

**CUBA INDEPENDENT  
SCHOOL DISTRICT  
STUDENT HANDBOOK**



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## **BOARD OF EDUCATION**

**Dianna Maestas** – Board President

**Taylor Pinto** – Board Vice-President

**Vivian Keetso** – Board Secretary

**Elizabeth Martin** – Board Member

**James D Casaus** – Board Member

## **DISTRICT ADMINISTRATION**

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

**Dr. Donna Navarrete, Ph.D.** – Executive Director,  
Data & Accountability/Federal Programs

**Rhiannon Chavez, MBA** – Finance Director

**Mary Casaus** – Interim Administrative Assistant

**Kay Brown** – Purchasing/Accounts Payable

**Monica Barboa-Reidy** – Payroll

**Sheldon Toledo** – Human Resources/Chief of Staff

**Raphaelita Bishara-Phillips** – Native American Student Support Program  
and Indian Education Director

**Rose Etsitty** – Indian Education Counselor

**Lavern Wagner**-Transformational Community Engagement Coordinator

**Josephine Velarde** – STARS/PED/Assistant Testing Manager

**Laura Saucedo** – Special Education Director

**Tim Chavez** – Technology Director

**Brian Voss**- Technology Network System Specialist

**Edgar San Juan** –Technology Integration Specialist

**Diana Martinez** – Transportation Director

**Victoria Dominquez** – Community Schools Director/Cuba Cares Lead

## Elementary Staff

<b>Amy Romero, MBA</b>	Principal
<b>Anita Maestas</b>	Administrative Assistant/Secretary
<b>Richard Lara</b>	Social Worker/Counselor
<b>Leroy Sanchez</b>	Custodian
<b>Chelsea Pena</b>	Custodian
<b>Arrison Martin</b>	Maintenance
<b>Ana Lucero</b>	PreK Teacher (Cuba)
<b>Norma Jim</b>	PreK Education Aide (Cuba)
<b>Jewellyn Yazzie</b>	PreK Teacher (Ojo Encino)
<b>Eugenia Charley</b>	PreK Education Aide (Ojo Encino)
<b>Rhonda Salazar</b>	Kindergarten
<b>Christy Rodgers</b>	Kindergarten Aide
<b>Alfreeta Sandoval</b>	Kindergarten
<b>Felice Chapman</b>	Kindergarten Aide
<b>Helen Garrett</b>	First Grade
<b>Isabel Jacquez</b>	First Grade
<b>Gigi Crespín</b>	Second Grade
<b>Leslie Escobedo</b>	Second Grade
<b>Judy Atencio</b>	Third Grade
<b>Christina Jewell</b>	Third Grade
<b>Diane Suazo</b>	Fourth Grade
<b>Martha Montoya</b>	Fourth Grade
<b>Robin Herrera</b>	Fifth Grade
<b>Stephanie Ortega</b>	Fifth Grade
<b>Vanessa Castillo</b>	SPED Aide
<b>Yolanda Fragua</b>	SPED
<b>Bhawna Sharma</b>	SPED
<b>Chastity Gordo</b>	Navajo Bilingual
<b>Jericho Willeto</b>	Spanish Bilingual
<b>Marti Toledo</b>	Physical Education
<b>Lorraine Skelton</b>	Art
<b>Theresa Linney</b>	Reading Interventionist, SPED
<b>Sandra Eichwald</b>	Librarian
<b>Xiomara Marino</b>	Nurse Aide
<b>Carol Chase</b>	Nurse

