

Cuba Independent Schools Staff Handbook



2026-2027

<http://cuba.k12.nm.us>

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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 may be contacted at the address or phone number listed above. For concerns at the school level, contact the principal.

School Board

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Middle School Principal, Robert Valdez
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School Nurse, Miranda Linney
Special Education Director, Joey Reidhead
Technology Coordinator, Carlos Herrera
Transportation Director, Christopher Trujillo



We're excited to have you as part of the Cuba ISD team. This Employee Handbook is designed to provide you with important information about district policies, procedures, ethical standards, and expectations. While it offers helpful guidance, it is not an all-inclusive resource.

Complete copies of Board Policies and Administrative Rules are available in all administrative offices and can also be accessed online through the New Mexico School Boards Association at nmsba.org (Policy Service section).

Every employee is responsible for understanding the policies and procedures relevant to their role. Your rights and responsibilities are governed by applicable federal and state laws, including but not limited to:

- U.S. federal laws and regulations
- New Mexico state laws
- The New Mexico Administrative Code
- CISD Board policies and procedures

We encourage you to reach out to your supervisor or Human Resources with any questions.

Welcome aboard!

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Our Why?

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

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

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

In Spanish	In Navajo
En el Distrito Escolar de Cuba creemos que CADA niño puede aprender, no hay límite en su potencial y trabajando juntos, podemos hacer una contribución útil a su éxito.	Na'ázisí Tóji Ólta', nooséí t'á ałtsó ídaahool'ááh dóó 'ihóneedzą yídaanéél' ąąhgo baa nitsídeekees 'áádóó ałhił nideélnishgo, nooséí nąąsgo yéé adaát'éh dooléeł.
Somos culturalmente receptivos, utilizamos el pensamiento crítico para llegar a soluciones que tengan sentido para nuestros estudiantes y buscamos todas las posibilidades para recompensar el crecimiento.	'Índida é'óółjį́ baa dasíídzíd 'áádóó t'áá'íysí bidziilgo nitsihakéésígíí bidééłnigo cho'déniil'į́ 'índa nooséí bá'bihónéedzą áádóó bá'adahwiizt'i'.
Sumos una escuela comunitaria de Pre-K a 12 que proporciona una mejor manera de aprender.	Ałchiní yázhí ííndidah iidahóó'aahígíí dóó naakí ts'ahdahjí dá'oltáhígíí, haleebée iidahóódool'aałgo bá bidaaníídlį́ dóó bá adaaníít'eh.

We exist for students.

We value language, culture, self, and understanding.

We are an institution that is a judgment-free zone.

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

We support an environment that has a "love of learning".

We value our students, staff, and community.

How we will get there is through "teamwork".

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

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

Introduction

This Employee Handbook provides a summary of employee benefits, expectations, and guidelines related to your employment with CISD. While it offers important information, it does not cover every aspect of employment. You are responsible for reading, understanding, and following the contents of this Handbook.

If you have any questions, please speak with your supervisor. For clarification or interpretation of any information in the Handbook, contact the Human Resources Department.

Each school site may establish additional procedures or expectations specific to their campus. These site-based guidelines are designed to support a safe and productive environment for staff and students and should be followed at all times.

Please note that this Handbook may be revised as needed without prior notice due to changes in district operations, applicable laws, or employment policies. Updates apply to both current and future employees once approved.

Only the Superintendent of CISD, or an authorized designee, may modify or waive provisions of this Handbook. Verbal statements or promises made by administrators, principals, or supervisors do not alter district policies and do not constitute binding agreements.

In the event of a conflict between school-specific guidelines and this Handbook, the provisions of the Handbook—and CISD Board of Education Policies and Administrative Regulations—will take precedence. When Board Policies and Administrative Regulations are updated, they supersede the content of this Handbook.

The full Board of Education Policy Manual is available online through the New Mexico School Boards Association at nmsba.org (see Policy Service section). All employees are expected to review and be familiar with these policies.

This Handbook is not a contract, express or implied, nor does it create any contractual rights regarding continued employment. Nothing in this Handbook is intended to restrict employees' rights to discuss wages, hours, or working conditions as protected by law.

Employees who fail to comply with the guidelines and expectations outlined in this Handbook or other district policies may be subject to disciplinary action, up to and including termination of employment.

All employees are required to sign an acknowledgment form confirming receipt of this Handbook and are responsible for reviewing its contents.

Working at Cuba ISD

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

Open Communication

CISD encourages open, respectful communication among staff. If you have a concern with a colleague, first try to address the issue directly with that person. If the matter is not resolved, you should bring it to the attention of your direct supervisor. Retaliation for appropriately using the communication chain of command is strictly prohibited. Additionally, spreading rumors or gossip is unproductive and discouraged, as it undermines a positive work environment.

Employees are expected to follow the established chain of command and should not bypass supervisory or administrative levels when addressing workplace concerns. If a concern remains unresolved after all appropriate administrative channels have been exhausted, employees may submit their concerns in writing to the Board of Education. Anonymous communications will not be considered by the Board. Knowingly circumventing the established chain of command may result in disciplinary action, up to and including a finding of insubordination, as provided by **Board Policy B-3050 BHC: Board Communications with Staff Members.**

Parent, Community Relations, and Customer Service

The success of CISD depends on strong relationships among our schools, staff, students, families, and the broader community. Every interaction is an opportunity to build trust, strengthen relationships, and support student success. Parents' and community members' impressions of our district are often shaped by their interactions with employees. As representatives of CISD, all employees are expected to model professionalism, kindness, courtesy, and respect in their words and actions. By creating a welcoming environment where everyone feels valued, heard, and respected, we strengthen our culture, foster a sense of belonging, and build the trust and support necessary for the continued success of our students and programs.

Equal Employment Opportunity

CISD is an equal opportunity employer. Employment decisions are based on qualifications, experience, and district needs—not on race, color, national origin, citizenship, ancestry, gender, sexual orientation, age, religion, creed, disability, marital status, veteran status, political affiliation, or any other status protected by law.

CISD complies fully with the Americans with Disabilities Act (ADA) and does not discriminate against qualified individuals with physical or mental disabilities. Reasonable accommodations will be made for eligible employees or applicants, as long as the individual can perform the essential functions of the

position with or without accommodation and the accommodation does not impose an undue hardship on the district.

Required Equal Employment Opportunity notices are posted in common employee areas and provide information about employee rights and the appropriate government agencies to contact in cases of alleged discrimination. For additional information, refer to **Board Policy G-0200 GBA: Equal Employment Opportunity**.

Harassment, Discrimination, and Accommodations

CISD is committed to maintaining a professional, respectful work environment that is free from harassment, discrimination, intimidation, or hostility. Harassment may include verbal, visual, or physical conduct such as offensive jokes, comments, pranks, or unwelcome advances – whether sexual or nonsexual – that interfere with an employee’s ability to work. Retaliation against employees who report concerns in good faith is strictly prohibited.

All employees, especially supervisors, share responsibility for upholding these standards. Anyone who witnesses or is informed of harassment or discrimination must report it to their supervisor or the Human Resources office. If misconduct is confirmed, appropriate disciplinary action will be taken, up to and including termination.

Employees are personally liable for their own harassing or discriminatory conduct. CISD is not responsible for the actions of individuals who violate policy and may decline legal or financial support in such cases.

