

Cibola High School



Student Handbook
2022-2023

CIBOLA HIGH SCHOOL

•1510 Ellison Drive NW • Albuquerque, NM 87114

(505) 897-0110. www.cibola.aps.edu
Albuquerque Public Schools • www.aps.edu
Follow us on twitter @cibolacougars and
Instagram @cibolacoogs

Cibola High School Mission Statement: **MOTIVATE • EDUCATE • GRADUATE**

Cibola High School Core Values:

We believe that all students can be creative problem solvers; can collaborate successfully with others; can be independent and responsible for their own life-long learning; have the capacity for compassion and empathy in a diverse community; and can be models of integrity and stand up for their values.

Cibola High School Vision Statement:

Students of Cibola High School will become learned and independent citizens, capable of determining their futures and influencing society for the better.

NOTABLE COUGARS:

Principal Pamela Meyer meyer_pam@aps.edu

Angela Rietmann	Angela.rietmann@aps.edu	Assistant principal
Chelsea Hay	Chelsea.hay@aps.edu	Assistant principal
Michael Zufall	zufall@aps.edu	Assistant principal
Robert Fabert	Robert.fabert@aps.edu	Dean of students
Carmella Salazar	Carmella.salazar@aps.edu	Dean of students
Ray Rodriguez	Rodriguez.ray@aps.edu	Athletic Director
Jeanine Chavez	Chavez_jea@aps.edu	Activities Director
Krista Fowler	Krista.fowler@aps.edu	Special Education Head Teacher
Joe Sena	sena@aps.edu	College and Career Counselor
Tara Garcia	Tara.garcia@aps.edu	Counselor-students with last names beginning A-Dr
Jennifer Tuttle	tuttle@aps.edu	Counselor-students with last names beginning Ds-Le
Margie Mora	Mora_margie@aps.edu	Counselor- students with last names beginning Lf-Re
Eliseo Montoya	Montoya_eliseo@aps.edu	Counselor-students with last names beginning Rf-Z

Calendar 2022-2023

August 10.....	First Day of School
August 18-19.....	Underclassman Photos
September 1.....	Open House
September 5.....	Labor Day (No School)
September 16.....	End of 1 st 6 Weeks
September 30.....	Homecoming Coronation/Game
October 1.....	Homecoming Dance @CHS
October 6-7.....	Fall Recess (No School)
November 1.....	End of 2 nd 6 Weeks
November 8.....	Election Day (No School)
November 6.....	Daylight Savings Time Ends
November 11.....	Veteran's Day (No School)
November 9.....	Underclassman Retake Photos
November 21-22.....	Parent Teacher Conferences
November 23-25.....	Thanksgiving Recess (No School)
December 12-20.....	Closed Week/Final Exams
December 20.....	Make-Up Finals/End of 3 rd 6 Weeks/First Semester
December 21-January 3.....	Winter Break (No School)
January 4.....	Teacher Professional Development Day (No School)
January 5.....	Start of 2 nd Semester
January 16.....	Martin Luther King Jr. Day (No School)
February 8.....	8 th Grade Family Night
February 17.....	End of 4 th 6 Weeks
February 20.....	President's Day (No School)
March 10	Academic Awards
March 12.....	Daylight Saving Time Begins
March 20-24.....	Spring Break (No School)
April 8.....	End of 5 th 6 Weeks
April 7-10.....	Vernal Holiday (No School)
April 15.....	Cibola Prom
TBA.....	Senior Finals
May 16.....	Cibola Graduation
May 22-24	Underclassman Final Exams
May 25.....	End of 6 th 6 Weeks/Make-Up Finals/Last Day of School
May 26, 30,31.....	Make-Up Weather Days (if necessary)
May 29	Memorial Day (Schools and Admin. Closed)

Leaders of the Pride



Student Body Officers:

President – Dylan Cordray

Vice President – Hayden Brownell

Secretary – Ava Carpentier

Historian – Paige Zapach, Sama Pashtoon

Senior Class of 2023

President- Lillian Anderson

Vice President- Emma Stagen

Secretary – Savannah McSween

Sophomore Class of 2025

President- Leah Garcia

Vice President- Viaunna Brachle

Secretary – Gianna Perea

Junior Class of 2024

President- Isaiah Wolfel

Vice Prez- Makayla Asbury

Secretary- Rocket Jauriqui

Freshman Class of 2026

TBA

Cougar Fight Song:



Hail Cibola High School,
Our Cougar stands as proud as he can be.
We will fight and never give up!
Until we reach a Cougar victory...

GO! FIGHT! WIN!

Go, Cibola Cougars, with loyalty and spirit all the way,
We're going to win now and show them all how,
The mighty **BROWN** and **GOLD** is here to stay.

