

**CUBA INDEPENDENT  
SCHOOL DISTRICT  
STUDENT HANDBOOK**



**BOARD OF EDUCATION**

Dianna Maestas – Board President  
Taylor Pinto – Board Vice-President  
Vivian Keetso – Board Secretary  
Elizabeth Martin – Board Member  
James Casaus – Board Member

**DISTRICT ADMINISTRATION**

Dr. Karen Sanchez-Griego, Ed. D. – Superintendent  
Sheldon Toledo – Human Resources/Chief of Staff  
Rhiannon Chavez – Associate Superintendent Business & Finance  
Judy Atencio Assistant Superintendent C & I Co Principal Elementary  
Janelle Casaus – Purchasing/Accounts Payable  
Monica Barboa-Reidy – Payroll  
Raphalita Phillips – Native American Student Support Program and Indian Education Director  
Nicolette Padilla - Native American Student Advocate - Day Care Oversight  
Yolanda Sala - Native American Coordinator-Liaison  
Josephine Velarde – STARS/PED/Assistant Testing Manager  
Laura Saucedo – Special Education Director  
Tim Chavez – Technology Director  
Brian Voss- Networking Specialist  
Edgar San Juan – Integration Specialist  
Diana Martinez – Transportation Director  
Victoria Dominguez – Community School Coordinator, Social Worker, Cuba Cares Manager  
Food Service Director - John Hartley  
Athletic Director - Frank Cordova

## Elementary Staff

<b>Judy Atencio</b>	Assistant Superintendent of Curriculum & Instruction/ Co-Principal
<b>Olivia Casaus</b>	Co-Principal
<b>Anita Maestas</b>	Administrative Assistant/Secretary
<b>Esperanza Cordova</b>	Student Success Advisor/Social Worker
<b>Ana Lucero</b>	Dean of Students
<b>Lorrinda Pacheco</b>	Custodian
<b>Sean Sala</b>	Custodian
<b>Dorita Tsosie</b>	Custodian
<b>Ray Antonio</b>	Maintenance
<b>Feliz Martinez</b>	PreK Teacher (Cuba)
<b>Aliesha Keith</b>	PreK Education Aide (Cuba)
<b>Jewellyn Yazzie</b>	PreK Teacher (Ojo Encino) PreK Education Aide (Ojo Encino)
<b>Gailbert Mediavillo</b>	Kindergarten
<b>Tashina Toledo</b>	Kindergarten Aide
<b>Yolanda Beyale</b>	Kindergarten
<b>Lacey Sandoval</b>	Kindergarten Aide
<b>AnaLesha Tsosie</b>	First Grade
<b>Soledad Vigil</b>	First Grade
<b>TBA</b>	Educational Assistant
<b>TBA</b>	Educational Assistant
<b>TBA</b>	Second Grade
<b>Pamela Chavez</b>	Second Grade
<b>Hannah Murphy</b>	Educational Assistant
<b>Robin Herrera</b>	Third Grade
<b>Navaratha Rani</b>	Third Grade
<b>Shanae Wagner</b>	Educational Assistant
<b>Keith Hamam</b>	Fourth Grade

<b>TBA</b>	Fourth Grade
<b>Jennifer Madrid</b>	Educational Assistant
<b>Stancy Chavez</b>	Fifth Grade
<b>Stephanie Ortega</b>	Fifth Grade
<b>Shimmerree Pinto</b>	Educational Assistant
<b>Yolanda Fragua</b>	SPED
<b>Bhawna Sharma</b>	SPED
<b>Aubriana Knell</b>	SPED
<b>Chastity Gordo</b>	Navajo Bilingual
<b>Lavern Wagner</b>	Navajo Bilingual
<b>Johnelle Montoya</b>	Navajo Bilingual
<b>Damian Suarez-Reidy</b>	Spanish Bilingual
<b>Martha Montoya</b>	Math Interventionist
<b>Marti Toledo</b>	Physical Education
<b>Rainy Begaye</b>	Art
<b>TBA</b>	Librarian
<b>Carol Chase</b>	Nurse

