

Tulelake Basin Elementary School

Student Handbook

2026-2027



All families must have an updated, working phone number.
<http://www.tulelakeschools.org>

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DRAFT

TULELAKE BASIN JOINT UNIFIED SCHOOL DISTRICT

Goals

Achieve academic excellence and meet the needs of ALL students in a safe and supportive environment.

Build future generations by investing, coaching, and setting expectations for students, parents, staff, and the board to support student achievement.

Create effective programs that promote life skills.

TULELAKE BASIN SCHOOL BOARD MISSION

STUDENTS WILL...

- Be happy
- Feel safe
- Utilize local resources
- Be career and community-oriented
- Growing academically, socially, and behaviorally

STAFF WILL...

- Be happy
- Work as a team
- Be engaged
- Be committed
- Growing professionally
- Feel supported and support one another
- Utilize local resources

TBJUSD VISION: INSPIRING FUTURES BY EDUCATING MINDS

Board of Trustees

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Member

Jordan Dodson
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Tulelake Basin Elementary School Mission

In order to prepare all students for college readiness and success in a global society, Tulelake Elementary School will provide every student with a high standard of academics combined with personal, social, and emotional development in a collaborative, positive environment.

New Student Registration

An adult must be present when registering a new student.

Please bring the following:

- Valid Birth Certificate
- Up-to-date Immunization Record showing
 - A series of polio shots or oral Sabin
 - A series of DPT/tDap shots
 - MMR (mumps, measles, rubella)
 - Hepatitis B Series
 - Varicella
 - An immunization waiver form may also be signed
 - 6th Grade students must have T-Dap and varicella vaccinations before entering junior high.
- All new student transfers should bring the name and address of their previous school to registration.
- Per the California Department of Public Health (CDPH), Students entering kindergarten or a California school for the first time are required to submit to a Pediatric TB risk assessment screening and if indicated, a test for tuberculosis infection.
- TB Screening Risk Assessment: PPD skin test or blood test depending on immigration status and vaccine status (evaluation also may be required after two weeks in a high risk area).

Proof of a health physical is to be presented to the school within 90 days after a child's entry into the **first grade** documenting that within the prior 18 months the child has received the appropriate health screening.

Proof of an Oral Health Assessment is to be presented to the school before May 31st for students entering Kindergarten or students in their first year in public school. (BP 5111)

Office Procedures

1. **Visitations:** All visitors to the school must report to the office, sign in, and receive a visitor's pass. To honor instructional time visitors may observe rooms, but may not meet with teachers during instructional time. Visitors should schedule meetings with teachers to ensure a teacher viability, as teachers are often in meetings before and after school.
2. **Sign Out:** Students will not be dismissed from the school site without notification from the office.
3. **Information Changes:** All students must have on record an up-to-date emergency card in the office.

4. **Phone Calls:** Please call the school (530) 236-7433 at least **one-half hour before dismissal** with messages for students.
5. **Lunch Money:** Lunch money is sent to the elementary office daily by the classroom teacher. We encourage parents to send money on a weekly basis.
6. **Visitors:** Children (friends or relatives) who wish to visit the school must have **advance** permission to attend from the teacher and principal. A form must be completed and signed by the principal and teachers concerned.

Pick-up/Drop-off Safety Information

- **Playground supervisors are on duty at 7:30 am. Students are not to be on campus before then.**
- Drop-off/Pick-up Zone: Located in the driveway directly in front of the school. This is not a parking area! This area is a ONE WAY. **Do not drop off students in the parking lot.**
- Parents should ONLY enter through the main front doors for drop-off and pick-up of their children.
- All students and adults should always use the crosswalk in the pick-up area.
- If you need to get out of your car for ANY reason, please park your car in the parking lot.
- Tassel students are dismissed at 2:45 M,T,TH,F and 1:30 on Wednesdays to ride the bus to the Honker.
- Tassel students remain on campus on minimum days until 1:00, then they ride the bus to the Honker.

