

# Carmel Valley High School



## Student/Parent Handbook 2022-2023

## **TABLE OF CONTENTS**

C.U.S.D Board of Education and Administration	1
District Campuses/Offices	1
Vision Statement	2
Mission Statement	2
General Information	2
Enrollment	2
Mask Mandate	2
School Hours	2
Office Hours	2
Lunch Program	2
Grade Reporting	2
Credits	2
Homework	2
Community Service Hours	2
Individual Learning Plans	2
Exhibitions	2
Physical Education	3
Visitors	3
Field Trips	3
Phones	3
Graduation Requirements	3
Code of Conduct	4
Student Behavior	4
Absence/Tardy Policy	4
Excused Absences	5
Method of Absence Verification	6
Academic Honesty	7
Drugs or Alcohol	7
Use of Tobacco	8
Driving and Parking Privileges	8
Bullying, Harassment, and Sexual Harassment	8
Student Sexual Harassment Policy	8
Internet and Email Rules	9
Dress Code	10
Suspension and Expulsion	10
Parent Reporting Requirements for Student Injuries and Illnesses	11
Communication Guidelines for Parents	11
Non-Discrimination Notification	12
Acknowledgment of Receivership	13

## **BOARD OF EDUCATION**

Sara Hinds  
Tess Arthur  
Anne Marie Rosen  
Seaberry Nachbar  
Karl Pallastrini

## **DISTRICT ADMINISTRATION**

Ted Knight, Superintendent of Schools  
Paul Behan, Chief Technology Officer  
Yvonne Perez, Chief Business Official  
Blaise DiGirolamo, Chief Academic Officer  
Steve Gonzalez, Director of Special Education  
Craig Chavez, Chief of Human Resources Officer  
Tricia Zarevich, Secretary to the Superintendent

## **DISTRICT CAMPUSES/OFFICES**

### **District Office**

P.O. Box 222700, Carmel, CA 93922  
624-1546 (Phone)  
626-4052 (Fax)  
Int. Superintendent: Ted Knight  
[www.carmelunified.org](http://www.carmelunified.org)

### **Maintenance, Operations, & Transportation**

P.O. Box 222700, Carmel, CA 93922  
624-6311 (Phone)  
624-5867 (Fax)  
Operations Manager: Dan Paul  
[www.carmelunified.org](http://www.carmelunified.org)

### **Carmel High School**

P.O. Box 222780, Carmel, CA 93922  
624-1821 (Phone)  
626-4313 (Fax)  
Principal: Jon Lyons  
[www.carmelhigh.org](http://www.carmelhigh.org)

### **Tularcitos Elementary School**

35 Ford Rd., Carmel Valley, CA 93924  
659-2276 (Phone)  
659-1049 (Fax)  
Principal: Ryan Peterson  
[www.tularcitos.org](http://www.tularcitos.org)

### **Carmel Valley High School**

P.O. Box 222700, Carmel, CA 93922  
624-4462 (Phone)  
624-4487 (Fax)  
Principal: Tom Parry  
[www.carmelvalleyhigh.org](http://www.carmelvalleyhigh.org)

### **Captain Cooper Elementary School**

P.O. Box 250, Big Sur, CA 93920  
667-2452 (Phone)  
667-2760 (Fax)  
Principal: Elisa Tacconi  
[www.captaincooper.org](http://www.captaincooper.org)

### **Carmel Middle School**

P.O. Box 222740, Carmel, CA 93922  
624-2785 (Phone)  
624-0839 (Fax)  
Principal: Dan Morgan  
[www.carmelmiddle.org](http://www.carmelmiddle.org)

### **Carmelo Child Development Center**

8460 Carmel Valley Rd., Carmel, CA 93923  
624-8047 (Phone)  
625-1351 (Fax)  
Site Director: Laura Dunn  
[www.carmelunified.org/childdevelopment](http://www.carmelunified.org/childdevelopment)

### **Carmel River Elementary School**

P.O. Box 222700, Carmel, CA 93922  
624-4609 (Phone)  
624-6633 (Fax)  
Principal: Jay Marden  
[www.carmelriver.org](http://www.carmelriver.org)

### **Carmel Adult School**

P.O. Box 222700, Carmel, CA 93922  
624-1714 (Phone)  
624-8747 (Fax)  
Coordinator: Tom Parry  
[www.carmelunified.org/adultschool](http://www.carmelunified.org/adultschool)

## **VISION STATEMENT**

The vision of Carmel Valley High School is that all students can attain academic and personal success, regardless of their life circumstances.