## Middle School Staff

<b>Robert Valdez</b>	Principal
<b>TBA</b>	Dean of Students
<b>Moria Montoya</b>	Administrative Assistant/Secretary
<b>Dishonda Toledo</b>	Student Success Advisor/Social Worker
<b>TBA</b>	Librarian
<b>TBA</b>	SPED
<b>Elaine Jacquez</b>	SPED
<b>Cassandra Crespin</b>	SPED Aide
<b>Ben Chase/ Kymberly Mart</b>	Science
<b>Richard Armentrout</b>	Math
<b>Vincent Persey</b>	Math
<b>Levi Casaus</b>	Horticulture
<b>Damian Suarez-Reidy</b>	Spanish
<b>Chastity Barragan</b>	Navajo Bilingual
<b>Feaba Persey</b>	ELA
<b>Grace Graves</b>	Reading/SEL
<b>Andrea Irangan</b>	ELL/Technology SEL
<b>June Vigil</b>	ELA
<b>Marcellino Crespin</b>	History
<b>Rainy Begay</b>	Art
<b>Issac Montoya</b>	PE/Health
<b>Kevin Sorrow</b>	Custodian
<b>Vernadette Tsosie</b>	Custodian
<b>Cathy Romero</b>	Library Aide
<b>Carol Chase</b>	Nurse
<b>Xiomara Marino</b>	Nurse Aide

## **High School Staff**

<b>Gilbert Dominguez</b>	Principal
<b>Sherry Rios</b>	Assistant Principal
<b>Veronica Olivas</b>	Administrative Assistant/Secretary
<b>Daphnie Sanchez</b>	Coordinator Athletics
<b>Davina Sam</b>	Administrative Assistant/Secretary/ Attendance
<b>Anna Brown</b>	Counselor
<b>Joby Wallace</b>	Counselor
<b>Veronica Casaus</b>	Registrar
<b>Laura Fakhrai</b>	Science
<b>Daniel Delgado</b>	Science
<b>Mariah Johnson</b>	Welding/AG/FFA
<b>Mary Ann Ga</b>	Math
<b>Alejandro Ortega</b>	Math/Robotics
<b>Josh Chicquito</b>	Math
<b>TBA</b>	History
<b>Matthew Kanapilly</b>	History
<b>Joy Gouripaga</b>	ELA
<b>Christian Florendo</b>	ELA/Chess
<b>Hilda Aseoche</b>	ELA/ELD
<b>Veronica Greene</b>	SPED
<b>Fabian Cordova</b>	SPED
<b>Kim Brunner</b>	SPED
<b>Marianne Cabugnason</b>	Science
<b>April Sorrow</b>	SPED Aide
<b>Karen Cayaditto</b>	SPED Aide
<b>Marc Valdez</b>	AP/Dual Credit/Driver's Ed/ESPORTS
<b>Amber Pitts</b>	Culinary Arts
<b>Matilda Lee</b>	Navajo Bilingual
<b>Carol Chavez</b>	Spanish Bilingual
<b>Jacob Lineberry</b>	Carpentry/Construction

<b>Christopher Cavazos</b>	Physical Education
<b>Renee Armentrout</b>	Art/Film
<b>Jeremy LaMesa</b>	Welding/AG/FFA
<b>Levi Casaus</b>	Horticulture/ FFA
<b>Heather Lucero</b>	First Aid/CPR/Swimming
<b>Mary Catey</b>	Animal Science
<b>Reza Fakhrai</b>	Music
<b>Bonifacio Montoya</b>	Auto Technology
<b>Alexander Barba-Reidy</b>	Yearbook/Drama/Stagecraft
<b>Delandria Bitsui</b>	Internships
<b>Kyla Jean Redwine</b>	Internships
<b>Haven Gordo</b>	Custodian
<b>Kevin Velarde</b>	Custodian
<b>Lillian Antone</b>	Custodian
<b>Shanell Gordo</b>	Nurse Aide
<b>Analicia Bridge</b>	Dir. of Health Services

# CHARACTER COUNTS/POSITIVE SCHOOL CLIMATE

## RESTORATIVE JUSTICE

At CISD, we encourage the following attitudes and behaviors: friendliness, acceptance, and respect for people of different political, racial, economic, social and religious backgrounds and abilities; eagerness to participate in both academic and non-academic activities; a spirit of cooperation and willingness to share abilities, time, and skills not only to further one's own goals but to assist others to succeed; prompt and regular attendance in classes and school sponsored activities and organizations; willingness to adhere to school rules as part of a school family; and to make positive contributions to the academic and social climate. Maintaining a school climate free of harassment, intimidation or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Cuba ISD follows all laws set in the state of NM in support of student discipline and holistic support for issues that may arise with our students at all schools. Out-of-school suspension and expulsion are reserved for the most severe behaviors; threats to the school or school personnel, selling of drugs. Cuba Schools Operates on Restorative Justice Practices.

