1. Finding: Discipline Referral ONLY

2. Contacts:

Bullying Recipient's parent/guardian

Bully's parent/guardian

Law Enforcement [Click here to enter a date.](#) N/A

Principal Date:

Superintendent Date:

Consequence Assigned:

APPENDIX E

ATTENDANCE – Board Policy (J1550-F - JH in Policy Manual)

The board of education shall initiate the enforcement of the provisions of the Compulsory School Attendance Law for students enrolled in the schools of the district and an administrative authority who has reason to believe a student is violating the Compulsory Attendance Law shall:

Initiate the prescribed statutory procedures for enforcement by sending written notice by certified mail to parent, and proceed with whatever administrative sanctions are considered appropriate. If the violation continues after the parent has received the written notice, the administrative authority shall report the matter to the local Children's Court as required by statute. If there is an indication that the continued violation can be ascribed to the parents' act or omission, the administrative authority shall also consider whether to seek or initiate a criminal action against the parent.

1. Absences from school are strongly discouraged except in cases of illness, injury requiring medical attention, death in the immediate family, legal injunction, or religious observance. In no case should a student be absent without the knowledge and the consent of a parent or guardian. For the 2016-2017 school year students will jeopardize credit in any class where absences exceed ten (10). An appeals process will be available as described in item number nine (9).
2. Parents are to call the school on the date of each absence and to keep written documentation to present in the event that a student's absences in one semester exceed nine (9) in any class. Documentation includes written notes from doctors, church, designated tribal leader, or court officials. Verbal documentation will be considered only if a phone call (documented by parent and office) was made to school on the date of the absence. Parents are urged to record all absences on a personal calendar so that documentation is available when requested. Attendance clerk will keep an accurate record of parental notification regarding absence.
3. Parents are to arrange to pick up absentee assignments so that students can do make-up work while absent (unless prohibited from doing so by a physician.) Students who know they are going to miss class are required to notify teachers in advance and request absentee assignments that can be turned in upon return to class. Teachers will receive a schedule of student receiving ancillary services i.e. speech therapy, physical therapy, etc. Students who are on campus for part of a school day are expected to check in with any teachers whose classes have been missed or will be missed. Otherwise, make-up work may not be accepted. When the parent/guardian removes the student from school for an extended period (such as for travel to visit colleges, vacations with parents, etc.), written permission must come from the principal and be shown to each teacher. These absences will be recorded. In case of severe illnesses, student will be allowed one day plus the number of days absent to complete make-up assignments. If absences exceed three consecutive days, student or parent will make arrangements to pick up homework. Contact the principal or designee for more information on homework. Upon completion and return of this work, additional assignments will be issued if needed. Students are expected to take responsibility for completing make-up work. Failure to do so may adversely affect the overall grade in the course.
4. Teachers are to enforce the attendance policy and are to record attendance daily and accurately. Students who are not physically present within the first ten (10) minutes of class period will be marked absent unless documentation excusing the student is provided. Off campus requests will be verified before students will be allowed to leave class. Students are to keep a careful record of their absences.
5. Students who participate in extra-curricular and/or co-curricular activities are required to notify their teachers in advance and request absentee assignments that can be turned in upon return to class. Approved school activities include but are not limited to: school sponsored trips, athletic events, assemblies, dances, contests, testing, pre-arranged meeting with other staff members, and work in the library, and/or office.
6. Sponsors and/or coaches will provide a roster at least two school days in advance via the school bulletin and/or a memo to the teachers of the students who will be participating in the school sponsored activity. The staff member in charge of an approved school activity will provide accurate revised attendance record via the bulletin. Students who are absent for their scheduled activity will be marked absent from classes missed. Students are reminded that it is their responsibility to get make-up assignments before attending an approved activity and to have regularly scheduled class work completed on time. Teachers are required to notify and/or make referrals to proper authorities. Students failing to complete make-up assignment may jeopardize the student's future participation in such activities.
7. When a student gets an off-campus pass authorized with a phone call or written note by a parent or guardian, an absence will be recorded in each class missed. If the student gets an off-campus pass during a school sponsored activity, an absence will be recorded for each class that would have met on the regular schedule. We recommend that these absences be recorded at home so that if the student exceeds ten absences documentation is readily available, thus expediting the appeals process.