## **MISSION STATEMENT**

Carmel Valley High School provides a challenging, personalized curriculum in a safe structured environment to empower students to achieve their life goals.

## **GENERAL INFORMATION**

### **Enrollment**

Students eligible for continuation school shall be age 16 - 18 at the time of their enrollment (California Education Code 48400 & 48413). Prospective students must live in the boundaries of Carmel Unified School District and are required to complete a CUSD Residency Affidavit before attending CVHS. Students may enroll at the beginning of the semester and at the end of each quarter. If the student has an IEP, a change of placement meeting must be held before a transfer to CVHS.

### **Mask Mandate**

Students, staff and visitors are not required to wear masks while on campus but may do so if they wish. All policies are mandated by our District office and the Monterey County Health Dept.

### **School Hours**

CVHS students are required to attend Monday through Friday from 8:30 a.m. to 12:00 p.m. Students are expected to arrive on time. Students who are behind in credits will be enrolled in credit recovery class from 12:05pm to 1:00pm.

### **Office Hours**

The CVHS front office is open Monday through Friday from 8:00 a.m - 3:00 p.m.

### **Lunch Program**

School lunch and breakfast are available every day and may be ordered in the front office before 9:00 a.m. Breakfasts must be ordered the day before and will be ready when the student arrives in the morning. Lunch will be distributed to students at 12:35pm.

### **Grade Reporting**

CVHS issues mid-quarter narrative progress reports and quarterly report cards in the form of a student transcript . Students will be involved in writing their own progress reports.

### **Credits**

Every student earns credits by completing projects in each class. Students earn math credits through the online education program Edmentum. Completion of physical education, work experience credits, internship credits, and coursework at MPC can generate credit. All these credits can be used to fulfill elective requirements for graduation. The expectation is for students to earn 2.5 credits per quarter in each course. Credit is granted to students who are employed on a regular basis. Credits are based upon the number of hours worked. Twenty hours per week earns five credits per semester; forty hours per week earns 10 credits per semester.

## **Credit Recovery**

Students will be enrolled in a 5th period class from Noon to 1pm if they need to make up a class or classes. CVHS will use the online program Edmentum for all credit recovery. Students who are behind in graduation credits should expect to spend time outside of school hours recovering credits via their Edmentum courses. Once a class is completed in Edmentum, CVHS will place it on the student transcript. We will not place partial credits on transcripts from Edmentum or credit recovery.

## **Homework**

Good attendance, focus and hard work while in school will result in less homework. As stated above, students enrolled in an Edmentum course should expect to work on it both at school and at home.

## **Community Service Hours**

5 hours of community service are required each Quarter.

- First Community Service Trip/Project - CVHS will organize and transport.
- Each Additional Community Service Trip/Project - The student is responsible for organizing, with teacher support. Teachers have the use of district vans for transportation.

### **Students are also required to choose one of the following...**

- Internship - 1 per semester  
Internship hours are determined on a case by case basis and the students' teacher will offer support and guidance.
- Job Shadow - 1 per Quarter of 1 or 2 hours in duration, teacher will help
- Informational Interview - 1 per quarter
- MPC class - Online or in person class of at least 2 credits
- Paying job or work experience - 20 hours a week for 15 weeks approximately.

## **Individual Learning Plans (ILP)- All Students**

- Drives their educational experience here at CVHS
- Students will create them with our help
- Academic requirements including credits to be recovered
- Career exploration and goals
- Lifestyle goals and how they will achieve them
- Wellness goals, (exercise, nutrition, community, mental health) and how they will achieve them
- Created the first week of school
- In late August we will meet so student can present their ILP
- We will meet with each student in January to report on progress and make adjustments
- In December and May each student will present an Exhibition.

Students will be asked to reflect on their educational experiences often. We use journals in all classes as a reflective exercise.

## **Exhibitions**

Students are required to present an exhibition of their learning in December and May each year.

Exhibitions are one of the key distinguishers that make the CVHS learning experience unique. Instead of midterms and final exams, students at Valley are assessed through public displays of learning that track their growth and progress on their Individual Learning Plans.

While students meet individually with their teachers to evaluate the specific learning targets of their projects, exhibition is the time when students make the case to their parents, teachers, and peers for what they have holistically learned throughout the semester and how they have learned it. Therefore, exhibition is an assessment of the whole learner, rather than the particulars of a task.