### ATTENDANCE

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

New Mexico Attendance for Success Act and the Cuba Independent School Board Policy requires school students under the age of eighteen (18) and/or as otherwise provided by law to attend school according to the school calendar established by the school district. It is up to the students' parent/guardian and the student to assure the student attends school. During remote learning students are required to check in with teachers daily within the first 30 minutes of school (between 8:00am and 8:30am). Cuba ISD functions as an online school district as well as in person and on site. Attendance is the same for students in remote learning as it is or on site. Students in remote learning must sign-in to every class period and at the beginning and end of the school day.

#### *Excused Absences, Unexcused Absences, Tardies and Chronic Absenteeism:*

An excused absence means absence from a class or school day for a death in the family, medical absence, religious instruction or tribal obligations or any other allowable excuse pursuant to the policies of the local school board.

An unexcused absence means an absence from a class or school day for which the student does not have an allowable excuse pursuant to the Attendance for Success Act or policies of the CISD School Board.

A tardy for your child's school attendance purposes is defined as any student who is NOT inside the classroom when the tardy bell stops ringing or before the first bell of the day or is not online in the remote classroom within 10 minutes of the start of class.

Chronically absent or chronic absenteeism means that a student has been absent for ten percent or more of classes or school days for any reason, whether excused or not, when enrolled for more than ten days.

Though certain absences are considered "excused", all absences are recorded and counted in the student's record. A phone call/note may be sent to the front office or attendance clerk. A student may, subject to the approval from the school principal, be **excused** from school to participate in any religious instruction. A phone call/note may be sent to the principal regarding and stating that the student was participating in a religious leave. If a student accumulates five (5) absences, whether excused by a parent/guardian or not, the following actions may be taken:



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

If a student is arriving to school tardy or is tardy on a remote day, please do the following:

1. Report to the front office to receive a pass or to be escorted in order to enter class or call the front office attendance clerk to get an excuse.
2. Provide a note from your parent/guardian explaining why you are late.

### **Early Warning System (EWS)**

The district will start implementing an Early Warning System in the three schools to help improve attendance. The intent of EWS in the Cuba School District is to identify students early and provide them with support so that they can get back on track. Informed by research about the academic and behavioral predictor of dropping out, such early warning systems are a promising approach to effective dropout prevention. An early warning system uses readily available data to systematically identify students who are at risk; identified students then can be matched with appropriate interventions to help them get on track.

Indicator	Threshold
Attendance	Student missed 10% or more of instructional time (absences)
Course Performance	Failure in one or more courses  Earned 2.0 or lower GPA (on a 4-point scale)
Behavior	Locally validated thresholds (e.g., referrals, in- or out-of-school suspension, behavior grades)

In addition to incentives the district will also award students with good attendance not missing more than 10% of instructional time or missing more than three full school days every nine weeks and not failing in one or more courses or has not earned a 2.0 or lower GPA

### **MAKE-UP WORK**

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

1. Attend school (onsite or remotely) for all days of the established school calendar.

2. Find out what work was missed and needs to be completed; you will be given the same number of days you were absent to complete/submit missing assignments. The schools are always willing to work with students to help them make up for missed academic work.
3. If you know in advance you are going to need make up work, please contact your teacher or administrator to make arrangements.

### **BLACK EDUCATION ACT/RACIAL AGGRESSION HOTLINE**

Cuba ISD has set up a hotline for anyone to report racial aggression towards a student or colleague in our school district. The number is (575) 289-3211 ext. 613.

### **HALL PASSES**

Hall passes are to be used at all times when classes are onsite and in session if students need to be outside their classroom. There are no hall passes given out for the first and last ten minutes of class unless it is an emergency.

