



Cradleboard Elementary School Parent/Student Handbook 2020-2021



SCOUTS

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Mr. William Beach, Principal

Vanta Dahkoshay, Secretary

Heather Ahasteen, Attendance Clerk

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Cradleboard Elementary School

2021-2022 Staff

<u>Office Staff</u>	<u>Teachers</u>
William Beach, Principal William.beach@wusd.us	<u>Kindergarten</u>
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<u>Health Office</u>	
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	Vanessa Patricio Vanessa.Patricio@wusd.us
<u>Support Programs</u>	Wanda Ellis wanda.ellis@wusd.us
	Brittney Lent (LTS) Brittany.Lent@wusd.us
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Angie Holekamp, Reading Specialist Angelita.holekamp@wusd.us	Maria Mendigo mmendigo@wusd.us
Rebecca Serrano, Music Teacher rserrano@wusd.us	Juvy Juanites juvy.juanites@wusd.us
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<u>Para- Professionals</u>	<u>Third Grade</u>
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Jodie Zahgotah, Lead Custodian	Lourdes Casinao Lourdes.Casinao@wusd.us
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	<u>Special Education Teachers</u>
<u>Community Support</u>	Krista Mingote Krista.Mingote@wusd.us
Apache Behavioral Health	
Helping Everyday Youth (HEDY)	

School Hours:

Monday, Tuesday, Wednesday, Thursday,

8:57 a.m. Warning bell
9:00 a.m. Instruction begins
12:00 p.m.-12:45p.m. Kindergarten/1st grade (Lunch & Recess)
12:00 p.m -12:45 p.m. 3rd-5th (Recess & Lunch)
3:35p.m. K-2 Dismissal
3:40p.m. 3rd-5th Dismissal
3:45p.m. Bus Departure

Friday, Early Release

8:57 a.m. Warning bell
9:00 a.m. Instruction begins
12:00 p.m.-12:45p.m. Kindergarten/1st grade (Lunch & Recess)
12:00 p.m -12:45 p.m. 3rd-5th (Recess & Lunch)
1:30p.m. K-2 Dismissal
1:35p.m. 3rd-5th Dismissal
1:40 p.m . Bus departure

Late Start

10:57a.m. Warning bell
11:00a.m. Instruction begins
12:00 p.m.-12:45p.m. Kindergarten/1st grade (Lunch & Recess)
12:00 p.m -12:45 p.m. 3rd-5th (Recess & Lunch)
3:35 p.m. K-2 Dismissal
3:40p.m. 3rd-5th Dismissal
3:45p.m. Bus Departure

Half Days

8:57 a.m. Warning bell
9:00 a.m. Instruction begins
12:00 p.m.-12:45p.m. Kindergarten/1st grade (Lunch & Recess)
12:00 p.m -12:45 p.m. 3rd-5th (Recess & Lunch)
12:35 p.m. K-2nd Dismissal
12:40p.m. 3rd-5th Dismissal
12:45p.m. Bus Departure

Snow Days/Late Starts/Emergency Early Releases:

In cases of inclement weather and other emergencies, any decisions will be made district-wide by the superintendent. Snow days, late starts, and emergency early releases will be announced on KNNB and other radio stations. In the case of a late start, school will begin two hours later, so 11:00 a.m. instead of 9:00 a.m. for elementary schools. Breakfast will not be served.

Mission:

The Mission of Cradleboard is to provide an atmosphere where all children are capable of success, no exceptions.

Vision:

Cradleboard Elementary School will be a safe, orderly, and child-centered school that exists for children, parents, and the community.

Cradleboard's highly qualified staff will utilize data-driven, research-based effective curriculum and instruction to enable students to meet and exceed academic standards and behavioral expectations.

In collaboration with parents and community, Cradleboard staff will model to and develop well rounded, productive, and responsible members of society who respect themselves, fellow students, staff, and others.

Pledge

Kids at Hope Pledge

I am a Kid at Hope. I am talented, smart and capable of success. I have dreams for the future, and I will climb to reach my goals and dreams every day. All kids are capable of success, No Exceptions! Cradleboard Kids Can!

Treasure Hunter's Pledge

As an adult and a Treasure Hunter I am committed to search for all the talents, skills and intelligence that exists in all children and youth. I believe all children are capable of success, No Exceptions!

Daily Health screenings for Covid-19

Before getting on bus or entering school

1. Daily temperature checks below 100.4
2. Shortness of breath
3. Coughing
4. Congestion runny nose

Health Office:

In order for students to be treated, they must have a Medical Release form on file. The Medical Assistant will contact parents/guardians if children need to go home due to illness. Any medications students take at school must have a parent permission form.

Statewide Nutrition and Wellness Policy:

Per state law, K-8 students must follow healthy guidelines. If you would like to provide healthy food/snacks for your child's class to celebrate his/her birthday, you must make your request in writing a week prior to the date. The party request form is available in the front office.

Breakfast and Lunch:

The Whiteriver Unified School District is under Provision 2 status with the National School Lunch Program. This means that breakfast and lunch are free for all students. New students are still required to complete the meal status forms. All students are reported to the national program with a status based on the forms (free, reduced, or pay) even if meals are free to all students.

Alcohol and Drug-Free Zone

Cradleboard like all schools in the state is an alcohol and drug-free zone. This includes after-school events on school property. We will notify the authorities immediately if this law is violated at after-school events.

School Dress Code:

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

- Only tailored shorts and skirts that are hemmed may be worn and are no more than 1 inch above the knee in grades kindergarten(K) through twelve (12).
- Bare midriffs, halter tops, and spaghetti straps are not acceptable.
- Clothing should fit student appropriately, not excessively baggie or inappropriately tight.
- Pants will have no holes above the knee that expose skin.
- Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, et cetera.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others.
- Profane or defamatory writing on clothing or jewelry is not acceptable.
- No bandannas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing gang-related clothing includes red, royal blue and other colors deemed gang related.
- No hats may be worn in a classroom, except for properly approved occupational safety headgear required for special classes.
- Gang-related personalization is not permitted on hats, on items of clothing.
- Obscene language or symbols or symbols of drugs, sex, or alcohol on clothing are expressly prohibited.

Exceptions for special activities or health considerations maybe preapproved by the administrator.

Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc. are subject to the standards of dress as defined by the sponsors of such activities.

Visitors:

All visitors must report to the office to sign in and receive a visitor's pass.

Change of Destination:

If your child requires a change of destination, please send a note with your child, or contact the front office by 12:00 p.m. Monday thru Friday so that arrangements can be made.

Attendance:

If your child is absent for any reason, bring in a note or call the school. Office staff will determine if it is an excused or unexcused absence based on state law. Good attendance is really important for your child's education, for the money our district receives from the state to pay for your child's education, and if your child wants to earn attendance rewards. Poor attendance is in violation of the Tribal Code. Unexcused absences will result in the following actions:

# of Absences	Action
1	Warning notice personal contact
2	Warning notice sent home Referral to school counseling program
3 & 4	Warning notice/home visit
5	Mandatory parent meeting to explain hearing process
6	Prosecution hearing at school

Tardies:

Children are considered tardy after 9:00a.m. Excessive tardies hurt a child's education as much as absences. When students come in late, they must check in at the front office to receive a tardy pass and have their time entered in our computer attendance system. Please refer to the chart to know when your child's lateness results in a tardy or an absence. Significant tardies will result in the following actions:

# of Tardies	Action
5	1 st warning notice sent home
6	2 nd warning notice sent home
7	3 rd warning notice sent home
8	4 th warning notice sent home

Attendance/Tardy/Check-out Chart:

Excessive check-outs hurt a child's education as much as absences. Times are based on our school schedule and the number of instructional minutes required by the state for each grade level. Please keep in mind that even if your child is late or checked out and may be counted present for a full day legally, he/she still needs be here from 9:00 a.m. to 3:45p.m. to receive the best education. Note that depending on the times, a student who arrives late **AND ALSO** leaves early could result in a full-day absence.

