

# ***Cuba Independent Schools***

***2023-2024***



## ***Colleague Handbook***

**PO Box 70 | 50 County Road 13 | Cuba, NM 87013 | Phone: 575-289-3211 | Fax: 575 289-3314**

*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, Dr. Karen Sanchez-Griego Ed.D. may be contacted at the address or phone number listed above. For concerns at the school level, contact the principal.*



**School Board**

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Assistant Superintendent/Elementary School Co-Principal, Judy Atencio

Director of Human Resources/Chief of Staff, Sheldon Toledo

High School Principal, Gilbert Dominquez

Elementary School Co-Principal, Olivia Casaus

Middle School Principal, Robert Valdez

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**Rams Read (Literacy Slogan for Cuba Schools):**

Rams READ for greater Understanding!!!

Rams leen para obtener comprensión (Spanish)

Na'azisí Tógi 'ólta'í naaltsoos yolta'go biláhági 'át'éego yik'ididootjįt (Dine)

**Our Why?**

At CISD, we believe that EVERY child can learn, there are no limits to their potential and that by working together, we can make a meaningful contribution to their success.

We are culturally responsive, use critical thinking to reach solutions that make sense for our students and look for every possibility to reward growth.

We are a Pre-K through 12-community school that provides a better way to learn.

**We** exist for students

**We** value language, culture, self, understanding

**We** are an institution that is a judgement free zone

**We** value and push for academic excellence at all levels in our district

**We** support an environment that has a “love of learning”

**We** value our students, staff, and community

**How** we will get there is through “teamwork”

**What we** do is follow our strategic plan, follow it, and be consistent

**What we** are prepared to do is stand up for our students and put them first in every decision we make.

**Three-year plan approved by the board of education:** The school board approved a three-year plan that includes a timeline and outcomes. **Goals 2019 to 2023:**

- 100% of our students increase reading levels (move towards proficiency, but supported by growth model)
- School Culture & Learning represents the diversity of the students attending CISD:
- Strong Partnerships with surrounding community entities (economic related and all feeder schools)
- 100% of our students will be College and Career Ready (Pipeline from Pre-k thru 12<sup>th</sup> grades)

## **Introduction**

The Employee Handbook this 2023-2024 school year includes additional procedures and policies that may continue to exist due to issues related to the COVID-19 pandemic and its centered issues. This will help our CISD employees navigate throughout the school year (2023-2024) and how we function in this new normal.

This Employee Handbook provides employees with essential information that promotes a positive work and learning environment. **For further discussion regarding any of the contents in this Handbook, you are highly encouraged to review the District’s Board Policies and the District’s Collective Bargaining Agreement, which are both posted on the District website at <http://cuba.k12.nm.us>.** Further assistance and information is available from your immediate supervisor or the Business Office. Nothing within these policies constitutes the establishment of any employment contract or property right for any employee beyond those employment property rights specifically set forth under Section 22 of the New Mexico Statutes Annotated (1978).

- District’s Board Policies – [https://www.cuba.k12.nm.us/school\\_board/board\\_policies](https://www.cuba.k12.nm.us/school_board/board_policies)
- District’s Collective Bargaining Agreement - <https://www.cuba.k12.nm.us/workspaces/one.aspx?objectid=88961559&contextId=88961174>

**In 2023-2024, we begin a very strict process of on-boarding and supporting our colleagues from day one of your work in Cuba ISD until the time you exit our school district. We hope this will more fully give you all the things you need to begin or continue your work at CISD. Human Resources will ensure that all on-boarding happens for all new employees.**

**It is essential that as a CISD employee (you) fully understand and receive support to completely understand the employee handbook, as you will be asked to sign that you have reviewed and understand the operation of the Cuba Independent School District.**

**The 2023-2024 CISD Staff Handbook is NOT intended to cover every situation, which may arise during employment with the Cuba Independent School District. Rather, the CISD Staff Handbook is a general guide to the goals, policies, practices, benefits, and expectations of the Cuba Independent School District.**

## **Cuba Independent School District**

The Cuba Independent School District campus is located in Cuba, New Mexico which is a popular stop for travelers on US 550, a major highway connecting central New Mexico with the Four Corners region. Cuba is part of Sandoval County and is at the base of the west facing slope of the Nacimiento Mountain Range. It is a popular spot for hunting, fishing, snowmobiling and cross-country skiing.



The Cuba Independent School District serves over 600 students from the culturally rich areas of Cuba, Counselor, Torreon, Ojo Encino, La Jara, Regina, and surrounding checkerboard areas. The district has 3 schools: one elementary school (grades pre-K-5), one middle school (grades 6-8), and one high school (grades 9-12), we support all the students' academics who attend AMI and we have two preschools one in local Cuba and one in Ojo Encino.

### **Working at Cuba Schools**

The District employs over one hundred staff members. Whether in the classroom or providing support services, everyone's efforts are essential to the success of students. This section of the handbook outlines the various employment processes in our district to ensure that we have a common understanding of these important guidelines and policies.

### **Drug/Alcohol/Smoke Free Workplace**

The District complies with the Federal Drug Free Workplace Act, which states that it is unlawful



to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace. The use of tobacco products by employees and any other persons is forbidden in school buildings, on school property, in any district-owned vehicle or in any vehicle used to transport students. Employees are prohibited from using any and all tobacco products when on school business or at school sponsored events off school property.

***See also: CISD Board Policy G0761, G1100, GBED, KFAA-R***

### **Health & Safety**

The personal health and safety of each employee is a responsibility shared by the District and each employee. The employee has the responsibility to perform his or her job in a safe and responsible manner, always using good judgment and to be aware of the health and safety of self

and others. Safety depends upon the continued vigilance of all to identify problems and seek to correct them. Therefore, all employees are asked to report suspected problems or ways to improve situations to the site administrator.

### **COVID-19 Protocol**

Employees who experience symptoms of COVID-19 must contact Analicia Bridge (ext. 214) or Carol Chase (ext. 404) through the phone or email to inform them of their status. Chase and Bridge will send the employee instructions to proceed and will also inform the Superintendent. Employees will be retested one day after their first day, before coming to work. Finally, the employee will also take an additional COVID-19 test on day 3, before coming to work.

Staff and students who test positive will have to take part in a 5-day quarantine. Staff and students may not report to campus during this time. Upon a positive result, staff need to report status to their immediate supervisor and to Analicia Bridge. Once an employee returns to the workplace, they are required to wear a district-approved face mask for 5 days.

The district will no longer have COVID-19 pay. Staff must use their personal leave if they have to miss work due to COVID-19 sickness.

If staff tested positive for COVID-19, these are the steps they must follow:

1. Email, text, or call Analicia Bridge and inform her of COVID-19 status.
  - a. Email: [abridge@cuba.k12.nm.us](mailto:abridge@cuba.k12.nm.us) || Phone: (505)269-7261
  - b. If Analicia Bridge is not available, please contact Carol Chase
    - i. Email: [cchase@cuba.k12.nm.us](mailto:cchase@cuba.k12.nm.us) || Phone: ext. 404
2. Analicia will email the employee with instructions, as well as supervisor, HR, and Superintendent.
3. Finally, the COVID-19 case will be reported to the state.

### **Accident & Injury Reporting**

The District carries Workers' Compensation and other applicable liability insurance to cover claims arising from injury to employees and commercial liability insurance for other individuals legally on the premises. It is very important that any accident or injury, which may occur to those persons on the District's property or during official District activities, be reported to the site administrator. Any employee who experiences injury on site or in the course of his/her duties must immediately report the details to the site administrator. Both Employee Accident and Student Accident Report Forms are located at each site building and on the District website. More information on reporting accidents through Workman's Comp can be found on the CISD website underneath Forms & Manuals – Injuries, Work Related.

All issues must be reported immediately; this is to ensure that the right process and steps are taken.

**The forms can be found on the district website under Forms & Manuals.**

[https://www.cuba.k12.nm.us/staff/forms\\_page](https://www.cuba.k12.nm.us/staff/forms_page)

**Driving Accidents**

A driving accident that occur on school property or during school travel must be reported immediately and a drug test may be required if the employee was driving a school vehicle. Please contact the transportation department immediately.

The forms can be found on the district website under Forms & Manuals.

[https://www.cuba.k12.nm.us/staff/forms\\_page](https://www.cuba.k12.nm.us/staff/forms_page)

*See also: CISD Board Policy GBGD & Article 44, Collective Bargaining Agreement*

**Inclement Weather**

Inclement Weather will be a rare occurrence as we have moved to working remotely on these days.

**Snow Days**

Snow days on the 2023-2024 District Calendar are to be used in the event of a power outage, where the District cannot connect remotely.

**Remote Days**

During the 2019-2020 school year, the District developed what we call “Remote Days”. Remote Days are days in which students are working on assigned structure classwork, as the weather is risky for students to travel physically into CISD.

**All** CISD Employees are required to be on-duty and working on remote Days.

Parents may choose to keep students on Remote Day remote status. Parents must have permission from site principals to keep students on remote status. (Appropriate paperwork must be documented)

Employee Classification	2 HR DELAY	REMOTE DAY
9, 10, 11, & 12-Month Employees  (Teachers/EAs/Secretaries/ Tech./Business Office)	9:30 AM	Work Remote
12-Month Employees	9:30 AM	11AM – 3 PM

(Maintenance/Custodians)		
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\*If you do not report to work on a Remote Day or delay, you must use your leave and put in for a full day. Leave already submitted cannot be amended for delays/Remote Days.