### **STUDENT CHECK-OUT/PICK-UP PROCEDURE**

Only the parent or legal guardian is permitted to check out a student from school. Only the person's listed in your child's emergency contact will be permitted to check out your child from school. In unexpected situations, a parent/legal guardian may wish to give consent for another person to check out their child from school. In such events, parents must provide written consent that contains the date and time of checkout and phone number to reach the parent giving consent. Removing students during an organized after school event will require the written permission of the coach or school representative.

### **SCHOOL VISITORS**

All visitors are required to wear a face mask and pass a temperature check prior to entering school buildings, unless instructed otherwise. Upon passing a temperature check all visitors are required to report to the front office with a valid state issued ID and sign in. Upon signing in, each person will be issued a Visitor Sticker. An individual who is on school property without the approval of the front office is considered trespassing and authorities will be called.

### **STUDENT TRANSPORTATION AND BUS SAFETY**

All students are expected to ride their assigned bus home. If the student is to ride a different bus a signed note that includes the parent phone number must be submitted to the office before the start of the first class. No changes will be made without written documentation and approval from the front office.

Only students participating in an organized and sponsored after school activity may ride the activity bus home. The bus driver has full charge of the students when they are riding the bus. The bus is an extension of the classroom and the rules that apply to the classroom extend to the bus.

### **FIRE, LOCKDOWN, AND OTHER EMERGENCIES**

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

### **SCHOOL/STUDENT PROPERTY**

School property shall be treated respectfully, and the student's family will pay for any vandalism the student has caused. Students that bring any items of value do so at their own risk. The school principal or designated administrator has the authority to inspect any backpack, purse, gym bag, etc., if there is probable cause.

## BULLYING

We employ many strategies to discourage bullying and promote a positive school atmosphere. If a student is experiencing any bullying behavior, he or she should report it immediately to a teacher, counselor, or the site principal. CISD will not tolerate bullying of any kind.

## CAFETERIA

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

## SCHOOL NURSE SERVICES

A district nurse and a nurse's aide are housed on campus and at each designated school site and are available for the physical welfare of all students. Nurses will screen temperatures of everyone entering the buildings to help control the spread of illnesses. If students have a temperature above 100.4°F upon arrival will be monitored. Students who are ill or become ill during the school day are to obtain a pass from the teacher and report to the nurse. If the illness or injury requires the student to be taken home, the nurse will inform the parent/guardian and the student will be signed out at the front office. If there is specific medicine students need to take, they will need to inform the nurse's office in each building and ensure that they have permission to keep needed medicine on their person, or if it needs to be housed in the nursing office.

All medication will be kept and dispensed only through the nurse's office. The school nurse or school nurse aide is the only person authorized to dispense medication to students. **Students are not allowed to carry any form of medication, including Aspirin/Tylenol, in their possession unless they have provided a doctor's note that this is medicine that needs to be on their person.**

## MEDIA CENTER/LIBRARY/BOOKS/TEXTBOOKS

The media center/library is open for students from 7:55 am to the bus loading time of each school day. Students coming to the media center/library during class time must have a valid pass or a staff member to supervise the student(s). If help is needed to find materials, the media center/library staff will be there to assist. Students are responsible for the books they check out and are expected to treat them with respect. If a student tears, writes on, loses or destroys a book she/he will be required to pay the full cost of replacement.

## FIELD TRIPS

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

Any parent accompanying a class on a field trip is expected to follow the school rules and assist the teacher in supervising students. Only students enrolled in the class may attend the field trip.

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

## STUDENT ACTIVITIES

CISD offers a variety of activities that students can choose from, to enrich their learning and school experience. Every student will have a choice of "clubs" throughout the year. There are a variety of sports, challenge activities such as Knowledge Bowl and Student Council activities, Dine Club, Black Student Union, LatinX/

Hispanic Americans Club, karate as well as fun and craft activities. For more information regarding clubs, please ask your teacher or the school site principal.

### **INCENTIVES**

The elementary school utilizes Awesome Awards based on student character, behavior, and academics. The students that receive Awesome Awards are recognized in morning announcements and receive a prize after the third awesome award. Students achieving weekly, monthly, and yearly goals for Math and Reading are rewarded with special prizes and events.

Each grade level will recognize a Student of the Month. The Student of the Month is chosen based on the following criteria:

- Effort - work hard and is persistent.
- Character - displays initiative, honesty, respect, responsibility, compassion, optimism.
- Behavior - no referrals.
- Social Relationships - leadership, willingness to help peers, show respect.
- Attendance - good daily attendance and no excessive tardies.