In compliance with the Americans with Disabilities Act (ADA) and Section 504, CISD will provide reasonable accommodations to qualified employees with disabilities to enable them to perform essential job duties, unless doing so imposes an undue hardship. Accommodations are reviewed on a case-by-case basis in accordance with the ADA and any applicable state or local laws that prohibit disability discrimination. For accommodation requests, contact the Human Resources office.

Drug/Alcohol/Smoke-Free Workplace

The District complies with the Federal Drug-Free Workplace Act, which states that it is unlawful to manufacture, distribute, dispense, possess, or use a controlled substance in the workplace. The use of tobacco products by employees and any other persons is forbidden in school buildings, on school property, in any district-owned vehicle, or in any vehicle used to transport students. Employees are prohibited from using any tobacco products when on school business or at school-sponsored events off school property. For additional information, refer to **Board Policy G0761, G1100, GBED, KFAA-R**.

Health & Safety

Each employee's health and safety is a responsibility shared by the District and each employee. The employee has the responsibility to perform his or her job manner safely and responsibly, always using

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

Accident & Injury Reporting

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

A driving accident that occurs on school property or during school travel must be reported immediately and a drug test may be required if the employee was driving a school vehicle. Please contact the transportation department immediately. For additional information, refer to **Board Policy GBGD**.

Parent-Employee Boundaries During Work Hours

CISD employees who are parents, guardians, or grandparents of students enrolled in the district may not address their student's personal school matters during contracted work hours. If an urgent student issue arises that requires immediate attention, the employee must request leave through iVisions and receive approval from their supervisor before stepping away from their duties to address the matter in a non-employee capacity.

Employees are also prohibited from attending meetings in their role as a student's parent or guardian during work hours. Doing so will not be considered part of their paid duties. Attending such meetings without approved leave may result in disciplinary action, including a written warning.

Building Access by Employees

District buildings must remain locked at times to ensure that all occupants remain safely guarded. Building access credentials/keys must be protected by all employees. District employees shall not give building credentials/keys to an outside organization or person not employed by the district. Any employee granted access privileges is required to enforce and abide by all district policies and procedural directives regarding the use of the building and any equipment therein.

District Keys

Keys for District facilities must not be produced, duplicated, or obtained from any source other than the Maintenance Department or your Supervisor. The unauthorized possession, use, or reproduction of a

District Key may constitute theft or misappropriation of District property. An employee who violates these procedures may be subject to disciplinary action.

Employee Responsibilities:

- Employees shall only use District access cards/keys to their assigned work areas and lock doors when leaving.
- Employees must also ensure that keys are safeguarded and properly used. Cards/keys should never be placed on a teacher's desk where students may have access.
- At the end of each school year, mid-term transfer or termination of employment, keys must be returned to the site administrator.
- Employees may not loan out or exchange assigned cards/keys.
- Employees must immediately report lost cards/keys to the site administrator.

Lost or unreturned building or classroom cards/keys can pose a serious security issue. Employees must immediately report lost or stolen card/keys to the appropriate site administrator. The employee to whom the card/key(s) was issued is responsible for its use. The employee who lost the card/key(s) may be held liable for cost incurred in re-coring all accessible areas. The replacement fee for key access cards is \$10.

Sexual Harassment

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

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

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

- Sexual flirtations, touching, advances, or propositions;
- Verbal abuse of a sexual nature;
- Sexually graphic or suggestive comments about an individual's dress or body;

- Sexually degrading words to describe an individual;
- The display of sexually suggestive objects or pictures in the workplace, including nude photographs;
- Derogatory gender-based humor;
- Unwelcome touching, patting, pinching, or leering; and
- Derogatory or sexually explicit statements about an actual or supposed sexual relationship.

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

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

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

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

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

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

For more information, refer to **CISD Board Policy GCQF and NMAC Educator Code of Ethics 6.60.9.8.**

Gender Equity, Title IX

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

parental status, pregnancy, sexual orientation, or veteran status is prohibited.

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

Title IX Mandated Reporting of Sexual Misconduct

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

Reports can be made by mail, telephone, or email at any time (business or non-business hours) to the Title IX Coordinator or any district administrator.



The Title IX Coordinator may also receive a report from an employee of an elementary or secondary school who receives notice of sexual harassment or alleged sexual harassment - what we would consider *actual knowledge*. If the district has “actual knowledge” of “sexual harassment,” it must respond promptly in a manner that is not deliberately indifferent. **ALL POTENTIAL REPORTS** of sexual misconduct **must** notify the Title IX Coordinator at hr@cuba.k12.nm.us.

Reporting Other Illegal, Unethical, or Improper Conduct

Professional Responsibility

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

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

Anonymous Reporting (STOPit)

To further support our commitment to a safe environment, the district utilizes STOPit, an anonymous reporting platform. This tool allows staff and students to report concerns such as bullying, harassment, or safety threats directly to administration without fear of retaliation.

Protection from Retaliation

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

No School Discrimination for Hair

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

Definitions under the new law:

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

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

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

Acts of Violence or Vandalism

If you are involved in, witness, or are a victim of acts of violence and/or vandalism you must report this act to your immediate supervisor who will then take action.

Student Abuse of Alcohol or Drugs

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

Child Abuse and Neglect

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

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

Staff Conduct

General Provisions

CISD expects all employees to uphold the highest standards of professional conduct and to always act responsibly and respectfully. Employees must refrain from any behavior that violates federal, state, or local laws or that undermines the integrity, efficiency, or discipline of the district.

Creating a Positive Work Environment

A positive work environment creates a positive learning environment. The district expects all employees to demonstrate professionalism, respect, and ethical conduct in their daily interactions. CISD uses **Positive Behavioral Interventions and Supports (PBIS)** as the framework for creating a positive work and learning environment through consistent expectations, positive relationships, and recognition of growth. In support of the district's vision, employees are expected to contribute to a **judgment-free, culturally responsive** environment that values collaboration, belonging, and continuous improvement.

Educators Code of Ethics

The district places a high value on professional conduct at all employee levels. Professionalism and integrity are vital foundation principles in delivering top-quality educational services. Employees are expected to follow a Code of Ethics daily and use it as a guide when making decisions or judgments. For more information refer to **Board Policy G0761 GBEB-R (6.60.9.8 NMAC & 6.60.9.9 NMAC Educator Code of Ethics)**.

Professional Appearance and Dress Code

All CISD staff serve as role models for students and are expected to demonstrate the positive values, attitudes, and behaviors we seek to instill in children and young people (Professional Standards for Teachers). As a professional organization, staff appearance should reflect the standards of the school environment and be appropriate to each individual's role.

Staff dress and appearance must:

- Align with health and safety regulations;
- Support a professional, respectful learning environment;
- Avoid styles that are distracting, intimidating, or inappropriate.

General Guidelines:

- Business casual attire is the preferred standard.
- Slacks and capris (must extend below the knee) are appropriate; leggings, yoga pants, and sweatpants are not permitted.
- Revealing clothing is not allowed, including low-cut tops, sheer garments, midriff-baring, off-the-shoulder, halter, or tank tops. Short skirts and short shorts are also prohibited.
- Denim must be clean, neat, free of tears or frays, and styled for a business casual look (e.g., paired with a business casual top or Cuba ISD shirt).
- Cuba ISD shirts are encouraged - especially on Thursdays and game days - if in good condition.
- CTE, PE, and summer program staff may wear shorts suitable for active instruction.
- Custodians, maintenance workers, mechanics, tech staff, and others in hands-on roles must wear job-appropriate clothing and footwear for safety.
- Flip flops and slides are not permitted due to safety concerns.