FERPA

We are required by the federal government to let you know about the Family Educational Rights and Privacy Act (FERPA) every year. It involves your rights concerning your children's education records. They are the following:

- You can inspect and review educational records maintained by the school. The school is not required to make copies unless parents are at a great distance and it is impossible to see them in person.
- You can request that a school corrects records which you believe to be "inaccurate or misleading". If the school decides not to amend the records, a hearing process would take place.
- For schools to release student information, written parent permission is required unless it is to school officials; transfer schools; auditing officials; student financial aid officials; organizations conducting studies for the school; accrediting organizations; "to comply with a judicial order or lawfully issued subpoena"; appropriate officials in health/safety emergencies; and state/local authorities, "pursuant to specific State law."

Parents' Rights to Know

All parents of Title I schools have to the right to know the qualifications of their child's teacher(s). We have all CBE teachers' résumés on file at the principal's office and parents have the right to request a copy for viewing. These résumés will indicate experience, degrees, certification, and other accomplishments. In addition, all parents of Title I schools have to the right to know how their students are doing academically. You can come in anytime and ask to see your child's most recent and past results on classroom progress.

Progress Reports:

Each mid-quarter in the mail, you will receive a progress report on how your child is doing so far academically and behaviorally. If you have any questions, you can contact your child's teacher.

Report Cards:

Report cards are given to parents each quarter at Parent/Teacher Conferences and sent home with students at the end of the year. Any report cards not picked up are mailed. Report cards will show how well your child meets the state standards in each subject.

Parent/Teacher Conferences:

Not only is this your chance to pick up your child's report card, but it is a great opportunity to meet with your child's teacher, find out how he/she is doing, look at his/her work, and ask questions. Teachers will be setting 15-minute appointments with you prior to the conference. This year's conferences are on:

First Quarter: October

Second Quarter: January

Third Quarter: March

You are welcome to schedule an appointment with the teacher for a conference.

Homework:

Your child will be assigned homework each day or each week. Please check with your child's teacher about the class's homework procedures. Homework is a great opportunity for you to practice with your children on what they are learning in school.

Reading:

K-5 will begin using the Journeys reading series by Houghton Mifflin Harcourt. Accelerated Reader (AR) is a program that we use to encourage independent reading practice. Students read and then take a comprehension test on a computer to earn points and incentives. Other supplemental reading materials are also used to meet the academic needs of students.

Math:

K-5 uses Envisions. This program is very hands on and encourages higher level thinking skills.

Writing:

Students are using the ELA programs to support Writing

Science and Social Studies:

Teachers focus on the key areas of reading, math, and writing, but also integrate these important subjects and use a variety of materials. In the future, the district plans to include these subjects in the textbook adoption cycle. This year CBE will be continuing to implement STEM (Science, Technology, Engineering and Math integrated lessons).

Structured English Immersion Program:

Students may enter this program if they have a Primary or Home Language Other Than English based on the Home Language Survey parents complete at registration. Students are tested with the Arizona English Language Learner Assessment (AZELLA) in oral, reading, and writing skills. If it shows they are not proficient in English, they are placed in the Structured English Immersion Program. ELLs receive four hours of English Language Development according to state law. This year, Cradleboard's ELL numbers allowed us to have all students on Individual Language Learner Plans (ILLPs) in regular classrooms. If you have any questions, please see your child's teacher or the principal.

Ancillaries:

Our ancillary classes include Apache Language and Culture, STEAM, Music and P.E.

Testing:

Each quarter K-5th grade students take the district assessment NWEA in reading, language and math. Kindergarten students take one-on-one assessments throughout the school year. In April, 3rd-5th grade students will take the AZ Merit. Other assessments include, AIMS Web, Fountas and Pinnell reading, as well as benchmark assessments and other assessments for our Response to Intervention (RTI) initiative. 5th grade will also take AIMS Science.

Technology:

We are very fortunate to have a variety of technology. Each classroom has computers for AR testing, A+, online games, research, and other purposes. We also use document cameras, projectors, and interactive boards and video conferencing. Students will have access to iPads and Chromebooks.

Incentives:

Student incentives: "dog tags", classroom behavior reward program, and student of the month. Students can earn "dog tag" awards each quarter for academics and behavior. Each grade level has an assembly for this and all parents are invited. For Student of the month, students are chosen by their teachers based

on their attendance, behavior, and academic progress. They receive a \$1 Cradleboard Cash to buy a prize. Students also receive \$1 Cradleboard Cash when they reach 10 days on green for their behavior. Super Scout rewards will be given at the end of the year. Rewards assemblies will be grouped K-2, and 3-5.

Behavior:

The district follows a board-adopted district-wide discipline policy. See the summary on the following pages. Be sure to go over the rules and discipline policy summary with your child. We also have a school-wide classroom management plan and behavior incentive plan to reward students and classes for good behavior.

PRIDE:

1. Polite
2. Responsible
3. Inspiring
4. Daily Attendance
5. Expect only the best.

There are also some specific rules/procedures of which to be especially aware:

1. Expensive personal items, such as Gaming systems, CD players, ipods, ipads, cell phones, etc. are not allowed at school. They provide a distraction to the educational process and are also easily misplaced, broken, or stolen. Personal electronic devices such as tablets, ipads, and laptops are allowed if used for educational purposes at the discretion of the teacher.
2. No gum, drinks, or other non-preapproved food is allowed in the classrooms.
3. Students must report arson, assault, fighting, bullying, harassment, theft, vandalism, weapons, and drugs/tobacco/alcohol immediately to the nearest adult. Failure due to so means the student was aiding and abetting in other student's violation of the rules/laws.

Whiteriver Unified School District Student Discipline Policy

The following pages are board-adopted district-wide student discipline policy. All serious student behaviors are on the K-2 Discipline Matrix and 3-5th Discipline Matrix in this handbook. When a student commits one of these infractions, they are sent to the principal's office with a completed WUSD Student Disciplinary Referral Form, also in this handbook. The principal selects consequences for the students by following the student's grade level matrix. There is a range of choices for each occurrence, marked by bullets. Please review the two matrices carefully, as you can see that the consequences are very serious and they get more serious as the student continues to commit the infraction. Based on the infraction and appropriate consequence, the principal may contact the parent immediately. Otherwise, the parent will receive the referral in the mail ASAP. Please sign the referral and return it to school so that we know you are aware of the situation and also handled it with your child. The parent will also receive a letter from the teacher if the child has been assigned detention. On the following pages are definitions of each infraction and consequence. If you have any specific questions, please see the principal.

DEFINITION OF INFRACTIONS

Absence from Class - failure to be physically present for all of a class session or required school activity.