Cuba Middle School will recognize our amazing students by having all teachers select Students of the Month. Students of the Month will be recognized for good leadership skills, hard-work, positive attitude, good behavior, and/or respectful interactions. We will also have attendance awards to recognize students that come to school every day and on time. Our students that show individual growth and the most improved class for Galileo testing will always be rewarded.

Cuba High School will recognize students throughout the year. Recognition will be given to students who demonstrate excellence and improvement not only in academics, but attendance, citizenship, and kindness to name a few. Staff will seek out students who shine and recognize them in multiple ways. Students, the staff at CHS want to catch you doing great things so be proud of who you are and allow us to see your awesomeness!

### **DRESS CODE**

The school is responsible for fostering and reinforcing good habits of dress and grooming, as well as promoting an atmosphere of learning. By doing so, we are hopeful that students will develop an understanding of appropriate dress in specific environments. *Any article of dress that tends to draw excessive attention, interferes with instruction, threatens health or safety, represents drugs, alcohol, gang affiliation, or is discriminatory to others is not appropriate for school. We honor the cultural dressing and hair aligned to students' culture and heritage.*

#### **Dress Code Expectations for All Schools**

*Pants, shirts, dresses, hoodies & pullover hats*

- Pant, shirts, dresses must properly fit and cover skin from the waist down to support non distractions. Spandex, yoga pants may be worn if the shirt extends to the thighs.
- Hoodies and or pull over caps are not allowed in Cuba Schools.
- Health/Medical Grade Masks (only) can be worn on school campuses, no pull over mask or masks with writings or drawings can be worn.

*Footwear*

- Shoes will be worn at all times and be safe, secure.

*Allowable Accessories*

- Hats to be worn only outside the building, unless connected to cultural relevance in head gear. Cuba hats can be worn in the buildings.
- Clear backpacks.
- Jewelry that does not violate the dress code statement above.

## DISCIPLINE MATRIX

### Cuba ISD works to support the whole child and help when student/s violates rules that harm them or their classmates.

The following is a discipline matrix to help students and parents understand the supports and consequences when a child violates school rules and district policy. Each action is at the discretion of the site administrator acting in the best interest of the student as well as the student body. We use restorative justice practices and counseling support to help students when violations of policies occur. The use of support circles when needed will be implemented.

<b>Under-the-influence/Possession of Drugs, Alcohol, or Paraphernalia</b>			
Type of Incident	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Under-the-Influence	Parent Notification <ul style="list-style-type: none"> <li>• Risk Assessments Character Strong</li> <li>• Referral to School Counselors, Social Worker</li> <li>• Restorative Justice 1st Session: Community Circle Process with Parent/Guardian</li> <li>• Remote learning 1 day with a visit from the counselor/social worker</li> <li>• Behavior Contract</li> </ul>	Parent Contacted <ul style="list-style-type: none"> <li>• Report to Police</li> <li>• 2 days of LEAP Training and support</li> <li>• Referral to Counseling at School-Based Health Center</li> <li>• Restorative Justice 2nd Session: Community Circle Process with Parent/Guardian</li> <li>• Report to police</li> <li>• Behavior Contract Updated</li> <li>• 2-day placement on remote education with a visit from the counselor/social worker</li> </ul>	Parent Contacted <ul style="list-style-type: none"> <li>• Report to Police</li> <li>• Referral to Treatment Program</li> <li>• Referral to Counseling at School-Based Health Center</li> <li>• Restorative Justice 3rd Session: TBD Based on Needs of Student</li> <li>• Report to police</li> <li>• Behavior Contract Updated</li> <li>• 3-day placement on remote education with a visit from the counselor/social worker</li> <li>• Report to the police</li> </ul>
2. Possession of Drugs, Alcohol, or Paraphernalia			
3. Distribution (1 oz. of Marijuana or Broken up for distribution)  *Goes straight to 3 <sup>rd</sup> offense line			