Academic Requirements

Standardized Tests

- 9th Grade: State Standardized testing
 - 10th Grade: PSAT
 - 11th Grade: SAT
 - 12th Grade: SAT,
- All students must earn a total of 25 credits which includes:

Graduation Credit Requirements

- All students must earn a total of 25 credits which includes:
- Class of 2023, 2024, 2025, 2026
- English.....4 credits
 - Math4credits
 - (Algebra I, Geometry, Algebra II, and 4th year math)
 - Science 3 credits
 - (College Prep: Biology, Chemistry, Physics)
 - World History (10th-12th grade)..... 1 credit
 - U.S. History(junior year)..... 1 credit
 - Government(senior year).....5 credit
 - Economics (senior year).....5 credit
 - NM History (senior year)5 credit
 - Health (freshman year)5 credit
 - PE (freshman year)..... 1 credit
 - Honors, AP, Dual Credit, or Online..... 1 credit
 - Electives9 credits

For all students entering the 9th grade at least one of the units required for graduation shall be earned as an advanced placement or honors course, a dual-credit course offered cooperation with an institution of higher education or a distance-learning course. The New Mexico diploma of excellence requirements include four units in mathematics, three units in science, and one unit in one of the following: a career cluster course, workplace readiness, or a language other than English.

- Allowable* schedule changes must be completed within the first ten days of each semester. (*If a student took a course during the summer or online, they will be allowed to take a different class during the school year. If a student is enrolled at CEC, CNM or UNM a schedule change may be necessary to accommodate the off-campus courses. Otherwise, students will stay in the courses indicated on their pre-registration card.)
- Students who drop a course after the first ten days will receive a W/F (withdraw/fail).
- Credit for passed classes is granted at the end of each semester. Credits are granted with passing grades (A, B, C, or D). Credit is not granted for (F, I, W/F, N or W).
- If a course is repeated, the higher grade will be recorded in the GPA (grade point average).
- Students who fail a course must repeat the course in summerschool, or in an alternative program outside of the regular school day.

Along with meeting the Graduation credit requirements, any student must pass all testing requirements as outlined by NMPED in order to earn a diploma from Cibola High School.

Classification Credits

- Freshmen:..... 0 - 4.5 credits
- Sophomore:..... 5-10.5 credits
- Junior:11- 16.5 credits
- Seniors:17-25 credits

Graduation/Commencement Requirements

- Graduation is a privilege and a honor
- Students must:
 - Meet all academic requirements;
 - Follow all school rules and procedures; Attend all rehearsals and;
 - Follow the mandatory dress code.

Honors ACADEMIC HONORS

Cibola’s Academic program fosters excellence among our students. Students who fulfill the criteria listed below are eligible to receive academic honors.

LETTER REQUIREMENTS:

To earn an academic letter a student must have a cumulative weighted GPA of 3.5 or above at the end of their sophomore fall semester and each following fall semester. First time recipients earn a “C” letter. Second time recipients earn a “Bar”. Third time recipients earn a “Star”. Each recipient also receives a certificate.

ACADEMIC HONOR CORD

To receive an Academic Honor Cord for graduation, a student must have an overall cumulative weighted GPA of 4.0 or higher at the time of the honors assembly. *Early graduates will be excluded from GPA ranking, Valedictorian, Salutatorian, and Top Ten. They will be eligible for other honors including academic honor cords.

CLUB ORGANIZATION HONORS

Student clubs and organizations exist to serve the needs and interests of Cibola’s students. All clubs or organizations offering an activities letter must adhere to the following rules:

- 1. Activities Letters:

A student may be eligible for an Activities letter through club membership. Requirements for lettering must be stipulated in the club’s constitution per school requirements.
- 2. Senior Honor Cords:

A senior student must complete the following to be considered for an Honor Cord from a club or an activity:

 - Must maintain a 3.0 cumulative GPA for 4 years
 - Must be an active member during senior year
 - Maintain membership in good standing for two (2) school years

•Activities Director will verify grades prior to distribution

Athletics & Activities

Hazing Policy:

All students should be aware of the Board of Education's 'Hazing' policy as it pertains to initiation into an organization. "Hazing will not be permitted as a condition of membership in any group or organization connected with "APS". Hazing is defined as:

- to harass, with or without the consent of the individual, by exacting unnecessary, disagreeable or degrading tasks or activities which may result in harm or bodily injury to said individual

- to play abusive, intimidating, and humiliating tricks on an individual with or without the consent of the individual, on said individual by way of initiation.

See possible consequences in the CHS discipline policy under harassment/intimidation.

Academic Eligibility for Activities / Athletics

Students must be enrolled in a minimum of 4 classes, and a student must have a 2.0 GPA and No F's in order to participate in activities/athletics.

Activities:

ACTIVITIES DIRECTOR – Jeanine Chavez

chavez_jea@aps.edu All clubs and organizations must:

- have a current constitution on file in the Activities Office
- have at least five (5) active members
- have an adult staff member on campus as a sponsor
- publish when and where meetings are held
- follow rules and regulations for school announcements, fundraising, community service and field trips
- keep attendance records for a minimum of two years
- membership list must be turned in after the second meeting to the Activities Office

In addition, each club and/or organization will have additional information specific to its own constitution and by-laws available to members.

These organizations must be open to all students on an equal basis and must operate within the procedural guidelines established by the student government in collaboration with the school principal.

Athletics:

ATHLETICS DIRECTOR – Ray Rodriguez

rodriguez_ray@aps.edu

Athletics are considered an important part of the total school program. CHS offers a wide variety of sports for students. Currently, the Cougars are members of district 1 AAAAA with Cleveland, Rio Rancho, Atrisco, and Volcano Vista high schools. District 1 AAAAA and APS district handbooks specify information concerning athletic team's policies and procedures. Students, coaches, staff members and parents are encouraged to support athletics and asked to demonstrate good sportsmanship at all times.