Aiding/Abetting - any act that leads to or encourages an infraction on the discipline matrix.

Aggravated Assault - assault which causes serious injury to another; assault with a deadly weapon or dangerous instrument; assault which causes temporary but substantial disfigurement, temporary but substantial loss or impairment of any body organ, or fracture of any body part.

Aggravated Assault of a School Employee - a person commits aggravated assault if the person who commits assault as defined knows or has reason to know that the victim is a teacher or other person employed by any school, and either is on school grounds or is engaged in any professional duties on other school grounds.

Alcohol - any fermented and/or distilled liquor or a substance reasonably believed to be or portrayed by the student as a fermented and/or distilled liquor.

Arson - the attempt to burn any property, to start a fire or explosion, or to promote the continuation of a fire or explosion. Arson does not include teacher approved class activities such as an approved and supervised experiment in a chemistry class.

Assault - intentionally, knowingly, or recklessly causing any physical injury to another person; knowingly touching another person with the intent to injure, insult, or provoke such person; intentionally placing another person in reasonable apprehension of imminent physical injury.

Breaking and Entering - unauthorized entry into the property of another or into any portion of the school property.

Bullying - occurs when a student, either alone or in concert with others, uses superior strength, power, influence or advantage deliberately to inflict physical, emotional, or verbal abuse on another student. Bullying includes explicit or implied threats of bodily harm, weapon possession, extortion, repeated insults and/or teasing, assault, social ostracism, sexual harassment and intimidation.

Bus Behavior – please refer to WUSD Bus Safety Rules

Cheating - the use or attempted use of information, academic work, research or property of another as one's own. Cheating shall include but not be limited to sharing knowledge during an examination or the unauthorized use of notes or other materials in an examination. Cheating shall also include the willful disobedience of testing rules.

Complicity - the association or participation in any act or the agreement between more than one individual to commit an act where the act ultimately is committed or attempted by any one or more of the individuals.

Controlled Substance -

- alcohol;
- any narcotic or dangerous drug;
- glue, paint, or any intoxicating substances that may excite or stupefy an individual or diminish the individual's physical or mental capacity when possessed for such purposes;
- any other potential mind altering substance, including marijuana;
- drug paraphernalia, as defined by A.R.S. 13-3415;
- Any other substance enumerated in A.R.S. 13-3401, as well as any imitation controlled substance listed in A.R.S. 13-3451. Medication shall not be considered a controlled substance so long as the medication is either 1) prescribed by a physician or used in accordance with the prescription and Governing Board policies or 2) a proprietary medicine as defined in A.R.S. 32-1901(39) when used in accordance with parental instructions and Governing Board policies.

Defiance of School Authority - refusal to comply with a reasonable request by school personnel.

Destruction - damaging, destroying or defacing school property or the property of any other person.

Disorderly Conduct - conduct that is reasonably likely to disrupt, or that does disrupt, the regular or normal school functions or any school process or activity.

Display of Affection - visible affectionate physical contact that exceeds accepted standards of reasonable public conduct.

Disrespect - display of rude or discourteous behavior toward a school employee.

Disruption of the Educational Process - any conduct that causes, is intended to cause, or that is reasonably likely to cause a breakdown in the orderly process of instruction and/or school activities.

Ditching - the failure to attend class without an approved reason.

Drug - a controlled substance as defined herein.

Explosive Devices - any apparatus or substance that is capable of exploding or causing an explosion.

Extortion - the act or practice of obtaining something from a person by force, threatened force, or undue or illegal power or ingenuity.

Failure to Report - the failure to report to school employees or administrators any infraction about which a student has knowledge.

False Information - intentionally giving an untrue communication to any Whiteriver Unified School District personnel.

Fighting - engaging in physical contact for the purpose of inflicting harm on another person.

Firearm - gun, rifle or similar items whether or not functional.

Forgery - the unauthorized or untrue making or alteration of a written document or another person's name or signature.

Gambling - to engage in a game or other activity that involves the element of risk or chance with the intention that property will be exchanged based on the outcome of the game or activity.

Harassment - serious or repeated conduct toward an individual that would disturb or annoy a reasonable person under similar circumstances. This conduct could include, but not be limited to, forms of verbal, physical and/or racial harassment.

Hate Crimes - Any act designed to frighten, harm, injure, intimidate or harass an individual, which is motivated in whole or part by the student's bias. The student's bias may include, but not be limited to, race, religion, sexual orientation, ethnicity, national origin, disability, socioeconomic status or appearance.

Hazardous Materials/Dangerous Items - Any item that could be used to inflict damage to a person or property, or create a substantial disruption.

Initiation/Hazing - any type of initiation activity, whether conducted on or off school grounds that is not expressly authorized by the school principal.

Injury Prone Behavior - intentional, negligent or reckless behavior that has a reasonable possibility of hurting or damaging oneself or others or the property of others.

Insubordination - any action involving defiance or disregard of authority and/or school rules and regulations.

Intimidation/Threat - verbal, written or physical communications or acts made with the intent or reasonable effect to inflict fear, injury or damage or to realize personal gain.

Intoxicating Agent - any controlled substance.

Leaving Campus - leaving school grounds except where generally permitted for all students without receiving prior approval from the proper school authorities.

Loitering - when an individual is present in or about a school after a reasonable request to leave or without authorization or a legitimate reason for being there.

Lying - intentionally giving an untrue communication.

Malicious Damage - conduct with the intent to cause loss or harm resulting in injury to person, property, or reputation.

Not Pursuing the Course of Study - refusal to follow the established curriculum or syllabus in a particular subject or course of study.

Obscene Statements or Materials - statements and materials which an average student, applying contemporary school standards would find, taken as a whole, appeal to prurient interests and, taken as a whole, lack serious literary, artistic, political or scientific value. The standard is that of the school community with a recognition that students are, as a class, younger and more sensitive than the general adult population.

Paraphernalia - any accessory, apparatus or equipment that may be used in the manufacture of or utilization of a controlled substance, or otherwise as defined in A.R.S. 13-3415.

Physical Abuse - any act intended to cause injury to another, that is reasonably likely to cause injury to another, or that a reasonable person would find insulting or offensive.

Police Report - the notification to law enforcement authorities that alleged criminal conduct has occurred.

Possession of Stolen Property - to hold an item or items without the permission of the owner.

Profanity - the departure in the use of language from what is normally considered to be acceptable within the environment of a school or school related area.

Refusal to Identify Self - refusing to give correct name when requested to do so by school personnel, or the use of another person's name of identify as one's own.

Robbery - the unauthorized taking of property of another by force, violence, or threat.

Sale of Intoxicants - the transfer of ownership from one person to another for a price or item of value, any controlled substance.

Sexual Harassment - any unwelcome sexual advance, request for sexual favors or other verbal, written or physical conduct of a sexual nature that substantially interferes with a student's or employee's performance or creates an intimidating, hostile or offensive school environment.

Sexual Misconduct - public sexual indecency by engaging in one (1) or more of the following: sexual contact, sexual act, indecent exposure, etc.

Solicitation - a person commits solicitation if such person requests, commands, or encourages another person to provide him or her with information concerning where to purchase or obtain a substance or item the possession of which is illegal and/or prohibited by District policy.

Tardiness - arriving to class after the scheduled starting time.

Theft - unauthorized taking of property owned by another.