8. When a student receives a W/F, a letter will be sent to the parent or guardian with a copy to the Children, Youth, & Families Department (CYFD). A parent who knowingly allows the student to continue to violate the Compulsory School Attendance Law shall be guilty of petty misdemeanor. Upon the first conviction, a fine of not less the \$25 or more than \$100 may be imposed, or the parent of student may be ordered to perform community service. A parent who knowingly allows the student to continue to violate the Compulsory Attendance Law shall be guilty of a misdemeanor and shall be subject to a fine of not more than \$500 dollars or imprisonment for a definite term not to exceed six months or both. If the student is in Special Education, make reference to Article 336.
9. Students who are abusing the attendance policy (or tardy policy; see tardy policy addendum) may be required to take the school bus (lose driving privileges) and/or be brought before standing committees of the faculty. These committees may require that notes be signed by parent/guardian or that parent/guardian comes to school to discuss the problem. These committees will also make recommendations to the administrator/designee in charge of attendance.
10. The attendance of married/or pregnant students, students living without parents/guardian or students with special medical condition will be handled on an individual basis by an administrator or designee.
11. An Attendance Appeals and Revisions Committee shall be appointed by the principal. Staff and administrator will be represented on this committee. Interested parties may request additional non-voting guests to attend the Appeals Committee meeting. This committee will make recommendations to the principal. Appeals of the principal's decision may be made as per district policy, via the Administration Office.

APPENDIX F

ATTENDANCE - Compulsory Attendance Law

Recently legislated attendance law requires students to attend school until their eighteenth (18th) birthday and/or as otherwise provided by law. Persons subject to this law shall attend school according to the school calendar established by the school district.

Responsibility for compliance with the law rests upon the parent and /or guardian and student. These provisions of the Compulsory School Attendance Law will be enforced pursuant to Section 22-12-7 of the State Statutes.

Absence from school is strongly discouraged except in case of illness, injury requiring medical attention, death in the immediate family, legal injunction, or religious observance. In no case should a student be absent without the knowledge and the consent of a parent or guardian. For the 2015-2016 school year, a student will jeopardize credit in any class where absences exceed ten (10). An appeals process will be available.

- A. **Three unexcused absences:** When a child has accumulated three unexcused absences, school personal shall inform truancy staff and/or teachers to contact the family to address the concern. In addition, a Three Day Parent Absentee Notification Form shall be sent to the parents or the legal guardians of the child.

- B. **Five unexcused absences:** When a child has accumulated five unexcused absences, school personal shall inform truancy staff and/or teachers to contact the family to address the concern. At this point, the teacher if the child is in elementary school or school administrator (counselor or assistant principal) for middle and high schools will arrange a meeting at the school with the parent or legal guardian to discuss the unexcused absences. A Five Day Absentee Notification Form will be sent to the child's parent or legal guardian.

- C. **Seven unexcused absences:** When a child has accumulated seven unexcused absences, school personal shall inform truancy staff and/or teachers to contact the family to address the concern. At this point, the teacher if the child is in elementary school or school administrator (counselor or assistant principal) for middle and high schools will arrange a second meeting at the school with the parent or legal guardian to discuss the unexcused absences. At the second meeting, if an attendance contract with the student and the parent has not been initiated, then one shall be developed at this time concerning the alleged child being a truant. In addition, the Seven Day Absentee Notification Form will be sent to the child's parent or legal guardian.

- D. **Ten unexcused absences:** if a student has accumulated an equivalent of ten or more unexcused absences within a school year, the parent shall be given written notice by personal service or certified mail that the student is a habitual truant and is not in compliance with the Compulsory Attendance School Laws. At that time, the student shall be reported to the probation services office of the judicial district where the student resides for an investigation as to whether the student shall be considered to be a neglected child or a child in a family in need of services because of habitual truancy.

Students who exceed ten (10) absences may receive a grade of W/F (withdraw fail) on the eleventh (11th) absence.

Once a student is at risk of receiving W/F in a class for exceeding 10 absences and the parent/guardian has been duly notified via SAT (Student Assistant Team) meeting (student will remain in class during this time). At the end of the semester, the student will return to the regular classroom to work on the second half of the class. At this point, the student is entitled to appeal to the Attendance Committee for a hearing. At the appeal, if all absences can be documented as medical (with doctor's excuse), religious, legal, or family emergency, and the student continues on credit status. Students who fail to continue on credit status due to undocumented absences have the right to appeal. Upon appeal, if any absence is found to be unexcused, the appeal may not be granted.

A STUDENT HAS 10 DAYS TO MISS FOR THE ENTIRE SCHOOL YEAR - THEY CAN NOT MISS MORE THAN 2.5 DAYS PER NINE WEEK PERIOD.

