

**CUBA INDEPENDENT SCHOOL DISTRICT**

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 SHIRLEY HURFORD, Mid School Principal  
 SHIRLEY HURFORD, Elementary Principal

October 3, 2016

**INCLEMENT WEATHER REPORTING TIMES BASED ON SAFETY**

<b>EMPLOYEE CLASSIFICATION</b>	<b>2 HR DELAY</b>	<b>CANCELLATION</b>
<b>9, 10 &amp; 11 Month Employees/ Teachers/EA's/AD/Secretaries</b>	<b>9:30 am</b>	<b>DO NOT REPORT</b>
<b>Custodians</b>	<b>6am-2pm</b>	<b>10am-2pm</b>
<b>12 Month Employees **</b>	<b>9:30 am</b>	<b>11am - 3pm</b>
<b>EARLY RELEASE</b>	<b>All staff may leave ONE (1) hour AFTER the last bus leaves the high school</b>	

**\*\*12 Month Employees & Custodians, if you do not report to work on a cancellation day, you must use your leave and put in for a full day.**

Some buses begin their routes at 5:30 AM; therefore the decision to call a two-hour delay needs to be made by 5:30 AM. The district transportation coordinator is responsible to the Superintendent for recommending the decision to delay or to close school. The decision will be made after consulting with bus drivers, state police, and contacts at respective locations.

Once the Superintendent's decision is made regarding the delay or closure, principals and other administrators will be notified by the transportation coordinator and broadcast on Albuquerque TV stations. Central Office recommends a phone tree at each building or office.

Snow days have been built into the calendar. These days are used to make up days missed due to snow and are not part of the holiday. Do not make plans for these days if school is cancelled due to inclement weather, staff and students will be required to report on the designated make-up day(s).

Approved by Tony Archuleta, Cuba ISD Superintendent

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

*Cuba Independent School District does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status or disability in any educational programs, activities or employment. Cuba Independent School District also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in a school meeting or hearing, or if you wish to receive assistance or information regarding student grievances, language translations of District policy, Section 504 or Title IX, please contact the Superintendent's Office at least one week prior to the meeting or as soon as possible. The district Title IX Officer, Rhiannon Chavez may be contacted at the address or phone number listed above or at [rhavez@cuba.k12.nm.us](mailto:rhavez@cuba.k12.nm.us). For concerns at the school level, contact Shirley Hurford, Elementary – Ext. 403 or [shurford@cuba.k12.nm.us](mailto:shurford@cuba.k12.nm.us), Shirley Hurford, Middle School – Ext. 302 or [shurford@cuba.k12.nm.us](mailto:shurford@cuba.k12.nm.us), or Arsenio Jacquez, High School – Ext. 202 or [ajacquez@cuba.k12.nm.us](mailto:ajacquez@cuba.k12.nm.us)*