Tobacco - ground up leaves used for smoking or chewing, or manufactured products such as cigars or cigarettes, known to be addictive and dangerous.

Transfer - to furnish, deliver or give away.

Trespass - the unauthorized presence of an individual on school property.

Truancy - absence from an assigned class and/or required school function without a proper and timely excuse.

Unexcused Absence - absence form class without a proper and timely excuse that is approved by school authorities.

Vandalism - destroying, mutilating, damaging or defacing objects or materials belonging to the school, school personnel, or other persons.

Verbal Abuse - Obscene language, name calling, racial slurs or derogatory statements addressed to another individual or group of individuals.

Vulgarity - the use of offensive language; repulsive language; any obscenity.

Weapons - an object in one's possession that is used, is attempted to be used, or is commonly used to threaten or inflict bodily harm to another person or destroy property. Weapons also include any object that reasonably appears to another as an item that is being used or that is commonly used to inflict bodily harm on another person or to damage the property of another.

DEFINITIONS OF CONSEQUENCES

1. **Reprimand**

A formal conference and warning from the school official to the student. Written communication is sent to the parent.

2. **Restriction –PCR (Parent Conference Required)**

The student will be temporarily moved to a safe supervised restrictive area away from the regular academic setting. A parent conference will be required, but if a parent/guardian does not respond, a corresponding disciplinary action will incur.

3. Detention A restriction of free time privileges such as recess; time after school may also be used as detention time, but should not exceed more than one hour per day.

Special assignment occurs when a student is given any additional work to perform that other students in a non-disciplinary situation otherwise are not required to do.

Restriction of bus privileges is the temporary exclusion of a student from school transportation facilities.

Loss of privileges occurs when a student is not allowed to participate in any school activity other than academic classes. This may include extracurricular activities during or after the regular school day.

4. In School Suspension

Removal from the regular academic setting into another area such as a classroom, psychologist's office or principal's office.

5. Restitution

At the administrators' discretion, the student may have or will be required to serve an alternate consequence which may include but not limited to community service, letter of apology, fines/fees, grounds keeping, litter control, parent supervision and others.

6. Short-Term Suspension

Removal from school and school related activities such as; dances, clubs, field trips, athletic events and others for a specified length of time, not to exceed ten (10) school days.

7. Long-Term Suspension

Removal from school related activities such as; dances, clubs, field trips, athletic events and others for a specified length of time, a minimum of eleven (11) school days and a maximum of one hundred one hundred eighty (180) school days. The period of long-term suspension may extend into the next school year. Governing Board actions required.

8. Revocation of Enrollment of Open Enrollment Students

For open enrollment students who would otherwise be subject to a long-term suspension or expulsion, the hearing officer has the option to revoke enrollment effective at any time within the school year.

9. Expulsion

Permanent removal of a student from school. Governing Board action is required. Appeal for reinstatement is available and must be approved by and is at the discretion of the Governing Board.

10. Policy

A student shall not commit or attempt to commit, induce or solicit another to commit, or conspire to commit, any of the infractions listed in the following matrices. Each infraction listed in the matrices is defined in this policy. The attempt, inducement, solicitation or conspiracy to commit any infraction by a student shall be treated, for the purpose of imposing discipline, as if the student actually had committed the infraction.

11. Suspension Authority

The authority to suspend students is vested in the superintendent, all assistant superintendents, the principal, associate principals, assistant principals, administrative assistants, and assistants to the principal.

WUSD #20 - Incident Referral Form

AHS CDJH CBE SME WRE

Referred by _____ Date of Referral _____

Student's Name _____ Grade _____ Date of Incident _____

Time of Incident _____ a.m. / p.m. Time Description (indicate by number) _____

- 1. Unknown
- 2. Before School Hours
- 3. After School Hours
- 4. Before Classes
- 5. During Class (state class and period) _____
- 6. After Classes
- 7. Between Classes
- 8. Recess
- 9. Lunch
- 10. Other (explain) _____

Location of Incident (refer to location list)

On Campus-Inside: _____ Off Campus: _____

On Campus-Outside: _____

Violation(s) (refer to list of violations - indicate all that apply) _____

Description of incident: _____

----- Administrative Use Only -----

Violation(s) (refer to list of violations - indicate all that apply) _____

Check if applicable: Hate Related Gang Related Drug Related Alcohol Related

Cost of Incident \$ _____

Action(s) Taken:

- No Action Taken
- Detention (#days) _____ Reprimand Parent/Guardian Notified Date _____
- ISS (#days) _____ Apology Restitution
- Suspension (#days) _____ Counseling CPS Date(s) _____

Action(s) Scheduled:

- Expulsion Restriction Police Report

Injuries Sustained (if any, indicate who and what) _____

Comments: _____

Parent Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

APPENDIX C DISCIPLINE MATRIX K-2

DISCIPLINARY ACTIONS
A PARENT CONFERENCE MAY BE REQUIRED FOR EACH OFFENSE
**ADE Mandated Report **Police and ADE Mandated Report Revised 6/9/10*

INFRACTIONS	AZ SAFE	1 ST OFFENSE/ OCCURRENCE	2 ND OFFENSE/ OCCURRENCE	CONTINUED OFFENSE/ OCCURRENCE	POLICE REPORT	RESTITUTION
1. Aiding/Abetting other infractions on this discipline matrix		<ul style="list-style-type: none"> • Reprimand 	<ul style="list-style-type: none"> • Detention 1 day 	<ul style="list-style-type: none"> • Suspension 1-3 days 		
a) (passive)						
b) (active)		<ul style="list-style-type: none"> • Detention 1-2 days 	<ul style="list-style-type: none"> • Suspension 1 day 	<ul style="list-style-type: none"> • Suspension 3-5 days 	Yes	Yes
2. Alteration/Tampering/ Misuse of		<ul style="list-style-type: none"> • Reprimand 	<ul style="list-style-type: none"> • Detention 1 day 	<ul style="list-style-type: none"> • Suspension 1 day 	Yes	Yes
a) school Records						
b) computer records		<ul style="list-style-type: none"> • Detention 1 day 	<ul style="list-style-type: none"> • Suspension 1-3 days 	<ul style="list-style-type: none"> • Suspension 3-5 days • Loss of Privilege 1-3 days 	Yes	Yes
3. Arson	*	<ul style="list-style-type: none"> • Restriction • Suspension 1-9 days 	<ul style="list-style-type: none"> • Restriction • Long term Suspension 	<ul style="list-style-type: none"> • Restriction • Expulsion 	Yes	Yes
a) structure or property *						
b) occupied structure **	**	<ul style="list-style-type: none"> • Restriction • Long term Suspension 	<ul style="list-style-type: none"> • Restriction • Expulsion 		Yes	Yes
4. Assault/minor aggression	*	<ul style="list-style-type: none"> • Detention 1-3 days • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Restriction • Suspension 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 5-9 days 	Yes	Yes
a) Student to Student						
b) Student to Teacher/Staff	*	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Restriction • Suspension 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 5-9 days • Long Term Suspension 	Yes	Yes