Emergency School Closure

When school is closed or dismissed early due to weather or an emergency (including but not limited to COVID 19):

When emergency conditions/situations cause school to be closed or require a late start schedule, ***all households will receive announcements by phone through our school district's message system.***

Parents/Guardians must have a prior alternate plan for supervision of their children. The school site will make every effort to contact parents/guardians that such an event has occurred. All children need to have updated contact information at all times in case of emergency.

Security Cameras

Security cameras have been placed in the hallways to protect students and their property. Notify the office immediately if you have concerns.

Cafeteria

A free or reduced-priced lunch form is to be completed at the beginning of each school year by families wishing to participate in the federal meals program. Families will be notified by mail from the Tulalake Basin Joint Unified School District as to the acceptance or declination of their application.

**** Child Nutrition and Food Distribution Division Management Bulletin No. 96-107**

Dietary restrictions will be honored when paperwork is completed by a Physician.

Illness at School

Any student who becomes ill or is involved in an accident during the school day should go to the office. The secretary will contact the parent or guardian before the student is released. Recommended Guidelines for Excluding Children from School Due to Illness Schools should not have students in attendance who are ill and can possibly infect others. California Code of Regulations Title 5, 202 states "A pupil while infected with any contagious or infectious disease may not remain in any public school." Education code 49451 states that "Whenever there is reason to believe that the child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school authorities or medical personnel are satisfied that any contagious disease does not exist." Realizing the importance of regular school attendance, guidelines for sending an ill child home should be followed so as to minimize unnecessary exclusion. Some situations do call for judgment decisions by experienced school staff.

When a child is too sick to attend school:

- ❖ The child does not feel well enough to participate comfortably in educational tasks
- ❖ The staff cannot adequately care for the sick child without compromising the educational program for other students
- ❖ The child has the following symptoms (until a health care provider determines the child is well enough to attend, the symptoms are absent for 24 hours or unless otherwise noted):
 - Fever over 100.4 degrees accompanied by signs and symptoms of illness such as unusual tiredness
 - Signs or symptoms of possible severe illness (persistent crying, irritability, uncontrollable coughing, wheezing and breathing problems, lethargy, nausea, vomiting, headache, diarrhea, rash, or eye drainage)
 - Rash if associated with a fever (children with fifth disease [Parvovirus B19] do not need to be excluded as they are no longer contagious once the rash appears)
 - Diarrhea
 - Vomiting
 - Strep throat, until 24 hours after treatment has been started
 - Impetigo, until 24 hours after treatment has been started
 - Pink eye- Eye discharge-thick mucus or pus draining from the eye/s until evaluated by a healthcare provider, have received antibiotics for at least 24 hours, and there is no notable eye drainage
 - Mouth sores with drooling until evaluated by a healthcare provider
 - Scabies, until 24 hours after treatment is applied
 - Chickenpox until all sores are dried and crusted
 - Ringworm once treatment is started, the rash should be covered by dressing or clothing
 - Pertussis, until Health Department recommendations on returning to school are met
 - Mumps, until 9 days after onset of swollen glands
 - Hepatitis A virus, until physician advises return (written release required)
 - Measles, until 4 days after onset of rash
 - Rubella, until 7 days after onset of rash
 - Any child determined by the local health department to be contributing to transmission of illness during an outbreak.
 - Hand Foot and Mouth (HFMD) virus- Symptoms of hand, foot, and mouth disease HFMD include fever, flu-like symptoms, mouth sores, and a skin rash appearing as small red blisters on the hands, feet, and sometimes the mouth. HFMD is very contagious amongst

children because it is transmitted through saliva, feces, respiratory particles, and even surfaces that contain the virus. Children will be sent home immediately if they have symptoms consistent with HFMD. Children with HFMD need to be fever-free for at least 24 hours (without the use of Tylenol or other fever reducing medication), and have all HFMD blisters completely healed in order to return to school. For most people, this means avoiding contact with others for at least 7 days.