Request to use athletic facilities must be cleared through the Cibola Athletics Office. Contact Athletic Director Ray Rodriguez.

ADDITIONAL REQUIREMENT FOR PARTICIPATION:

APS requires ALL participants to submit a completed physical examination form that will be kept on file in the school's Athletic Training office. Only one (1) exam is necessary for the entire school year.

Athletic Admission Fees: See aps.edu

Sports Offered at CHS:

FALL: Cross Country, Football, Golf, Soccer,

Volleyball **WINTER:** Basketball, Swimming and

Wrestling **SPRING:** Baseball, Golf, Softball, Tennis,

Track & Field **YEAR ROUND:** Cheerleading & Drill

Athletic Code of Behavior:

The Cibola Athletic department supports Character Education by stressing good sportsmanship and proper behavior at our events. This behavior is expected of our athletes, coaches, students, parents and fans. For additional information:

- www.nmact.org

Governing body of New Mexico athletics

- www.apsathletics.net

Quick access to schedules and APS athletic policies

Substance Abuse

SUSPENSION OF EXTRA CURRICULAR PRIVILEGES

Students may be removed, at the discretion of the principal, from any part or all extra-curricular privileges for time periods up to one (1) full calendar year. A grievance procedure is available under the provisions of the Student Behavior Handbook (www.aps.edu).

Participation in extra-curricular activities is a privilege offered to and earned by students. Because participants are serving as representatives of their school and community, their conduct is expected to exemplify high standards at all times. Participants are expected to adhere to higher standards of academics and conduct than established for the general school population in order to maintain their extra-curricular privileges.

Participation in extra-curricular activities is not a student right, and suspension of such privileges does not require a due process hearing procedure.

Extra-curricular activities may include but not be limited to attendance/participation in school activities such as athletic events, open campus, dances, clubs, student government, and other privileged events (including commencement exercises), as determined by a site administrator.

Extra-Curricular Substance Abuse Tobacco Policy

Extracurricular activities are an integral part of the educational process, providing students with opportunities to further develop their unique capabilities, interests, and needs beyond the classroom. Participation in an extra-curricular activity is a privilege offered to and earned by students. Because participants are representatives of their school and community, their conduct is expected to exemplify high standards at all times. The Extra-curricular Substance Abuse and Tobacco Policy is in effect twenty-four hours a day, seven days a week, at all times/locations from the first day of fall sports practices to the end of the school year. The policy applies to students who are active participants and students who are spectators at an event. For the purposes of this procedural directive, "controlled substances" is defined as any substance capable of producing a change in behavior or altering a state of mind or feeling. Controlled substances include, but are not limited to, alcohol, marijuana, narcotics, amphetamine, barbiturate, hallucinogens, prescription drugs, over the counter drugs, synthetic drugs or intoxicants of any kind. This does not include tobacco or tobacco products.

Criteria for application of sanctions

Circumstances when students may become subject to sanctions, includes, but is not be limited to:

- Any Minor in Possession (MIP) or Offense by a Minor Citation
- Written documentation from legitimate law enforcement/school/security reports
- Personal acknowledgment by the student in question or their parent/guardian

Suspension of Extra-Curricular Privileges:

- The suspension applies to all NMAA-sanctioned athletic and non-athletic events and may include other school events (i.e., plays, concerts) at the discretion of the principal
- Student will not be withdrawn from classes co-curricular with activities
- A student serving a suspension cannot participate in a "try-out" during that suspension, however, a coach shall provide a tryout opportunity to a student once the suspension is complete. This extension does not guarantee membership on the team or activity
- Participation in summer programs for students on suspension will be interpreted in the same way as scholastic eligibility for athletics in the summer (i.e., students may participate in on-campus/intramural activities only)

Sale or Distribution of Controlled/Illegal Substance

- Student is ineligible to participate in NMAA-sanctioned extracurricular events for the remainder of the academic year or longer under special circumstances
- Participation in extracurricular activities is not a student right, and suspension of such privilege does not require a due process hearing or appeal process
- The Extra-curricular Substance Abuse and Tobacco Policy is in effect twenty-four hours a day, seven days a week, at all times/locations from the first day of fall sports practices to the end of the school year

Additional sanctions may apply beyond this policy for violations that occur during the school day, at any school function, or on school property

Use and/or Possession of Controlled/Illegal Substances and Alcohol

First Offense

Student's loss of all NMAA-sanctioned extra-curricular privileges and eligibility for 10 school days from the date determined by a site administrator and referral to the Parent Involvement Program (PIP). The loss of privileges includes practice and competition. After five (5) calendar days out of the program, the student can return to the program but not compete in games or activities. On the 11th calendar day the individual can compete in games and activities. Summer school is not considered as school days for this policy.

Second Offense (If a student can show completion of PIP)

Student's loss of all NMAA-sanctioned extra-curricular privileges and eligibility for 30 calendar days from the date determined by a site administrator. The loss of privileges includes practice and competition. After ten (10) calendar days out of the program, the student can return to the program but not compete in games or activities. On the 31st calendar day, the individual can compete in games and activities. Summer school is not considered as school days for this policy.