5. Aggravated Assault (serious bodily harm) / kidnapping/ homicide	**	<ul style="list-style-type: none"> • Restriction • Long term Suspension • Expulsion 	<ul style="list-style-type: none"> • Restriction • Expulsion 		Yes	Yes
6. Aggravated Assault of School Employee	**	<ul style="list-style-type: none"> • Restriction • Long term Suspension • Expulsion 	<ul style="list-style-type: none"> • Restriction • Expulsion 		Yes	Yes
7. Attendance Policy Violations						
a) Tardiness (habitual)		<ul style="list-style-type: none"> • Parent Notification 	<ul style="list-style-type: none"> • Parent Notification • Restriction 	<ul style="list-style-type: none"> • Restriction 		
b) Leaving Campus without Authorization		<ul style="list-style-type: none"> • Reprimand • Detention 1-3 days 	<ul style="list-style-type: none"> • Restriction • Detention 3-5 days 	<ul style="list-style-type: none"> • Suspension 1-3 days 		
c) Unexcused absences		<ul style="list-style-type: none"> • Parent Notification 	<ul style="list-style-type: none"> • Parent Conference • Home Visit 	<ul style="list-style-type: none"> • Referral to juvenile prosecution 		
d) Truancy (On/Off Campus)		<ul style="list-style-type: none"> • Parent Notification (Off) 	<ul style="list-style-type: none"> • Parent Notification • Restriction 	<ul style="list-style-type: none"> • Parent Notification • Detention 1 – 3 days 	Yes/ off	
8. Breaking and Entering School Premises/Trespassing		<ul style="list-style-type: none"> • Detention 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5 days • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Restriction • Suspension 3-5 days 	Yes	Yes
9. Bus Safety Rules Violation		<ul style="list-style-type: none"> • Incident Report • Bus Suspension 1-3 days 	<ul style="list-style-type: none"> • Restriction • Bus Suspension 5-10 days 	<ul style="list-style-type: none"> • Long Term Bus Suspension 		
10. Cheating or Plagiarism/ Forgery/Falsification/False Information		<ul style="list-style-type: none"> • Reprimand • Detention 1-3days 	<ul style="list-style-type: none"> • Detention 3-5days • Restriction 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 		Yes
11. Controlled Substance (*alcohol, *tobacco, Vape juice, e-cigarettes, *inhalants, over the counter **Prescription Drugs **Illicit drugs: Ecstasy, Cocaine, Marijuana, Meth., Hallucinogens, Heroin etc.						

i. Use/Possession	*	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Restriction • Suspension 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 5-9 days 	Yes	Yes
ii. Paraphernalia	*	<ul style="list-style-type: none"> • Restriction 	<ul style="list-style-type: none"> • Restriction • Detention 1-3 days 	<ul style="list-style-type: none"> • Restriction • Detention 3-5 days 	Yes	Yes
ii. Solicitation	*	<ul style="list-style-type: none"> • Restriction 	<ul style="list-style-type: none"> • Restriction • Detention 1-3 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 	Yes	Yes
iv. Sale/Distribution	*	<ul style="list-style-type: none"> • Restriction • Suspension 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 5-9 days 	<ul style="list-style-type: none"> • Restriction • Long Term Suspension 	Yes	Yes
12. Defiance/ Disrespect/Insubordination/Non-compliance		<ul style="list-style-type: none"> • Reprimand • Detention 1-3 days 	<ul style="list-style-type: none"> • Detention 3 - 5days 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 		
13. Disruption Of the Educational Process		<ul style="list-style-type: none"> • Reprimand • Detention 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 		
14. Dress Code Violation		<ul style="list-style-type: none"> • Reprimand • Change Clothes 	<ul style="list-style-type: none"> • Detention 1-5 days • Change Clothes 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 		
15. Fighting (Mutual participation with physical violence)	*	<ul style="list-style-type: none"> • Detention 1-3 days • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5 days • Restriction • Suspension 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 5-9 days 	Yes	Yes
16. Gambling		<ul style="list-style-type: none"> • Reprimand 	<ul style="list-style-type: none"> • Detention 1 day 	<ul style="list-style-type: none"> • Detention 3-5 days 		
17. Hazing	*	<ul style="list-style-type: none"> • Reprimand • Detention 1-3 Days 	<ul style="list-style-type: none"> • Detention 3-5 days • Restriction 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 Days 		Yes
18. Injury Prone Behavior(Horseplay/Roughhousing/ Recklessness) *Endangerment: If results in substantial physical injury	*	<ul style="list-style-type: none"> • Reprimand • Detention 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5 days • Restriction 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 		
19. Intimidation/Threats/ *Harassment (non-sexual)/*Bullying/*Cyber Bullying	*	<ul style="list-style-type: none"> • Detention 1-3days • Restriction 	<ul style="list-style-type: none"> • Restriction • Detention 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 	Yes	Yes

20. Negative Group Affiliation/Secret Societies (Gang Affiliation)		<ul style="list-style-type: none"> • Restriction 	<ul style="list-style-type: none"> • Detention 1-3 days • Restriction 	<ul style="list-style-type: none"> • Detention 3-5 days • Restriction 		
21. Possession of a combustible (lighter, matches, firecrackers, gasoline, etc.)		<ul style="list-style-type: none"> • Detention 1-3 days • Restriction 	<ul style="list-style-type: none"> • Detention 3-5 Days • Restriction 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 		
22. Public Display of Affection (PDA)		<ul style="list-style-type: none"> • Reprimand 	<ul style="list-style-type: none"> • Detention 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5 days • Restriction 		
23. Sexual Offenses: a) Obscene/Pornographic materials		<ul style="list-style-type: none"> • Confiscation • Restriction 	<ul style="list-style-type: none"> • Detention 1 day • Restriction • Suspension 1 day 	<ul style="list-style-type: none"> • Restriction • Suspension 3-5 days 		
b) Indecent Exposure		<ul style="list-style-type: none"> • Reprimand 	<ul style="list-style-type: none"> • Detention 1-3 days • Restriction 	<ul style="list-style-type: none"> • Detention 3-5 days • Restriction • Suspension 1-3days 		
c) Sexual Harassment	*	<ul style="list-style-type: none"> • Parent Notification • Detention 1-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Suspension 3-5 days 		
d) Sexual Harassment with contact	*	<ul style="list-style-type: none"> • Restriction • Detention 1-3 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Restriction • Suspension 3-5 days 	Yes	Yes
e) Sexual misconduct with a minor/child molestation	**	<ul style="list-style-type: none"> • Restriction • Short Term Suspension 	<ul style="list-style-type: none"> • Restriction • Long Term Suspension 	<ul style="list-style-type: none"> • Restriction • Expulsion 	Yes	Yes
f) Sexual Assault (rape)	**	<ul style="list-style-type: none"> • Restriction • Long Term Suspension 	<ul style="list-style-type: none"> • Restriction • Expulsion 		Yes	Yes
24. Theft a) Petty Theft (< \$100)		<ul style="list-style-type: none"> • Confiscation • Detention 1-3 days • Suspension 1-3 days 	<ul style="list-style-type: none"> • Confiscation • Detention 3-5 days • Suspension 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 5-9 days 		Yes
b) Theft (>\$100)		<ul style="list-style-type: none"> • Confiscation • Restriction • Suspension 3-5 days 	<ul style="list-style-type: none"> • Confiscation • Restriction • Suspension 5-9 days 	<ul style="list-style-type: none"> • Confiscation • Restriction • Suspension Long Term 	Yes	Yes