The goal of Tulelake Basin Elementary is to have all students who can benefit from educational instruction present in class. However, if the child is ill with a contagious disease that could potentially infect other students and staff, the educational process is compromised. Also, if a student has a temporary illness that impairs his ability to benefit from class instruction and that requires the attention of staff to care for him, the educational program is adversely affected for all students.

Sources:

Caring for Our Children, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs. Second Edition Washington, D.C.: American Public Health Association and American Academy of Pediatrics (2002). Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide, 2nd Edition, (2009).

For other illnesses, we ask that you wait until symptoms stop before returning to school. **A parent or Guardian may excuse a student from physical activity or PE for three days** per trimester. **Beyond three days the school requires a doctor's note.** If you have questions about when your child should return to school, please call the office at (530)236-7433.

Unexcused Absences/Tardies

- Parents should call **530-236-7433** the same day as the absence. Telephoning may start at 7:30 a.m. and continue until 4:00 pm. An answering service is provided at all other times. A record of all calls is kept in the office. Students may bring a note to school to excuse an absence, but calling is encouraged.
- If your child is tardy to school, it is requested that an adult contact the school or bring them into the office to sign in. A tardy is constituted when a child comes to school any time after the tardy bell rings at 8:10.

Consequences for Unexcused Absences SART/SARB:

After a student's third unexcused absence (on different days), they will receive their first school Attendance Review Board(SARB) letter. After the fourth unexcused absence, the student will receive the second SARB letter and may be scheduled to attend SART(Student Attendance Review Team) with Tulelake Basin Joint School District. After the fifth unexcused absence they will receive their third SARB letter and may attend a meeting of the SARB board in Alturas. Per Education Code 49067(b), unexcused absences must be cleared within seven (7) days of the absence. Student's unexcused absences may result in law enforcement being contacted.

Attendance Policy

Tulelake Basin Elementary School students are expected to attend classes every day, and to be in class on time. Perfect Attendance: Perfect attendance is determined by obtaining no excused or unexcused absences.

Students are required to attend classes in accordance with compulsory full-time education laws (Ed. Code 48200). Categories for attendance accountability include the following:

1. **Excused:** An excused absence is defined under Board Policy. The teacher is to allow a student to make up the work missed during absences to the degree possible for such work to be completed. An excused absence shall be granted for the following reasons:
 - a) Personal Illness - Students will receive up to 5 personal illness days per semester. Each personal illness after 5 per semester will require a medical note to be excused.
 - b) Quarantine under city or county direction
 - c) Medical, dental, or optometry services
 - d) Attending funeral service of an immediate family member
 - e) Exclusion for not having been properly immunized; such absence excused for not more than five days
 - f) Required court appearance
 - g) For a student who is the custodial parent of a child who is ill or has a medical appointment during school hours.
2. **Warranted (Excused by Administration):** A warranted absence, requested in writing prior to the absence, requires approval in advance by a school administrator. These include, but are not limited to the following:
 - a) Employment conference or interview
 - b) Religious holidays or celebration
 - c) College visits (limited to three days per year).
 - d) Bereavement beyond excused absence days.

Any absence under this section, which is not requested in advance and in writing, will be considered unexcused and work may be made up only at the teacher's discretion.

3. **Unexcused:** Unexcused absences include, but are not limited to the following:
 - a) Oversleeping
 - b) Cut
 - c) Lack of transportation, care of siblings, other non-illness absences
 - d) Family trips and vacations
 - e) Any absence, which is not cleared within five days after the student returns to school.

A student's grade will not be negatively impacted by an excused absence as long as all work is made up within a specified time (e.g., one day make-up time for one day absent).

Make-up Work

Students with excused absences have the opportunity to do the work. It is the parent and student's responsibility to request make-up work from the teacher. All make-up work for absences exceeding three (3) consecutive days must be completed within an equal number of school days. The teacher may designate the time and nature of make-up work. Long term assignments such as book reports, projects, etc. are due on the given date even if a student has an excused absence.