<b>Fighting/Physical Aggression/and Other Disruptive Behavior</b>			
Type of Incident	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Threats, Hazing, Bullying or Intimidation	<ul style="list-style-type: none"> <li>• Restorative Justice 1st Session: Community Circle Process with Parent/Guardian</li> <li>• Behavior Contract required.</li> <li>• Parent phone call</li> <li>• Assigned to remote learning online with visit from a counselor/ social worker.</li> <li>• 1-3 days remote depending on severity of</li> </ul>	<ul style="list-style-type: none"> <li>• Restorative Justice 2nd Session: Community Circle Process with Parent/ Guardian</li> <li>• Behavior Contract required.</li> <li>• Parent conference</li> <li>• Assigned to remote learning online with a visit from a</li> </ul>	<ul style="list-style-type: none"> <li>• Restorative Justice 3rd Session: TBD Based on Needs of Student</li> <li>• Parent conference</li> <li>• Assigned to remote learning a visit from a counselor/social worker.</li> <li>• Report to Police Department</li> </ul>

	offense	counselor/social worker <ul style="list-style-type: none"> <li>Recommended to support service team(s)</li> <li>1-5 days remote depending on severity of offense.</li> </ul>	<ul style="list-style-type: none"> <li>1-6 days remote depending on severity of offense</li> </ul>
2. Involved in a Fight	<ul style="list-style-type: none"> <li>Restorative Justice 1st Session: Community Circle Process with Parent/Guardian</li> <li>Behavior Contract required.</li> <li>Parent phone call</li> <li>Assigned to 3 days remote learning with visit of a counselor/social worker.</li> </ul>	<ul style="list-style-type: none"> <li>Restorative Justice 2nd Session: Community Circle Process with Parent/ Guardian</li> <li>Behavior Contract updated.</li> <li>Possible forfeit of activities 1 weeks</li> <li>Parent conference Assigned to remote learning online with a visit from a counselor/social worker.</li> <li>Assigned to 4 days remote learning with visit of a counselor/social worker.</li> <li>Recommended to support service team(s)</li> </ul>	<ul style="list-style-type: none"> <li>Restorative Justice 3rd Session: Community Circle TBD Based on Needs of Student</li> <li>Parent conference</li> <li>Possible forfeit of activities 2 weeks</li> <li>Assigned to remote learning online with a visit from a counselor/social worker.</li> <li>Recommended to support service team(s)</li> <li>Remote learning 5 days pending hearing.</li> <li>Report to Cuba Police Department</li> </ul>
3. Threat or Assault to a staff Member, or the school	<ul style="list-style-type: none"> <li>Suspension (up to 10 days) pending an Expulsion Hearing</li> </ul>		
4. Disruptive Behavior in Class / Campus/Dress Code Violation	<ul style="list-style-type: none"> <li>Restorative Justice 1st Session with Parent/Guardian</li> <li>Recommended to support service team(s)</li> <li>Parent Phone Call</li> <li>Behavior Contract</li> <li>Warning- Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>Restorative Justice 2nd Session: Process with Parent/ Guardian</li> <li>Recommended to support service team(s)</li> <li>Behavior Contract update</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>Restorative Justice 3rd Session: TBD Based on Needs of Student</li> <li>Behavior Contract updated</li> <li>Parent Conference</li> <li>Remote learning 1 day with visit from counselor/ social worker</li> </ul>