- 9-Month Employees: 183 Days
- 9 and a half Month Employees: 193 Days
- 10-Month Employees: 203 Days
- 12-Month Employees: 241 Days

Some buses begin their routes at 5:30 a.m.; therefore, the decision to call a two-hour delay needs to be made by 5:30 a.m. The district transportation director is responsible to the Superintendent for recommending the decision to delay or to be placed on a Remote Day. The decision will be made after consulting with bus drivers, state police, and contacts at respective locations when appropriate.

Once the Superintendent’s decision is made regarding the delay or an Remote Day, the transportation director will notify principals and other administrators, and the cancellation will be broadcast via SchoolMessenger Text/Website/Facebook/Twitter, Local Radio Stations, and Local TV stations. A staff phone tree should also exist at each building or office.

**Sexual Harassment & Title IX**

While all forms of unlawful discrimination and harassment are prohibited, it is the policy of the District to emphasize that **sexual harassment is specifically prohibited**. The District is committed to providing a workplace that is free of sexual or other prohibited harassment. The District has zero tolerance for sexual harassment. Verbal or physical contact by an employee, including sexual advances, requests for sexual favors and other conduct that harasses, disrupts or interferes with another employee’s work performance or that creates an intimidating, offensive or hostile work environment will not be tolerated.

Every employee has the responsibility to maintain the workplace free of any form of prohibited harassment, sexual or otherwise. No individual is to threaten or insinuate, explicitly or implicitly, that submission to sexual advances is a term or condition of an individual’s employment, or that refusal to submit to sexual advances will adversely affect the employee’s employment, evaluation, compensation, advancement, assigned duties, shifts or any other term or condition of employment or career development. No individual is to favor in any way an applicant or employee because that applicant or employee has performed or shown a willingness to perform sexual favors for the individual. Sexual harassment also includes conduct that has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct, which may constitute sexual harassment, are:

- Sexual flirtations, touching, advances or propositions;
- Verbal abuse of a sexual nature;
- Sexually graphic or suggestive comments about an individual's dress or body;
- Sexually degrading words to describe an individual;
- The display of sexually suggestive objects or pictures in the workplace, including nude photographs;
- Derogatory gender-based humor;
- Unwelcome touching, patting, pinching or leering; and
- Derogatory or sexually explicit statements about an actual or supposed sexual relationship.

Any employee who believes that the actions or words of a supervisor, fellow employee or non-employee constitute sexual harassment or other prohibited harassment has a responsibility to report or complain about such conduct promptly to his/her supervisor or to the District Superintendent.

**All complaints of sexual or other prohibited harassment shall be investigated promptly, impartially and in as confidential a manner as possible by the supervisor/principal, investigator or Superintendent.** If an employee is not satisfied with the handling of a complaint or the action taken by the investigator, then the employee should bring the complaint to the attention of the Superintendent. In all cases, the complaining employee will be advised of the relevant findings and conclusions.

Any complaint involving a supervisor should be reported to the Superintendent. Any complaint about the Superintendent should be reported to the School Board President.

No employee will be discharged or retaliated against in any manner because the employee complained about sexual or prohibited harassment or cooperated with an investigation of a complaint of prohibited harassment. However, if the complaint or the information provided in the investigation is found to be false and made in bad faith, the employee may be subject to discipline up to and including discharge.

**Any employee who is found after appropriate investigation to have engaged in sexual or other prohibited harassment of another employee as well as any employee who retaliates against an employee in violation of this policy shall be subject to disciplinary action up to and including termination.**

All issues will be investigated, and findings handled in accordance with state, local and federal policies.

***See also: Board Policy GCQF and NMAC Educator Code of Ethics 6.60.9.8***

### **Mandated Reporting and Responding**

**ALL** employees must report when they learn of or see potential sexual misconduct, and not just the alleged victim. A report can be verbal or written.

Reports can be made by mail, telephone, or email at any time (business or non-business hours) to the Title IX Coordinator or any district administrator (your district may have established a reporting system).

The T9C may also receive a report from an employee of an elementary or secondary school who receives notice of sexual harassment or alleged sexual harassment - what we would consider *actual knowledge*. If the district has “actual knowledge” of “sexual harassment,” it must respond promptly in a manner that is not deliberately indifferent.

**ALL POTENTIAL REPORTERS** of sexual misconduct must be notified of the Title IX Coordinator.

**Cuba Independent School District Title IX Coordinator**

HR Specialist, Yolaus Quispe-Olaya  
50 County Rd 13  
Cuba, NM 87013  
(575) 289-3211, ext. 612 Office  
yquispe@cuba.k12.nm.us

**CISD Employees with Students**

**All employees who have children, grandchildren, or are guardians for children that are students in the Cuba Independent School District will not be allowed to deal with their students’ issues, while they are on-duty or on workdays.** If your student has a situation that needs to be addressed immediately, then you are responsible for seeking permission from your supervisor to take a leave of absence on iVisions, and you will be able to address your students’ issues as a parent or guardian.

In addition, employees who are on-duty are not allowed to attend a meeting and represent themselves as a student’s parent or guardian. This will **not** be considered paid work as an employee, if you attend a meeting and represent yourself as a parent or guardian during the meeting in which you are at work, you will be written up.

**Staff Conduct with Students**

Employees are expected to exercise general supervision over the conduct of students, not only while in the schoolroom, but also before and after school and during recess.

All personnel employed by the District are expected to relate to students of the District in a manner that maintains social and moral patterns of behavior consistent with community standards and acceptable professional conduct.

Relationships between staff members and students that include "dating," "courtship," "sexual relationships," or "romantic involvement" are prohibited. These behaviors deviate from ethical or professional standards and shall be deemed unacceptable and contrary to the expectations of District governance.

Staff/student relationships shall reflect mutual respect between staff members and students and shall support the dignity of the entire profession and educational process. Staff members shall establish and maintain appropriate personal boundaries with students and their families and not engage in any behavior that is prohibited by law, regulation, policy, or that creates the appearance of prohibited behavior.

Violations of this policy shall be considered serious and may result in severe disciplinary action in accord with policies on discipline of professional and support staff. Retaliatory or intimidating acts against any person who has made a complaint under this policy and its corresponding regulations, or against a person who has testified, assisted or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for discipline. Knowingly submitting a false report or making false accusations under this policy shall subject that individual to disciplinary action.

***See also: CISD Board Policy G-0850 GBEBB***

#### **NO SCHOOL DISCRIMINATION FOR HAIR**

Effective July 1, 2021, HB29/SB 80 prohibits discipline, discrimination, or disparate treatment based on an individual's race, religion, or culture, or because of the use of "protective hairstyles" or cultural or religious headdresses.

#### **Definitions under the new law:**

Race: includes traits historically associated with race, including hair texture, length of hair, protective hairstyles, or cultural or religious headdresses

Cultural or religious headdresses: hijabs, head wraps, or other headdresses used as a part of an individual's personal cultural or religious beliefs

Protective hairstyles: Braids, locs, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves wigs, or head wraps

#### **SPECIAL EDUCATION OMBUD ACT**

The newly created State Special Education Ombud will identify, investigate, and resolve "concerns" relating to special education services "communicated by or on behalf of" students and parents. Assist students and parents in protecting the educational rights of students, which may include assisting parents and students in IEP meetings or other IDEA proceedings. Identify any "patterns of concerns" regarding special education services and educational rights and recommend strategies for improvement to PED. Collaborate with PED to ensure dispute resolution processes are available to parents and students. Recommend changes to and facilitate

public comment on proposed changes to laws, rules, policies, and actions relating to the special educational rights of students.

With consent from the student’s parent or 18+ year old student, the Office of the State Special Education Ombud may request access to the student’s education records from PED, a school district, or a public school. Any school employee, volunteer or contractor that does not comply with the provisions of this Act will be reported to PED.



Every public school that provides special education services must conspicuously post a notice in the school containing information about the services provides by the Office of the State Special Education Ombud and the name, phone number, and address of the Office. This information must also be posted on the school’s website, if one exists.

### **Gender Equity, Title IX**

Cuba Schools must provide equivalence of benefits for all its boys’ and girls’ athletics, academics, and training programs as required by Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of gender by educational institutions that receive federal funds. The District is committed to the philosophy of equal employments, educational programs, activities and services. All students shall have the opportunity to participate in and receive benefits from all programs or activities including, but not limited to course offerings, graduation requirements, athletics, counseling, employment assistance, extra-curricular and other school related activities. Discrimination in education or employment because of race, color, national origin, ancestry, religion, creed, sex, age, physical or mental handicap, marital or parental status, pregnancy, sexual orientation or veteran status is prohibited.

#### **Title IX – Grievance Procedure**

Any student or employee of the District who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the bases of his or her gender or on the bases of his or her disability may file a written complaint with the District Title IX Coordinator/Superintendent.

### **Reporting Illegal or Improper Conduct**

#### **Professional Responsibility**

The District affirms its commitment to adherence to proper and legal conduct by all employees. As part of this commitment, if you have reliable information that another employee is engaged in illegal or improper conduct that you report this to an appropriate supervisor or administrator. The new School Personnel Act requires any school district personnel, school employee, contractor, or contractor’s employee who knows or has reasonable suspicion that a child or student has been subject to ethical misconduct by school district personnel, a school employee,



a school volunteer, a contractor, or a contractor's employee to report the matter immediately to the superintendent or PED.