Second Offense (If a student cannot show completion of PIP)

Student is ineligible to participate in NMAA-sanctioned extra-curricular activities for the remainder of the academic year or longer under special circumstance

Third Offense

Student is ineligible to participate in NMAA-sanctioned extra-curricular activities for the remainder of the academic year or longer under special circumstance
Parent Involvement Program (PIP) is an optional program to support students and families. PIP is considered a restorative practice and the intent is that the support might be offered in lieu of suspension. The student and parent can only participate once a school year. Parent/Guardian is required to attend with the student. Lesser consequences might be considered if the student and family are on a waitlist for PIP with a start date that has not been extended. Failure to complete PIP will result in reinstatement of further suspension days.

Use/Possession and/or Distribution of Tobacco Products, E-cigarettes and/or Nicotine Liquid Containers

The term "tobacco product" means any product made or derived from tobacco that is intended for human consumption, including any component, part, accessory of a tobacco product. This includes, among other products, cigars, cigarettes, cigarette tobacco, roll-your-own tobacco, smokeless tobacco, e-cigarettes, and nicotine liquid containers.

First Offense

Student's loss of NMAA-sanctioned extra-curricular privileges and eligibility for five (5) calendar days from the date determined by a site administrator. The student shall retain the privilege to participate in practices during this time. Summer school is not considered as school days for this policy. Students will be required to complete the Tobacco Intervention Program (if available at that school) or other appropriate intervention program approved by the site administrator.

Second (and subsequent) Offense

The student is ineligible to participate in NMAA-sanctioned extra-curricular activities for 10 calendar days unless actively enrolled in a tobacco intervention program.

Activities Office: B-4

Announcements:

Daily announcements must be emailed to Chavez_jea@aps.edu by 5pm the day prior to the day the announcement is to be made. Announcements are read only during announcement period.

Assemblies:

During assembly time, students must attend the assembly with IDs. Students must leave backpacks and belongings in the class prior to being dismissed for the assembly for security reasons. Students must also sit in the section assigned to their grade level.

Dances:

- Guests attending CHS dances will be required to return a signed permission form to attend this function.
- Guests are required to show proof of enrollment in school or military enlistment, and they must not have yet turned 20 years old.
- Guests are subject to admin approval.
- Only ONE guest is allowed per CHS student sponsor.
- IDS ARE REQUIRED FOR ENTRY.
- Proper attire is required for dances. Homecoming, Winter Ball and Prom are formal/semi-formal. No sunglasses are to be worn inside the dance. Ties are required. No denim pants.
- Once inside the dance, no re-entry will be allowed. APS/CHS Discipline Policy is in force during all dances. Students may be subjected to testing from an alcohol Breathalyzer and search as per APS policy.
- Dancing that is overtly sexual or offensive in nature will not be tolerated at CHS dances. Failure to follow this policy may result in the disciplinary action which may include being asked to leave the dance, parent contact, and suspension.
- At administration's discretion, students with behavior infractions may be banned from school dances.

Fees:

Checks are not accepted on campus after April 1st of each school year. Cash or money orders only will be accepted for fees, fines and purchases. Checks are never accepted in the Bookroom. No bills larger than \$20.00.

Field Trips:

Field Trips must be approved by the administration and the district prior to any forms being distributed to students.

Any student participating in a school-sponsored field trip must have:

- Parent Permission form completed
- Insurance form if field trip is not curriculum related
- Excused absence form signed by teachers a minimum of 36 hours in advance of the field trip.
- Parent Permission forms are required for students to ride a bus during a school-sponsored event.
- Students must ride to and from event on the bus with the Sponsor or a staff member.

Failure to comply with these stipulations may result in the student's inability to participate in the trip.

Hall Passes:

- Teachers will ask students carry or wear uniformed items as hall passes.
- Hall passes will not be issued during the first or last ten minutes of each class period.

Respect for Diversity:

Cibola expects all students to exhibit a standard of behavior based on respect for individuals. Acts of discrimination related to race, religion, gender, ethnicity, disability or national origin will not be tolerated.

Fundraising:

- Forms may be picked up in the Activities Office.
- Approval & scheduling must be granted by Activities Director.
- All monies collected must be deposited DAILY with bookkeeper or the sponsor is responsible for reimbursement of lost/stolen funds.
- Deposits must be receipted and deposited daily.
- Failure to comply with this fiscal management will result in forfeiture of fundraising opportunities and penalties for the sponsor(s).
- These policies apply to all clubs, organizations, and booster clubs raising money for Cibola High School.

Lockers:

Students may check out a locker at no fee, from B4. Students must provide their own combination locks. Combinations must be registered with the Activities Office for security reasons. Students must report any changes during the year to the Activities Office (change in partners, combination, etc.). Locks will be cut off if the combination has not been registered with the Activities Office. Lockers are school property and may be opened by school authorities. The administration has the right, with reasonable suspicion, to search for contraband and illegal substances. The school is not responsible for damage or loss to locker contents. Theft or locker problems should be reported to the campus security. Fines will be assessed for damage to lockers. Students are responsible for the items in their lockers.

Lost & Found:

All lost & found articles, except books, should be turned into the Activities Office. Library books should be turned in to the Library & textbooks to the Book Room. Articles not claimed within two weeks are donated to charity or the Cougar Closet.