Arranging for a Planned Absence

If a student plans to be absent for a minimum of one school day to a maximum of 15 school days per school year, an independent study contract will be issued upon request. A request must be made to the school secretary based upon how long the contract is for to prepare the contractual absence form. It is recommended the student request a contract for a planned absence at least 5 days in advance, prior to the absence. If a contract is not requested at least five days prior to the absence, the student may not receive all requested work in time for the absence due to short notice. In this case, work may be collected and returned by the student following the absence. Students will have no more than five days to complete the independent work after the absence. Should the last day of school fall within those five days, the work shall be submitted by the last day of school to receive credit.

Failure to follow these procedures will result in a failing grade being assigned for the contract period and the absences being recorded as unexcused. Students who fail to complete any part of their contract may not be issued another contract in the future for 3 years including in-state transfers. Student contracts will be tracked through transferring Tulelake schools (i.e. 6th to 7th grade). Students who leave school and are not on a contract or do not enroll in another school may receive an "F" in each course as the trimester grade.

Children Remaining After School

Twenty-four hours' notice will be given to your child if he/she is asked to remain after school.

Accidents

Every accident in the school building, on the school grounds, or at any event sponsored by the school must be reported immediately to the person in charge and to the school office. An accident report and appropriate paperwork must be completed within twenty-four (24) hours of the actual injury.

Head Lice

Students suspected of head lice will be checked by the nurse, administrator or office personnel. If evidence of nits and/or head lice is found, all siblings will be checked and the parent will be notified to pick up the student(s). Instructions and information will be sent home with the student. **The student will be expected to re-enter school the next day accompanied by their parent(s) after the hair has been treated and all nits(eggs) and lice are removed.** Students will not be allowed on the bus until cleared by school personnel. Students will be rechecked for 3 days and again on the 10th day. If there is still evidence of lice the student will be sent home.

Conferences

- Formal parent-teacher conferences are held twice a year.
- Informal conferences may be scheduled by the parent/teacher any time during the school year.
- Please call the school (530) 236-7433 or send a note to arrange a conference.

Report Cards

- Report cards will be sent home at the end of each trimester for grades TK-6.
- Progress reports will be sent home **with the student** midway through each trimester.

Library Books, Texts, and Other Materials

Students are responsible for returning borrowed books and/or materials to the library and/or classroom. Damaged or lost books/items will be paid for. Students with missing books may be ineligible to check out books and to take books off campus.

Textbooks

Students may be charged for lost or damaged textbooks. Curriculum and instructional materials will be assigned to the teacher, and the teacher will track inventory.

Dress Code

Please be sure that your child is dressed appropriately for the weather in our area. We do take the children out for recess daily, weather permitting, because they need activity and fresh air.

If your child is too ill to go outdoors, the best place for him/her is at home until he/she recovers.

Students shall remain inside with a physician's note denoting temperature restrictions. Students with activity restrictions may go outside and attend PE while adhering to a physician's restrictions. Children may wear whatever is appropriate for weather and prevailing conditions.

Dress Code

1. Students must wear clothing including both a shirt with pants, or the equivalent, and shoes.
2. Clothing must cover the chest, buttocks, and belly at all times.
3. Clothing must cover undergarments.
4. See-through clothing is prohibited.
5. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, shop classes, and other activities where unique hazards or specialized attire or safety gear is required.
6. Attire or grooming depicting or advocating violence, criminal activity, gang-related activity, use of alcohol or drugs, sexual references, or hate speech are prohibited.
7. No pajamas.
8. No blankets.
9. Students may not wear hats or hoods inside.
10. Students may not wear face covering during the school day. (exceptions are medical masks and masks on designated activity days)

Closed-Toe shoes are safest for elementary school. It is expected that all students will come to school clean and practice good personal hygiene.

Students not adhering to the policy may be sent home to be properly prepared for school. The governing board prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in gangs, which advocate drug use, violence, or disruptive behavior.

