

**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
Rhiannon Chavez – Finance Director / Federal Programs
Kay Brown – Purchasing/Accounts Payable
Monica Barboa-Reidy – Payroll
Sheldon Toledo – Human Resources/Chief of Staff
Raphalita Phillips – Native American Student Support Program and Indian Education
Director
Rose Etsitty - Native American Counselor/Director
Lavern Wagner-Transformational Community Engagement Director
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
Robert Miera-Food Services Director

Elementary Staff

Judy Atencio	Principal
Anita Maestas	Administrative Assistant/Secretary
Zackery Herrera	Student Success Advisor/Counselor
George Aragon	Custodian
Lorrinda Pacheco	Custodian
Lorendo Lopez	Maintenance
Ana Lucero	PreK Teacher (Cuba)
Norma Jim	PreK Education Aide (Cuba)
Jewellyn Yazzie	PreK Teacher (Ojo Encino)
Eugena Charley	PreK Education Aide (Ojo Encino)
Christina Elwell	Kindergarten
Jericho Willetto	Kindergarten Aide
Melissa Ramirez	Kindergarten
Reanna Madrid	Kindergarten Aide
Aubriana Knell	First Grade
Amanda Liyanasuriya	First Grade
Soledad Vigil	Student Teacher
Shanae Wagner	Educational Assistant
Rizalyn Fontanilla	Second Grade
Pamela Chavez	Second Grade
Lacey Sandoval	Educational Assistant
Robin Herrera	Third Grade
Peter Nuguit	Third Grade
Selena Chavez	Educational Assistant
Alicia Chapman	Fourth Grade
Martha Montoya	Fourth Grade

Isabel Jacquez	Fifth Grade
Stephanie Ortega	Fifth Grade
Yolanda Fragua	SPED
Bhawna Sharma	SPED
Chastity Gordo	Navajo Bilingual
Marti Toledo	Physical Education
Rainy Begaye	Art
Sandra Eichwald	Librarian
Xiomara Marino	Nurse Aide
Carol Chase	Nurse

Middle School Staff

Archie Jacquez	Principal
Olivia Casaus	Assistant Principal
Moria Montoya	Administrative Assistant/Secretary
Tricia Delgado	Student Success Advisor/ SEL
Sandra Eichwald	Librarian
Robert Valdez	SPED
Elaine Jacquez	SPED
Cassandra Crespín	SPED Aide
TBA	Science
Richard Armentrout	Math
June Vigil	Math/Social Studies
Ray Sisneros	Social Studies/Horticulture
TBA	Spanish
Chastity Barragan	Navajo Bilingual
Scarlet Churchhill	ELA
Andrea Irangan	Reading
Grace Graves	ELL/Technology
Johnelle Trujillo-Montoya	ELL Aide
Rainy Begay	Art
Laura Warner	PE/Health
Adrian Montoya	Custodian
Tim Rivera	Custodian
Cathy Romero	Educational Assistant
Shanell Gordo	Nurse Aide
Carol Chase	Nurse

High School Staff

Bruce Hatch.	Principal/ Athletic Director
Gilbert Dominguez	Assistant Principal
Veronica Madrid	Administrative Assistant/Secretary
Daphnie Sanchez	Athletic Secretary/Attendance Clerk
Anna Brown	Student Success Counselor
Joby Wallace	Counselor
Veronica Casaus	Registrar
Laura Fakhrai	Science
Daniel Delgado	Science
Mariah Johnson	Welding
Mary Ann Ga	Math
Alejandro Ortega	Math
Dexter Valdez	Math
Carl Moreno	History
Matthew Kanapilly	History
Joy Andrews	ELA
Diane Vitale	ELA
Christian Paneda- Florendo	ELA/ELD
Veronica Greene	SPED
TBA	SPED
Sherry Rios	SPED
Marianne Cabugnason	Science
April Sorrow	SPED Aide
TBA	SPED Aide
Donnica Dunlap	AP/Dual Credit
Alexander Barboa-Reidy	Culinary Arts
Matilda Lee	Navajo Bilingual

Carol Chavez

TBA

Jason Binion

Renee Armentrout

Spanish Bilingual

Carpentry

Physical Education

Art

CHARACTER COUNTS/POSITIVE SCHOOL CLIMATE

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.