Pictures:

All student pictures that appear in the Senior and Underclassmen sections of the yearbook must be taken by contracted APS photographer:

Kenneth Brown Photography



Senior Portraits:

Seniors are photographed by Kenneth Brown Photography by October 31, 2022. Schedule appointment ASAP.

Underclassmen Pictures:

Pictures will be taken on August 18 and 19 of 2022. Pictures are scheduled through social studies and health classes. Report to the concourse at the specified time with your teacher. Retakes are on November 11, 2022.

Student ID's:

Students receive ID's at the beginning of the year at no charge. ID's must be with the student at all times. IDs are used to check out books, for admits with a hall pass, to purchase school meals and to attend school functions. The APS Board of Education requires students to have their ID's at all times. School staff has the right to ask to see a student's ID. Failure to show your ID may result in disciplinary action.

Attendance Policy

Attendance Guidelines

On time, daily attendance is a critical component of this educational process. New Mexico law dictates that:

Students between the ages of five (5) and eighteen (18) years of age are mandated to attend public school, private school, home school or a state institution.

Attendance Policy

- Teachers will take attendance each day and each class period. Parents/guardians can review their child's attendance record through ParentVue online.
- Students who miss more than 50% of the class period are considered absent.
- A parent/guardian must notify the appropriate grade level using the online admit within 48 hours of the student's absence. Phone calls will NOT be accepted. See cibola.aps.edu, for the admit form.
- Attendance will be monitored by administration via attendance reports, and students will be contacted by counselors and administration on a case by case basis. Teachers will contact families when there is an uncharacteristic pattern of unexcused absences for students routinely attending class.
- Following the 10th consecutive unexcused absence from all classes, student is at risk of being withdrawn from school.
- CHS consequences for unexcused absences include but are not limited to: Lunch detention, ISS, CHS attendance contract, loss of credit and loss of the privilege to participate or attend school activities. (consequences at the discretion of the administrator)
- Consequences for attendance violation in NM law include: fines, and/or loss of NM Works Program monetary assistance.

Excused Absences: Absences may be excused for the following reasons with appropriate documentation:

- Illness (including chronic illness documented on a health plan, IEP or 504 plan)
- Limited family emergencies; family deaths
- Medical, health or legal appointments
- Suspensions
- Religious commitment
- College visit (11th and 12th grade students)

ALL ABSENCES FOR OTHER REASONS ARE UNEXCUSED INCLUDING:

- Non-school sponsored activities or trips
- Family vacations outside of the normally scheduled school break.

EXCESSIVE ABSENCES

- Excessive absences are defined as more than 5 days in a semester or 10 days in a year.
- Schools will support students with interventions to help stop excessive absences.
- School related activities (Cougar absences) that take a student out of class will not count toward excessive absence totals.
- Schools may not long term suspend students for excessive excused or unexcused absences.
- Schools may withdraw a student for absences only if the student has missed 10 days in a row, the parent has not contacted the school, and the school cannot reach the student or family to provide supports.
- *Parents will receive an automated call or text after each absence* 10 unexcused absences – families will receive a written letter. Parents/guardians will need to meet with school staff to review prior strategies and develop a more intensive support plan.
- *Students that receive more than 10 unexcused absences may be referred to Juvenile Probation.

- **Absences:** ISS Attendants will pull bi-weekly absence reports, and use ISS data to assign consequences to students with progressively concerning unexcused absences as follows:
 - 5 unexcused absences in one class: Referral to grade level counselor
 - 10 unexcused absences in one class: One day ISS, letter from administration sent home; student may not attend dances that semester.
 - 20+ unexcused absences in one class: Discipline Referral
 - ISS Attendants will submit discipline referral in Synergy for consequences assigned.

The Attendance for Success Act requires that school attendance data be reported to the New Mexico Public Education Department (NMPED). Students are expected to attend in-person instructional programs, as provided by the school, each day. Attendance for Success Act requires schools to classify each student into one of four attendance intervention tiers, based on the percentage of class period and school day absences. The four intervention tiers are as described below:

- **Tier 1: The Whole School Prevention Tier** - students who have missed less than 5% of classes or school days for any reason. Attendance communication to family via phone and electronic communication.
- **Tier 2: The Individualized Prevention Tier** - students who have missed 5% or more, but less than 10% of classes or school days for any reason. This tier the attendance team involves the student in their conversation with parent/family.
- **Tier 3: The Early Intervention Tier** - students who have missed 10% or more, but less than 20% of classes or school days for any reason. The attendance team shall notify the parent/family in writing of the student's absenteeism. The student will be placed on an attendance contract.
- **Tier 4: The Intensive Supports Tier** - is for students who have missed 20% or more of classes or school days for any reason. The attendance team shall give a written notice to the parent/family, including a date, time, and place for the parent/family to meet with the school principal and the attendance team, and establish non-punitive consequences at the school level, identify appropriate specialized supports that may be needed to help the student address the underlying causes of excessive absenteeism, and apprise the student and the parent/family of the consequences of further absences.
- **Student Referral to CYFD** - Students who continue to have unexcused absences after written notification of excessive absenteeism, shall be reported to the judicial district in which the student resides (Attendance for Success Act, Section 12.B.), and schools are required to report for each reporting date and at the end of the year the students who are referred to the Children, Youth, and Families Department (CYFD) because of excessive absences (Section 13.A.2).