## **Middle School Staff**

<b>Archie Jacquez</b>	Principal
<b>Moria Montoya</b>	Administrative Assistant/Secretary
<b>Robert Valdez</b>	SPED
<b>Jericho Willetto</b>	Library Assistant
<b>Sandra Eichwald</b>	Librarian
<b>Thomas Sullivan</b>	Science
<b>Camille Sweitzer</b>	Counselor
<b>Matilda Lee</b>	Navajo Bilingual
<b>TBA</b>	Custodian
<b>Tim Rivera</b>	Custodian
<b>Lorraine Skelton</b>	Art
<b>Richard Armentrout</b>	Math
<b>Cassandra Crespín</b>	SPED Aide
<b>Trisha Delgado</b>	SEL
<b>Grace Graves</b>	SPED Aide
<b>June Vigil</b>	Language/Math/Spanish
<b>Maria Casas</b>	ELA
<b>Elaine Jacquez</b>	SPED
<b>Danielle Montoya</b>	Nurse Aide
<b>Carol Chase</b>	Nurse
<b>Raymond Sisneros</b>	Social Studies
<b>Matt Pribble</b>	Physical Education

## High School Staff

<b>Matt Williams, Ph.D.</b>	Lead High School Turnaround Director
<b>Veronica Madrid</b>	Administrative Assistant/Secretary
<b>Daphnie Sanchez</b>	Athletic Secretary/Attendance Clerk
<b>Bruce Hatch</b>	Athletic Director/PowerSchool Manager/ Restorative Justice Lead
<b>Rose Etsitty</b>	Counselor
<b>Anna Brown</b>	Student Success Counselor
<b>Joby Wallace</b>	Counselor
<b>Veronica Casaus</b>	Registrar
<b>Olivia Casaus</b>	Science
<b>Daniel Delgado</b>	Science
<b>Mariah Johnson</b>	Science
<b>Mary Ann Ga</b>	Math
<b>Alejandro Ortega</b>	Math
<b>Dexter Valdez</b>	Math
<b>Laura Warner</b>	History
<b>Matthew Kanapilly</b>	History
<b>Joy Andrews</b>	ELA
<b>Diane Vitale</b>	ELA
<b>Andrea Irangan</b>	ELA/ELD
<b>Veronica Greene</b>	SPED
<b>Fabian Cordova</b>	SPED
<b>Sherry Rios</b>	SPED
<b>Joy Gouripaga</b>	SPED
<b>April Sorrow</b>	SPED Aide
<b>Victoria Brown</b>	SPED Aide
<b>Donnica Dunlap</b>	AP/Dual Credit
<b>Robert Miera</b>	Culinary Arts
<b>Matilda Lee</b>	Navajo Bilingual
<b>Carol Chavez</b>	Spanish Bilingual
<b>Richard Prudencio</b>	Carpentry
<b>Pat Chavez</b>	Welding
<b>Gilbert Dominguez</b>	Physical Education
<b>Renee Rubio</b>	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.

## 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 student attends school. During distance learning students are required to check in with teachers daily within the first 30minutes of school (between 8:00am and 8:30am).

*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.

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 and will impact the possibility of any awards/certificates. A phone call/note may be sent to the front office or attendance clerk, each school is limited to a certain amount of phone call/notes that your student may be able to use for an "excused" absence. 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 instruction (For more information, please contact your principal). Though the absence is "excused", it is still counted as an absence. 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 please do the following:

1. Report to the front office to receive a pass or to be escorted in order to enter class.
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 the 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.
3. If you know in advance you are going to need make up work please contact your teacher or administrator to make arrangements.

### **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.

### **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 checkout 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 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.

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 at any time.**

### **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, as well as fun and craft activities. For more information regarding clubs, please ask your teacher or the school site principal.

### **INCENTIVES**

Each school site chooses to do an incentive. 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.

Middle School will recognize students using Ram bucks that can be earned throughout the year to redeem for prizes.

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 at 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. Appropriate dress, neatness and cleanliness are expected of all students. *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.*

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

#### *Facemasks*

- All students must wear district issued facemasks at all times unless authorized by the administration.

#### *Pants*

- Pants may be any color, must properly fit and cover skin from the waist down. Spandex, yoga pants may be worn if the shirt extends to the thighs.