c) Burglary (Breaking and entering 2/3rd degree)	*	<ul style="list-style-type: none"> • Confiscation • Restriction • Suspension 3-5 days 	<ul style="list-style-type: none"> • Confiscation • Restriction • Suspension 5-9 days 	<ul style="list-style-type: none"> • Confiscation • Restriction • Suspension Long Term 	Yes	Yes
d) Burglary (First Degree)	**	<ul style="list-style-type: none"> • Confiscation • Restriction • Suspension 3-5 days 	<ul style="list-style-type: none"> • Confiscation • Restriction • Suspension 5-9 days 	<ul style="list-style-type: none"> • Confiscation • Restriction • Long Term Suspension 	Yes	Yes
e) Extortion	*	<ul style="list-style-type: none"> • Restriction • Suspension 3-5days 	<ul style="list-style-type: none"> • Restriction • Suspension 5-9 days 	<ul style="list-style-type: none"> • Restriction • Long Term Suspension 	Yes	Yes
f) Robbery	*	<ul style="list-style-type: none"> • Restriction • Suspension 5-9 days 	<ul style="list-style-type: none"> • Restriction • Long Term Suspension 	<ul style="list-style-type: none"> • Restriction • Expulsion 	Yes	Yes
g) Armed Robbery	**	<ul style="list-style-type: none"> • Restriction • Long Term Suspension 	<ul style="list-style-type: none"> • Restriction • Expulsion 		Yes	Yes
25. Vandalism/ Destruction of School/ Personal Property						
a) Graffiti/Tagging		<ul style="list-style-type: none"> • Detention 1-3 days 	<ul style="list-style-type: none"> • Restriction • Detention 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 		Yes
b) Personal Property (includes automotive misuse)	*	<ul style="list-style-type: none"> • Detention 1-3 days 	<ul style="list-style-type: none"> • Restriction • Detention 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 	Yes	Yes
c) School Property	*	<ul style="list-style-type: none"> • Detention 3-5 days • Restriction 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Restriction • Suspension 3-5 days 	Yes	Yes
26. Vulgarity/ profanity/ Inappropriate use of language (written, verbal, profanity, gestures etc. a) In general		<ul style="list-style-type: none"> • Reprimand 	<ul style="list-style-type: none"> • Detention 1day 	<ul style="list-style-type: none"> • Detention 1-3 days 		
a) To Student		<ul style="list-style-type: none"> • Reprimand 	<ul style="list-style-type: none"> • Detention 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5days • Suspension 1 day 		Yes
b) To Teacher		<ul style="list-style-type: none"> • Reprimand • Detention 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 		Yes
27. Weapons-Possessions/use/distribution JIC-I						

a) Dangerous Instruments/Devices: (Laser Pointer, Mace, Razor Blade, Letter Opener, knife	*	<ul style="list-style-type: none"> • Detention 3-5 days • Restriction • Suspension 1-9 days 	<ul style="list-style-type: none"> • Restriction • Short Term Suspension 	<ul style="list-style-type: none"> • Restriction • Short Term Suspension • Long Term Suspension 	Yes	Yes
b) Explosive Devices	**	<ul style="list-style-type: none"> • Restriction • Suspension 1-9 days 	<ul style="list-style-type: none"> • Restriction • Long Term Suspension 	<ul style="list-style-type: none"> • Restriction • Expulsion 	Yes	Yes
c) Simulated Weapons		<ul style="list-style-type: none"> • Detention 1-5 days • Restriction • Suspension 1 - 3 days 	<ul style="list-style-type: none"> • Restriction • Short Term Suspension 	<ul style="list-style-type: none"> • Restriction • Long Term Suspension 	Yes	Yes
d) Firearms/Destructive Device:	**	<ul style="list-style-type: none"> • Long Term Suspension • Expulsion 	<ul style="list-style-type: none"> • Expulsion 		Yes	Yes
e) Other weapons	**	<ul style="list-style-type: none"> • Restriction • Suspension 9 days 	<ul style="list-style-type: none"> • Restriction • Long Term Suspension 	<ul style="list-style-type: none"> • Restriction • Expulsion 	Yes	Yes
28. WUSD Facilities Threats/ Tampering						
a) Fire alarm tampering/ fire alarms	**	<ul style="list-style-type: none"> • Detention 1-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1day 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 	Yes	Yes
b) Chemical/biological/bomb threats	**	<ul style="list-style-type: none"> • Detention 1-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1day 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 	Yes	Yes
c) Other School Threat	*	<ul style="list-style-type: none"> • Detention 	<ul style="list-style-type: none"> • Restriction 	<ul style="list-style-type: none"> • Suspension 	Yes	Yes
29. Other Violations of School/District Policy		<ul style="list-style-type: none"> • Detention • Restriction 	<ul style="list-style-type: none"> • Detention • Restriction • Suspension 	<ul style="list-style-type: none"> • Restriction • Suspension 	Yes	Yes

**EXHIBIT D
DISCIPLINE MATRIX 3-5**

DISCIPLINARY ACTIONS
A PARENT CONFERENCE MAY BE REQUIRED FOR EACH OFFENSE
**ADE Mandated Report ** Police and ADE Mandated Report*

INFRACTIONS	AZ SAFE	1 ST OFFENSE/ OCCURRENCE	2 ND OFFENSE/ OCCURRENCE	CONTINUED OFFENSE/ OCCURRENCE	POLICE REPORT	RESTITUTION
1. Aiding/Abetting other infractions on this discipline matrix		<ul style="list-style-type: none"> • Reprimand • Detention 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5 days • Suspension 1 day 	<ul style="list-style-type: none"> • Suspension 1-3 days 		
a) (passive)						
b) (active)		<ul style="list-style-type: none"> • Detention 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5 days • Suspension 1-3 days 	<ul style="list-style-type: none"> • Suspension 3-5 days 	Yes	Yes
2. Alteration/Tampering /Misuse of		<ul style="list-style-type: none"> • Reprimand • Detention 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5 days • Suspension 1-5 days 	<ul style="list-style-type: none"> • Suspension 1-9 days 		
a) school Records						
b) computer records		<ul style="list-style-type: none"> • Suspension 1-3 days 	<ul style="list-style-type: none"> • Loss of Privileges 1-3 days • Suspension 3-5 days 	<ul style="list-style-type: none"> • Loss of Privileges 3-5 days • Suspension 5-9 days 	Yes	Yes
3. Arson		<ul style="list-style-type: none"> • Short Term Suspension 	<ul style="list-style-type: none"> • Long Term Suspension 	<ul style="list-style-type: none"> • Long Term Suspension • Expulsion 	Yes	Yes
a) structure or property *	*					
b) occupied structure **	**	<ul style="list-style-type: none"> • Long Term Suspension 	<ul style="list-style-type: none"> • Expulsion 		Yes	Yes
4. Assault/Minor Aggression		<ul style="list-style-type: none"> • Detention 3-5 days • Suspension 1-3 days 	<ul style="list-style-type: none"> • Suspension 3-5 days 	<ul style="list-style-type: none"> • Suspension 5-9 days • Long term suspension 	Yes	Yes
a) Student to Student	*					
b) Student to Teacher/Staff	*	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Suspension 3-5 days 	<ul style="list-style-type: none"> • Suspension 5-9 days • Long Term Suspension 	Yes	Yes