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 on line 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 student 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 remote 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.

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.

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.

In Line with the Black Education Act House Bill 43:

F. All public school and school district discipline policies shall allow students to carry and self-administer asthma medication and emergency anaphylaxis medication that has been legally prescribed to the student by a licensed health care provider under the following conditions:

(1) The health care provider has instructed the student in the correct and responsible use of the medication;

(2) the student has demonstrated to the health care provider and the school nurse or other school official the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed;

(3) the health care provider formulates a written treatment plan for managing asthma or anaphylaxis episodes of the student and for medication use by the student during school hours or school-sponsored activities, including transit to or from school or school-sponsored activities; and

(4) The student's parent has completed and submitted to the school any written documentation required by the school or the school district, including the treatment plan required in Paragraph (3) of this subsection and other documents related to liability.

G. The parent of a student who is allowed to carry and self-administer asthma medication and emergency anaphylaxis medication may provide the school with backup medication that shall be kept in a location to which the student has immediate access in the event of an asthma or anaphylaxis emergency.

H. Authorized school personnel who in good faith provide a person with backup medication as provided in this section shall not be held liable for civil damages as a result of providing the medication."

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

Facemasks

- All students must wear facemasks at all times unless authorized by the administration, outside, and or while eating.

Pants, shirts, dresses

- Pant, shirts, dresses must properly fit and cover skin from the waist down in order to support non distractions. Spandex, yoga pants may be worn if the shirt extends to the thighs..

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
- Purses and 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 counselling support to help students when violation of policies occur. The use of support circles when needed will be implemented.

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

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

	<ul style="list-style-type: none"> ● Behavior Contract required. ● Parent phone call ● Assigned to remote learning with visit of a counselor/social worker 	<p>Process with Parent/ Guardian</p> <ul style="list-style-type: none"> ● Behavior Contract updated ● Possible forfeit of activities 4-9 weeks ● Parent conference Assigned to remote learning online with a visit from a counselor/social worker ● Recommended to Early warning Team 	<ul style="list-style-type: none"> ● Parent conference ● Possible forfeit of activities 10-18 weeks ● Assigned to remote learning online with a visit from a counselor/social worker ● Recommended to Early warning Team ● last resort suspended 1 to 3 days ● Report to Cuba Police Department
3. Threat or Assault to a staff Member	<p>Restorative Justice 1st Session: Community Circle Process with Parent/Guardian</p> <ul style="list-style-type: none"> ● Recommended to EWS Team ● Behavior Contract required. ● Parent conference ● Report incident to Cuba Police Department ● Student placed on remote learning with a visit from a counselor or social worker 1-3 days 	<p>Restorative Justice 2nd Session: Community Circle Process with Parent/ Guardian Behavior Contract updated</p> <ul style="list-style-type: none"> ● Parent conference ● Report incident to Cuba Police Department <p>Assigned to remote learning with visit of a counselor/social worker 1-3 days</p>	<p>Restorative Justice 3rd Session: TBD Based on Needs of Student</p> <ul style="list-style-type: none"> ● Behavior Contract updated ● Parent conference ● Report incident to Cuba Police Departments <p>Assigned to remote learning with visit of a counselor/social worker Last resort suspension 1 to 3 days</p>
4. Disruptive Behavior in Class / Campus/Dress Code Violation	<ul style="list-style-type: none"> ● Restorative Justice 1st Session ● Parent/Guardian ● Recommended to EWS team ● Parent Phone Call ● Behavior Contract 	<ul style="list-style-type: none"> ● Restorative Justice 2nd Session: Process with Parent/ Guardian ● Recommended to EWS team ● Behavior Contract update ● Parent Conference 	<ul style="list-style-type: none"> ● Restorative Justice 3rd Session: TBD Based on Needs of Student ● Behavior Contract updated ● Parent Conference ● Remote learning 1 day with visit from counselor/ social worker
5. Violation of Technology use Agreement	<ul style="list-style-type: none"> ● Restorative Justice 1st Session: with Parent/Guardian ● Verbal warning ● Parent Phone Call 	<ul style="list-style-type: none"> ● Restorative Justice 2nd Session: Parent/ Guardian ● Parent Conference ● Behavior Contract Required 	<p>Restorative Justice 3rd Session: TBD Based on Needs of Student</p> <ul style="list-style-type: none"> ● Parent Conference