Identification: Staff must wear district-issued ID badges at all times while on campus.

Staff Conduct with Students

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

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

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

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

Violations of this policy shall be considered serious and may result in severe disciplinary action per policies

on the discipline of professional and support staff. Retaliatory or intimidating acts against any person who has made a complaint under this policy and its corresponding regulations, or against a person who has testified, assisted, or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for discipline. Knowingly submitting a false report or making false accusations under this policy shall subject that individual to disciplinary action. For more information, refer to **Board Policy G-0850 GBEBB**.

Sexual Contact with Students

CISD strictly prohibits all forms of sexual or romantic relationships, including inappropriate contact, between employees or volunteers and students—regardless of the student's age or whether the interaction occurs on or off school property. This includes, but is not limited to, sexual touching, sexual acts, and romantic involvement of any kind. Such conduct is unethical, unprofessional, and will result in disciplinary action, up to and including termination and legal consequences.

All staff are expected to adhere to **Board Policy GBEB: Staff Conduct**, which outlines appropriate professional boundaries and behavior.

Student Safety and Restraint

Teachers are responsible for supervising their classes at all times, and students must never be left unattended. Teachers may prohibit or confiscate items that pose a safety hazard, disrupt learning, or risk damaging school property. In emergencies, teachers should contact the principal or trained staff for assistance. Restraint and seclusion may only be used to prevent imminent serious physical harm to the student or others, and only when less restrictive interventions are insufficient; these methods must be used solely by trained personnel unless the urgency of the situation prevents doing so. For more information, refer to **Board Policy J-6400 Student Safety**.

Solicitations and Distributions

Solicitation or distribution of non-CISD materials during working time or in work areas is not permitted. "Working time" refers to the time assigned for job duties and excludes breaks and meal periods. Employees may not sell items, promote raffles, or distribute materials without prior approval from administration. Non-employees are prohibited from soliciting or distributing literature on CISD property. For more information refer to **Board Policy G-0900**.

Fraudulence

According to CISD policies, staff is to "Guard against misappropriation of school assets and immediately report suspected theft or fraud to their immediate supervisor and/or the Superintendent," **Board Policy G-0761**.

Fraudulence (Fraud) is defined as: the intentional use of deceit, a trick, or some dishonest means to

deprive another of his/her/its money, property, or a legal right.

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

Progressive Discipline Process

Administrators or supervisors may use a number of tools to motivate, correct, and/or discipline employees, including, but not limited to, warnings, suspensions, and termination, as determined to be appropriate in each individual circumstance. There may be some situations where the seriousness of the offense justifies the omission of one or more of the steps of the process. Likewise, there may be times when the district may decide to repeat a disciplinary step. Employees always have the opportunity to respond to disciplinary action in writing to the supervisor or department which notifies the employee of the action. For more information, refer to **CISD Board Policy G-9300 GDQD and G-6100 GCQF**.

Administrative Leave Pending Possible Disciplinary Action

If you are suspected of violating the district's policies, procedures, or work rules you may be placed on administrative leave with or without pay, pending an investigation of the situation. The **New Mexico School Personnel Act, particularly NMSA 22-10A-24 and NMSA 22-10A-25**, also provides an opportunity for an employee to state his or her response to being terminated, in the event disciplinary action results in termination.

Employment Matters/Human Resources

Onboarding Process

Once a candidate has been selected by the hiring committee and approved by the superintendent, the following steps will be taken to complete the onboarding process:

1. Offer of Employment
The Human Resources (HR) Department will contact the selected candidate to extend a formal offer. This may be done in person, by phone, or via email. The candidate must confirm acceptance of the position.
2. Letter of Intent
The candidate will receive an official Letter of Intent outlining the position. This letter must be signed and returned to the HR Department by the deadline specified.
3. Background Check
The candidate must complete a background check.
4. Onboarding Paperwork
The candidate will complete required onboarding documents through the Frontline system,

including but not limited to: W-4 (Tax Withholding Form), I-9 (Employment Eligibility Verification), Direct Deposit Enrollment Form, Personnel Disclosure Form, Drug-Free Workplace Acknowledgment, Computer and Internet Use Policies, Staff Handbook Acknowledgment, HB 128 Questionnaire

5. HR Orientation and Contract Signing

The candidate will meet with the HR Director to review and sign the final employment contract and job description.

6. Start Date Coordination

A start date will be confirmed in coordination with the candidate's direct supervisor.

7. Benefits Enrollment

The candidate will meet with the Benefits Specialist to review and complete all applicable benefits forms.

Background checks

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

Qualifications for Licensed Employees

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

Wage and Salary

Each job classification has a salary schedule approved by the Board of Education annually. Cuba ISD applies the same principles of equity to all employees regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

Verification of Experience

Employees are responsible for ensuring that verification of their prior related experience is on file in the Human Resources Department in order to receive full credit on the salary schedule. The Human Resources Department will advise you if additional information is required.

Official Transcripts

Employees are required to have official transcripts on file with Human Resources Department. Transcripts for additional semester hours earned must be on file by October 1 of each year to receive credit on the salary schedule during that school year. New professional employees without official transcripts on file by the October 1 deadline will become unemployable by the district.

Contracts

Upon receipt of your contract, please read it carefully and if its contents correspond to the agreements which were made with you, please sign and submit to the Human Resources Department. If there are any questions, please contact the Human Resources Department.

Contract Changes

Contract changes will be made according to the pay scale and with official transcripts sent to the Human Resources department. It is the employee's responsibility to inform the HR department of any changes in their degree status/education. Any request for contract changes based on the pay scale must be submitted by October 1st of the fiscal year. Any changes or requests made after October 1st will not be reflected until the following fiscal year.

Mandatory Trainings

All employees of CISD are required to participate in various mandatory trainings in accordance with New Mexico state law, federal requirements, and district expectations. Human Resources will communicate required trainings and timelines annually. The list of required trainings may be updated as laws, regulations, and district needs change. Employees are responsible for completing assigned trainings within the designated timeframe and maintaining compliance with all required professional learning expectations:

- Child Abuse/Neglect and Substance Abuse (All staff)
- Cultural Competence and Racial Bias (All staff)
- Cyberbullying (All staff)
- Bullying: Recognition and Response (All staff)
- Title IX Compliance Overview (All staff)
- Diabetes Awareness (All staff)
- English Learner Identification Process Training (Registrars, counselors, testing coordinators, administrative assistants, and administrators)
- Implementing Bilingual Multicultural Education Programs (All ELD, Bilingual Teachers and Administrators)

Job Description

All employees must review and sign their job description upon hire and annually thereafter. The signed

copy will be placed in their personnel file, with a copy provided for personal records. Employees are responsible for staying informed of any updates to their duties, expectations, or supervision throughout the year.

Employee Assistance Program

CISD encourages all employees with personal problems affecting their abilities to function effectively to contact Human Resources. For more information, refer to **Board Policy G-1350 GBGC**.