Gang-Related Dress and Grooming Policy Gangs and Associations are defined as two or more students who advocate or participate in racial, ethnic, sexual or religious prejudice or illegal activities. The governing board (Board Policies 5132 and 5136) prohibits the presence of any apparel, jewelry, accessory, pattern, logo or a combination of colors such as plaid, check, etc. that may constitute gang membership, or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs and/or which advocates drug use, violence, or disruptive behavior.

There is reason to believe that wearing certain clothes and colors creates an unsafe environment at school that will not be tolerated. Therefore, students must adhere to the dress requirements anytime they are on campus or attending any school event. Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed when necessary and updated whenever related information is received. (BP 5132)

Any inappropriate items will be confiscated and may be turned over to the police.

Gang-Related Symbols/Graffiti

The governing board prohibits the presence of notebooks, book covers, locker graffiti, pictures, or art which by virtue of its color, arrangement, trademark or any other attribute denotes membership in gangs and/or which advocates bigotry, drug use, violence, or disruptive behavior. Law enforcement agencies in Northern California and Southern Oregon will be notified about students who are gang members or associates. All notebooks, book covers, etc. denoting gang membership will be confiscated, labeled with the student's name, and forwarded to the gang task force of Siskiyou County for their files.

Basic Gang Information for Parents

Parents should suspect gang affiliation if their son(s) or daughter(s) will not wear either red or blue clothing, if their clothing selection is predominantly red or blue, if they get tattoos that are the same as their friends, and if you begin seeing 13, 14, X3, XIII, XIV, VWS, Norte, SUR, TLY, KOS (Knockin' on Suckers or Scraps) and clown faces (smile now/cry later) symbols around your house or any other activity related to gang descriptions above.

Labels in Clothing / Lost and Found

Make sure that your child's personal belongings are labeled. Lost items will be kept in a designated area. Items are only kept for a short period of time before they are donated.

Birthdays & Parties

If your child is having a birthday party at your home, *please do not have your child distribute invitations at school unless the whole class is invited.* **All food brought to school must be store bought and sealed when it is brought to the school.** If you plan to send treats for your child's birthday, please contact the teacher in advance.

Sending Snacks to School

All snacks brought in from home need to be approved by school staff as some students have severe allergies to some food items. If approved, children may bring classroom **snacks** for snack time if their teacher has a designated snack time. ***Do NOT send any soda, sugary drinks, candy, or caffeinated drinks etc.*** If you are unsure whether or not the snack you want to send qualifies as a classroom snack, please contact your student's teacher. We do not allow students to have energy drinks on campus.

Devices

Electronic Devices (cellphones, smart watches, video games, and etc.)

Devices are to remain at home, or they are to remain off and out of sight, or checked in with the teacher at the START of the day. Devices are not to be seen on campus from 7:00am until the dismissal bell daily and are never to be seen within the buildings.

Device consequences

If a device is seen by a staff member it will be sent to the office for parent pick-up at the end of the day.

Sports equipment that is used in after school sports needs to be marked with the owner's name. The school is not responsible for lost or stolen articles. Sports equipment with no name label may be confused with school equipment and confiscated.

Bringing Items to School

- Get your teacher's permission before bringing special things to school.
- If you bring an animal to school, it must be approved by the superintendent. The animal cannot ride on the bus. You must transport it by car in a secure cage to and from school.
- Bottles and other glass items are not permitted.
- Children can not share hair brushes or hats.
- Gum is prohibited at school.
- Students may not sell items at school.

Student Council

- There is a student council made up of representatives from grades 1-6.
- The student council plans projects and advises in making school rules.
- The student body elects a school president, vice-president, treasurer, and secretary from their members.
- Elections are held in the spring.
- Students must complete an ASB Officer Contract to run for office and meet all criteria of the contract to remain in student council.

Matriculating from TBES to THS a six grade ASB club may transfer a sum up to \$1,000 to their 7th grade club account, one time. Any remaining 6th grade club funds will be transferred into the TBES general ASB account upon the students' matriculation from TBES to THS.