			<ul style="list-style-type: none"> ● Behavior Contract Revisited ● Remote learning 1 day with visit from counselor/social worker ● Any use of the computer that is used to bully, harass, or use of inappropriate sexual use will result in Suspension, counselling, report to legal officials
6. Sexually abused another person	<ul style="list-style-type: none"> ● Investigation students placed on remote learning until findings are complete ● Follow all Title 9 processes, ● Hearing depending on severity of incident ● Parent conference ● Report to Police 		

Property Damage/Theft/Forgery			
Type of Incident	1 st Offense	2 nd Offense	3 rd Offense
1. Attempted/damaged private property	<ul style="list-style-type: none"> ● Restorative Justice 1st Session: with Parent/Guardian ● Behavior contract ● Parent conference ● Restitution ● Remote leaning with a visit from the counselor or social worker 1-3 days 	<ul style="list-style-type: none"> ● Restorative Justice 2nd Session: with Parent/ Guardian ● Restitution ● Behavior contract ● Parent conference ● Report incident to Police ● Remote leaning with a visit from the counselor or social worker 1-3 days 	Restorative Justice 3rd Session: TBD Based on Needs of Student <ul style="list-style-type: none"> ● Restitution ● Extend suspension pending an expulsion hearing ● Parent conference ● Report incident to Police ● Remote leaning with a visit from the counselor or social worker 1-3 days
2. Possessed stolen property	<ul style="list-style-type: none"> ● Restorative Justice 1st Session: with Parent/Guardian ● Parent Conference ● Restitution ● Report to Police ● Remote leaning with a visit from the 	<ul style="list-style-type: none"> ● Restorative Justice 2nd Session: with Parent/ Guardian ● Parent Conference ● Restitution ● Report to Police 	<ul style="list-style-type: none"> ● Restorative Justice 3rd Session: TBD Based on Needs of Student ● Restitution

	counselor or social worker 1-3 days	<ul style="list-style-type: none"> ● Remote leaning with a visit from the counselor or social worker 1-3 days 	<ul style="list-style-type: none"> ● Extend suspension pending and expulsion hearing ● Parent conference ● Report incident to Police ● Remote leaning with a visit from the counselor or social worker 1-3 days
3. Forged or altered school documents	<ul style="list-style-type: none"> ● Restorative Justice 1st Session: with Parent/Guardian ● Remote Learning with a visit from the counselor/social worker 1-3 days ● Parent conference 	<ul style="list-style-type: none"> ● Restorative Justice 2nd Session: with Parent/ Guardian ● Remote Learning with a visit from the counselor/social worker 1-3 days ● Forfeit activities ● Behavior contract ● Parent conference 	<ul style="list-style-type: none"> ● Restorative Justice 3rd Session: TBD Based on Needs of Student ● Remote leaning with a visit from the counselor or social worker 1-3 days ● Parent conference ● Forfeit activities 1 week

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

Ditching/Tardiness			
Type of Incident	1 st Offense	2 nd Offense	3 rd Offense
1. Tardy	<ul style="list-style-type: none"> ● Warning 	<ul style="list-style-type: none"> ● Recommend to EWS team 	<ul style="list-style-type: none"> ● Parent conference ● Behavior contract required ● Recommended to SAT

2. Ditching	<ul style="list-style-type: none"> ● Parent notified by phone/letter ● Behavior Contract 	<ul style="list-style-type: none"> ● Parent conference ● Recommend to EWS team ● Behavior Contract revised 	<ul style="list-style-type: none"> ● Parent Conference On site learning with principal/counselor
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CUBA INDEPENDENT SCHOOL STUDENT HANDBOOK 2021-2022

PARENT/GUARDIAN & STUDENT HANDBOOK RECEIPT FORM

This HANDBOOK was issued to me on _____ by _____
Issue DateTeacher/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 2021-2022 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: _____

PLEASE HAVE YOUR SON/DAUGHTER RETURN THIS SIGNED PAGE VIA EMAIL TO THEIR FIRST PERIOD/HOMEROOM TEACHER NO LATER THAN ONE (1) CALENDAR WEEK OF RECEIPT.

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