5. Violation of Technology use Agreement	<ul style="list-style-type: none"> <li>• Restorative Justice 1st Session: with Parent/Guardian</li> <li>• Verbal warning</li> <li>• Parent Phone Call</li> </ul>	<ul style="list-style-type: none"> <li>• Restorative Justice 2nd Session: Parent/ Guardian</li> <li>• Parent Conference</li> <li>• Behavior Contract Required</li> </ul>	<ul style="list-style-type: none"> <li>• Restorative Justice 3rd Session: TBD Based on Needs of Student</li> <li>• Parent Conference</li> <li>• Behavior Contract Revisited</li> <li>• Remote learning 1 day with visit from counselor/social worker</li> </ul>
6. Sexually abused another person	<ul style="list-style-type: none"> <li>• Investigation students placed on remote learning until findings are complete</li> <li>• Follow all Title 9 processes,</li> <li>• Hearing depending on severity of incident</li> <li>• Parent conference</li> <li>• Report to Police</li> </ul>		
7. Engaging in sexual behavior on campus	<ul style="list-style-type: none"> <li>• 1-3 days in remote learning</li> <li>• Parent conference</li> <li>• Visit from counselor/social worker</li> <li>• Recommended to support service team(s)</li> <li>• Nurse consultation</li> <li>• Restorative Justice Circle Level I</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 days in remote learning</li> <li>• Parent conference</li> <li>• Visit from counselor/social worker</li> <li>• Recommended to support service team(s)</li> <li>• Restorative justice 2nd session: Parent/ guardian team</li> </ul>	<ul style="list-style-type: none"> <li>• 5-10 days in remote learning pending expulsion hearing</li> <li>• Restorative justice 2nd session: Parent/guardian</li> <li>• Recommended to support service team(s)</li> <li>• Visit from counselor/social worker</li> <li>• Assigned to Therapy</li> </ul>
8. Overt public displays of affection (PDA)	<ul style="list-style-type: none"> <li>• Student write-up</li> <li>• Contact parents</li> </ul>	<ul style="list-style-type: none"> <li>• Contact parents</li> <li>• Behavior contract</li> <li>• Restorative justice 1st session: Parent/ guardian</li> </ul>	<ul style="list-style-type: none"> <li>• Contact parents</li> <li>• Re-visit behavior contract</li> <li>• Restorative justice 2nd session: Parent/ guardian Community Circle</li> </ul>



<b>Property Damage/Theft/Forgery</b>			
Type of Incident	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Attempted/damaged private property	<ul style="list-style-type: none"> <li>• Restorative Justice 1st Session: with Parent/Guardian</li> <li>• Behavior contract</li> <li>• Parent conference</li> <li>• Restitution</li> <li>• Remote leaning with a visit from the counselor or social worker</li> <li>• 1-day remote learning</li> </ul>	<ul style="list-style-type: none"> <li>• Restorative Justice 2nd Session: with Parent/ Guardian</li> <li>• Restitution</li> <li>• Behavior contract</li> <li>• Parent conference</li> <li>• Report incident to Police</li> <li>• Remote leaning with a visit from the counselor or social worker</li> <li>• 2 days remote learning</li> </ul>	<ul style="list-style-type: none"> <li>• Restorative Justice 3rd Session: TBD Based on Needs of Student</li> <li>• Restitution</li> <li>• Extend suspension pending an expulsion hearing</li> <li>• Parent conference</li> <li>• Report incident to Police</li> <li>• Remote leaning with a visit from the counselor or social worker</li> <li>• 3 days remote-mental health referral</li> </ul>
2. Possessed stolen property	<ul style="list-style-type: none"> <li>• Restorative Justice 1st Session: with Parent/Guardian</li> <li>• Parent Conference</li> <li>• Restitution</li> <li>• Report to Police</li> <li>• Remote learning with a visit from the counselor or social worker</li> <li>• 1-day remote learning</li> </ul>	<ul style="list-style-type: none"> <li>• Restorative Justice 2nd Session: with Parent/ Guardian</li> <li>• Parent Conference</li> <li>• Restitution</li> <li>• Report to Police</li> <li>• Remote learning with a visit from the counselor or social worker</li> <li>• 2 days remote learning</li> </ul>	<ul style="list-style-type: none"> <li>• Restorative Justice 3rd Session: TBD Based on Needs of Student</li> <li>• Restitution</li> <li>• Extend suspension pending and expulsion hearing</li> <li>• Parent conference</li> <li>• Report incident to Police</li> <li>• 3 days Remote learning with a visit from the counselor or social worker</li> </ul>
3. Forged or altered school documents	<ul style="list-style-type: none"> <li>• Restorative Justice 1st Session: with Parent/Guardian</li> <li>• Remote learning 1-3 days</li> <li>• Parent conference</li> <li>• Visit from counselor/ social worker</li> </ul>	<ul style="list-style-type: none"> <li>• Restorative Justice 2nd Session: with Parent/ Guardian</li> <li>• Remote learning 3-5 days</li> <li>• Forfeit activities</li> <li>• Behavior contract</li> <li>• Parent conference</li> <li>• Visit from counselor/ social worker</li> </ul>	<ul style="list-style-type: none"> <li>• Restorative Justice 3rd Session: TBD Based on Needs of Student</li> <li>• Remote leaning with a visit from the counselor or social worker</li> <li>• Parent conference</li> <li>• Forfeit activities 1 week</li> </ul>