Personnel Files

Professional employees must provide the District with official, current college transcripts and maintain a valid license. The District keeps a confidential personnel file for each employee, which includes the right to review and respond to any derogatory information added. Access is limited to authorized personnel; Board members may only review files with formal Board approval. Employees may request to view their file in writing, though pre-employment confidential materials (e.g., references) are excluded. Information deemed public will be released in accordance with the Inspection of Public Records Act, Confidential Materials Act, and Board policy. For more information, refer to **Board Policy G-1650**.

Medical Records & Information

Medical records are kept in a separate, confidential file in accordance with HIPAA. CISD may require employees to undergo a health or mental health evaluation to determine their ability to perform essential job functions, with or without accommodations. Employees must submit a medical release from their physician if they have a pre-existing or new medical condition. CISD complies with the Bloodborne Pathogen Act and requests that employees complete an Emergency Contact Form, maintained separately from their personnel file.

Exempt vs. Non-Exempt and the Fair Labor Standards Act

Employee classification under the Fair Labor Standards Act (FLSA) determines eligibility for overtime. Exempt employees are not entitled to overtime pay, while non-exempt employees are. Each job description will indicate the position's classification.

Non-exempt employees must receive prior approval from the Superintendent before working over 40 hours per week. The district will pay overtime at one-and-a-half times the regular rate for all hours worked beyond 40 in a workweek.

Exempt employees are not eligible for overtime and must complete the "Off Contract Work Approval" form—available under Forms & Manuals on the district website—for any work performed outside of contract time.

For more information, visit the U.S. Department of Labor's Overtime Fact Sheets:

Overtime Compensatory Plan

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

Overtime at the rate of time and one-half of the employee's hourly rates will be earned by eligible non-exempt employees who are physically required to work more than forty (40) hours during the work week (leave and/or holidays do not count toward the 40 hours). Must be pre-approved before any overtime can be processed. Overtime compensation shall be by payment at the rate of time and one-half –OR– by granting compensatory time off at a rate of one and one-half hours for each hour of overtime worked. Again, all overtime and compensatory time must have PRIOR written approval of the Superintendent.

Compensatory time must be pre-approved and shall be subject to the Collective Bargaining Agreement to forty (40) hours for non-exempt employees affected by the Fair Labor Standards Act for purposes of compensation for extra duty resulting in an employee working beyond forty (40) hours in any week (leave and/or holidays do not count toward the 40 hours). Compensatory time off may be taken during the pay period following the week in which it was earned unless the use of compensatory time off would unduly disrupt the operations of the district. In the event that compensatory time is not taken within the specified time frame, it will be compensated as required by the Fair Labor Standards Act (FLSA) upon the request of the employee. For more information, refer to **Board Policy G-8461 GDL-R & District Off Contract Work Approval Compensatory Time Form**.

Business Hours & Attendance

The regular work year for employees is noted in the employee contract, and the assigned work schedule and reporting times are outlined in the employee's job description.

All employees will have normal starting and dismissal times established by their immediate supervisor. The work hours are indicated on employee job descriptions and shall include a thirty-minute duty-free lunch period.

Employees are expected to adhere to the work hours assigned to their position. Repeated or unauthorized absences or tardiness may result in disciplinary action, up to and including dismissal. Employees should consult the District's Leave Policy for guidance on requesting time off. All absences must be reported to your supervisor in advance, or as soon as possible in the case of an emergency. Work hours and meal breaks will be scheduled by your supervisor.

Absence or Lateness

If you are unable to report to work or will be late, notify your supervisor as soon as possible. All absences, including tardiness or arriving late, must be submitted in iVisions. Planned absences must be requested in

advance through your building supervisor. A consistent pattern of absences, excessive tardiness, or leaving early may be treated as misconduct and can result in disciplinary action, up to and including termination. The nature, frequency, and reasons for absences or lateness will be taken into account.

Evaluation of Regular Full and Part-Time Employees

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

Discipline, Discharge, and Separation from Employment

CISD reserves the right to terminate or discharge an employee at any time for good cause, when it is in the best interest of students and the public. Grounds for termination may include, but are not limited to, gross misconduct, poor performance, excessive absenteeism or tardiness, insubordination, or economic necessity.

Terms and conditions of employment are outlined in each employee's contract and, where applicable, in negotiated agreements. Disciplinary procedures, including discharge for cause and grievance/appeal processes, are governed by state regulations, Board of Education policies, and union contracts. Refer to **Policy G-6100 GCQF or G-9100 GDQ** for more information.

Voluntary Terminations

The Cuba Independent School District will consider you to have voluntarily terminated your employment if you:

- **Resign:** A letter of resignation from your employment with CISD must be given to your immediate supervisor with a copy to Human Resources.
- **Retire:** A letter of retirement must be sent to the Superintendent with a copy to your supervisor and to Human Resources.

Time of Notice - Employees must give at least thirty (30) days' notice for CERTIFIED employees and fifteen (15) for NON-CERTIFIED employees, of intent to resign as specified in the employee contract. The District may prefer that the employee not work during the notice period. For additional information, refer to **Board Policy GCQ, GCQA.**

Involuntary Terminations

- **Termination/Discharge:** Cuba ISD may terminate/discharge you from your employment for poor performance, misconduct, excessive absences, tardiness, discrimination or other violations of CISD policies. If your employment is at will, you or CISD may terminate the employment relationship at any time and for any or no reason.
- **Non-Renewal:** Cuba ISD may elect not to renew the expiring contracts of some employees. This is considered Non-Renewal.

Return of District Property

Upon notice of termination, resignation, or reduction-in-force, employees must return all CISD property, including keys, files, electronic devices, and any other materials. Access to CISD facilities and systems will be revoked immediately upon separation.

Any property that CISD issues to you, such as keys, uniforms, computer equipment, etc., must be returned to your supervisor at the time of termination. You will be responsible for any lost or damaged items. The value of property issued and not returned may be deducted from your paycheck. You may be required to sign a wage deduction authorization form for this purpose.

Records and Certification

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

Leave

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

Authorized leave from duty includes: Professional Leave, Straight Leave, Personal Leave, Annual Leave, Legal/Civic Leave, Bereavement Leave, Public/Political Leave, Extended Illness, Parental Leave, Battery Leave, Extended Leave, Military Leave.

Requesting Leave

Requests for leave must be submitted to your immediate supervisor for prior approval through iVisions Employee Access. In cases of illness or other unforeseen circumstances, you must notify your supervisor as soon as you know you are unable to report to work. Leave must be submitted in iVisions immediately upon return from any unplanned absence. Leave requests will flow through the approval process to the employee's supervisor and the Superintendent. Staff who fail to enter their leave in a timely manner may

be subject to disciplinary action. For detailed information on leave, refer to **Board Policy GCC**.

Benefits During Leave

During paid leave, all other benefits will remain in force, and straight leave and annual leave will continue to accrue as normal. During unpaid leave, the employee is responsible for maintaining health insurance coverage through the New Mexico Public Schools Insurance Authority Eligibility Administrator (ERISA Administrative Services). Leave will not accrue during the unpaid leave period. The District will comply with all FMLA (Family & Medical Leave Act) Regulations.

Professional Leave

Leave of absence with pay may be granted for professional visitation and attendance at job-related meetings, conferences, and training with prior approval. Any reimbursement of expenses is subject to the mutual agreement of the Superintendent and the employees before the approval of the leave.