### Requirements

- Completion of an Individual Learning Plan, to be presented to parents and teachers.
- Two Exhibitions each year. Students and their parents are required to participate in each exhibition.
- Participation as a student evaluator in other students' exhibitions
- Post-exhibition Reflection

### The Role of the Panel

Panel members are essential to a meaningful exhibition. Parents, peers and staff ask the students questions that help them articulate their learning, hold them accountable to the work they've done to pursue their goals, provide feedback on their learning, and celebrate their growth.

## **Physical Education**

PE Credit can be earned for off-campus physical activities. 15 hours of activity is equal to one PE credit. Prior principal approval and parent verification is required. There will also be opportunities for students to create their own personal wellness goals and earn credits on campus related to Physical Education in the CVHS weight room and on certain Leaving-To-Learn experiences. Students log exercise hours on a PE log which is accessed from their ILP.

## **Visitors**

For the safety of our students and staff members, visitors to CVHS continue to be restricted. All visitors must obtain pre-approval from the principal or school secretary before arrival. Individuals providing transportation to students are expected to schedule their arrival to coincide with the student's dismissal time.

## **Leaving to Learn (Field Trips)**

We are able to supplement our on-site education programs with Leaving to Learn experiences each year. These trips are a required part of the curriculum and are credit earning.

## **Phones**

Use of the school phone is for **emergencies only**. Students must make transportation arrangements prior to coming to school. Unanticipated necessary communications regarding work, medical appointments, etc. must be placed through our school secretary. Cell Phones are expected to be turned off and put away during class time. Each individual teacher has their own classroom rules regarding cell phones and students may be required to place their cell phone in a wall pocket in the classroom during class. If a cell phone is confiscated during class time, it will be stored until the end of the school day and then returned to the student. If a second offense occurs, the item will be returned to a parent only.

## **Graduation Requirements**

English	40
Geography	5
World History	10
U.S. History	10
Economics	5
Civics	5
Mathematics	10
Integrated I	10
Physical Science	10
Life Science	10
Physical Education	20
Fine Arts or Foreign Language	10
Health	5
<u>Electives</u>	<u>50</u>
<b>TOTAL</b>	<b>200</b>

## **CODE OF CONDUCT**

### **Student Behavior**

Carmel Valley High School maintains a positive and orderly environment. Students are expected to follow the school rules, cooperate with the staff, and respect differences in others. Students who are behaviorally problematic, truant, or not productive will be transferred back to Carmel High School, unless the student was administratively placed. Students may not interfere in any way with disciplinary matters concerning other students. Students who fail to comply with these rules and regulations will be counseled, reprimanded, suspended or expelled.

### **Absence/Tardy Policy**

Absences due to illness, bereavement, or court appearances must be excused by a parent or guardian within twenty-four hours. It is expected that all medical and dental appointments will be scheduled during non-school hours. Extended illness must be verified by a physician (CUSD Administrative Regulation 5113.1).

The first unexcused tardy will result in a warning; second unexcused tardy will result in a warning and a call to the parent/guardian; third unexcused tardy will result in lunch detention and continued unexcused tardies will result in a parent meeting.

Any student leaving campus during school hours without permission from the principal will be considered truant. The student will receive a one (1) day suspension or in-house suspension.

First Unexcused Absence or Tardy (in excess of 30 minutes): Contact parent or legal guardian by telephone. If no satisfactory explanation of student's absence/tardy is provided or if unable to contact parent or guardian, send first written notice by first class mail to parents or guardians about student's unexcused absence/tardy. (Education Code 48340).

Second Unexcused Absence or Tardy (in excess of 30 minutes): Contact parent or legal guardian by telephone. If no satisfactory explanation of a student's absence/tardy is provided or if unable to contact parent or guardian, send a second written notice by first class mail to parents or guardians about the student's unexcused absence/tardy. (Education Code 48340).

Third Unexcused Absence or Tardy (in excess of 30 minutes): Contact parent or legal guardian by telephone. If no satisfactory explanation of a student's absence/tardy is provided or if unable to contact the parent or guardian, send a third written notice by first class mail to parents or guardians about the pupil's unexcused absence/tardy. (Education Code 48340)

- a. School officials shall make a conscientious effort to hold at least one conference with the student and the parents or guardians of the student by this stage of the process.
- b. A copy of the third written notice of student's unexcused absence/tardy shall be sent to the Monterey County District Attorney.

Fourth Unexcused Absence or Tardy (in excess of 30 minutes): Student is declared a TRUANT (1ST) (Education Code 48260) and is reported to the Superintendent/designee.