There is no tolerance for harassment towards any employee. No type of harassment is allowed in the workplace. If you experience harassment in the workplace, make sure that it is reported.

All school district personnel, school employees, school volunteers, contractors, and contractors' employees are required to complete training in the detection and reporting of child abuse and neglect, ethical misconduct, professional responsibilities, sexual abuse assault, and substance within the first year of employment.

**District Hotline: 1-575-289-3211 ext. 612**

### **Protection from Retaliation**

The District will hold you safe from retaliation, unless you acted in bad faith or with malicious purpose. Any employee who retaliates against an employee who makes a proper report of illegal or improper conduct will be subject to discipline. If the conduct would compromise the safety of others in the workplace, you must report this violation to your immediate supervisor who will take immediate and confidential action to ensure that other employees are safe and secure from potential harm. If the employee who is violating this policy is your immediate supervisor, you must go to the next level supervisor in confidence and report the illegal or improper conduct.

### **Acts of Violence or Vandalism**

If you are involved in, witness or are a victim of acts of violence and/or vandalism you must report this act to your immediate supervisor who will then take action. Student Abuse of Alcohol or Drugs. All employees have a mandatory, nondiscretionary duty to report known or suspected alcohol or drug use or abuse of the district. New Mexico law (NMSA 22-5-4.4) requires that if you know or in good faith suspect any student of using or abusing alcohol or drugs you must report this to a supervisor or an administrator. As long as your report is made in good faith, you will be immune from civil damages for your action. It is not your duty to conduct an investigation to determine whether the student identified has in fact used or abused drugs or alcohol. The duty to investigate is upon the principal, provided that you cooperate with responsible school officials during the course of any investigation.

### **Child Abuse and Neglect**

**All employees have a mandatory, nondiscretionary duty to report known or suspected abuse or neglect of a child.** It is not your duty to conduct an investigation to determine whether the child identified has in fact been abused or neglected. The state is responsible for investigations; however, **employees must take the following steps:**

1. Notify the New Mexico Department of Children, Youth and Families immediately at 1-800-797-3260 or 841-6100.
2. After or during such notification you may, but are not required to, notify your supervisor with the information.

### **Fraudulence**

According to CISD policies, staff is to “Guard against misappropriation of school assets and immediately report suspected theft or fraud to their immediate supervisor and/or the Superintendent.” (Section G-0761 CISD Policy Manual).

Fraudulence (Fraud) is defined as: the intentional use of deceit, a trick, or some dishonest means to deprive another of his/her/its money, property, or a legal right.

Examples of FRAUD include, but are not limited to, asset theft (using/taking school supplies and materials for personal use), unauthorized use (using a district vehicle for personal use or in an unauthorized manner), abuse of time (taking unauthorized breaks or long lunches, not entering leave, entering false leave, falsified timesheets), etc.

## **Human Resources**

### **Qualifications for Licensed Employees**

Qualifications for Licensed Employees. All persons employed to administer, teach, supervise, counsel or provide special instructional services at Cuba Schools must hold a valid license or certificate or have submitted a complete application for licensure or certification within thirty (30) days from beginning employment duties. Failure to present such license within the prescribed time leads to forfeiture of all claims to compensation rendered thereafter. All additional hours and degrees earned during the summer and all completed paperwork must be in the office of Human Resources by October 1, to be considered for salary purposes for that school year. Salary schedules are considered one-year documents that reflect placement only. The schedules do not reflect future movement, as they are negotiated each year.

### **Work Year**

The regular work year for employees in each of the various employee groups is:

- 9-Month Employees: 183 Days
- 9 and a half Month Employees: 193 Days
- 10-Month Employees: 203 Days
- 12-Month Employees: 241 Days

Certified employees assigned additional annual workdays will be compensated at their daily rate of pay.

### **Work Hours**

#### **Work Hours for Certified Employees**

All employees will have normal starting and dismissal times established by their immediate supervisor, Monday through Friday. The total normal workday will be seven and one-half consecutive hours, including at least a thirty-minute duty-free lunch period.

#### **Work Hours for Classified Employees**

Classified work hours are indicated on employee job descriptions.

### **Exempt vs. Non-Exempt**

Under federal law, that status is determined by the [Fair Labor Standards Act \(FLSA\)](#). Exempt employees are not entitled to overtime, while non-exempt employees are. Job descriptions will have if you are exempt or non-exempt.

Therefore, exempt employees cannot claim overtime payment so they must fill out the “[Off Contract Work Approval](#)” form that can be found on the school’s website and must be approved by the Superintendent.

**The link can be found on the district website under Forms & Manuals.**

[https://www.cuba.k12.nm.us/staff/forms\\_page](https://www.cuba.k12.nm.us/staff/forms_page)

### **Creating a Positive Work Environment**

A positive work environment creates a positive learning environment. The District expects all employees to follow proper conduct and professionalism in their daily activities.

### **Educators Code of Ethics**

The District places a high value on professional conduct at all employee levels. Professionalism and integrity are vital foundation principles in delivering top quality educational services. Employees are expected to follow a Code of Ethics on a daily basis and to use it as a guide when making decisions, or judgments.

### **Dress Code**

All employees are expected to dress in a manner appropriate to a professional workplace and an educational setting. Suitable district attire is expected to be neat, clean and compatible with the District’s educational and academic philosophy.

The following attire is unacceptable: half-shirts, tube tops, caps, shorts, yoga pants, tight or short skirts, sweat suits/clothes, torn or rumpled clothing, and revealing or tight clothing.

Colored jeans are acceptable. Modifications can be made for personnel in non-instructional roles.

Fridays are casual/spirit days and blue jeans, and school spirit tee shirts are allowed.

***See also: CISD Board Policy G0761 GBEB-R (6.60.9.8 NMAC & 6.60.9.9 NMAC Educator Code of Ethics)***

### **Employee Grievances and Concerns**

A grievance will be defined as a dispute between an employee and the employer. The District’s conflict resolution (i.e., grievance) procedure is designed to ensure individual employees, supervisors and the District a fair hearing of legitimate grievances.

A grievance will be initiated by an employee toward a supervisor and/or the District as an organization. An employee with a grievance should report it to the Site Administrator who will schedule a meeting at which the grievance will be discussed. If the Site Administrator and or the employee's supervisor are the object of the grievance, the Site Administrator will notify the Superintendent.

***See also: Board Policy G-1811 & Collective Bargaining Agreement Article 7***

### **Investigation & Report Process**

All staff can report inappropriate and/or unprofessional conduct by writing a grievance statement. Staff may file a report with their site supervisor or with the HR department. Grievances must be presented in a written format, through email or paper. All grievances filed are to be investigated.

Once a grievance has been filed, the situation will be investigated. The site supervisor may investigate the situation themselves or assign another investigator. During the investigation process, the investigator will meet with the claimant, the respondent, and all involved/relevant parties. The investigator may meet with these individuals once or multiple times to get the most accurate depiction of the situation.

When all relevant information/documents have been gathered, the investigator will write a report presenting all the facts and evidence pertaining to the situation. This report will be presented to the site supervisor or superintendent. The supervisor will be responsible for reading the report and making an appropriate decision based on the facts and evidence presented.

### **Job Descriptions**

Each specific position, non-certified or certified, **must** read their job description and signed annually. Staff must be aware of small changes or supervisors throughout each year.

### **Contracts**

Administration/ Instructional Staff (Standard): All Administrators, new teachers and instructional-related employees **must** satisfactorily complete their year-long contract within the terms of the contract as written by the Cuba Independent School District Administration. Through the professional development and evaluation process, the Cuba Independent School District Administration will determine if the contract will be renewed for the upcoming school year.

***See also: Collective Bargaining Agreement Articles 20-23***

### **Contract Changes**

Contract changes will be made according to the pay scale and with official transcripts sent to the Human Resources department. It is the employee's responsibility to inform the HR department

of any changes in their degree status/education. Any request for contract changes based on the pay scale must be submitted by October 30<sup>th</sup> of the fiscal year. Any changes or requests made after October 30<sup>th</sup> will not be reflected until the following fiscal year.

### **Fair Labor Standards Act**

Each position will be classified as exempt or non-exempt in accordance with and for purposes of Fair Labor Standards Act. Under the Fair Labor Standards Act, the School is obligated to pay overtime in the amount of time-and one-half to non-exempt employees for all hours worked in excess of forty (40) hours per week. Non-exempt employees may work greater than forty (40) hours per week with PRIOR approval of the Superintendent.

For more information, please see the U.S. Department of Labor Overtime Fact Sheets at: [https://www.dol.gov/whd/overtime/fact\\_sheets.htm](https://www.dol.gov/whd/overtime/fact_sheets.htm)

### **Records and Certification**

**Administrative Records:** All records associated with work related to school programs, projects and administration are the property of the District. When an employee is terminated, whether voluntary or involuntary, all files related to the District's programs, projects and administration are to be relinquished to the District.

**Personnel Records:** A separate personnel file will be maintained for all employees of the District. All personnel files are confidential. An employee may review his/her personnel file upon written request to the Superintendent. Employees must promptly notify the office of the Superintendent of any changes in name, address, telephone number, marital status, number of dependents, and emergency contact. Upon request by a prospective employer, the District will only provide information concerning an employee's or former employee's dates worked, position held, and duties performed. Responses to requests from law enforcement agencies are limited to the employee's last known address and telephone number.