Professional leave is not to be used to chaperone extra or co-curricular activities/trips unless you are the teacher or coach of record.

Straight Leave

Straight leave is earned each pay period beginning with the first full calendar month worked based on the table below. All regular full-time staff will be allotted Personal Leave, with half at the beginning of the first term (August) and half at the beginning of the second term (January).

Leave Accrual

Contract Length	Straight Leave	Personal Leave
155/160 days	70 hrs	14 hrs
168 days	70 hrs	14 hrs
178 days	88 hrs	16 hrs
180 days	88 hrs	16 hrs
203 days	104 hrs	16 hrs

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

Annual Leave

Twelve-month full-time employees earn annual leave at the rate of 6.16 hours per pay period. Annual leave may accumulate up to 240 hours. Annual leave is scheduled by mutual agreement of the supervisor and the employee.

Bereavement Leave

Up to three (3) days of absence with pay per year may be granted when there is a death in an employee's immediate family. Immediate Family is defined to include husband, wife, child, grandchild, parents, grandparents, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law, **see Board Policy G-3150**.

Family and Medical Leave Act (FMLA)

This act requires the district to offer up to 12-weeks of unpaid leave during any 12-month period to eligible employees. Employees must be employed for at least one year to qualify for one or more of the following reasons:

- for the birth and care of the newborn child of the employee
- for placement with the employee of a child for adoption or foster care
- to care for an immediate family member (spouse, child, or parent) with a serious health condition
- to take medical leave when the employee is unable to work because of a serious health condition.

Spouses employed by the same employer are jointly entitled to a combined total of 12 work weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

The district is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken, and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. The employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave. Upon return from FMLA leave, an employee must be restored to the original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

Employees seeking to use FMLA leave are required to provide a 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practical. The district may also require the employee to provide medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member and periodic reports during FMLA leave regarding the employee's status and intent to return to work.

Holidays

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

Inclement Weather

Some buses begin their routes at 5:30 a.m.; therefore, the decision to call a remote-day, cancellation, or

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delay needs to be made by 5:00 a.m. The district transportation director 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 when appropriate.

Once the Superintendent's decision is made regarding a remote-day, cancellation, or delay, the transportation director will notify principals and other administrators, and the cancellation will be broadcast on all communication platforms such as Email, Text, Website, Facebook, Twitter and Local TV stations.

2-Hour Delay Schedule

When it is necessary to delay the starting time for school under certain inclement weather conditions, the starting time for school will be delayed by two hours. This means that the buses will pick up students approximately two hours later for all grades. Staff will report two hours later than their usual start time.

Remote Days

The district will offer remote learning during closures when possible. Remote Days are designated days when students engage in structured classwork from home due to circumstances that prevent in-person learning on campus.

Staff Guidelines for Remote Days:

- Teachers are expected to provide live instruction, post assignments, and be available during contract hours to support students.
- Educational assistants and support staff should coordinate with their supervisors to determine appropriate remote responsibilities, which may include supporting instruction, completing training modules, or assisting with student engagement.
- Administrators and office staff should work remotely or on-site, as needed, to ensure operational continuity.
- Staff whose job duties cannot be performed remotely (e.g., custodial, maintenance, transportation, cafeteria, etc.) are required to report to work on a 2-hour delay schedule, unless otherwise notified by their supervisor.
- All staff should regularly check email and maintain communication with students, families, and colleagues throughout the day and check in and out with their supervisor.
- Meetings and collaboration should continue virtually unless otherwise directed.

Please reach out to your supervisor if you have questions about your responsibilities on a Remote Day. Staff that do not report to work on a remote day must use leave and put in for a full contract day. Leave already submitted cannot be amended for remote days or delays.

Cancellation Day

If remote learning is not feasible, and school must be cancelled, the missed day(s) may be made up on

the Friday of the same week if possible.

Business Office Procedures

Travel

A Travel Request Form must be initiated for any out-of-town trip, whether or not reimbursement is made from District funds. District policies and procedures are designed to meet all the requirements of NMAC 2.42.2.1-14.

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

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

Vehicle Requests

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

Field Trips

A Substitute for teacher of record can only be called after the field trip has been approved. Field trip forms such as approval forms, lunch requests, permission slips, and justification forms can be found on the District website. For more information, refer to **Board Policy I-6500 IJOA**.

Student Meals

Sack lunches for field trips are provided by the Cafeteria. Please submit a sack lunch request form at least two (2) weeks prior to the field trip. For evening trips or overnight trips and activity- sponsored trips, meals are limited to \$20 per student/bus driver/coach/sponsor.

COACHES/SPONSORS ARE RESPONSIBLE FOR PAYING ANYTHING ABOVE THE \$20 MAXIMUM ALLOWABLE AMOUNT DIRECTLY TO THE RESTAURANT ON THE DAY OF PURCHASE.

For details, refer to **Board Policy I-6500 IJOA, District Website Sack Lunch Request, Meal Reconciliation Form & Field Trip Forms.**

Fundraising & Donations

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

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

Donations must follow Board policy and shall become District property and subject to the policies of the District. For more information, refer to **Board Policy K-0850 KCD & K-0861 KCD-R.**

Handling and Receipting of Money

All activity fund receipting and depositing to the bank must be done within twenty-four (24) hours as per **NMSA Section 22-8-6.**

Purchasing Procedure

All purchases must be done by purchase order. The purchase order must be obtained before the purchase is made. A purchase order may be obtained by working with your school principal or immediate supervisor. Under no circumstances will the district pay for an order if a purchase order has not been obtained prior to the order of items. Employees will be held responsible for anything ordered without a Purchase Order. Please get with your supervisor or site administrative assistant for information on purchasing. **Anything above \$50,000 requires board approval.**

Procedures for general services or goods:

- Under \$20,000: Entity may procure general services or goods via a Purchase Order at the best obtainable price.
- Between \$20,001 and \$60,000: Entity must procure general services or goods by obtaining 3 formal quotes. Formal quotes must be written and on a business letterhead.
- Over \$60,000: Entity must procure general services or goods via an Invitation to Bid. In some cases, where appropriate, a Request for Proposal (RFP) may be used to procure general services.

Procedures for obtaining professional services:

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

****Note:** Subject to the availability of funding, \$500 in Title I and/or IDEA-B funds may be allocated to support the purchase of classroom supplies and student incentives. Staff will receive email communication with information regarding funding availability, eligibility, and the process for requesting these resources.

Accounts Payable

Please forward ALL invoices and receipts to the Business Office immediately or email them directly to accountspayable@cuba.k12.nm.us. This includes any invoices received via email or in person such as hotel receipts.

Payroll

Paydays

CISD pays bi-weekly in a span of 26 pay periods over one year (July 1st – June 30th). Please refer to the payday/timesheet schedule in the Appendix. Cuba ISD encourages the use of direct deposit. As required by law, the district must withhold Federal and State taxes, FICA, Medicare, Educational Retirement, Retiree Health Insurance, and Worker's Compensation employee fees from all paychecks.

Payment of Overtime

Cuba ISD complies with the Fair Labor Standards Act. Overtime worked in relation to the employee's specific job, if required, in excess of 40 hours per week, shall be paid at one and one-half (1.5) times the hourly rate for qualifying employees. No employee is allowed to work overtime without the approval of their supervisor.