Make-Up Work

- On the first day back to a class, students are responsible for requesting make-up assignments. Students will have the opportunity to complete the work in a period of time equal to the number of days absent unless other arrangements have been mutually agreed upon by the student and the teacher.
- It is expected that students will take semester finals on the days that they are scheduled. Students will be permitted to make up finals if they are missed due to an excused absence as listed in the handbook. Requesting permission to take a final exam early is discouraged. Approval of such a request will rest with the teacher in consultation with the principal.
- Teachers will need 24 hours from the time of the request to compile assignments when a student will be out of school three (3) or more consecutive days.
- Makeup work for students with more than 10 unexcused absences in a year (5 in a semester) may be given only after a parent attends a Parent/Teacher conference.

Tardy Policy

- Timeliness is a quality that we are attempting to instill in our students as practice for conventions required after high school.
- Cibola will run reports and issue consequences upon the 5th tardy in a class, and upon a 10th tardy in a class.
- Students will receive progressive consequences for excessive tardiness.
- Cibola will conduct sweeps of hallways and when a student is tardy to class and in the hall without a pass during these sweeps, students will be swept to In School Suspension.
- If students are caught in a tardy sweep, they will be in ISS for that class period only unless permitted back to class.

Tardies: ISS Attendants will pull biweekly tardy reports, and use ISS data to assign chronically tardy students to lunch detention or ISS based on following criteria:

- 5 Tardies in one class: 1 day of lunch detention
- 10 Tardies in one class: 2 days lunch detention, letter from administration sent home; student may not attend dances that semester
- 20 Tardies in one class: One day ISS
- 20+ Tardies in one class: Discipline Referral
- ISS Attendants will submit discipline referral in Synergy for consequences assigned.

Discipline Policy

Cibola High School follows the discipline policy of Albuquerque Public Schools as outlined in the student handbook. Please see the handbook in its entirety at www.aps.edu.

Disruption of the Educational Process

School is a place to learn and to be a part of a community. If a student is behaving in a way that does not allow other children to learn, school staff will need to intervene with the child. Students may need to receive interventions for disruptive behavior. Staff will intervene in cases of bullying, fighting, harassment of staff or students, inappropriate use of cell phones or other electronic devices, use of e-cigarettes, inappropriate substances, or other behaviors or actions that stop or prevent teachers from providing instruction and students from learning. The Glossary of Terms in the APS Handbook will provide descriptions for disruptive or inappropriate behavior.

1. BUS REFERRALS:

Due to poor behavior, a student can lose the privilege to ride the bus and the parent/guardian will be responsible for transporting the student to and from school.

2. CELL PHONES:

Cell phones that are not permitted by teacher are subject to confiscation. Classroom cell phone policies will be enforced. APS policy will be followed.

3. CLOSED CAMPUS:

Cibola is a closed campus except for 12th graders during lunchtime. To leave campus, students must show an ID and a Student Vue schedule

Leaving campus without permission and or Senior taking underclassmen off campus.

1st offense: parking privileges may be revoked., lunch detention/ISS, possible legal citation, parent contact, all at administrative discretion.

2nd offense: parking permit revoked permanently, parent contact.

4. CONFISCATED ITEMS:

CHS IS NOT responsible for damaged, lost or stolen items. Skateboards and/or other modes of transportation may be confiscated if being ridden/used on school property. Any other items that are disruptive to the educational setting whether in the classroom or anywhere on campus including but not limited to: cell phones, IPODS, gaming equipment, laser pointers, e-cigs, and any audio/video recording devices may be confiscated and subject to the following:

1st offense: confiscated, parent contact.

2nd offense: confiscated for a longer period of time at administrative authority.

5. CONTROLLED SUBSTANCE:

Any substance capable of producing a change in behavior or altering a state of mind or feeling (included but not limited to: illicit drugs, steroids, alcohol, look-alikes, paraphernalia, etc.).

• **Use/Possession** - Consequences include but are not limited to legal citation, arrest, suspension, mandatory counseling, and expulsion.

• **Sale/Distribution** — possible legal citation/arrest, suspension to an expulsion hearing.

6. Ditching Class(unexcusedabsences)/Out of class without a Pass:

Skateboard Park:

The skateboard park is off-campus. Anyone caught in the park during school hours will be considered truant/ditching. A defiance referral may be generated. Skateboards are not permitted on campus. Consequences include: lunch detention, possible legal citation, parent contact, suspension, LTS, and progressive discipline at the discretion of administration.

7. Dress Code

The Albuquerque Public Schools Board of Education supports equitable and equal educational access and a student dress code that fosters an educational environment that values, affirms and welcomes ALL students. Dress codes shall be enforced consistently, equitably, equally, and in a manner that does not lead to differential treatment on the basis of racial identity, sex, gender identity or expression, sexual orientation, cultural or religious identity and observances, household income, body size/type or body maturity. All students should be able to dress comfortably and the primary responsibility for a student's dress lies with the student and the family, with the exception of schools that require a uniform. Schools shall not impose punishment related to student dress and dress code enforcement should not result in barriers to student attendance or participation, unless related to safety. Student dress choices should respect the district's intent to sustain an inclusive community. Student attire shall not interfere with students' health or safety, nor contribute to a hostile or intimidating learning environment. All students and staff are responsible for managing their own distractions without regulating another student's dress.