5. Aggravated Assault (Serious Bodily Harm) / Kidnapping / Homicide	**	<ul style="list-style-type: none"> Long Term Suspension Expulsion 	<ul style="list-style-type: none"> Expulsion 		Yes	Yes
6. Aggravated Assault of School Employee	**	<ul style="list-style-type: none"> Long Term Suspension Expulsion 	<ul style="list-style-type: none"> Expulsion 		Yes	Yes
7. Attendance Policy Violations a) Tardiness		<ul style="list-style-type: none"> Reprimand Parent Notification 	<ul style="list-style-type: none"> Parent Notification Detention 1-3 days 	<ul style="list-style-type: none"> Detention 3-5 days Restriction 		
b) Leaving Campus without Authorization		<ul style="list-style-type: none"> Reprimand Detention 1-3 days 	<ul style="list-style-type: none"> Detention 3-5 days Restriction 	<ul style="list-style-type: none"> Restriction 1-3 days Suspension 1-3 days 		
c) Unexcused absence		<ul style="list-style-type: none"> Parent Notification Reprimand 	<ul style="list-style-type: none"> Detention 1-3 days 	<ul style="list-style-type: none"> Detention 3-5 days 		
d) Truancy (On/Off Campus)		<ul style="list-style-type: none"> Parent Notification Detention 1-5 days 	<ul style="list-style-type: none"> Detention 1-5 days ISS 	<ul style="list-style-type: none"> Detention 5-10 days ISS Restriction 	Yes	Yes
8. Breaking and Entering School Premises/Trespassing		<ul style="list-style-type: none"> Detention 1-3 days Suspension 1-3 days 	<ul style="list-style-type: none"> Detention 3-5 days Suspension 3-5 days 	<ul style="list-style-type: none"> Suspension 5-9 days 	Yes	Yes
9. Bus Safety Rules Violation		<ul style="list-style-type: none"> Incident Report Bus Suspension 1-3 days 	<ul style="list-style-type: none"> Restriction Bus Suspension 5-10 days 	<ul style="list-style-type: none"> Short Term Suspension Long Term Bus Suspension 		Yes
10. Cheating or Plagiarism/Forgery/Falsification/ False Information		<ul style="list-style-type: none"> Reprimand Detention 1-3 days 	<ul style="list-style-type: none"> Detention 3-5 days Suspension 1-3 days 	<ul style="list-style-type: none"> Suspension 3-5 days 		Yes
11. Controlled Substance (*alcohol, *tobacco, Vape juice, e-cigarettes, *inhalants, over the counter **Prescription Drugs **Illicit drugs: Ecstasy, Cocaine, Meth Marijuana, Hallucinogens, Heroin etc.						
a) Solicitation		<ul style="list-style-type: none"> Restriction Suspension 1-5 days 	<ul style="list-style-type: none"> Restriction Suspension 3-5 days 	<ul style="list-style-type: none"> Suspension 5-9 days 	Yes	Yes

b) Sales/Distribution		<ul style="list-style-type: none"> • Short Term Suspension 	<ul style="list-style-type: none"> • Short Term Suspension • Long Term Suspension 	<ul style="list-style-type: none"> • Long Term Suspension 	Yes	Yes
c)Use/Possession		<ul style="list-style-type: none"> • Restriction • Short Term Suspension 	<ul style="list-style-type: none"> • Short Term Suspension • Long Term Suspension 	<ul style="list-style-type: none"> • Long Term Suspension 	Yes	Yes
c) Paraphernalia		<ul style="list-style-type: none"> • Detention 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5 days • Suspension 1-3 days 	<ul style="list-style-type: none"> • Restriction • Short Term Suspension 		
12. Defiance/ Disrespect/Insubordination/Non-compliance		<ul style="list-style-type: none"> • Reprimand • Restriction • Detention 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5 days • Restriction 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 		
13. Disruption Of the Educational Process		<ul style="list-style-type: none"> • Reprimand • Suspension 1-5 days 	<ul style="list-style-type: none"> • Detention 3-5 days • Suspension 3-5 days 	<ul style="list-style-type: none"> • Suspension 5-10 days 		
14. Dress Code Violation		<ul style="list-style-type: none"> • Reprimand • Change clothes • Detention 1-3 days 	<ul style="list-style-type: none"> • Parent Notification • Detention 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 		
15. Fighting: (Mutual participation with physical violence)	*	<ul style="list-style-type: none"> • Detention 1-3 days • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5 days • Suspension 1-5 days 	<ul style="list-style-type: none"> • Short Term Suspension • Long Term Suspension 	Yes	Yes
16. Gambling		<ul style="list-style-type: none"> • Reprimand • Detention 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5 days • Suspension 1-3 days 	<ul style="list-style-type: none"> • Suspension 3-5 days 		
17. Hazing	*	<ul style="list-style-type: none"> • Restriction • Suspension 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 5-9 days 	<ul style="list-style-type: none"> • Short Term Suspension • Long Term Suspension 		Yes
18. Injury Prone Behavior(Horseplay/Roughhousing/ Recklessness)	*	<ul style="list-style-type: none"> • Reprimand • Detention 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5 days • Suspension 1-3 days 	<ul style="list-style-type: none"> • Suspension 3-5 days 		

*Endangerment: If results in substantial physical injury						
19. Intimidation/ Threats Harassment (non sexual)/ Bullying/Cyber Bullying	*	<ul style="list-style-type: none"> • Detention 1-5 days • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5 days • Restriction • Suspension 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 5-9 days 		
20. Negative Group Affiliation/ Secret Societies (Gang Affiliation)		<ul style="list-style-type: none"> • Detention 3-5 days • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 3-9 days 		
21. Possession of a Combustible (lighters, matches, firecrackers, gasoline, etc.)		<ul style="list-style-type: none"> • Detention 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Restriction • Short Term Suspension • Long Term Suspension 		
22. Public Display of Affection (PDA)		<ul style="list-style-type: none"> • Reprimand 	<ul style="list-style-type: none"> • Detention 1-3 days 	<ul style="list-style-type: none"> • Restriction • Detention 3-5 days 		
23. Sexual Offenses:						
a) Obscene/Pornographic materials		<ul style="list-style-type: none"> • Confiscation • Detention 1-3 days • Restriction 	<ul style="list-style-type: none"> • Confiscation • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Restriction • Suspension 5-9 days 		
b) Indecent Exposure		<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Restriction • Suspension 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 5-9 days 		
c) Sexual Harassment	*	<ul style="list-style-type: none"> • Detention 1-3 days • ISS • Suspension 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5 days • Restriction • Suspension 1-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 5-9 days 		
d) Sexual Harassment with contact	*	<ul style="list-style-type: none"> • Restriction • Suspension 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 5-9 days 	<ul style="list-style-type: none"> • Restriction • Long Term Suspension 	Yes	Yes
e) Sexual misconduct with a minor/child molestation	**	<ul style="list-style-type: none"> • Restriction • Suspension 5-9 days 	<ul style="list-style-type: none"> • Restriction • Long Term Suspension 	<ul style="list-style-type: none"> • Restriction • Expulsion 	Yes	Yes
f) Sexual Assault (rape)	**	<ul style="list-style-type: none"> • Restriction • Long Term Suspension 	<ul style="list-style-type: none"> • Expulsion 	<ul style="list-style-type: none"> • 	Yes	Yes