- a. Send a written notice by first class mail to parents or legal guardians to inform them that the student has a fourth unexcused absence/tardy and that the pupil is classified as a TRUANT.
- b. A copy of the written notice shall be sent to the Monterey County District Attorney. (Education Code 48260.6)
- c. School officials shall make a conscientious effort to hold a conference with the student and the parents or guardians of the pupil. (Education Code 48262)
- d. The Monterey County District Attorney shall send a written letter to the parents/guardians regarding compulsory education laws (Education Code 48200, 48290-48296) and compulsory continuation education laws. (Education Code 48400, 48450-48454) The letter will also advise the parents or guardians of the possibility of a truancy mediation meeting with the District Attorney if they fail to comply with compulsory education and compulsory continuation education laws.

Fifth Unexcused Absence or Tardy (in excess of 30 minutes): Student is reported to the Superintendent/designee as TRUANT (2ND). (Education Code 48261)

- a. Send a written notice by first class mail to parents/guardians to inform them that the student continues to be classified as a TRUANT.
- b. A copy of the written notice shall be sent to the Monterey County District Attorney. (Education Code 48260.6)
- c. School Officials shall make a conscientious effort to hold at least one more conference with the pupil and the parents/guardians of the student. (Education Code 48262)
- d. The Monterey County District Attorney shall send a written notice to the parents/guardians requesting that the parents/guardians and the student attend a Truancy Mediation Meeting to discuss the possible legal consequences of the pupil's truancy. (WIC 601.3)

Sixth Unexcused Absence or Tardy (in excess of 30 minutes): Student is reported to the District Superintendent/designee as TRUANT and is deemed a HABITUAL TRUANT. (Education Code 48262)

- a. Send a written notice by first class mail to parents or legal guardians to inform them that the student has been classified as a HABITUAL TRUANT, and that a written request



- is being made to the district Attorney to file a criminal complaint against the parents or legal guardians or to file a juvenile petition on behalf of the student.
- b. Send a copy of the written notice to Monterey County District Attorney to advise that the student is a HABITUAL TRUANT. (Education Code 48260.6) Attach a written request that the District Attorney file a criminal complaint against the parents or legal guardians or file a juvenile petition on behalf of the student.
  - c. The District Attorney may request that a Monterey County Probation Officer file a petition, pursuant to WIC 601, on behalf of the pupil in Juvenile Court. (Education Code 48263; WIC 601.3(e))
  - d. The District Attorney may issue a criminal complaint against the parents or legal guardians. (Education Code 48291, 48452; WIC 601.3 (b)(5))

### **Excused Absences**

A student's absence shall be excused for the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)
3. Medical, dental, optometric, or chiropractic appointments (Education Code 48205)
4. Attendance at funeral services for a member of the immediate family (Education Code 48205)
  - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)
  - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194, 48205)
5. Jury duty in the manner provided by law (Education Code 48205)
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to: (Education Code 48205)
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats not to exceed four hours per semester
  - e. Attendance at an employment conference

When students contemplate absence for personal reasons, their parents/guardians should write to the principal to ask that the expected absence be excused. The principal or designee shall approve or disapprove the request pursuant to uniform district standards. The principal or designee may deny the request if he/she believes that the absence would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students. If the request is denied, reasons will be given.

8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
9. Participation in religious instruction or exercises in accordance with district policy: (Education Code 46014)
  - a. The student must be participating in a release time program authorized by the district administration.
  - b. The parent/guardian must file a written request for the student to be released to receive such instruction.
  - c. Each student shall attend school for not less than a minimum day prior to his/her release from school.
10. Exclusion, for up to five school days, for failure to present evidence of immunization. (Education Code 48216)

### **Method of Absence Verification**

When students who have been absent return to school, they shall present a satisfactory explanation

verifying the reason for the absence. The following methods may be used to verify student absences:

1. Written note from parent/guardian, parent representative, or student if 18 or older (Education Code 46012).
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student
  - b. Name of parent/guardian or parent representative
  - c. Name of verifying employee
  - d. Date(s) of absence
  - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. A written record shall be made, including information outlined above.
4. Physician's verification
  - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - b. When a student has had 14 absences in the school year for illness verified by the methods listed in #1-3 above, any further absences for illness must be verified by a physician.

### **Academic Honesty**

Students who copy work from others, lend inappropriate assistance to others, or submit work that is not the result of their own efforts will be penalized. The definition of academic dishonesty includes:

*Cheating* - The intentional use of, or attempt to use unauthorized assistance in the completion of any academic exercise; the act of collaborating and working together on any academic exercise, without the instructor's approval, which results in submitting work that is so similar in appearance, content, or form so as to create doubts as to whether the work is truly the product of individual effort.