Garnishments

You should manage your financial affairs so that the District will not be obligated to execute any court ordered wage garnishments against you. If the court orders the District to take deductions from your paycheck, you will be notified accordingly. A processing fee may be assessed for each transaction.

Benefits

Insurance

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

per week.

The District carries a master policy for group health and accident insurance, to which employees may subscribe if they so desire. Provided also are loss of time (disability) and life insurance protection. Copies of individual plan details may be obtained from the Business Office. You become eligible for coverage on the first day of the month following your date of hire, provided you have completed and submitted the necessary paperwork. The District will pay premium costs based on the board approved cost-share schedule.

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

Provided by the District:

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

Cost-shared by the employee and the District:

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

Cost paid 100% by employee:

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

Cafeteria Plan and Tax-Sheltered Annuities

Available:

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

Worker's Compensation

Cuba ISD employees are covered by Workers' Compensation against injury at work. The District pays the full cost of the program. Employees must report job-related injuries immediately to qualify for prompt benefits. Payments are not made for the first seven (7) days of lost time due to an on-the job accident or illness. Workers reporting to work after being absent due to a work-related injury must report to their supervisor with a doctor's release before beginning work.

Unemployment Insurance

All employees are covered by unemployment insurance, which provides benefits in the event the employee's job is terminated through no fault of the employee. The District pays the full cost of the program. Eligibility is determined by the State Department of Labor.

Professional Growth and Development

CISD recognizes **Professional Learning Communities (PLCs)** as an essential component of ongoing, job-embedded professional growth. PLCs provide opportunities for employees to collaborate, reflect on practice, analyze data, and develop solutions that support student success. Through teamwork and shared responsibility, employees contribute to achieving district goals and maintaining a culture of continuous improvement consistent with the expectations of the Educator Code of Ethics.

Continuing Education Assistance Program

Regular full-time employees who have been employed for at least six (6) months may apply to the District for reimbursement of job-related professional development or educational coursework that meets Title II Objectives. Acceptability of training, coursework for professional development, certification, re-certification, or job-relatedness is the sole discretion of the Superintendent and is dependent upon the availability of funds. For more information, refer to **Board Policy G-2450**.

Technology

Technology Help Desk

For assistance with technology, please submit a help desk request using the link on the District website.



District Text Messaging Service

To receive notification text messages from the District, contact your site administrative assistant to ensure that your contact information is correctly entered into the Student Information System (SIS). You will automatically start receiving text messages from the district messaging platform.

Accessing Student Data

Instructional staff has the responsibility to check the Student Information System (SIS) for critical student classifications like Special Education, English Language Learners (ELL), etc. to ensure they are meeting instructional and legal requirements.

Technology Resources

Use of CISD technology resources is a privilege intended to support job-related functions. All employees must use their CISD-assigned email accounts for school and district business. Communication with parents, students, and athletes must occur through CISD approved platforms. Misuse of technology may result in loss of privileges, disciplinary action up to termination, and possible legal consequences. While not all violations are listed, employees are expected to use CISD technology responsibly, professionally, and in accordance with the **Email and Internet Use Policy** below:

Email and Internet Use Policy

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

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

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

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

- Keep messages concise and avoid opinions or subjective content.
- Be careful and sensible when composing and sending e-mail messages.
- Treat and use electronic communications like other formal means of communicating.
- Delete messages regularly unless there is a reason to maintain access to them on the computer. However, remember, that e-mail messages may still exist even after they are deleted.
- Print, retain, and file paper copies of relevant messages needed for future reference or to confirm sending or receipt.
- Employees should exercise caution before opening attachments to e-mails received from outside the District. There is a risk that such attachments may contain programs or executable

files that carry viruses. Do not open attachments unless the source and/or sender can be verified.

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

Acceptable Use of District Technology Resources

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

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

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

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

must comply with District directives.

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

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

Cell Phone and Wireless Communication Devices

Staff are expected to model responsible cell phone use and, whenever possible, follow the same expectations set for students regarding the use of wireless communication devices during the school day. While it is understood that cell phone use may at times be necessary for work-related communication, staff should limit personal use during instructional time and ensure that any use of a device does not interfere with student learning or professional responsibilities. Principals may provide additional guidance specific to their school site. Student cell phone storage will be addressed by administration. For more information, refer to **Board Policy J-3150**.

Fixed Asset Inventory

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

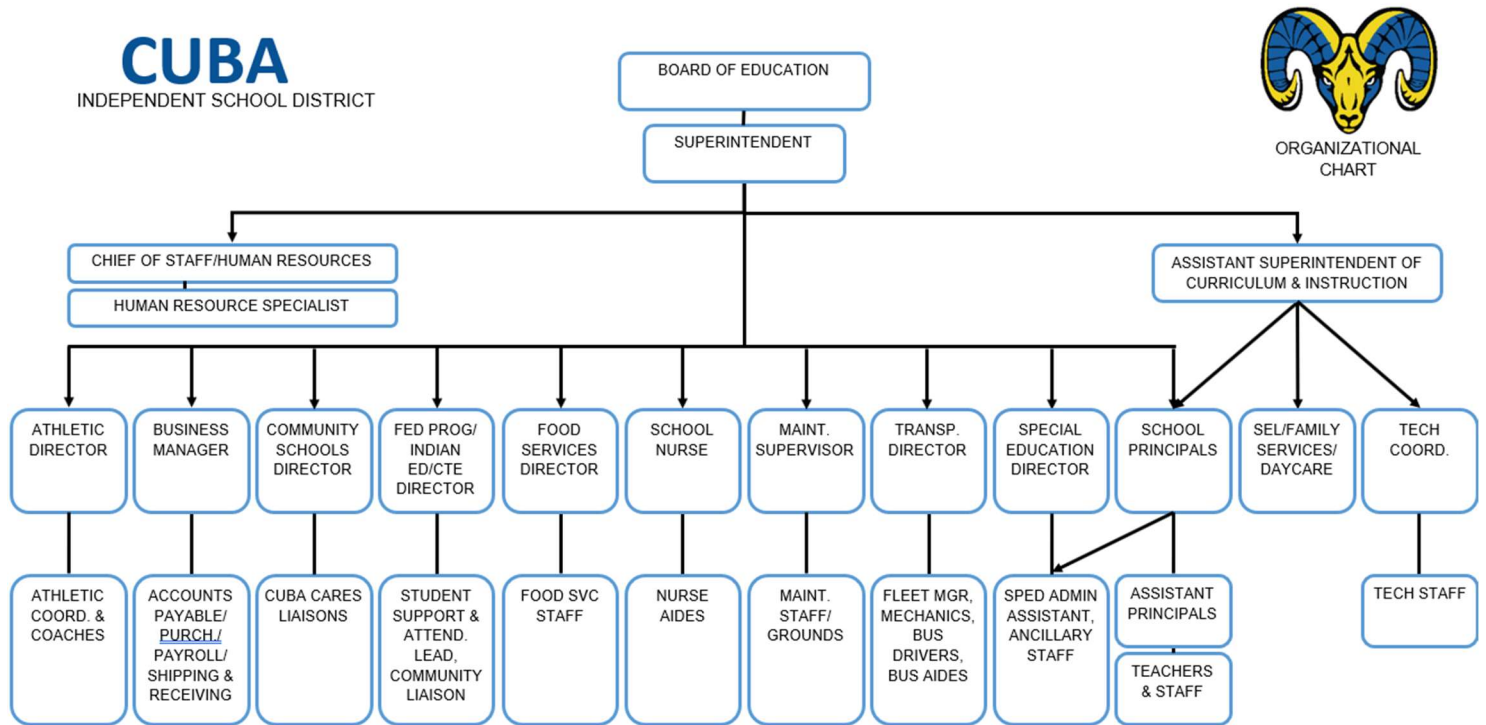
Maintenance

For assistance with maintenance, please submit a Maintenance Request using the link on the District website.