Reading Screener K-2

Students in grades kindergarten through second grade will be screened annually for the risk of reading difficulties. This screening aims to identify and support students to ensure reading by third grade. An opt out form may be obtained by contacting the elementary principal.

TBES Expected School-Wide Behaviors

Location	Safety	Integrity	Respectful	Responsible
Everywhere, All the time 	*Report problems to staff *Keep hands and feet to self *Avoid activities that jeopardize the safety of others	*Take pride in your school *Use your manners (please and thank you) *Speak positively about others	*Use equipment correctly *Be kind and considerate *Use appropriate language	*Dispose of trash in appropriate trash cans (even if it's not your trash)
Bathroom 	*Report problems immediately (vandalized or improper use)	*Use facilities appropriately	*Give privacy to others	*Do your business, flush the toilet, wash hands, throw trash away, & leave
Cafeteria & Eating Areas 	*Keep a clean & organized area *Eat in designated area *Clean all spills immediately *Use school appropriate volume and language	*Take only what you need *Food is for eating *Speak positively about others	*Respect everyone's dining experience *Ensure your use of the gym is safe	*Clean up after yourself *Stay in your designated area until dismissed
Library Computer Lab 	*Avoid any inappropriate activity with anyone or to the electronic equipment *Keep food and drink out of the library and computer labs	*Use only your profile *Leave your area how it's supposed to be.	*Enter and exit in an orderly fashion *Use a respectful tone in the library and labs *Stay in your designated area	*Follow computer lab and library rules
Hallways 	*Keep hands and feet to yourself *Give others personal space *Move safely through the halls	*Do the right thing, even when no one is looking! *Accept personal responsibility for your actions and your words	*Go straight to your destination *Pick up litter, even if it's not yours *Keep your hands and feet to yourself	*Respect the maintenance team *Respect others' property
Playground 	*Keep hands and feet to yourself *Be aware of your surroundings *Use equipment properly.	*Have good sportsmanship *Use appropriate language	*Respect each other's space	*Return equipment to proper area promptly
Bus / District Vehicle 	*Stay on your bottom, in your seat at all times *Keep hands, feet, arms, legs, and bodies out of the aisle at all times *Do not stand when bus is moving *Follow standard bus procedures *Stay facing forward	*Speak kindly to others *Keep an appropriate voice level at all times	*Take care of all parts of the bus *Respect others, including your bus driver *Use headphones when using electronics	*Throw all trash in trash can (even if it's not your trash) *Get off at your designated stop *Make sure to have a note when getting off at a new stop.

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TBES Discipline/Definitions Matrix

Decision Rules regarding consequences & interventions are based on **FREQUENCY, DURATION & INTENSITY**

Discipline Continuum for Behavior Choices	Staff handled minor infractions		Major Office SDI 3 minors in a particular area (i.e.:3 defiance minors)		
	Classroom Management (3 different "reminders" per day or week) ~ Student conference ~ Reteach and practice procedures ~ Classroom consequence	Minor SDI (After 5-6 minors) ~ Turn in minor ~ If parent contacted note who was contacted and result of conversation ~Assign consequence to student	~ Start Investigative Process ~ Note who was contacted and result of conversation ~Assign consequence to student and document our interventions	~ Refer to Progressive Matrix- Parent must be contacted ~Assign consequence to student and document our interventions	
Inappropriate or abusive language	Mild language, for example: shut up, name calling	Disrespectful language Inappropriate language and/or gestures	Swearing and/or abusive language and/or gestures towards others	Repeated swearing and/or abusive language towards others	See harassment & bullying columns to assist in accurate identification of behavior
Physical contact or aggression	Not keeping hands, feet, and objects to self, play fighting, spitting on the ground	Repeat play fighting, pushing, shoving, kicking	Students engage in actions involving serious physical contact, and/or spitting at a person.	Repeated problems or causes injury, hitting, kicking.	Fighting that results in serious injury
Fighting Assault			Mutual participation involving physical violence hitting, kicking, choking, scratching, biting, other types of attacks.	Premeditated act of violence involving hitting, kicking, choking, scratching, biting, or other attacks	Law Enforcement will be contacted for assistance.
Defiance	Poor attitude /non-compliance Refusal to participate Does not follow directions	Back talking, rude comments or actions, arguing, failure to serve detention	Willful refusal to follow directions, persistent arguing, refusal to serve detention, refusal to leave classroom	Continued refusal to follow directions	Threats of violence
Disrespect	Socially rude unkind	Slight conflict and/or with adults and/or students	Direct opposition/ willful disrespect	Major conflict	
Disruptions	Talk outs, off task, interrupting	Continual interruptions, distracting others	Disruptive behavior in class or any other school setting.	Continual disruption	