***See also: Board Policy G-1650 & Collective Bargaining Agreement Article 18***

**Certification:** In accordance with the *New Mexico Public Education Department*, 100% of the faculty and staff of the District **must** meet state certification requirements.

New Mexico State Certification requirements include:

1. general education
2. professional education
3. specialized content studies

These requirements may be satisfied through attainment of:

- . the applicable coursework
- a. b. experiential learning

The professional certificate is valid for a period of five years from the date of issuance and is renewed by the completion of specified coursework.

### **Mandatory Training**

Staff are required to complete certain mandatory training – some of these depend on their position within the district. Mandatory trainings include but are not limited to:

- Title IX
- NMPSIA - Child Sexual Abuse Prevention in Schools Series
- Test Security Training

### **Onboarding Process**

In this section, we will outline the new onboarding process that all employees must complete prior to starting work. After the hiring committee and superintendent have decided upon a candidate, the following steps will be taken:

1. HR department will reach out to the approved candidate and offer them the position. This may be done in person, through a phone call or email. The candidate must accept the position.
2. An official letter of intent will be presented to the candidate. This letter must be signed and returned to the HR department by the date indicated within the letter.
3. Sign up and complete candidate's background check through IdentoGO/Idemia
4. Complete onboarding paperwork through Frontline, including but not limited to:
  - a. W4
  - b. I9
  - c. Direct Deposit Enrollment
  - d. Personnel Disclosure Form
  - e. Drug Free Workplace Form
  - f. Computer and Internet Policies and Procedures
  - g. Staff Handbook Acknowledgement
5. Meet with HR Director to go over and sign final contract.
6. Set up a starting date with supervisor.
7. Meet with the Benefits Specialist to complete the appropriate benefits forms.

### **Background checks and Security Clearance:**

**All** District personnel will undergo a child abuse clearance and a criminal record check upon application for employment. These will be part of the personnel record and will be updated annually. Undisclosed information identified through these checks may subject the employee to disciplinary action up to and including dismissal. All school volunteers must undergo background checks and sign a volunteer contract.

### **Evaluation of Regular Full and Part-Time Employees:**

Consistent, objective evaluation of employee performance is essential to an employee's professional growth and integral to the District's accountability to the community and to its funding sources. All employees will be reviewed annually. In addition, any employee placed on probation for unsatisfactory performance will be reviewed at the end of that probationary period and a decision made to either end or extend the probationary period or dismiss the employee. All evaluations will be in writing and will permit employee signatures to indicate that the evaluation has been discussed with the employee. The evaluation form will contain an area for the

employee to indicate any comments, including area(s) of disagreement. Copies of completed evaluations will be kept in the employee's personnel file.

### **Separation and Termination**

Upon notice of termination, resignation or reduction-in-force, the employee must return all District keys, files, computer disks and all other District property in his/her possession. **All connections of keys and computer access will be immediately revoked under separation/termination.**

**Discipline and Discharge:** Terms and conditions of employment of all faculty and staff will be set forth in an employment contract executed between the District and each employee. Employment contracts will be developed for the specific criteria and processes to be followed for disciplinary action, including discharge for cause or for other purposes, as well as for grievance and appeal procedures. The following list of conduct is specifically prohibited and constitutes grounds for immediate termination for cause:

- Theft
- Sexual harassment
- Engaging in an act of violence
- Striking a student, parent, teacher, or administrator
- Possession of drugs or alcohol
- Bringing a weapon on school premise
- Insubordination

The foregoing list is non-exhaustive and may be expanded. Other conduct may subject the employee to discipline up to and including termination.

### **Resignation:**

Employees must give at least a thirty (30) day notice for **CERTIFIED** employees and fifteen (15) for **NON-CERTIFIED** employees, of intent to resign as specified in the employee contract. The District may prefer that the employee not work during the notice period.

***See also: Board Policy GCQ, GCQA & Collective Bargaining Agreement Article 28***



**Payroll**

**2023-2024 Timesheet Schedule/Pay Day Schedule**

**TIMESHEET/PAY DAY SCHEDULE**

Cuba ISD 2023-2024

PAYROLL	DAYS ON YOUR TIME SHEET	Time Sheet Schedule <small>DUE to Central Office no. later than 9:00 am</small>	PAY DAY
1	07/01/23 - 07/07/23	<u>7/10/2023</u>	Friday, July 14, 2023
2	07/08/23 - 07/21/23	<u>7/24/2023</u>	Friday, July 28, 2023
3	07/22/23 - 08/04/23	<u>8/7/2023</u>	Friday, August 11, 2023
4	08/05/23 - 08/18/23	<u>8/21/2023</u>	Friday, August 25, 2023
5	08/19/23 - 09/01/23	<u>9/4/2023</u>	Friday, September 8, 2023
6	09/02/23 - 09/15/23	<u>9/18/2023</u>	Friday, September 22, 2023
7	09/16/23 - 09/29/23	<u>10/2/2023</u>	Friday, October 6, 2023
8	09/30/23 - 10/13/23	<u>10/16/2023</u>	Friday, October 20, 2023
9	10/14/23 - 10/27/23	<u>10/30/2023</u>	Friday, November 3, 2023
10	10/28/23 - 11/10/23	<u>11/13/2023</u>	Friday, November 17, 2023
11	11/11/23 - 11/24/23	<u>11/27/2023</u>	Friday, December 1, 2023
12	11/25/23 - 12/08/23	<u>12/11/2023</u>	Friday, December 15, 2023
13	12/09/23 - 12/22/23	<u>12/22/2023</u>	Friday, December 29, 2023
14	12/23/23 - 01/05/24	<u>1/8/2024</u>	Friday, January 12, 2024
15	01/06/24 - 01/19/24	<u>1/22/2024</u>	Friday, January 26, 2024
16	01/20/24 - 02/02/24	<u>2/5/2024</u>	Friday, February 9, 2024
17	02/03/24 - 02/16/24	<u>2/19/2024</u>	Friday, February 23, 2024
18	02/17/24 - 03/01/24	<u>3/4/2024</u>	Friday, March 8, 2024
19	03/02/24 - 03/15/24	<u>3/18/2024</u>	Friday, March 22, 2024
20	03/16/24 - 03/29/24	<u>4/1/2024</u>	Friday, April 5, 2024
21	03/30/24 - 04/12/24	<u>4/15/2024</u>	Friday, April 19, 2024
22	04/13/24 - 04/26/24	<u>4/29/2024</u>	Friday, May 3, 2024
23	04/27/24 - 05/10/24	<u>5/13/2024</u>	Friday, May 17, 2024
24	05/11/24 - 05/24/24	<u>5/27/2024</u>	Friday, May 31, 2024
25	05/25/24 - 06/07/24	<u>6/10/2024</u>	Friday, June 14, 2024
26,27,28,29	06/08/24 - 06/21/24	<u>6/24/2024</u>	Friday, June 28, 2024
30 <small>(timesheets only)</small>	06/22/24 - 06/30/24	<u>6/26/2024</u>	FRIDAY, June 28, 2024

PAYROLL 13 & 24: Employees pay only **Mandatory Deductions**.  
 173, 183, & 193-day contract employees start payday on PAYROLL 4 and end on PAYROLL 29.  
 203-day contract employees start payday on PAYROLL 3 and end on PAYROLL 28.  
 241-day contract employees start payday on PAYROLL 1 and end on PAYROLL 26.

**Overtime Compensatory Plan**

The overtime compensation plan does not apply to executive, administrative, professional or certified teachers (exempt employees).

Overtime at the rate of time and one-half of the employee’s hourly rates will be earned by eligible non-exempt employees who are physically required to work more than forty (40) hours during the work week (leave and/or holidays do not count toward the 40 hours). Must be pre-approved before any overtime can be processed. Compensation for overtime shall be by payment at the rate of time and one-half –OR– by granting compensatory time off at a rate of one and one-half



hours for each hour of overtime worked. Again, all overtime and compensatory time must have PRIOR written approval of the Superintendent.

Compensatory time must be pre-approved and shall be subject to the Collective Bargaining Agreement to forty (40) hour non-exempt employees affected by the Fair Labor Standards Act for purposes of compensation for extra duty resulting in an employee working beyond forty (40) hours in any week (leave and/or holidays do not count toward the 40 hours). Compensatory time off may be taken during the pay period following the week in which it was earned unless the use of compensatory time off would unduly disrupt the operations of the district. In the event that compensatory time is not taken within the specified time frame, it will be compensated as required by the Fair Labor Standards Act (FLSA) upon the request of the employee.

***See also: CISD Board Policy G-8461 GDL-R, Collective Bargaining Agreement Article 25, & District Website Compensatory Time Form.***

### **Benefits/Insurance**

Regular full-time and part-time employees (who work a minimum of twenty hours per week) may participate in District medical, dental insurance, and retirement plans. As per the *Affordable Care Act* the District is mandated to offer insurance benefits to district substitutes who work an average of 30 hours per week.

The District is a member of the New Mexico Public Schools Insurance Authority (NMPSIA). As a member of NMPSIA the District is able to offer a wide range of insurance benefits to its employees. New hires have 31 days from their date of hire to obtain benefits. Details regarding eligibility, dependent coverage, insurance coverage and carriers can be found on the NMPSIA website, under General Information, at [www.nmpsia.com](http://www.nmpsia.com).