Appendix

Organizational Chart



9-Month School Calendar



CUBA INDEPENDENT SCHOOL DISTRICT

School Calendar

2026-2027

July 13: First Contract Day for 180 Staff

July 29: First contract day for 160 Staff, Teacher PD

July 30: Teacher PD

JULY 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2027						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 1: New Year Holiday, NO SCHOOL

Aug 3: 1st day of school

★ Aug 18: Open House, 4-7pm

AUGUST 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18★	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Feb 4: Mid 9 Weeks

Sept 3: Mid 9 Weeks

SEPTEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11★	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mar 10: 3rd 9 Weeks ENDS

★ Mar 11: NO SCHOOL, Parent-Teacher Conferences
Mar 29-31: Spring Break, NO SCHOOL

Oct 8: 1st 9 Weeks ENDS

Oct 22: NO SCHOOL, Parent-Teacher Conferences

OCTOBER 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Apr 1-2: Spring Break, NO SCHOOL

Apr 22: Mid 9 Weeks

Nov 3: Election Day, NO SCHOOL

Nov 12: Mid 9 Weeks

Nov 25-27: Thanksgiving Break, NO SCHOOL

NOVEMBER 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 27: 4th 9 Weeks ENDS

May 27: Last Day of School

May 28: Last contract day for 160 Staff, Teacher PD

May 29: High School Graduation

Dec 17: 2nd 9 Weeks ENDS

Dec 21-31: Winter Break, NO SCHOOL

DECEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2027						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 15: Last contract day for 180 Staff

Legend
No School, Teacher PD
No School, Parent/Teacher Conferences
No School/Vacation/Holiday

Note: If a remote day is not feasible and the school day is cancelled, the day will be made up on the Friday of the same week, when possible.

12-Month Employee Calendar



CUBA INDEPENDENT SCHOOL DISTRICT

12-MONTH Employee Calendar

2026-2027

July 13: First Contract Day for 180 Staff

July 29: First contract day for 160 Staff, Teacher PD

July 30: Teacher PD

JULY 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2027						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan 1: New Year Holiday, NO SCHOOL

Aug 3: 1st day of school
★ Aug 18: Open House, 4-7pm

AUGUST 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18★	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Feb 4: Mid 9 Weeks

Sept 3: Mid 9 Weeks

SEPTEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MARCH 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11★	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Mar 10: 3rd 9 Weeks ENDS
★ Mar 11: NO SCHOOL, Parent-Teacher Conferences
Mar 29-31: Spring Break, NO SCHOOL

Oct 8: 1st 9 Weeks ENDS
Oct 22: NO SCHOOL, Parent-Teacher Conferences

OCTOBER 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Apr 1-2: Spring Break, NO SCHOOL
Apr 22: Mid 9 Weeks

Nov 3: Election Day, NO SCHOOL
Nov 12: Mid 9 Weeks
Nov 25-27: Thanksgiving Break, NO SCHOOL

NOVEMBER 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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May 28: Last contract day for 160 Staff, Teacher PD
May 29: High School Graduation

Dec 17: 2nd 9 Weeks ENDS
Dec 21-31: Winter Break, NO SCHOOL

DECEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2027						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 15: Last contract day for 180 Staff

Legend
No School, Teacher PD
No School, Parent/Teacher Conferences
No School/Vacation/Holiday

Note: If a remote day is not feasible and the school day is cancelled, the day will be made up on the Friday of the same week, when possible.

Timesheet/Pay Day Schedule

CUBA INDEPENDENT SCHOOLS TIMESHEET/PAY DAY SCHEDULE 2026/2027

PAYROLL	DAYS ON YOUR TIMESHEET	TIMESHEETS DUE to Central Office no later than 9:00 am	PAY DAY
1	07/01/26 - 07/03/26	<u>07/06/26</u>	Friday, July 10, 2026
2	07/04/26 - 07/17/26	<u>07/20/26</u>	Friday, July 24, 2026
3	07/18/26 - 07/31/26	<u>08/03/26</u>	Friday, August 7, 2026
4	08/01/26 - 08/14/26	<u>08/17/26</u>	Friday, August 21, 2026
5	08/15/26 - 08/28/26	<u>08/31/26</u>	Friday, September 4, 2026
6	08/29/26 - 09/11/26	<u>09/14/26</u>	Friday, September 18, 2026
7	09/12/26 - 09/25/26	<u>09/28/26</u>	Friday, October 2, 2026
8	09/26/26 - 10/09/26	<u>10/12/26</u>	Friday, October 16, 2026
9	10/10/26 - 10/23/26	<u>10/26/26</u>	Friday, October 30, 2026
10	10/24/26 - 11/06/26	<u>11/09/26</u>	Friday, November 13, 2026
11	11/07/26 - 11/20/26	<u>11/23/26</u>	Friday, November 27, 2026
12	11/21/26 - 12/04/26	<u>12/07/26</u>	Friday, December 11, 2026
13	12/05/26 - 12/18/26	<u>12/21/26</u>	Thursday, December 24, 2026
14	12/19/26 - 01/01/27	<u>01/04/27</u>	Friday, January 8, 2027
15	01/02/27 - 01/15/27	<u>01/18/27</u>	Friday, January 22, 2027
16	01/16/27 - 01/29/27	<u>02/01/27</u>	Friday, February 5, 2027
17	01/30/27 - 02/12/27	<u>02/15/27</u>	Friday, February 19, 2027
18	02/13/27 - 02/26/27	<u>03/01/27</u>	Friday, March 5, 2027
19	02/27/27 - 03/12/27	<u>03/15/27</u>	Friday, March 19, 2027
20	03/13/27 - 03/26/27	<u>03/29/27</u>	Friday, April 2, 2027
21	03/27/27 - 04/09/27	<u>04/12/27</u>	Friday, April 16, 2027
22	04/10/27 - 04/23/27	<u>04/26/27</u>	Friday, April 30, 2027
23	04/24/27 - 05/07/27	<u>05/10/27</u>	Friday, May 14, 2027
24	05/08/27 - 05/21/27	<u>05/24/27</u>	Friday, May 28, 2027
25	05/22/27 - 06/04/27	<u>06/07/27</u>	Friday, June 11, 2027
26,27,28,29	06/05/27 - 06/18/27	<u>06/21/27</u>	Friday, June 25, 2027
30 (timesheets only)	06/19/27 - 06/30/27	<u>06/21/27</u>	Friday, June 25, 2027

PAYROLL 9 & 22: Employees pay only **Mandatory Deductions**.

155, 160, 168 day contract employees start payday on PAYROLL 4 and end on PAYROLL 29.

178 & 180-day contract employees start payday on PAYROLL 3 and end on PAYROLL 28.