Individual schools may adopt student uniform dress codes. If a school adopts a student uniform dress code, the school shall develop, implement and document processes used to ensure student, family, and community input and support for a student uniform dress code. Albuquerque Public Schools shall provide accommodations for families who require financial assistance with the cost of uniforms.

While each individual school may adopt its own dress code, no student in any APS setting may wear clothing that contains:

- obscene or violent language or images
- depictions of alcohol or drugs or other illegal item or activity
- racist content, hate speech, profanity or pornography
- accessories that could be considered dangerous or used as a weapon

School dress codes are an opportunity for student, family, and community engagement.

The following are descriptions of programs, detentions and suspensions that may be the consequences for violations within the CHS and APS discipline policies:

•PARENT INVOLVEMENT PROGRAM (PIP):

Students who possess or use alcohol or possess or use illegal drugs or are under the influence while on campus or at a district/school sponsored activity will be suspended for a minimum of 3 days. In addition, the student and parent will agree to attend 2 weekly sessions of the PIP.

Substance Abuse Counselor will reach out to students and parents as applicable to schedule substance abuse information sessions and counseling.

•LUNCH DETENTION:

Lunch detention is an alternative consequence to be applied at the administrator's discretion. The student is to purchase their lunch and report to the designated area during the 1st 10 minutes of the lunch period. Lunch Detention is not meant to take the place of suspension but rather to serve as an alternative to suspension. Failure to report to lunch detention will result in additional consequences.

•IN SCHOOL SUSPENSION (ISS):

In School Suspension will be assigned as applicable by administrators as an alternative to out of school suspension for less severe infractions. ISS is an academic intervention in a self-contained environment. In School Suspension will be utilized to sweep students late and in the hall without a pass. Students swept into ISS for tardy control will remain in ISS for designated class period unless permitted by teacher to return/attend class period.

PLEASE REFER TO APS STUDENT SUCCESS HANDBOOK FOR ALL OTHER APS RULES AND REGULATIONS

<https://www.aps.edu/service-center/documents/aps-student-handbook.pdf/view>

Facilities

BOOKROOM:

Textbooks are the property of the State of New Mexico. Books are on loan to students for their use. Any lost, stolen or damaged books, including those stored in lockers, are the responsibility of the student to whom the texts are issued. Students must report stolen textbooks to the school security & file a report. Books will be reissued. A school ID is required to check out any textbook. Fines will be assessed at the end of the year for damaged or lost books.

CAFETERIA:

Breakfast and lunch are served in the cafeteria. Free and reduced rate programs are available to eligible students. A form must be completed and signed by a parent/guardian before the student can be considered eligible. The cafeteria manager will submit application for approval for participation in the program and the paper application will be kept on file. The Free Meal Form can be used for Summer School reduced rates or Tuition waivers.

Breakfast and lunch prices are determined by APS. The free lunch application and more information can be found at www.apsfacilities.org/nutrition. Charging will be discouraged. Contact the Cafeteria Manager at 898-8623.

LIBRARY/MEDIA CENTER:

Library hours are 7:30AM-2:30PM. A student ID is required to obtain books or other services. A student may use the library during class hours if he/she has a pass or a schedule showing late arrival, early dismissal or CEC/Dual enrollment schedule. A student may use the library during lunch. Computer use requires an ID. Books checked out must be returned on time in order to avoid fines. The library will not be available during online standardized testing.

PARKING PERMITS:

Parking permits will be sold during registration and then during lunch, before school, and after school. Parking permits will NOT be available to freshman at any time.

Cost: \$35. Permit must be visible at all times or the vehicle will be cited and/or towed. A student must follow all rules & regulations stipulated in the parking permit application.

Students must not park at any time in the areas designated for faculty or visitor parking. Parking at school is a privilege; permits may be revoked without refund.

Students parking in the lot next to the city skateboard park, the city bus station across the street, and Wal-Mart/Walgreens parking lots do so at their own risk.

TRANSPORTATION:

If a vehicle is parked illegally on campus (fire lane, handicapped zone, faculty lot or wrong parking lot) or without a permit, it will be booted and/or towed.

VISITORS:

For the safety of CHS staff and students and to minimize interruptions, all visitors (including parents) upon arriving on campus, must report to the main office. A visitor's badge will be issued and must be displayed at all times when on campus.

Unauthorized visitors may be subject to legal action. Students from other schools, friends or relatives are not allowed to visit classrooms.

Programs

INSTRUCTIONAL COUNCIL (IC):

The IC shall consist of the following members:

Chairperson-elected position, Recording Secretary -elected position, Principal and representatives from all academic departments (teacher representatives will be elected by department, and must make up at least 50% of the IC's membership). Other staff, students and community members are welcome to attend. The IC meets on agreed upon schedule at 2:35 pm, September through May. Anyone wishing to make a presentation is asked to submit a summary of their presentation to the recording secretary prior to their presentation. Minutes will be published and posted in a timely manner. Agendas will be published and posted before a meeting. Any items may be added to the agenda by submitting them in writing to the Chairperson no later than 24 hours prior to the meeting.