#### *Shorts/Skirts/Skorts/Dresses*

- Shorts, skirts, skorts, and dresses must be two (2) inches above the knee, and properly fit. Dresses must cover the shoulders.

#### *Shirts*

- Shirts may be any color, must properly fit, cover skin from the hips up to the neck, and shoulders.

#### *Footwear*

- Shoes will be worn at all times and be safe, secure, and cover the majority of the foot.

#### *Allowable Accessories*

- Hats to be worn only outside the building
- Purses and backpacks
- Jewelry that does not violate the dress code statement above

## DISCIPLINE MATRIX

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.

Under-the-influence/Possession of Drugs, Alcohol, or Paraphernalia			
Type of Incident	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
1. Under-the-Influence	<ul style="list-style-type: none"> <li>● Parent Notification</li> <li>● Risk Assessment (JIFF, LEAPS)</li> <li>● Referral to School Counselor</li> <li>● Restorative Justice 1st Session: Community Circle Process with Parent/Guardian</li> <li>● Report to Police</li> <li>● Possible 1-3 day suspension</li> <li>● Behavior Contract</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contacted</li> <li>● Report to Police</li> <li>● 2 days of LEAPS/County Curriculum/JIFF</li> <li>● Referral to Counseling at School-Based Health Center</li> <li>● Restorative Justice 2nd Session: Community Circle Process with Parent/Guardian</li> <li>● Behavior Contract Updated</li> <li>● Possible 3-5 day suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Contacted</li> <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>● Behavior Contract Updated</li> <li>● Possible 5-10 day suspension</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			

Fighting/Physical Aggression and Other Disruptive Behavior			
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 Learning Lab</li> <li>● Possible suspension 1-3 days</li> <li>● Reports to Cuba Police Department</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 Learning Lab</li> <li>● Recommended to EWS Team</li> <li>● Suspended 3-5 days</li> <li>● Report to Cuba Police Department</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>● Suspended 5-10 days or possible long term pending the outcome of a hearing</li> <li>● Report to Cuba Police Department</li> </ul>

Fighting/Physical Aggression and Other Disruptive Behavior continued

<p>2. Involved in a Fight</p>	<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 Learning Lab</li> <li>● Possible suspension 1-3 days</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 4-9 weeks</li> <li>● Parent conference</li> <li>● Assigned to Learning Lab</li> <li>● Recommended to EWS Team</li> <li>● Suspended 3-5 days</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>● Possible forfeit of activities 10-18 weeks</li> <li>● Suspended 5-10 days or possible long term pending the outcome of a hearing</li> </ul>
<p>3. Threat or Assault to a staff Member</p>	<ul style="list-style-type: none"> <li>● Restorative Justice 1st Session: Community Circle Process with Parent/Guardian</li> <li>● Recommended to EWS Team</li> <li>● Behavior Contract required.</li> <li>● Parent conference</li> <li>● Report incident to Cuba Police Department</li> <li>● Suspended 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>● Restorative Justice 2nd Session: Community Circle Process with Parent/Guardian Behavior Contract updated</li> <li>● Parent conference</li> <li>● Report incident to Cuba Police Department</li> <li>● Suspended 3-5 days</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>● Report incident to Cuba Police Departments</li> <li>● Suspended 5-10 days or possible long term pending the outcome of a hearing</li> </ul>
<p>4. Disruptive Behavior in Class / Campus/Dress Code Violation</p>	<ul style="list-style-type: none"> <li>● Restorative Justice 1st Session: Community Circle Process with Parent/Guardian</li> <li>● Recommended to EWS team</li> <li>● Parent Phone Call</li> <li>● Behavior Contract</li> <li>● Assigned to Learning Lab</li> </ul>	<ul style="list-style-type: none"> <li>● Restorative Justice 2nd Session: Community Circle Process with Parent/Guardian</li> <li>● Recommended to EWS team</li> <li>● Behavior Contract updated</li> <li>● Assigned to Learning Lab</li> <li>● Parent Conference</li> <li>● Suspended 1-3 days</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>● Suspended 3-5 days</li> </ul>
<p>5. Violation of Technology use Agreement</p>	<ul style="list-style-type: none"> <li>● Restorative Justice 1st Session: Community Circle Process 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: Community Circle Process with Parent/Guardian</li> <li>● Assigned to Learning Lab</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>● Assigned to Learning Lab</li> <li>● Parent Conference</li> <li>● Behavior Contract Revisited</li> <li>● Suspended 1-5 days</li> </ul>