203-day contract employees start payday on PAYROLL 1 and end on PAYROLL 26.

Educator Code of Ethics, NMAC 6.60.9.8

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

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

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

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

1. share the responsibility for improving the educational opportunities for all;
2. recognize that each educational institution has a person authorized to interpret its official policies
3. acknowledge the right and responsibility of the public to participate in the formulation of educational policy
4. evaluate through appropriate professional procedures conditions within a district or institution of learning, make known serious deficiencies, and take action deemed necessary and proper
5. assume full political and citizenship responsibilities, but refrain from exploiting the institutional privileges of our professional positions to promote political candidates of partisan activities
6. protect the educational program against undesirable infringement and promote academic freedom

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

planning, and programs of our professional organizations. In fulfilling our obligations to the profession, we:

1. recognize that a profession must accept responsibility for the conduct of its members and understand that our own conduct may be regarded as representative of our profession
2. participate and conduct ourselves in a responsible manner in the development and implementation of policies affecting education
3. cooperate in the selective recruitment of prospective teachers and in the orientation of student teachers, interns, and those colleagues new to their positions
4. accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities
5. refrain from assigning professional duties to nonprofessional personnel when such assignment is not in the best interest of the student
6. refrain from exerting undue influence based on the authority of our positions in the determination of professional decisions by colleagues
7. keep the trust under which confidential information is exchanged
8. make appropriate use of the time granted for professional purposes
9. interpret and use the writings of others and the findings of educational research with intellectual honesty
10. maintain our integrity when dissenting by basing our public criticism of education on valid assumptions as established by careful evaluation of facts
11. respond accurately to requests for evaluation of colleagues seeking professional positions
12. provide applicants seeking information about a position with an honest description of the assignment, the conditions of work, and related matters.

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

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

Equal Employment Opportunity

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

Notice of Non-Discrimination

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

Cuba Independent School District Title IX Coordinator

HR Specialist, Jared Jake
50 County Rd 13
Cuba, NM 87013
(575) 289-3211, ext. 612 Office
hr@cuba.k12.nm.us

Office of Civil Rights

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

Section 504 Notice of Non-Discrimination

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

Inquiries concerning the application of Section 504 and its implementing regulations may be referred to the Cuba Independent School District 504 Coordinator at hr@cuba.k12.nm.us.

USDA Non-Discrimination Statement

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

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

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

This institution is an equal opportunity provider.

Universal Safety Procedures



Saved to this PC

Cuba Independent Schools Universal Safety Procedures

<u>LOCKDOWN</u>	<u>EVACUATION/RELOCATION</u>
<u>ALICE</u> For use in responding to a violent critical incident <u>A = ALERT - First Notification of Danger</u> • PA Announces Emergency Notification • Sounds—Gunfire, screaming, etc. • Sight—Running people, attacker, etc. <u>L = LOCKDOWN - Barricade & Fortify</u> • Barricade the door • Spread out in the room with counter devices • Lock for alternative escape routes • Dial 911—when safe to do so <u>I = INFORM—Pass on real time information</u> • What, Where, Who, How • Communication Methods • PA system • Phones • Radios <u>C = Counter Taking Back Control</u> • Disrupt the attacker using counter strategies • Use noises movement distance • Put off Balance • Distractions • Put on defense <u>E = ELEVATE/ FLEE to Rally Point</u> • Leave all belongings behind • Remove as many potential targets • NO VEHICLES!	For use when conditions are safer outside than inside and to move students and staff off campus away from a dangerous situation. When an announcement is made or an alarm is sounded: • Take the closest and safest way out as a posted (use secondary route if primary route is blocked or hazardous) • Take lap top for student accounting /attendance • Take classroom incident response Go-Kit • Assist those needing special assistance • Do not stop for student/staff/belongings • Do NOT LOCK DOORS • Go to designated assembly area • Account for all students and staff • Check for Injuries • Wait for further instructions • NO VEHICLES IN OR OUT
<u>SHELTER IN PLACE</u>	
For use to protect occupants from potential external dangers and natural hazards • All students are physically supervised during a shelter-in-place. • No one is allowed in or out of the building. • Students and staff are allowed to have organized and supervised restroom breaks, medical attention, food, and water if necessary. • Students are allowed to continue their studies in a supervised classroom that is locked and secure.	

Code of Conduct Pursuant to the New Mexico Governmental Conduct Act

Cuba ISD adopts and adheres to the New Mexico Governmental Conduct Act (§10-16-1 et. seq. NMSA 1978 (2020)) to ensure a high level of ethical conduct of all District employees. Employees are expected to perform their duties with commitment to high standards of conduct consistent with their roles as public servants of the citizens of New Mexico.

All employees shall familiarize themselves with and adhere to the Governmental Conduct Act and the standards set forth herein and in **Board policy G-0700 GBEAA**.

1. Public Trust

- a. You shall treat your position as a public employee as a public trust. You shall use your position and the powers and resources of your employment only to advance the public interest and not to obtain personal benefits or pursue private interests.
- b. You shall conduct yourself in a manner that justifies the confidence placed in you by the people, at all times maintaining integrity and discharging ethically the high responsibilities of public service.
- c. You shall not disclose confidential information obtained by virtue of your employment for your own or another person's private gain.

2. Conflicts of Interest

- a. You shall provide full disclosure of real or potential conflicts of interest. At all times, reasonable efforts shall be made to avoid undue influence and abuse of office in public service.
- b. You shall not request or receive, or offer a legislator or public officer or employee, any money, thing of value, or promise thereof that is conditioned upon or given in exchange for promised performance of an official act. Any person who knowingly and willfully violates the provisions of this subsection is guilty of a fourth-degree felony.
- c. You shall not engage in any other employment or activity that creates a conflict of interest, interferes with your duties to the public, occurs during your regular work hours, compromises your ability to discharge your duties to the public, or otherwise adversely affects the performance of your duties. You shall disclose on an annual basis in writing to the Superintendent all employment other than employment with the District.
- d. Nepotism - A person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter or daughter-in-law, brother, brother-in-law, sister, sister-in-law of a member of the Board or Superintendent may not be initially employed or approved for employment in any capacity in the District. The school board may waive the nepotism rule for family members of a local superintendent. Nothing in this section of this policy shall prohibit the continued employment of such a person employed on or before March 1, 2003.

3. Political Activities

- a. You shall not directly or indirectly coerce or attempt to coerce another public officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose.
- b. You shall not threaten to deny a promotion or pay increase to an employee who does or does not vote for certain candidates, requiring an employee to contribute a percentage of the employee's pay to a political fund, influencing a subordinate employee to purchase a ticket to a political fundraising dinner or similar event, advising an employee to take part in political activity, or engage in any other similar activities.
- c. You shall not violate your duty to refrain from using District property or time, or allow its use, for other than authorized purposes.

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Acknowledgement of Receipt

I have read, understand, and agree to comply with the policies, procedures, rules, and regulations contained in the CISD 2026-2027 Staff Handbook, including the CODE OF CONDUCT PURSUANT TO THE NEW MEXICO GOVERNMENTAL CONDUCT ACT. I recognize that violation of any policies, procedures, rules, or regulations may result in disciplinary action up to and including termination/discharge and possible civil or criminal penalties under the law.

Employee Signature

Date

Employee Printed Name