<b>Weapons</b>			
Type of Incident	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Possessed/displayed a dangerous object or look alike object	<ul style="list-style-type: none"> <li>• Restorative Justice 1st Session: with Parent/Guardian</li> <li>• Remote learning 1-3 days</li> <li>• Parent conference</li> <li>• Report incident to Police/campus security (HS)</li> <li>• Visit from the counselor or social worker</li> </ul>	<ul style="list-style-type: none"> <li>• Restorative Justice 2nd Session: with Parent/ Guardian</li> <li>• Remote learning 3-5 days</li> <li>• Parent conference</li> <li>• Report incident to Police</li> <li>• Visit from the counselor or social worker</li> </ul>	<ul style="list-style-type: none"> <li>• Restorative Justice 3rd Session: TBD Based on Needs of Student</li> <li>• Suspension 1 to 10 days pending a hearing</li> </ul>
2. Possessed a weapon	<ul style="list-style-type: none"> <li>• Suspended 10 days pending the outcome of a long-term suspension or expulsion hearing</li> </ul>		

<b>Ditching/Tardiness</b>			
Type of Incident	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Tardy	<ul style="list-style-type: none"> <li>• Written Warning to student</li> </ul>	<ul style="list-style-type: none"> <li>• Parent notified by phone/letter</li> <li>• Behavior Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Behavior contract required</li> </ul>
2. Ditching	<ul style="list-style-type: none"> <li>• Parent notified by phone/letter</li> <li>• Behavior Contract</li> </ul>	<ul style="list-style-type: none"> <li>• Parent conference</li> <li>• Recommend to counselor/social worker</li> <li>• Behavior Contract revised</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Remote learning 1 day &amp; return to school with parent/guardian present</li> </ul>

<b>Students in Remote Learning</b>			
Type of Incident	1 <sup>st</sup> Offense (3 unexcused absences)	2 <sup>nd</sup> Offense (5-7 unexcused)	3 <sup>rd</sup> Offense (10 days)
1. Failure to attend	<ul style="list-style-type: none"> <li>• Meeting with principal</li> <li>• Certified letter to notify parents of students' absence</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with principal</li> <li>• Certified letter to notify parents of students' absence</li> <li>• Attendance contract</li> </ul>	<ul style="list-style-type: none"> <li>• Student dropped from remote learning &amp; required to return to in-person learning</li> <li>• Recommended to support service team(s)</li> </ul>

		<ul style="list-style-type: none"> <li>• Recommended to support service team(s)</li> </ul>	
2. Failure to participate in remote	<ul style="list-style-type: none"> <li>• Notify parents</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with parents &amp; student</li> <li>• Recommended to support service team(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Behavior contract</li> <li>• Student will be counted as unexcused absence</li> <li>• Recommended to support service team(s)</li> </ul>
<p><b>Remote learning is only available to students that live within the CISD boundary, unless the student is in good standing.</b></p>			

***For Elementary ONLY:***

For first offenses in the following areas (anger, inappropriate words, bullying, cheating, conflict, lying, stealing, tackling, disrespect, fighting, hate speech, horseplay, inappropriate online, inappropriate words, unkindness, vandalism, spreading rumors) students will have a one on one meeting with the schools social worker, and counselor, plus the principal, support plan will be put in place, use of SEL Peek-a-pack.

**CUBA INDEPENDENT SCHOOL STUDENT HANDBOOK 2023-2024**

**PARENT/GUARDIAN & STUDENT HANDBOOK RECEIPT FORM**

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

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

Students are required to read the Student Handbook carefully on their own. By reading the Handbook you will be aware of and understand the procedures and rules of CISD.

**STUDENTS:** Please sign/type your name below. Typing or signing your name shows that you have read the Student Handbook and fully understand its contents. If you choose not to enter your name below as requested, you are still accountable for following all the information contained herein.

Student Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN:** By typing/signing your name below you indicate that:

1. Your son/daughter received a copy of the 2032-2024 CISD Student Handbook,
2. You read it in its entirety,
3. You understand its contents,
4. You discussed the Student Handbook with your son/daughter, and
5. You will agree to and support the guidelines described in the Student Handbook.

Parent/Guardian Print Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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