Property misuse-damage vandalism	Inappropriate use of an object/ playground equipment. Throwing objects	Unsafe use of an object, throwing objects at others, inappropriate objects at school	Object used to threaten others, unsafe object at school. destruction/ disfigurement of property	Object used as a weapon. Major vandalism	
Sexual Harassment	Naïve sexual comments, inappropriate mild comments (TK-3 grades only, 4-6 immediate major)		Sexual comments, obscene gestures, cyber, electronic, unzipping or pulling down pants, inappropriate touching, kissing, sharing pictures/drawings of a sexual nature.	Repeated Sexual content, behaviors viewed as sexual harassment	Touching another person sexually Exposing privates
Racial Harassment	Naïve use of racist terms(TK-3 grades only, 4-6 immediate major)		Derogatory racially based comment, cyber, electronic, continuous comments	Threats of violence based upon race (threat assessment likely to occur)	Race based attacks (threat assessment likely to occur)
Bullying	Naive mistreatment someone vulnerable		Repeated abuse, intimidation (involves a real or perceived power imbalance), and/or harassment: cruel, thoughtless, hurtful comment (in person, cyber and/or electronically)	Threats of violence (threat assessment occur) Possible Law Enforcement	Threats of death (Threat assessment to occur) Involve Law Enforcement
Arson Combustibles	Naïve possession of matches/lighter /combustibles - self report		Intentional possession of matches/lighter/ combustibles failure to self report	Displaying Lighter or combustibles to peers or threat of use.	Damage to property due to matches, lighters (If necessary, involve Law Enforcement)
Gang Affiliation Display		Wearing clothing with gang colors and/or signs, flashing gang signs-unaware of meaning	Wearing gang clothing, displaying gang pictures, displaying gang signs	Uses gang clothing, signs, pictures to intimidate others	Gang Contract - Law Enforcement contacted
Dress Code Violation	Change Clothes	Reoccurring offense becomes Minor defiance	Repeated offense After repeated instruction becomes Major defiance.		
Forgery Theft Plagiarism	Reteach for naïve offense.		Theft - or being a part of/accomplice to. Forgery, plagiarism - to use with/without the owner's knowledge or permission.		Law Enforcement Involvement