24. Theft a) Petty Theft (< \$100)		<ul style="list-style-type: none"> • Reprimand • Detention 1-3 days • Confiscation 	<ul style="list-style-type: none"> • Confiscation • Detention 3-5 days • Restriction 	<ul style="list-style-type: none"> • Detention 3-5 days • Restriction • Suspension 5-9 days 		Yes
b) Theft (>\$100)		<ul style="list-style-type: none"> • Confiscation • Detention 3-5 days • Restriction 	<ul style="list-style-type: none"> • Confiscation • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Confiscation • Restriction • Suspension 1-9 days 	Yes	Yes
c) Burglary (Breaking and Entering Second/Third Degree)	*	<ul style="list-style-type: none"> • Confiscation • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Confiscation • Restriction • Suspension 3- 5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 5-9 days 	Yes	Yes
d) Burglary (First Degree)	**	<ul style="list-style-type: none"> • Restriction • Suspension 3-5 days 	<ul style="list-style-type: none"> • Restriction • Short Term Suspension 	<ul style="list-style-type: none"> • Restriction • Long Term Suspension 	Yes	Yes
e) Extortion	*	<ul style="list-style-type: none"> • Detention 3-5 days • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Restriction • Suspension 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 5-9 days 	Yes	Yes

f) Robbery	*	<ul style="list-style-type: none"> • Restriction • Short Term Suspension 	<ul style="list-style-type: none"> • Restriction • Long Term Suspension 	<ul style="list-style-type: none"> • Expulsion 	Yes	Yes
25. Vandalism/Destruction of School/Personal Property						
a) Graffiti/Tagging	*	<ul style="list-style-type: none"> • Detention 1-3 days 	<ul style="list-style-type: none"> • Restriction • Detention 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 		Yes
b) Personal Property (includes automotive misuse)	*	<ul style="list-style-type: none"> • Detention 1-3 days 	<ul style="list-style-type: none"> • Restriction • Detention 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 	Yes	Yes
c) School Property		<ul style="list-style-type: none"> • Restriction • Detention 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Restriction • Suspension 3-5 days 	Yes	Yes
26. Vulgarity/Profanity /Inappropriate Use of language a) In general		<ul style="list-style-type: none"> • Reprimand 	<ul style="list-style-type: none"> • Detention 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5days 		

b) Student		<ul style="list-style-type: none"> • Reprimand 	<ul style="list-style-type: none"> • Detention 1-3days 	<ul style="list-style-type: none"> • Detention 3-5 days • Restriction 		Yes
c) Teacher/Staff		<ul style="list-style-type: none"> • Reprimand • Detention 1-3 days 	<ul style="list-style-type: none"> • Detention 3-5days 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3days 		Yes
27. Weapons-Possessions/use/distribution JIC-I						
a) Dangerous Instruments/Devices: (Laser pointer, Mace, Razor blade, Letter opener, Simulated knife, Knife		<ul style="list-style-type: none"> • Restriction • Short Term Suspension 	<ul style="list-style-type: none"> • Restriction • Long Term Suspension 	<ul style="list-style-type: none"> • Restriction • Expulsion 	Yes	Yes
b) Explosive Devices		<ul style="list-style-type: none"> • Restriction • Short Term Suspension 	<ul style="list-style-type: none"> • Restriction • Long Term Suspension 	<ul style="list-style-type: none"> • Restriction • Expulsion 	Yes	Yes
c) Simulated Weapons		<ul style="list-style-type: none"> • Detention 1-5days • Restriction • Suspension 1-3 days 	<ul style="list-style-type: none"> • Detention 1-5 days • Restriction • Short Term Suspension 	<ul style="list-style-type: none"> • Restriction • Long Term Suspension 		Yes
d) Firearms/destructive device	**	<ul style="list-style-type: none"> • Long Term Suspension • Expulsion 	<ul style="list-style-type: none"> • Expulsion 	<ul style="list-style-type: none"> • 		
e) Other Weapons	**	<ul style="list-style-type: none"> • Restriction • Suspension 9 days • Long Term Suspension 	<ul style="list-style-type: none"> • Restriction • Long Term Suspension • Expulsion 	<ul style="list-style-type: none"> • Restriction • Expulsion 	Yes	Yes
28. WUSD Facilities Threats/Tampering						
a) Fire alarm tampering/ fire alarms	**	<ul style="list-style-type: none"> • Detention 1-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1 day 	<ul style="list-style-type: none"> • Restriction • Suspension 1-3 days 	Yes	Yes
b) Chemical/Biological/Bomb Threat	**	<ul style="list-style-type: none"> • Detention 3-5 days 	<ul style="list-style-type: none"> • Restriction • Suspension 1-5 days 	<ul style="list-style-type: none"> • Restriction • Short Term Suspension • Long Term Suspension 	Yes	Yes
b) Other School Threat	*	<ul style="list-style-type: none"> • Detention 	<ul style="list-style-type: none"> • Detention 	<ul style="list-style-type: none"> • Suspension 	Yes	Yes
29. Other Violations of School/District Policy		<ul style="list-style-type: none"> • Detention • Restriction 	<ul style="list-style-type: none"> • Detention • Restriction • Suspension 	<ul style="list-style-type: none"> • Suspension • Expulsion 	Yes	Yes

Fundraising:

Due to lack of funding, classes that want to go on a field trip have to fundraise in order to go on a trip. However, field trips will need to be approved by school and district administration before fundraising even begins. If field trips are not educational and/or take away from instructional time, they may not be approved. Student council fundraises throughout the year for events and activities. Please support us any way you can!

Picture Day:

This year there will be two picture days, one at the beginning of the school year and one during the spring. Picture days will be announced well in advance. On picture days, students can wear clothing other than uniforms but they should still be nice clothes. Checks, money orders, and cash are accepted by the company but it does need to be exact change. The office does not have any money to make change. Information will be sent home for each picture day.

Newsletters:

Teachers send a weekly newsletter home with students. Please watch for these. Not only does it tell you what's going on in the classroom, but in many cases, homework is attached. A monthly newsletter from the principal is sent home at the beginning of each month. Notices are sent home whenever needed. Always check your child's backpack or ask them if they have any papers.

PAC:

The Parent Advisory Committee meets once a month to provide information to parents. All parents are invited to come and participate. Title I-funded refreshments are served and parents provide potluck. Federal PAC is also at the district office monthly.

Board Meetings:

The WUSD Governing Board meets regularly on the second Wednesday of each month. Meetings are open to the public. You may request to speak by filling out a call to the public form prior to the meeting at the district office.

Parent Resource Center:

Cradleboard has a room for parents to have access to educational resources, books and a computer.

Parent Volunteers:

You are welcome to visit your children's classrooms anytime. However, if you will be coming regularly, you can volunteer by completing a district volunteer application and submitting a tribal rap sheet for board approval. This is all you need to do as long as your child is in that classroom. Others who may wish to volunteer will need fingerprint clearance.

Thank you for choosing Cradleboard Elementary School for your children. We will do everything we can to provide them with the best for your children. We have high expectations of them.

CRADLEBOARD KIDS CAN!!!

Please remove this page and return to school!

I have read and understand the Parent/Student Handbook for Cradleboard Elementary School.

Student Name: _____

(Please Print)

Teacher: _____

Parent Signature: _____