Further details concerning plan costs, District and employee contributions, services provided, etc. may be found in Employee Benefit Packets that are available upon request from the Business Office and on the District website.

#### **Provided by the District:**

- Basic Life Insurance \$50,000 (The Standard)

#### **Cost-shared by the employee and the District:**

- Health Insurance (Blue Cross/Blue Shield or Presbyterian)
- Dental Insurance (United Concordia)
- Vision Insurance (Davis Vision)
- Long Term Disability (The Standard)

#### **Cost paid 100% by employee:**

- Additional Life Insurance (The Standard)
- Spouse Life Insurance (The Standard)

- Child Life Insurance (The Standard)

**Also available:**

- Section 125 Cafeteria Plan
- Flex Spending Account/Medical Reimbursement
- 403(b) Annuity Account

**Holidays**

Please refer to the 9-Month School Calendar & 12-Month Employee Calendar for Holidays to be observed. Holidays are not considered paid contract days.

The 9-Month School Calendar and 12-Month Employee Calendar can be found on the district website under [https://www.cuba.k12.nm.us/about/district\\_calendar](https://www.cuba.k12.nm.us/about/district_calendar).

The 9-Month School Calendar can be found on the Appendix (pages 48).

**Leave**

**All leave is subject to the approval of the District. Substitutes will not be provided for non-certified staff unless pre-approved in writing by Superintendent in the case of extenuating circumstances.**

Authorized leave from duty is as follows:

- |                      |                          |                  |
|----------------------|--------------------------|------------------|
| - Professional Leave | - Legal/Civic Leave      | - Parental Leave |
| - Straight Leave     | - Bereavement Leave      | - Battery Leave  |
| - Personal Leave     | - Public/Political Leave | - Extended Leave |
| - Annual Leave       | - Extended Illness       | - Military Leave |

**Notification**

Leave requests shall be entered into iVisions, which can be accessed from the District website underneath the Main Menu → Staff → iVisions.

As a professional courtesy, Employees should request leave 5 days in advance in order to obtain prior approval from their immediate supervisor and the Superintendent. Requests for extended leaves of absence should be requested with 30 days written notice of the need for leave, including expected duration, if the need for leave is foreseeable.

***See also: Collective Bargaining Agreement Article 34***

**Benefits During Leave**

During paid leave, all other benefits will remain in force, and straight leave and annual leave will continue to accrue as normal. During unpaid leave, the employee is responsible for maintaining health insurance coverage through the New Mexico Public Schools Insurance

Authority Eligibility Administrator (ERISA Administrative Services). Leave will not accrue during the unpaid leave period. The District will comply with all FMLA (Family & Medical Leave Act) Regulations.

### **Professional Leave**

Leave of absence with pay may be granted for professional visitation and attendance at job-related meetings, conferences, and training. Any reimbursement of expenses is subject to the mutual agreement of the Superintendent and the employees prior to the approval of the leave. **Professional leave is not to be used to chaperone extra or co-curricular activities/trips, unless you are the teacher or coach of record.**

### **Straight Leave**

Straight leave is earned at the rate of 1.1 day per month of duty beginning with the first full calendar month worked. Leave requests for the day before a holiday or for the day after a holiday, in-service day or the first five and the last five days of school, will not be approved unless there are extenuating circumstances which will be determined on a case by case basis by the Superintendent or Designee. For the periods of straight leave longer than three (3) consecutive days, the Superintendent may require a physician's statements attesting to the reason for the absence.

**See also: *Collective Bargaining Agreement, Article 34.***

### **Personal Leave**

All regular full-time staff will be allotted two (2) Personal days per school year, one at the beginning of the first term (August) and one at the beginning of the second term (January).

### **Annual Leave**

Twelve-month (241-Day) employees earn annual leave at the rate of 1.66 days per month. Annual leave may accumulate to thirty (30) days. Annual leave is scheduled by mutual agreement of the supervisor and the employee.

### **Bereavement Leave**

Up to three (3) days absence with pay per year may be granted when there is a death in an employee's immediate family. Immediate Family is defined to include: husband, wife, child, grandchild, parents, grandparents, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law.

***For in-depth information regarding all other types of leave, please see: Board Policy GCC & Collective Bargaining Agreement Articles 28-40***

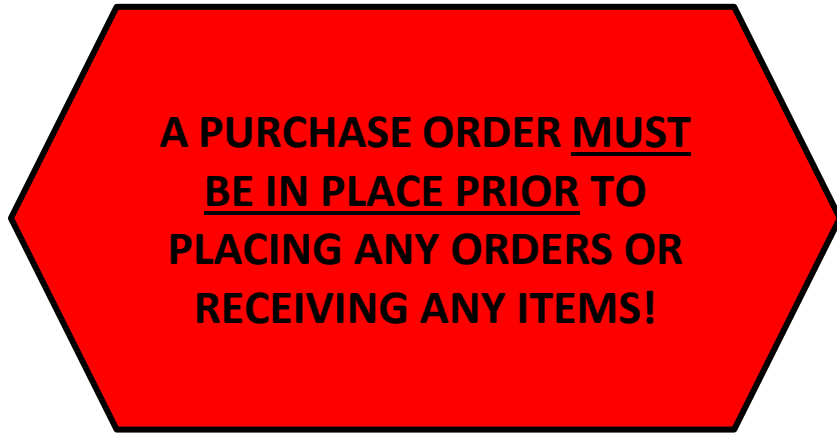
### **Professional Development/Continuing Education Assistance Program**

Regular full-time employees who have been employed for at least six (6) months may apply to the District for tuition assistance for **JOB-RELATED** professional development or **EDUCATIONAL** coursework that meets Title II Objectives. Acceptability of coursework for professional

development, certification, re-certification, or job relatedness is the sole discretion of the Superintendent and is dependent upon availability of funds.

*See also: Board Policy G-2450 and Tuition Reimbursement Form on District website*

**Purchasing**



**Employees will be held responsible for anything ordered without a Purchase Order.**

***Procedures for general services or goods:***

<u>Purchase Amount</u>	<u>Procedure</u>
Under \$20,000	Entity may procure general services or goods via Purchase Order with the best obtainable price.
Between \$20,000 and \$60,000	Entity must procure general services or goods by obtaining 3 formal quotes. Formal quotes must be written and on a business's letterhead.
Over \$60,000	Entity must procure general services or goods via an Invitation to Bid. In some cases, where appropriate, a Request for Proposal (RFP) may be used to procure general services.

***Procedures for obtaining professional services:***

<u>Purchase Amount</u>	<u>Procedure</u>
Under \$60,000	Entity is allowed to choose the vendor of its choice. The most advantageous contractor. There is no requirement for 3 bids; however, it is ALWAYS advisable to use whatever methodology available to obtain the best value for the taxpayer's dollar.
Over \$60,000	Entity is required to use a Request for Proposal (RFP) to procure professional services.

**Steps to Obtain a Purchase Order:**

1. Determine need
2. Obtain quote(s): quote needs to be complete and attached to the requisition
3. Submit iVisions requisition (via site administrative assistant)
4. Requisition will be routed in iVisions for required approvals
5. Once final approval has been given, the requisition will be forwarded to purchasing where it is assigned a purchase order number. A requisition is not a purchase order until all approvals have been received and a P.O. # has been assigned.
6. Vendor copy of the P.O. will be sent back to the requestor for their records.

**IMPORTANT:**

- Please allow 5 days to process a P.O.
- New vendors (with the exception of refunds to parents or reimbursements to employees) will not be added into the system without a complete W-9.
- Please include contact information for vendor and indicate how the P.O. should be sent to vendor (fax number, email address, etc.). If this information is not included, the PO will not be sent to the vendor and will become the responsibility of the requester.
- Absolutely no substitutions on quantity or items listed on purchase orders will be allowed without prior approval from the purchasing department.
- Orders will be delivered to the District's shipping and receiving area; from there the order(s) will be checked in and delivered to the requester and the invoice will be sent on to accounts payable. If the order bypasses receiving, whether the requester picks up the order or the company sends the order directly to the requester, please inform receiving immediately. You will be asked to send a copy of the packing slip and/or invoice so that the order can be paid for. If these steps are not followed, the business office will not know that the order came in and therefore, the order will not be paid.
- Items purchased with Activity funds are processed the same way as all other District funds.
- Please note that the district does not issue "open" purchase orders, so please be specific.

## **Accounts Payable**

**Please forward ALL invoices and receipts to the Business Office immediately. This includes any invoices received via email or in person such as hotel receipts.**

## **Travel**

District policies and procedures are designed to meet all the requirements of NMAC 2.42.2.1-14.

Employees and Board Members of the District are entitled to reimbursement of registration fees, mileage, per diem and other costs associated with authorized trips for official school business. Travel is to be approved by the Building Principal/Department Supervisor, and the Superintendent **in advance of trip**.

Travel reimbursement request forms can be found on the District website and must be submitted five (5) days in advance for approval prior to traveling. The travel reimbursement request is entered as a requisition in iVisions and then routed for approvals before it becomes a Purchase Order. Please allow 5 days to process a P.O. In order to be reimbursed for travel, please ensure that you have a P.O. in hand PRIOR to travelling. Once you return from travel, submit the PO with **original, itemized receipts within 30 days of return** from travel.