*Plagiarizing* - The deliberate use or reproduction of ideas, words, statements, or images of another as one's own without proper acknowledgement or citation. Examples of plagiarism include, but are not limited to: using verbatim or paraphrased text or images without proper citation; paraphrasing so as to mislead the reader regarding the source; submitting without permission the same written or oral material in more than one course; obtaining images, research, or lab data from another individual or source and presenting it as one's own work.

*Facilitating Academic Dishonesty* - Intentionally or knowingly helping, or attempting to help another to commit acts of academic dishonesty as defined above.

Instructors may elect to implement one or more of the following:

- Require the student to re-do the academic exercise or do a new academic exercise.
- Give the student an "F" for the academic exercise and not permit it to be redone.
- Require that any student(s) involved participate in a parent-teacher conference.
- Refer the case to the Principal for additional appropriate action, such as suspension from school of 1-5 days.

Repeat offenses may lead to the removal of the student from the course without credit after appropriate consultation with the administration of Carmel Valley High School.

## **Drugs or Alcohol**

Any student under the influence of, in possession of, or engaged in the sale of a controlled substance will be suspended for five days. The CUSD School Resource Officer will be notified, and the student's parents will be informed. Automatic expulsion is required by Carmel Unified School District's policy for selling controlled substances on school district property.

A student's first offense within the District for use, possession, transmission, sharing, or being under the influence of drugs or alcohol shall result in the following:

- Suspension from school for five (5) days with notification to parents.
- School administrative report to the local Sheriff's Department for appropriate legal action.
- Referral to an appropriate drug treatment center for a chemical-dependency assessment.
- Admission, upon return, to a CUSD sponsored support group for ongoing counseling.

The student will be referred immediately to the CUSD Superintendent for expulsion if s/he fails to complete any of the directives outlined above before returning to campus.

A student's second offense with the District shall result in the following:

- Suspension from school for five (5) days in compliance with Board Policy.
- School administrative notification of action to the parent by phone and in writing.
- School administrative report to the local Sheriff's Department for appropriate legal action.
- Recommendation to the CUSD Superintendent for expulsion from the District.

## **Use of Tobacco**

The Carmel USD Board of Education (BP 5131.62) prohibits the use of products containing tobacco and/or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products at any time, in charter school or school district-owned or leased buildings, on school or district property, and in school or district vehicles. However, this section does not prohibit the use or possession of prescription products, or other cessation aids such as nicotine patches or nicotine gum. Student use or possession of such products must conform to laws governing student use and possession of medications on school property.

## **Driving and Parking Privileges**

Any student using his or her own car as transportation will be required to show proof of valid driver's license and proof of insurance. CVHS is a closed campus at break and lunchtimes. Students who park off campus will not be allowed to access their cars during school hours. Reckless driving and/or driving at excessive speed on school property can cause loss of privilege to drive a car to school and/or result in a suspension.

## **Bullying, Harassment, and Sexual Harassment**

Bullying, intimidation, harassment, and sexual harassment will not be tolerated. Bullying occurs when a student is intimidated by verbal or physical conduct or actions. Intimidation refers to actions that may cause fear, humiliation, or injury. Harassment is verbal or physical conduct directed at someone's personal characteristics. Sexual harassment includes, but is not limited to, unwanted or unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature. Depending on the seriousness of the offense, students may be suspended and/or recommended for expulsion from school. At a

minimum, incidents of bullying harassment and sexual harassment will receive the following consequences:

- First Offense - A warning is issued to any students involved that there will be no further harassment or bullying tolerated of other individuals.
- Second Offense - Students will be suspended from school for 1-5 days.
- Third Offense - Students will be suspended from school for 5 days and can be recommended for expulsion from the district.

### **Student Sexual Harassment Policy (BP 5145.7)**

The Board of Education is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in the district complaint processes.

### **Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment; including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable.

### **Complaint Process**

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other school district employee. An employee who receives such a complaint shall report it in accordance with administrative regulations.

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

### **Disciplinary Actions**

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

### Confidentiality and Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964) The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

### **Internet and E-mail Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Violations may result in a loss of access as well as other disciplinary or legal action, if appropriate and justified.