APPENDIX G

CUBA HIGH SCHOOL

Student Handbook 2017-2018

Grade: _____

Parent/Guardian & Student Handbook Receipt Form

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

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 2016-2017 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.

APPENDIX H

The following consequences guidelines will be used by school Principal when decisions are made regarding individual incidents that are disruptive to the educational process and/or harmful to others. These guidelines pertain to incidents which occur while students are under the jurisdiction of the school. As a student, you are entitled to due process in all school discipline actions. Your parents will be notified of all serious disciplinary consequences, and you and your parents have a right to appeal the action.

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.

SAT PROCESS:

The Student Assistance Team (SAT) process is to provide targeted, supplemental, and individualized support through the SAT process for students who are at-risk academically or behaviorally, or those exceeding expectations. Using the SAT process, the Team gathers all available data about a student, hypothesizes a possible cause for the problem, and then designs an individualized SAT Intervention Plan or Behavioral Intervention Plan (BIP) that the classroom teacher and/or others then implement in the regular education classroom.

The SAT is a cooperative, school-based group of people that assists students, parents, and teachers in seeking **POSITIVE solutions** for concerns about individual students. Its purpose is to provide supplementary support to students who are experiencing difficulties that are preventing them from benefiting from general education, because they are either performing below or above expectations in academics and/or behavior.

The SAT's role is to be a support and a resource to the parents and the teacher—not to replace or relieve the teacher of his or her responsibility for educating the student.

Cuba Independent Schools Tier III Intervention SAT Process, Procedure, and Timeline:

Instruction becomes very individualized if students move from Tier II to Tier III. The instruction is customized to the learning styles of the individual child. Students are taught in very small groups where they can talk through their learning, solve problems, and are reading and checked for comprehension.

The time for Tier III Interventions is usually doubled from Tier II as an abundance of individual teacher time along with added educational assistance help is needed.

Tier III focuses on how the student processes information and is structured for students that may have a disability. If they improve at Tier III they may return to Tier II, but if the intervention is not successful they may be screened for special education.

CUBA TIER THREE INTERVENTION PROCEDURE

Step #1: Permission to Test

Timeline: 3-5 Days

1) SAT Packet is submitted to Special Education Clerk.

- 2) SAT Packet is “stamp dated” by Angela and is submitted to Special Education Coordinator.
 - 3) Laura reviews packet within 1-3 days and either sends the liaison to parent’s home for “permission to test” or sends it back to the SAT Team for further documentation. SAT team will have
 - 4) When packet is ready, Special Education Coordinator contacts diagnostician to schedule testing for the student while sending an “interoffice referral for evaluation” out to ancillary staff and entering information into the Testing Flow Chart.
 - 5)
- All testing will occur within the 60 day timeline.

**Step #2
Test Coordination**

Timeline: 3 Days

- 1) When reports are completed, they are given to Special Education Clerk to get stamp dated and then turned into Special Education Coordinator off testing completed and adds in the date on the Testing Flow Chart. Once all tests are turned in then clerk will be asked to set EDT meeting; every effort is made to schedule the EDT’s within 30 days.

**Step #3
EDT Determination Meeting**

Timeline: Within 10 working days

- 1) EDT meeting occurs and the team makes the determination on the child’s eligibility based on the report(s) and any other data.
- 2) If the EDT Team determines that the student does not qualify for special education services, then the student will be referred back to the SAT Team to implement other RTIs at the TIER II level.
- 3) If the EDT Team determines that the student does qualify for special educations services, then the IEP meeting occurs immediately after the EDT meeting.

Initial IEP

Timeline: 2-3 weeks

- 1) An IEP is developed by the team for the student.
- 2) At the end of the IEP meeting the caseload manager makes a copy of the IEP for the parent and for the working file.
- 3) The Caseload Manager then gives Special Education Coordinator original copy to take back to Special Education Office to get stamp dated and file immediately.
- 4) Once IEP’s are delivered, Special Education Coordinator will finalize IEP in the Excent Program. If corrections need to be made to IEP. IEP will not be re-opened for the changes. An addendum to the IEP will occur.

The Cuba Independent Schools hereby subscribes and utilizes *The NMPED Student Assistance Team and Three-Tiered Licensure System*.

Below is a written description of processes, procedures, and employees used to carry-out the NMPED Three-Tiered Model of Intervention at Cuba Independent Schools.