### Vehicle Requests:

School vehicles can be requested from the transportation department by submitting a transportation request form five (5) days in advance for approval prior to traveling. In the event that a school vehicle is not available, the District will reimburse for mileage at the rate of 80% of the current IRS rate. Please note that a travel reimbursement request and P.O. must be in place PRIOR to traveling if requesting mileage reimbursement.

**For detailed steps on submitting a *Travel Reimbursement Request* form for pre-approval, please visit the District website at [https://www.cuba.k12.nm.us/staff/forms\\_page](https://www.cuba.k12.nm.us/staff/forms_page)**

**Field Trips** (there will be no field trips in the time of COVID-19 and until lifted by the NMPED, when lifted we will follow the procedures listed below:

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. Due to limitations imposed by local conditions, field trips may be limited by the Superintendent. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation shall be provided only by District buses and/or school vehicles driven by authorized personnel. In general, field trips shall be conducted within the normal school day. Longer trips or overnight trips must have Board approval. Anything regarding field trips needs to be done three (3) weeks in advance to ensure that PO's, trip requests, meal requests, etc. are in

place PRIOR to the trip. Non-school related, academic trips must be paid for out of funds raised prior to the field trip.

**Substitute for teacher of record can only be called after field trip has been approved.**

***Field trip forms such as approval forms, lunch requests, permission slips, and justification forms can be found on the District website at:***

***[https://www.cuba.k12.nm.us/staff/forms\\_page](https://www.cuba.k12.nm.us/staff/forms_page)***

***See Board Policy I-6500 IJOA.***

### **Student Meals**

Sack lunches for field trips are provided by the Cafeteria. Please submit a sack lunch request form at least two (2) weeks prior to the field trip. For evening trips or overnight trips and activity-sponsored trips, meals are limited to \$13 per student/bus driver/coach/sponsor.

COACHES/SPONSORS ARE RESPONSIBLE FOR PAYING ANYTHING ABOVE THE \$13 MAXIMUM ALLOWABLE AMOUNT DIRECTLY TO THE RESTAURANT ON THE DAY OF PURCHASE.

***See also: CISD Board Policy I-6500 IJOA, District Website Sack Lunch Request, Meal Reconciliation Form & Field Trip Forms***

### **Fundraising & Donations**

All fundraising activity must receive prior approval from the Superintendent or Designee. Fundraiser request forms can be downloaded from the District's website.

**Please take all fundraising deposits to the site administrative assistant before 2:00 PM. All deposits from fundraising activities must be made within a 24-hour period or one (1) business day.**

***Fundraiser request forms can be found on the District website at:***

***[https://www.cuba.k12.nm.us/staff/forms\\_page](https://www.cuba.k12.nm.us/staff/forms_page)***

Donations must follow Board policy and shall become District property and subject to policies of the District.

***See Board Policy K-0850 KCD & K-0861 KCD-R.***

### **Technology**

#### **Technology Help Desk**

For assistance with technology, please submit a help desk request using the link on the District website at <https://www.cuba.k12.nm.us/departments/technology>



### **District Text Messaging Service**

To receive notification text messages from the District, contact your site administrative assistant to ensure that your contact information is correctly entered into PowerSchool. Then you must opt-in to the text messaging service by texting "Y" to 67587.

### **Email and Internet Use Policy**

The District provides computers and internal e-mail to teachers, faculty, and other employees to support its mission. Each employee will be provided an individual password and it will be the employee's responsibility to protect such password from unauthorized use by others. The employee must not reveal such password to any other individual(s) unless required to do so by the School. Doing so may subject the employee to disciplinary action up to and including dismissal. The District may override the employee's password or require the employee to disclose his/her password to facilitate access by the District to e-mail messages sent, and /or received by the employee, to the Internet, to any and all information or material the employee retrieves, receives, transmits, sends, disseminates and/or places on the Internet ("Internet Materials"), and to other stored files. Upon receiving a password and prior to its activation, each employee will be required to execute an acknowledgement of receipt of this Policy.

E-mail and Internet access are provided only for use in connection with the employee's duties for the District, and use of e-mail, District computers and computer system or the Internet for any other purpose may subject the employee to disciplinary action up to and including dismissal.

### **Proper Use of E-mail and Other Electronic Messages When Representing the School:**

E-mail and other electronic messages (including social media) are an almost instantaneous communication tool that must be treated as a formal means of communication. Employees should use care in composing and sending electronic messages. The following guidelines set forth practices that should be followed when using electronic messages:

- Keep messages concise and avoid opinions or subjective content.
- Be careful and sensible when composing and sending e-mail messages.
- Treat and use electronic communications like other formal means of communicating.
- Delete messages regularly unless there is a reason to maintain access to them on the computer. However, remember, e-mail messages may still exist even after they are deleted.
- Print, retain and file paper copies of relevant messages needed for future reference or to confirm sending or receipt.



- Employees should exercise caution before opening attachments to e-mail received from outside the District. There is a risk that such attachments may contain programs or executable files that carry viruses. Do not open attachments unless the source and/or sender can be verified.

***See Computer and Internet Policies and Procedures USER AGREEMENT available for download on the district website on the technology department page.***

<https://www.cuba.k12.nm.us/departments/technology>

**Prohibited Conduct:**

**Employees may not use District-granted e-mail, computers and computer system, or Internet Access for any of the following:**

- Personal use or any use unrelated to the employee's duties; soliciting business opportunities or money for personal gain or conducting personal business.
- Communicating, viewing, transferring, making, copying, sending, retrieving, receiving, printing, or disseminating obscene, pornographic, abusive, slanderous, defamatory, harassing, sexually oriented, discriminatory, vulgar, threatening, and/or offensive material.
- Communicating, viewing, transferring, making, copying, sending, receiving, retrieving, printing, or disseminating frivolous material or any material not appropriate for District purposes.
- Communicating, viewing, transferring, making, printing, sending, receiving, retrieving or disseminating materials that are disparaging to others.
- Unauthorized communicating, viewing, transferring, making, copying, sending, retrieving, receiving, printing or disseminating of material that is confidential or proprietary to the district, including unauthorized posting of any material on the Internet.
- Communicating, transferring, viewing, making, sending, receiving, retrieving, printing, or disseminating unauthorized messages concerning the district or its operations.
- Communicating, disseminating, sending, receiving, retrieving, transferring or printing any copyrighted materials in violation of copyright laws; unauthorized downloading, uploading, copying, or using software off of the Internet; accessing the Internet through any means or services other than the account provided by the district; accessing or using non-School e-mail accounts through the district's computer system;
- Making, copying, transmitting, communicating, sending or disseminating e-mail messages that constitute "chain letters"; gambling; engaging in any activity in violation of local, state or federal law; any other activity; deemed by the district to be in conflict with this policy.
- Do NOT post photos or movies of fellow employees without their permission. Do NOT use photos or movies taken at school without permission. Do NOT post photos or movies that contain students without parental consent.

The above list is non-exhaustive and is illustrative only. Engaging in the enumerated conduct or other inappropriate conduct via e-mail, District computers and computer system, or the Internet will subject the employee to disciplinary action up to and including discharge.

The District retains the right to revoke an employee's e-mail account and/or Internet access at any time with or without cause, at the District's sole discretion. If the District invokes that right, the employee must comply with District directives.

All computers, electronic communications and files, e-mail communication, and Internet Materials are the sole property of the District. The District retains the right to access any e-mail, Internet Materials or sites accessed by the employee, or stored electronic communications at any time for any reason whatsoever, with or without notice to the employee. This may include the creation of hard copies of information stored on these systems. By using District-provided e-mail and/or Internet, access the employee knowingly and voluntarily consents to being monitored and acknowledges the District's right to conduct such monitoring.

The employee has no expectation of privacy whatsoever related to the use of e-mail, the Internet or any Internet Materials, or the District's computers and computer system, and the employee's use of e-mail, and any Internet Materials is not private.

### **Fixed Asset Inventory**

A "Fixed Asset Transfer Form" must be filled out any time computer equipment or furniture is transferred. This form should be filled out & signed by the principal before the actual equipment or inventory is moved. Each building principal is held accountable for all inventories. Please help the principal secure this responsibility by forwarding a copy of the completed fixed asset transfer form to the business office. If deleting equipment, please use the deletion of equipment form. Each school site is accountable for all school equipment, furniture, etc.

### **Maintenance**

For assistance with maintenance, please submit a Maintenance Request using the link on the District website at <https://cubaschools.hesk.com/index.php?a=add&category=2>



## Appendix

### Educator Code of Ethics

#### NMAC 6.60.9.8 CODE OF ETHICS:

We, professional educators of New Mexico, affirm our belief in the worth and dignity of humanity. We recognize the supreme importance of the pursuit of truth, the encouragement of scholarship, and the promotion of democratic citizenship. We regard as essential to these goals the protection of freedom to learn and to teach with the guarantee of equal educational opportunity for all. We affirm and accept our responsibility to practice our profession according to the highest ethical standards. We acknowledge the magnitude of the profession we have chosen, and engage ourselves, individually and collectively, to judge our colleagues and to be judged by them in accordance with the applicable provisions of this code.