Fighting/Physical Aggression and Other Disruptive Behavior continued

6. Sexually abused another person	<ul style="list-style-type: none"> <li>● Suspended 10 days</li> <li>● Extend suspension pending a hearing</li> <li>● Parent conference</li> <li>● Report to Police</li> </ul>		
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Property Damage/Theft/Forgery			
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: Community Circle Process with Parent/Guardian</li> <li>● Behavior contract</li> <li>● Parent conference</li> <li>● Restitution</li> <li>● Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>● Restorative Justice 2nd Session: Community Circle Process with Parent/Guardian</li> <li>● Restitution</li> <li>● Behavior contract</li> <li>● Parent conference</li> <li>● Report incident to Police</li> <li>● Suspension 3-5 days</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>● Suspended 5-10 days</li> </ul>
2. Possessed stolen property	<ul style="list-style-type: none"> <li>● Restorative Justice 1st Session: Community Circle Process with Parent/Guardian</li> <li>● Parent Conference</li> <li>● Restitution</li> <li>● Report to Police</li> <li>● Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>● Restorative Justice 2nd Session: Community Circle Process with Parent/Guardian</li> <li>● Parent Conference</li> <li>● Restitution</li> <li>● Report to Police</li> <li>● Suspension 3-5 days</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>● Suspension 5-10 days</li> </ul>
3. Forged or altered school documents	<ul style="list-style-type: none"> <li>● Restorative Justice 1st Session: Community Circle Process with Parent/Guardian</li> <li>● Suspended 1-3 days</li> <li>● Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>● Restorative Justice 2nd Session: Community Circle Process with Parent/Guardian</li> <li>● Suspended 3- 5 days</li> <li>● Forfeit activities</li> <li>● Behavior contract</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>● Suspended 10 days, possible, long term suspension</li> <li>● Extend suspension pending a hearing</li> <li>● Parent conference</li> <li>● Forfeit activities 10-18 weeks</li> </ul>

Weapons			
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: Community Circle Process with Parent/Guardian</li> <li>● Suspended 1-3 days</li> <li>● Parent conference</li> <li>● Report incident to Police</li> </ul>	<ul style="list-style-type: none"> <li>● Restorative Justice 2nd Session: Community Circle Process with Parent/Guardian</li> <li>● Suspended 3-5 days</li> <li>● Parent conference</li> <li>● Report incident to Police</li> </ul>	<ul style="list-style-type: none"> <li>● Restorative Justice 3rd Session: TBD Based on Needs of Student</li> <li>● Suspended 5-10</li> <li>● Extend suspension pending an expulsion 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>		

Ditching/Tardiness			
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>● Warning</li> </ul>	<ul style="list-style-type: none"> <li>● Recommend to EWS team</li> </ul>	<ul style="list-style-type: none"> <li>● Parent conference</li> <li>● Behavior contract required</li> <li>● Recommended to SAT</li> <li>● Assigned to Learning Lab for 1-3 days</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 EWS team</li> <li>● Behavior Contract revised</li> </ul>	<ul style="list-style-type: none"> <li>● Parent Conference</li> <li>● Assigned to Learning Lab for 1-5 days</li> </ul>

## PARENT/GUARDIAN & STUDENT HANDBOOK AGREEMENT

### CUBA INDEPENDENT SCHOOL STUDENT HANDBOOK 2020-2021

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 2020-2021 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.***