Cheating	Student deliberately violates academic integrity policy.		Student deliberately violates academic integrity policy.	Cheating allows self or others to avoid significant consequences and/or earn an item or activity.	Cheating that results in a crime to be referred to administration for further investigation.
Skip / Class Cutting	Dawdles on the way back from other school-wide areas when they have a pass.	Leave without permission and/or skip class.	Repeatedly leave without permission and/or skips class.		
Weapons			Student shares with a peer that he or she has a dangerous object	In possession transports or uses a knife, firearms or toxic materials. use of any object in dangerous way	Possible Risk assessment & Law Enforcement involved.
Inappropriate display of affection	Inappropriate Hugging and/or kissing (TK-1 grades only, 2-6 immediate major)	Repeated inappropriate hugging and/or kissing (K-1)	Inappropriate hugging and/or kissing (2-6 grades or repeated K-1 occurrences)	Persistent kissing and/or hugging, grabbing private areas (both parties consenting)	Sexual activity
Technology Electronic violation (any device- personal or school)		Downloads inappropriate information and/or goes to an inappropriate website (including any social media)	Downloads inappropriate content and/or uses any technology as a means to harass or bully anyone	Downloads inappropriate content and/or causes breach of the district network. Repeatedly uses any technology as a means to harass or bully anyone	Uses school district technology to commit a crime Law Enforcement Involved
Drugs/Alcohol Tobacco/ Vapor Pens/E-Cigs		Conversing about using any drugs, alcohol, and/or tobacco in an inappropriate way.	Student shares with a peer that he or she has paraphernalia or illegal object	Use/possession of drug/alcohol/ controlled substance/tobacco/ vapor pens /e-cigs /paraphernalia. (Follow Board Policy	Distribution or intent to distribute -Law Enforcement Involved.
Bomb Threat False Alarm			Delivering a message of possible explosive materials, In possession of possible combustibles and/or bomb paraphernalia .		Law Enforcement Involvement

Note: This is a recommended guideline for most discipline situations.

ADMINISTRATION HAS FINAL DETERMINATION.

Recess:

Students attend recess outside unless it feels below 15 degrees, is raining, or the Air Quality Index is above 171. If recess can not occur outside it will occur in classrooms. A parent or Guardian may excuse a student from physical activity or PE for three days per trimester. Beyond three days the school requires a doctor's note.

A student will attend recess unless the administration determines that the student's attendance at recess poses a threat to themselves or others.

Threat: A student threat is defined as any communication or action, regardless of whether it's direct or indirect, that indicates a student may pose a danger to themselves or others through violence or other harmful behaviors.

Bullying & Hazing

Bullying is a form of antisocial behavior that has no place at Tulelake Basin Elementary School. It may include on-going physical or emotional intimidation that causes anxiety or stress to the victim. It is the responsibility of every member of our school community to ensure that bullying behavior is actively rejected. There are four main types of bullying:

- **Physical** - such as hitting, kicking, pushing, tripping, taking belongings
- **Verbal** - such as name-calling, insulting and/or racist remarks, teasing, threatening, mocking remarks
- **Indirect/Emotional** - such as spreading nasty stories, insults, rumors, gossip and excluding from groups
- **Cyberbullying** – is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. It has to have a minor on both sides, or at least have been instigated by a minor against another minor. There are two kinds of cyberbullying, direct attacks (messages sent to your kids directly) and cyberbullying by proxy (using others to help cyberbully the victim, either with or without the accomplice's knowledge). Because cyberbullying by proxy often gets adults involved in the harassment, it is much more dangerous. We reserve the right to discipline the student for actions taken off-campus if they are intended to have an effect on a student or they adversely affect the safety and well-being of students while in school. This makes it a contractual, not a constitutional, issue. For more information please see the office. (AB 1411)

Habitual Discipline Problems

A student who is assigned more than four days of suspension for different offenses in a trimester, will be considered a habitual discipline offender. The student and parent/guardian will be required to complete a behavioral contract for a set amount of time.

In case of an emergency situation in which the school/students are threatened or in danger, the principal may:

- Initiate search procedures of any or all student backpacks, pockets, desks, and bins
- Use interview procedures by police
- Contact parents of any suspects determined through interviews

Suspensions

Any student, including a student with disabilities, may be subject to suspension or expulsion. A student may be suspended from a class by the teacher for misconduct. Following this action, the teacher will initiate a parent/teacher/administrator conference. The suspension may be for a period of time not to exceed two (2) days. The principal may suspend a student from class or school for a period of time not to exceed five (5) days. Longer periods of suspension can be imposed by the Superintendent and Board of Trustees.

Discipline Can Be Left to the Principal's Discretion:

Any decisions to replace consequences with a school service program, is left to the principal's discretion. (Ed. Code 48900.6)

DRAFT