CIBOLA COMMUNITY BUILDERS (CCB):

We are dedicated to the support of and improvement to the learning environment at CHS. By increasing communication amongst all learning partners, we will be successful in educating our students. CHS CCB maintains an email list to provide updates and reminders to all who are interested. Please click on the CHS Parents' section on the Cibola website at: www.cibola.aps.edu

PORTFOLIOS:

Each student at Cibola High School is to present a portfolio during their senior year. The portfolio has two components: #1) pre-determined student documents organized digitally and #2) an oral presentation. The portfolio is a reflection and presentation of the student's academic and personal growth while attending high school. The student will receive a grade in his/her English 12 class for the portfolio. Rubrics will be given through the English classes.

Records & Services

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act specify rights related to educational records. This act gives the parent of record or legal guardian the right to:

- Inspect and review his/her child's educational records
- Make copies of these records
- Receive a list of individuals having access to the records
- Ask for an explanation of any item in the records
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading or violates the child's rights.
- A hearing on the issue if the school refuses to make the amendment.

Transcripts: Students may request transcripts from Parchment. For the link, please see the Transcript tab at Cibola.aps.edu

Release of Student Information: Any student wishing to have their name removed from the mailing list for military and/or post-secondary institutions, contact the data processing office.

Counseling: Counselors are assigned alphabetically by the first letter in a student's last name. Personal matters may be discussed with any counselor. Parents may call the Counseling Office (ext. 40001) to make an appointment. See Cibola.aps.edu for current information pertaining to the counseling department.

Health Services: The role of Health Services in the school is to maintain a level of good health for students and faculty. This would include such services as first aid, health education, counseling and maintaining health records. Parents and students can help improve these services by

submitting immunization records, when requested, and by providing current phone numbers, in case of emergency. In an emergency, all efforts will be made to contact parents. If parents cannot be reached and it is a severe emergency, students will be transported to local hospital. Parents will be responsible for any emergency charges that are incurred.

Immunizations:

New Mexico state statute requires all students be currently immunized before entrance into public school. For more information see:

<http://www.aps.edu/about-us/policies-and-procedural-directives/procedural-directives/j.-students/immunization-registration-and-enrollment>

Medication Policy: <http://www.aps.edu/about-us/policies-and-procedural-directives/procedural-directives/j.-students/administration-of-medications-at-school>

Student Insurance: Accident Insurance is available at the beginning of the school year. Applications are available in the Nurse's office.

504's: Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA):

These are Federal Laws that prohibit discrimination against persons with a disability in any program receiving federal financial assistance. The laws define a person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activity
- Has a record of such impairment, or is regarded as having such impairment.

Please see Cibola.aps.edu for more information

Athletic Team/Coaches

FALL SPORTS

Cross Country, Boys & Girls.....Makayla Sehlmeier
Football.....Chris Howe
Soccer, BoysPatrick Tapia
Soccer, Girls.....Heath Weihe
Volleyball.....Christina Norton

WINTER SPORTS

Basketball, Boys.....Gabriel Martinez
Basketball, Girls.....Joe Sena
Swimming.....TBA
Wrestling.....Kelly Lucero
Goldies (Dancers).....Jessica Wilson
Cheerleaders.....Maddison Weaver

SPRING SPORTS

Baseball.....Robert Puentes
Softball.....Oscar Medrano
GolfJose Arias
Tennis, Boys.....Sean Cromwell
Tennis, Girls.....Devin Gutierrez
Track, Boys.....Renee Kinney
Track, GirlsJenna Sievers

ATHLETIC TRAINER.....Yvette Pomponi

ATHLETIC DIRECTOR.....Ray Rodriguez

Organizations & Sponsors



Amnesty International.....Jessica Short
Baking and Cooking.....Gaye Faulkner
BandGabriel Velasco
Bible Club.....Eliseo Montoya
Black Student Union (BSU).....Naomi Bowers
Book Club.....Shelby Reeves
BowlingDusti Griffin
CAU.....Jennifer Tuttle
Choir Piano.....Evan Aguilar
Class of 2023.....Karl Schaller
Alma McCormack
Class of 2024.....Jeanine Chavez
Class of 2025.....Colin Norwalk
Class of 2026.....TBA
Color Guard.....Gabriel Velasco
Coin Club.....Jason Hilligoss
Creative Writing Club.....Dr. Melodie
Macdiarmid
DECASteve Medina
Drama/Theater.....Jill Novack
Foreign Exchange.....Joe Sena
French Club and NFHS.....Nicole Pennibaker
GSAColin Norwalk

EsportsBrenna Valencia
Leslie Valencia, Angelina Knight,
and Suzette Williams
Guitar.....Eduardo Trujillo
Key Club.....Emily Bois
MCJROTC.....Capt. Collinsworth
MESA.....Bill Siefert
Sabra Smartt
Mock Trial.....Loretta McMath
National Honor Society.....Wendy Petersen
Brian Gatsch
Native American ClubCraig Garcia
Operation SmileRoberta Fotter
Orchestra.....Gabriel Velasco
Robotics.....Brian Acquesta
Spanish NHSToni McRoberts
S-TroupeJeff Jones
Student SenateJeanine Chavez
Yearbook.....Michael Garcia
YDSA.....Josh Edmiston

ACTIVITIES DIRECTOR.....Jeanine Chavez