A. Principle I: Commitment to the student. We measure success by the progress of each student toward achievement of his/her maximum potential. We therefore work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. We recognize the importance of cooperative relationships with other community institutions, especially the home. In fulfilling our obligation to the student, we:

1. deal justly and considerately with each student
2. encourage the student to study and express varying points of view and respect his/her right to form his/her own judgment
3. conduct conferences with or concerning students in an appropriate place and manner
4. seek constantly to improve learning facilities and opportunities

B. Principle II: Commitment to the community. We believe that patriotism in its highest form requires dedication to the principles of our democratic heritage. We share with all other citizens the responsibility for the development of sound public policy. As educators, we are particularly accountable for participating in the development of educational programs and policies and for interpreting them to the public. In fulfilling our obligations to the community, we:

1. share the responsibility for improving the educational opportunities for all;
2. recognize that each educational institution has a person authorized to interpret its official policies

3. acknowledge the right and responsibility of the public to participate in the formulation of educational policy
4. evaluate through appropriate professional procedures conditions within a district or institution of learning, make known serious deficiencies, and take action deemed necessary and proper
5. assume full political and citizenship responsibilities, but refrain from exploiting the institutional privileges of our professional positions to promote political candidates of partisan activities
6. protect the educational program against undesirable infringement and promote academic freedom

C. Principle III: Commitment to the profession. We believe that the quality of the services of the education profession directly influence the future of the nation and its citizens. We therefore exert every effort to raise educational standards, to improve our service, to promote a climate in which the exercise of professional judgment is encouraged, to demonstrate integrity in all work-related activities and interactions in the school setting, and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort, we contribute actively to the support, planning, and programs of our professional organizations. In fulfilling our obligations to the profession, we:

1. recognize that a profession must accept responsibility for the conduct of its members and understand that our own conduct may be regarded as representative of our profession
2. participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education
3. cooperate in the selective recruitment of prospective teachers and in the orientation of student teachers, interns, and those colleagues new to their positions
4. accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities
5. refrain from assigning professional duties to nonprofessional personnel when such assignment is not in the best interest of the student
6. refrain from exerting undue influence based on the authority of our positions in the determination of professional decisions by colleagues
7. keep the trust under which confidential information is exchanged
8. make appropriate use of the time granted for professional purposes
9. interpret and use the writings of others and the findings of educational research with intellectual honesty

10. maintain our integrity when dissenting by basing our public criticism of education on valid assumptions as established by careful evaluation of facts
11. respond accurately to requests for evaluation of colleagues seeking professional positions
12. provide applicants seeking information about a position with an honest description of the assignment, the conditions of work and related matters.

D. Principle IV: Commitment to professional employment practices. We regard the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. Sound professional personnel relationships with governing boards are built upon integrity, dignity, and mutual respect between employees, administrators, and local school boards. In fulfilling our obligations to professional employment practices, we:

1. apply for or offer a position on the basis of professional and legal qualifications
2. apply for a specific position only when it is known to be vacant and refrain from such practices as underbidding or commenting adversely about other candidates
3. fill no vacancy except where the terms, conditions, and policies are known
4. adhere to and respect the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent
5. give prompt notice of any change in availability of service, in status of applications, or in change in position
6. conduct professional business through recognized educational and professional channels.

## **Appendix**

### **Equal Employment Opportunity**

The Cuba Independent School District will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, veteran status, or any other category protected by law. The School will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, veteran status, or any other category protected by law. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training or professional development.

***See also: CISD Board Policy GBA***

### **Notice of Non-Discrimination**

The Cuba Independent School District does not discriminate on the basis of sex in the education programs or activities it operates. The Cuba Independent School District does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Cuba Independent School District Title IX Coordinator or to the Office of Civil Rights (see contact information below).

#### **Cuba Independent School District Title IX Coordinator**

HR Specialist, Yolaus Quispe-Olaya  
50 County Rd 13  
Cuba, NM 87013  
(575) 289-3211, ext. 612 Office  
yquispe@cuba.k12.nm.us

#### **Office of Civil Rights**

U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582  
Telephone: (303) 844-5695  
Facsimile: (303) 844-4303  
Email: OCR.Denver@ed.gov  
<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

**Sexual Harassment and New Title IX Regulations**

# What All Employees Need to Know about Sexual Harassment and the New Title IX Regulations



WALSH GALLEGOS  
TREVIÑO RUSSO & KYLE P.C.

Why Am I Required to Take This Training?



## Actual Knowledge

- ❑ Because under the new Title IX regulations, **ANY** district employee who knows that an employee or a student is being sexually harassed **MUST REPORT** or else the **District AND the Employee** face potential legal liability.



**Sexual Harassment & Title IX:  
Be Familiar With the New Terms**





## Not all Sexual Misconduct in Schools is Sexual Harassment Under Title IX

- ❑ The Title IX regulations set out three types of conduct on the basis of sex that constitutes sexual harassment:
  - ❑ Quid pro quo by an employee
  - ❑ Hostile environment: "Unwelcome conduct that is so severe, pervasive and objectively offensive that it effectively denies the person access to an education program or activity."
  - ❑ Conduct that meets the definition for sexual assault, dating violence, domestic violence, and stalking under federal law.



## Quid Pro Quo Sexual Harassment

- ❑ *Quid pro quo*: When an employee conditions favorable treatment on the acceptance of unwelcome sexual attention.
- ❑ This definition applies only to actions of employees.
  - ❑ Teacher offers good grades to student in exchange for.....
  - ❑ Maintenance Director offers a promotion or better pay in exchange for.....



## Hostile Environment Sexual Harassment

- ❑ Conduct that it is so severe, pervasive, **AND** objectively offensive that it effectively denies a person equal access to the school's programs.
- ❑ This could be student-to-student conduct, employee-to-student conduct, or employee-to-employee conduct.
- ❑ You may not be sure if the conducted observed or reported to you meets this standard, but err on the side of caution and report.

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## Four More Types of Sexual Harassment

- ❑ These are all criminal conduct that should be reported to law enforcement or CYFD:
  - ❑ Sexual assault: Forcible or non-forcible sexual offenses under the Uniform Crime Reporting System of the FBI.
  - ❑ Dating violence: Violence done by a person who is, or has been, in a dating relationship with the other person.
  - ❑ Domestic violence: Violence by a current or former intimate partner.
  - ❑ Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for personal safety of self or others; or to suffer emotional distress.

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## The Report

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### Reporting and Responding

- ❑ ALL employees must report when they learn of or see potential sexual misconduct. Not just the alleged victim.
- ❑ A report can be verbal or written.
- ❑ Reports can be made by mail, telephone, or email at any time (business or non-business hours) to the Title IX Coordinator or any district administrator.
- ❑ Your district may have established a reporting system.
- ❑ The T9C may also receive a report from an employee of an elementary or secondary school who receives notice of sexual harassment or alleged sexual harassment: what we would consider *actual knowledge*.
- ❑ If the district has "actual knowledge" of "sexual harassment" it "must respond promptly in a manner that is not deliberately indifferent."

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## Deliberate Indifference & Actual Knowledge

- ❑ Deliberate indifference means to act in a way that is clearly unreasonable given the known circumstances.
  - ❑ This can include failure to report, failure to investigate and correct known harassment, or failure to adequately discipline the harasser.
- ❑ **When any district employee has notice of sexual harassment or alleged sexual harassment, that employee has what the law called "actual knowledge."**
- ❑ When the district has "actual knowledge" of sexual harassment it "must respond promptly in a manner that is not deliberately indifferent.
- ❑ Failure to do so, can result in liability, both for the district and the employee.



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## Timeliness

- ❑ Although reports of sexual harassment should be made in a timely manner, unlike other district grievances, a sexual harassment complaint can be made as long as the Complainant and Respondent are both still enrolled in/employed by the district or are the beneficiaries of the district's programs.
- ❑ So even if the events occurred months ago, the conduct must be reported and investigated under the new Title IX rules, if it occurred after August 2020. (alleged sexual harassment prior to then must be investigated and addressed, but not using the new procedures)



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## Retaliation

- ❑ Retaliation is prohibited against any individual who wishes to or has made a complaint or has been involved with a Title IX investigation.



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## Other State Reporting Requirements

- ❑ This presentation is specific to Title IX, but do not forget about other reporting requirements, including mandatory reporting requirements for child abuse/neglect, other potential criminal conduct.



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Remember!



## Investigating Alleged Sexual Harassment

- An employee who receives a report of information that might be sexual harassment should report all known information to the Title IX Coordinator or to a district administrator.
- That employee does NOT attempt to investigate or take disciplinary measures. Those responsibilities fall to the Title IX Coordinator.





## Set The Right Tone...

- ❑ We have liability under the law when sexual misconduct is unaddressed.
- ❑ The way we keep things from getting really bad is to address minor incidents that occur along the way.
- ❑ Make sure that all staff – teachers, coaches, bus drivers, custodians, food service staff – who have regular interaction with students are setting the right tone, being good role models, and being attentive to student conduct.



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**Appendix**

**Section 504 Notice of Non-Discrimination**

The Cuba Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries concerning the application of Section 504 and its implementing regulations may be referred to the Cuba Independent School District 504 Coordinator or to the Office of Civil Rights (see contact information below).

**Cuba Independent School District 504 Coordinator**

Superintendent, Dr. Karen Sanchez-Griego, Ed.D.