### **Dress Code**

Appropriate clothing must be worn at all times. Appropriate shoes must be worn at all times (for reasons of health and safety). Hats or headgear may not be worn during class. Specific inappropriate dress includes:

- Clothing or symbols that display obscene pictures or gestures, sexually suggestive statements, substances illegal to juveniles (i.e., tobacco, alcohol, drugs), weapons, and words depicting death/violence/gore.
- Clothing or symbols related to gang activities, (i.e., "tags", logos, insignias, bandannas, belt buckles, hanging belts, suspenders), or any other article determined to be gang related.
- Garments exposing the torso, midriff, or upper thigh (e.g., halter tops, cropped tops, spaghetti-strap tank tops, net or see-through tops, short skirts, short dresses, or short shorts). Pants must be worn at waist level in a manner in which underwear is not exposed or would not be exposed if the shirt were raised.

First Offense - A warning is issued to students and parent(s) or guardian(s) will be phoned.

Second Offense - Students will be suspended from school for 1-5 days.

Third Offense - Students will be suspended from school for 5 days and may be recommended for alternative placement.

### **Suspension and Expulsion**

By State law the following offenses by a student are grounds for suspension or expulsion under the California Education Code, whether they occur while on school grounds, while going to or coming from school, during the lunch period (on or off campus), during a school sponsored activity, or while going to or coming from a school sponsored activity:

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self- defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.

- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
  
- n. Committed or attempted to commit a sexual assault.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Aided or abetted the infliction or attempted infliction of physical injury to another person.
- q. Committed sexual harassment.
- r. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- s. Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils.
- t. Made terrorist threats against school officials or school property, or both.

### **Parent Reporting Requirements for Student Injuries and Illnesses**

Parents shall notify the office staff or school nurse regarding any student injury or illness. Parents shall inform school staff of any concerns, potential limitations and/or prohibited activities that may require accommodations. Of note, a physician's note may be required. The school nurse will communicate any accommodation plan to the site administrator and relevant staff.

### **Communication Guidelines for Parents**

Parent/Teacher communication is one of the most critical factors to insure student success at school. In this era of ever-present communication, it is helpful to have clear expectations to help parents and teachers manage their communications effectively. With that in mind, the Carmel Unified School District has established these guidelines.

#### General:

- Classroom attendance is taken within the first 15 minutes of school. If a student is marked absent, parents will receive an automated call informing them of the absence and to call the school.
  - Parents should be aware that teachers are instructing during the school day and often have before school and after-school meetings. Teachers may have many students and parents with whom they need to communicate. Therefore, it may be 24 to 48 hours before a teacher can respond to a phone call or an email.
  - In times of heavy volume, teachers may not be able to meet these timelines, but will make an effort to acknowledge receipt of your communication. They will let you know if they need time to develop a thorough response.
  - To make sure your teacher receives time-sensitive information, it is helpful to place both a phone call and an email. Please indicate your degree of urgency in your message. In an email, it is a good idea to write "Time sensitive" at the start of the subject line.

- For truly urgent items, it is best to call the office, where staff can direct your call appropriately. This is important because teachers do not always have a chance to check phone messages or emails during the course of the school day.
- If your concern is not urgent, please indicate whether you need a detailed response or whether the communication is for information only.

**Email:**

Occasionally, an email may be blocked by our filter. If you are concerned that may be the case, it is a good idea to contact the teacher or the school office by phone so the issue can be corrected.

**Nondiscrimination Notification**

Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 prohibit discrimination on the basis of race, color, national origin, or gender in federally financed education programs or activities. District programs shall be free from discrimination based on gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation, or the perception of one or more of such characteristics. The Board is committed to a workplace that is free from discrimination and/or gender bias and shall promote programs that ensure that discriminatory practices are eliminated in all District activities. Any questions or concerns regarding noncompliance can be directed to Ted Knight, Superintendent, at 624-1546.

## **ACKNOWLEDGEMENT OF RECEIVERSHIP**

The rules and regulations outlined within have been designed to protect the rights of everyone, to respect the individual and the diversity of students, staff, and our community, and to ensure that school is conducted in an orderly fashion. They are designed to protect your right to an education. Thus, it is important to note:

- These policies, regulations, and expectations apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or any place interferes with or obstructs the mission of the school or operations of the Carmel Unified School District or the safety or welfare of students or employees.

By signing and dating this page of the handbook, the student and parent/guardian are acknowledging both its receipt as well as the responsibility to comply with the accepted standards of behavior that are expected at all times at Carmel Valley High School.

*Please return the completed acknowledgement to the school secretary.*

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Student Name (please print)

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Student Signature

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Parent/Guardian Signature

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Date of Receipt