The Core Group of School SAT Team is comprised of Grade Level Team Members:

- Administrator
- Nurse -Specialist
- School Counselor - Specialist
- Reading Interventionist- Specialist
- Regular Teacher
- Regular Teacher
- Language Teacher -Specialist
- Educational Assistant –Regular Education
- Occupational Specialist
- Speech Therapist

GENERAL DESCRIPTION OF CISD RTI PROCESS:

The process begins where a student is identified within the classroom as needing special education services. A referral is submitted by the employee with the concern to the SAT Team that reviews the concerns and then makes a determination if those concerns merit Tier I Intervention.

The SAT Team will determine whether the student will receive:

- □ Universal assessments and screenings,
- □ collaboration with discipline determinations,
- □ Progress monitoring during an group intervention cycle, and
- □ Reviewing intervention data to determine if student will put into the RTI cycle.

Tier-I Intervention

If a student is determined by the core group and through then classroom teachers are guided by the core team to assist the student with in teaching strategies that include interventions using differentiated instruction, reading intervention and coaching, and on-going assessment of that instruction.

Tier II Intervention

Expands instruction for students who are failing to make adequate progress with Tier I classroom lessons and strategies. The additional instruction is personalized to the student's needs and must improve upon, and/or extend the classroom lessons. This additional instruction can be provided by the classroom teacher, reading specialist, Title I teacher, or a trained paraprofessional.

Tier III Intervention

Instruction becomes very individualized if students move from Tier II to Tier III. The instruction is customized to the learning styles of the individual child. Students are taught in very small groups where then can talk through their learning, solve problems, and are reading and checked for comprehension.

The time for Tier III Interventions is usually doubled from Tier II as an abundance of individual teacher time along with added educational assistance help is needed.

Tier III

Focuses on how the student processes information and is structured for students that may have a disability.

If they improve at Tier III they may return to Tier II, but if the intervention is not successful they may be screened for special education.

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. Developing and monitoring Effective Systems and Interventions for students at Risk of Dropping Out. By promptly reacting to student distress signals, Cuba High School can redirect potential dropouts onto the path to graduation. The system relies on student level data available at the school or district including indicators for attendance, course failures, GPA, credit attainment, and behavior (if available) to calculate potential risk for dropping out.

Data is reviewed and monitored to identify students at risk for dropping out and to understand patterns in student engagement and academic performance. The school team review results and start to organize and sort at-risk students into groups that are based on the indicators on which they are flagged (e.g., attendance, course performance, or both). The EWS Tool provides student-level and school-level reports that the team can then review to better understand patterns and begin to consider the allocation of dropout prevention resources to flagged students.

Questions to ask about EWS data:

- Student-level patterns:
 - What do our data tell us about individual students who are at risk?
- School-level patterns:
 - What do our data tell us about how are school is doing?
 - Are students who were flagged from the beginning of the year remaining "off-track" through the year?
 - Are students who were flagged at one reporting period back "on-track" at the next?

Teams will want to look at additional data, because the indicators of risk are merely signs of more complex problems related to student disengagement with school and academic failure. Additional data to collect could include information from teachers, parents, and interviewing the student to obtain more in-depth information on which supports and interventions will be most appropriate for the student.

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.

FIGHTING / PHYSICAL AGGRESSION			
Type of Incident	1st Consequence	2nd Consequence	3rd Consequence
1. 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
2. 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	
3. 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
4. Possession of pepper spray and or other inflammatory agent(s)	Suspended 1-3 days, behavior contract required. Parent conference. Assigned to Learning Lab Discretion of Site Principal or Administrative Staff Discretion of Site Principal or Administrative Staff	Suspended 3-5 days Parent conference Assigned to Learning Lab recommend to EWS Team Discretion of Site Principal or Administrative Staff Discretion of Site Principal or Administrative Staff	Suspended 5-10 days extended suspension pending an expulsion hearing. Forfeit all activities 4-9 weeks. Parent conference Discretion of Site Principal or Administrative Staff Discretion of Site Principal or Administrative Staff

5. 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	
6. 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 hearing Forfeit activities 10-18 weeks Parent conference Discretion of Site Principal or Administrative Staff
7. 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
8. Threatened a staff member	Suspended 3-5 days Behavior contract Require Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff	Suspended for 5-10 days Extended suspension pending an expulsion hearing Discretion of Site Principal or Administrative Staff	
9. Assault of another student or staff	Report to Cuba PD Suspended for 10 days Extended suspension pending an expulsion hearing Discretion of Site Principal or Administrative Staff		