50 County Rd 13; PO Box 70

Cuba, NM 87013

(575) 289-3211 Office

(575) 289-3314 Fax

[ksanchez-griego@cuba.k12.nm.us](mailto:ksanchez-griego@cuba.k12.nm.us)

**Office of Civil Rights**

U.S. Department of Education

Cesar E. Chavez Memorial Building

1244 Speer Boulevard, Suite 310

Denver, CO 80204-3582

Telephone: (303) 844-5695

Facsimile: (303) 844-4303

Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>.



## Appendix

### USDA Non-Discrimination Statement

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### Affirmative Action

Affirmative Action represents the effort to assure that equal employment opportunities are achieved and maintained and that past discrimination against persons from protected categories is remedied. The CISD is committed to the goals and principles underlying Affirmative Action.

**Appendix**

**2023-2024 9-Month School Calendar**



Approved 04/13/23  
Revised 07/14/23

CUBA SCHOOLS 2023-2024 9 MONTH CALENDAR

JULY 2023 (18)				
M	TU	W	TH	F
3	4	5	6 PK12+	7 PK12+
10 PK12+	11 PK12+	12 PK12+	13 PK12+	14 PK12+
17 PK12+	18 PK12+	19 PK12+	20 PK12+	21 PK12+
24 PK12+	25 PK12+	26 PK12+	27 PK12+	28 PK12+
31 PK12+				

AUGUST 2023 (16)				
M	TU	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023 (20)				
M	TU	W	TH	F
				1
4	5	6	7	8
I	12	13	14	15
I	19	20	21	22
I	26	27	28	29

OCTOBER 2023 (18)				
M	TU	W	TH	F
I	3	4	5	6
9	10	11	12	13
I	17	18	19	20
I	24	25	26	27
I	31			

NOVEMBER 2023 (15)				
M	TU	W	TH	F
		1	2	3
I	7	8	9	10
I	14	15	16	17
20	21	22	23	24
I	28	29	30	

DECEMBER 2023 (16)				
M	TU	W	TH	F
				1
I	5	6	7	8
I	12	13	14	15
I	19	20	21	22
25	26	27	28	29

JANUARY 2024 (16)				
M	TU	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
I	23	24	25	26
I	30	31		

FEBRUARY 2024 (20)				
M	TU	W	TH	F
			1	2
I	6	7	8	9
I	13	14	15	16
19	20	21	22	23
I	27	28	29	

MARCH 2024 (18)				
M	TU	W	TH	F
				1
I	5	6	7	8
I	12	13	14	15
I	19	20	21	22
I	26	27	28	29

APRIL 2024 (16)				
M	TU	W	TH	F
1	2	3	4	5
I	9	10	11	12
I	16	17	18	19
22	23	24	25	26
I	30			

MAY 2024 (18)					
M	TU	W	TH	F	S
		1	2	3	
I	7	8	9	10	
I	14	15	16	17	18
I	21	22	23	24	
27	28	29	30	31	

JUNE 2024				
M	TU	W	TH	F
				1
				2
I	7	8	9	10
I	14	15	16	17
I	21	22	23	24
27	28	29	30	31

★	First/Last Day of School	☺	9 Weeks Ends	🎓	8 <sup>th</sup> Gr. Promo
🏖️	Vacation	🌟	Report Card Grades Due	📅	Registration
I	Internship Mondays (see back for details)	❄️	Snow Days	🎓	Graduation
👤	In Class in Person no Remote Days unless announced	🦋	5th Gr. Fly Up	🏠	Half Day
🕒	Parent Conferences 8:00am – 3:30pm (No school for students)	🌙	Progress Report Grades Due	🌊	PK Start/End
👤	Full Day Staff In-service (No school for students)	❤️	Open House 3:30 – 7:00pm	🌊	PK12+ Start/End

**2023-2024 12-Month School Calendar**



Approved 04/13/23  
Revised 07/14/23

CUBA SCHOOLS 2023-2024 12 MONTH CALENDAR

JULY 2023 (20)				
M	TU	W	TH	F
3	4	5	6 PK12+	7 PK12+
10 PK12+	11 PK12+	12 PK12+	13 PK12+	14 PK12+
17 PK12+	18 PK12+	19 PK12+	20 PK12+	21 PK12+
24 PK12+	25 PK12+	26 PK12+	27 PK12+	28 PK12+
31 PK12+				

AUGUST 2023 (23)				
M	TU	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023 (20)				
M	TU	W	TH	F
				1
4	5	6	7	8
I	12	13	14	15
I	19	20	21	22
I	26	27	28	29

OCTOBER 2023 (21)				
M	TU	W	TH	F
I	3	4	5	6
9	10	11	12	13
I	17	18	19	20
I	24	25	26	27
I	31			

NOVEMBER 2023 (18)				
M	TU	W	TH	F
		1	2	3
I	7	8	9	10
I	14	15	16	17
20	21	22	23	24
I	28	29	30	

DECEMBER 2023 (16)				
M	TU	W	TH	F
				1
I	5	6	7	8
I	12	13	14	15
I	19	20	21	22
25	26	27	28	29

JANUARY 2024 (20)				
M	TU	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
I	23	24	25	26
I	30	31		

FEBRUARY 2024 (20)				
M	TU	W	TH	F
			1	2
I	6	7	8	9
I	13	14	15	16
19	20	21	22	23
I	27	28	29	

MARCH 2024 (20)				
M	TU	W	TH	F
				1
I	5	6	7	8
I	12	13	14	15
I	19	20	21	22
I	26	27	28	29

APRIL 2024 (21)				
M	TU	W	TH	F
1	2	3	4	5
I	9	10	11	12
I	16	17	18	19
22	23	24	25	26
I	30			

MAY 2024 (22)					
M	TU	W	TH	F	S
		1	2	3	
I	7	8	9	10	
I	14	15	16	17	18
I	21	22	23	24	
27	28	29	30	31	

JUNE 2024 (20)				
M	TU	W	TH	F
				1
				2
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

★	First/Last Day of School	☺	9 Weeks Ends	🎓	8 <sup>th</sup> Gr. Promo
🏖️	Vacation	📅	Report Card Grades Due	📋	Registration
I	Internship Mondays (see back for details)	❄️	Snow Days	🎓	Graduation
	In Class in Person no Remote Days unless announced	🦋	5th Gr. Fly Up	📅	Half Day
🕒	Parent Conferences 8:00am – 3:30pm (No school for students)	🌙	Progress Report Grades Due		
👤	Full Day Staff In-service (No school for students)	❤️	Open House 3:30 – 7:00pm	PK12+	Start/End

**Appendix**

**Universal Safety Procedures**



**Cuba Independent Schools  
Universal Safety Procedures**

<b><u>LOCKDOWN</u></b>	<b><u>EVACUATION/RELOCATION</u></b>
<p><b><u>ALICE</u></b></p> <p>For use in responding to a violent critical incident</p> <p><b><u>A = ALERT - First Notification of Danger</u></b></p> <ul style="list-style-type: none"><li>• PA Announces Emergency Notification</li><li>• Sounds—Gunfire, screaming, etc.</li><li>• Sight—Running people, attacker, etc.</li></ul> <p><b><u>L = LOCKDOWN - Barricade &amp; Fortify</u></b></p> <ul style="list-style-type: none"><li>• Barricade the door</li><li>• Spread out in the room with counter devices</li><li>• Lock for alternative escape routes</li><li>• Dial 911—when safe to do so</li></ul> <p><b><u>I = INFORM—Pass on real time information</u></b></p> <ul style="list-style-type: none"><li>• What, Where, Who, How</li><li>• Communication Methods<ul style="list-style-type: none"><li>• PA system</li><li>• Phones</li><li>• Radios</li></ul></li></ul> <p><b><u>C = Counter Taking Back Control</u></b></p> <ul style="list-style-type: none"><li>• Disrupt the attacker using counter strategies<ul style="list-style-type: none"><li>• Use noises movement distance</li><li>• Put off Balance</li><li>• Distractions</li><li>• Put on defense</li></ul></li></ul> <p><b><u>E = ELEVATE/ FLEE to Rally Point</u></b></p> <ul style="list-style-type: none"><li>• Leave all belongings behind</li><li>• Remove as many potential targets</li><li>• NO VEHICLES!</li></ul>	<p>For use when conditions are safer outside than inside and to move students and staff off campus away from a dangerous situation.</p> <p>When an announcement is made or an alarm is sounded:</p> <ul style="list-style-type: none"><li>• Take the closest and safest way out as a posted (use secondary route if primary route is blocked or hazardous)</li><li>• Take lap top for student accounting /attendance</li><li>• Take classroom incident response Go-Kit</li><li>• Assist those needing special assistance</li><li>• Do not stop for student/staff/belongings</li><li>• Do NOT LOCK DOORS</li><li>• Go to designated assembly area</li><li>• Account for all students and staff</li><li>• Check for Injuries</li><li>• Wait for further instructions</li><li>• NO VEHICLES IN OR OUT</li></ul>
<p><b><u>SHELTER IN PLACE</u></b></p>	
<p>For use to protect occupants from potential external dangers and natural hazards</p> <ul style="list-style-type: none"><li>• All students are physically supervised during a shelter-in-place.</li><li>• No one is allowed in or out of the building.</li><li>• Students and staff are allowed to have organized and supervised restroom breaks, medical attention, food, and water if necessary.</li><li>• Students are allowed to continue their studies in a supervised classroom that is locked and secure.</li></ul>	

Appendix



**2023-2024 ORGANIZATIONAL CHART**