THEFT

<p>10. Attempted/ damaged private property</p>	<p>Suspended 1-3 days Forfeit activities 4-9 weeks Behavior contract Parent conference Restitution Discretion of Site Principal or Administrative Staff</p>	<p>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</p>	<p>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</p>
<p>11. Possessed stolen property</p>	<p>Suspended 3- 5 days Report to Cuba PD Behavior contract required Parent conference Restitution Discretion of Site Principal or Administrative Staff</p>	<p>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</p>	<p>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>

PROPERTY DAMAGE

<p>12. 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>	
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13. Damage of School Property	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	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	
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DISRUPTION

14. Disruptive behavior in class/ campus	Suspended 1-3 days Assigned to Learning Lab recommend to EWS Team Discretion of Site Principal or Administrative Staff	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	Suspended 5 -10 days Forfeit activities 10-18 weeks Parent conference Discretion of Site Principal or Administrative Staff
15. 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	
16. 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

<p>17. Endangering the physical and mental safety of another. Videotaping with cell phone or any electronic device will also be grounds for punishment.</p>	<p>Suspended 1-3 days Report incident to Cuba Police Behavior contract Parent conference Discretion of Site Principal or Administrative Staff</p>	<p>Suspended 3-5 days Forfeit activities 4-9 weeks Parent conference Discretion of Site Principal or Administrative Staff</p>	<p>Suspended 5-10 days Forfeit activities 4-9 weeks Parent conference Discretion of Site Principal or Administrative Staff</p>
<p>18. Engaged in an obscene/vulgar act.</p>	<p>Suspended 1-3 days Parent conference Discretion of Site Principal or Administrative Staff</p>	<p>Suspended 3-5 days Forfeit activities 4-9 weeks Parent conference Discretion of Site Principal or Administrative Staff</p>	<p>Suspended 5 days Forfeit activities 10-18 weeks Parent conference Discretion of Site Principal or Administrative Staff</p>
<p>19. Engaged in Bullying Harassment / intimidation</p>	<p>Suspended 3-5 days Forfeit activities 4-9 weeks Behavior contract Parent conference Discretion of Site Principal or Administrative Staff</p>	<p>Suspended 5- 10 days Extend suspension pending an expulsion hearing Forfeit activities 10-18 weeks Parent conference Discretion of Site Principal or Administrative Staff</p>	
<p>20. Engaged in sexual harassment</p>	<p>Suspended 3-5 days Forfeit activities 4-9 weeks Behavior contract Parent conference Discretion of Site Principal or Administrative Staff</p>	<p>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</p>	
<p>21. Extortion</p>	<p>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</p>	<p>Suspended 3-5 days Extend suspension pending an expulsion hearing Forfeit activities 10-18 weeks Parent conference Restitution</p>	

		Report incident to Cuba Police Discretion of Site Principal or Administrative Staff	
22. 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
23. 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		
24. Spitting at another student	Suspended 1-3 days Assigned to Learning Lab 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 Discretion of Site Principal or Administrative Staff

FORGERY

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

26. Furnished / sold dangerous object or look alike object	Suspended 5 days Discretion of Site Principal or Administrative Staff Extend suspension pending an expulsion hearing Forfeit activities 10-18 weeks Recommend expulsion Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff	Suspended 10 days Discretion of Site Principal or Administrative Staff Extend suspension pending an expulsion hearing Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff	
27. Possessed / displayed a dangerous object or look alike object	Suspended 5 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	Suspended 10 days Extend suspension pending an expulsion hearing Parent conference Report incident to Cuba Police Discretion of Site Principal or Administrative Staff	
28. Possessed a weapon	Suspended 10 days pending the outcome of a long term suspension or expulsion hearing.		

DITCHING AND TARDINESS

29. 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
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30. 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
31. 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
32. 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

DEFIANCE / NONCOMPLIANCE

33. 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
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34. 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
35. 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

36. 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

37. 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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38. 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
39. 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
40. 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	
41. 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
42. 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	
43. 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	

44. 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	
45.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	
46. 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	
47.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	
48.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

49. 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
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50. 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
51. 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
52. 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

53. Display of Affection	Assigned to Learning Lab	Parent conference	Suspended 1-3 days	Suspended 5 days Parent conference
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	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
54. 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	

For the 2017-2018 school year a learning lab will be put into effect for disciplinary incidents that do not require out of school suspension. Days assigned to the learning lab will depend on the severity of the referral. Our goal at CHS is NOT to suspend students from school, but if at all possible retain students in school so that they are given every opportunity to succeed in their school work.