



# TULARCITOS SCHOOL

## 2018 - 2019

Tularcitos School

Carmel Unified School District

Discipline Plan

Revised March 21, 2018

**Table of Contents**

**DISCIPLINE PLAN..... 1**  
PHILOSOPHY ..... 1  
RECOGNITION..... 1  
STUDENT RESPONSIBILITIES ..... 2  
PARENT RESPONSIBILITIES ..... 2  
TEACHER RESPONSIBILITIES ..... 2  
YARD AND NOON-DUTY RESPONSIBILITIES..... 3  
ADMINISTRATOR RESPONSIBILITIES ..... 4  
**RULES..... 4**  
SCHOOL STANDARDS OF GOOD CHARACTER ..... 4  
PUNCTUALITY..... 4  
SCHOOL RULES..... 4  
DRESS CODE FOR ALL OUR STUDENTS ..... 5  
PLAYGROUND RULES - ALL GRADE LEVELS..... 5  
PLAYGROUND RULES - PRIMARY ..... 5  
OUTER SPACE RULES..... 6  
CORRIDOR RULES ..... 6  
ASSEMBLY RULES..... 6  
LUNCHTIME RULES..... 6  
**CONSEQUENCES & DOCUMENTATION ..... 7**  
TARDY POLICY FOR GRADES 1 THROUGH 5..... 7  
PINK-SLIP CITATION ..... 7  
DISCIPLINE REFERRAL..... 7  
BULLYING, INTIMIDATION, AND HARASSMENT..... 8  
SUSPENSION AND EXPULSION..... 8  
**FORMS..... 9**  
TULARCITOS DISCIPLINE REFERRAL ..... 9  
TULARCITOS PINK SLIP DISCIPLINARY CITATION..... 9  
TARDY WARNING..... 10  
**CUSD Non Discrimination..... 11**

**NON-DISCRIMINATION NOTICE**

District programs, activities, and practices shall be free from discrimination based on race; color; ancestry; nationality; national origin; ethnic group identification; age; religion; marital, pregnancy, or parental status; physical or mental disability; sex; sexual orientation; gender; gender identity or expression; genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The district provides equal access to designated youth groups, such as the Boy Scouts, Girl Scouts and others.

The district's coordinator for non-discrimination manages the district's efforts to comply with state and federal non-discrimination laws and to answer inquiries regarding the district's non-discrimination policies, as well as policies related to sexual harassment, Special Education, 504 Plans, and the National School Lunch Program. The coordinator may be contacted at: 831-624-1546 x2040

## DISCIPLINE PLAN

### **PHILOSOPHY**

We believe that good discipline is about learning, righting wrongs, and restoring relationships, provides a climate that promotes a pattern of positive, wholesome pupil behavior in the school as a whole, as well as in the individual classrooms.

The goals of our discipline plan are to:

- teach our students about the impacts of their actions on others
- aid the our students in developing control of, and responsibility for, their own behavior.
- encourage the development of genuine respect for the rights of others.
- develop the habit of good character represented by the pillars of **Respect, Responsibility, Trustworthiness, Caring, Fairness and Citizenship.**
- provide and promote instructional time that is free from excessive disruption.
- ensure a learning environment that is safe, both physically and emotionally.
- encourage positive self-esteem that comes with good character.

We define discipline as a process of promoting a positive and supportive learning environment throughout the school. Such a climate can be realized when the school is characterized by:

- mutual respect of our students and staff.
- a high regard for the dignity of all persons.
- a challenging instructional program.
- effective classroom management.
- established standards for schoolwide and classroom behavior.
- a commitment to maintain an environment free from intimidation, bullying and harassment.
- a commitment to promote positive discipline and enforce established standards of conduct.

These principles must be modeled by the whole staff and be used as the basis for developing school rules. Rules are essential to ensure the rights of all when any group works together. School rules work best when:

- expectations are clearly defined.
- rewards are used to reinforce appropriate behavior.
- consequences result from negative behaviors.
- rewards and consequences are applied fairly and consistently.

### **RECOGNITION**

Our students will receive recognition for academic achievement, good citizenship, and special service to the school.

- Classroom teachers and specialists offer a variety of incentives, awards, and privileges to our students for both academic and social accomplishments.
- Student of the Month, Academic Excellence, and Good Citizenship certificates will be awarded monthly to deserving 4th and 5th grade students.
- All staff will issue "Character Awards" to our students who exhibit especially good character on the playground. These tickets will be posted in a prominent place.

### **STUDENT RESPONSIBILITIES**

- Arrive on time and ready to work.
- Get the right amount of sleep.
- Eat a nutritious breakfast
- Know and follow the school, playground and classroom rules.
- Practice habits of good character as represented by the pillars of Respect, Responsibility, Trustworthiness, Caring, Fairness and Citizenship.
- Give appropriate attention to your work...learning.
- Accept responsibility for inappropriate behavior.
- Notify adults of incidents of bullying or harassment.

### **PARENT RESPONSIBILITIES**

- Get your child to school on time.
- Make sure your child gets adequate sleep.
- Provide your child with a nutritious breakfast.
- Reinforce the school, playground and classroom rules.
- Encourage habits of good character as represented by the pillars of Respect, Responsibility, Trustworthiness, Caring, Fairness and Citizenship.
- Recognize and reward good behavior and character.
- Cooperate with disciplinary action taken by school personnel.
- Support and encourage your child's reading and work at home

### **TEACHER RESPONSIBILITIES**

#### **SCHOOL AND PLAYGROUND RULES**

- Teach the school and playground rules during the first weeks of school.
- Review the school rules with our students as needed.
- Help to maintain safe, orderly out-of-class behavior at all times for all our students. Each teacher is authorized and expected to intervene any time a student is seen misbehaving.
- Assist in the development and review of school and playground rules.

#### **CLASSROOM RULES**

- Develop classroom rules that focus on creating a positive learning climate.
- Make sure all our students know the classroom procedures, the behavioral expectations and their consequences.
- Post classroom rules and send a written copy home.
- Enforce classroom rules fairly and consistently.
- Contact parents when a student demonstrates poor discipline.

#### **OUR STUDENTS IN TRANSIT**

- Monitor our students all the way to the cafeteria line at lunchtime.
- Pick up your class promptly at the beginning of school and after each recess.
- Be sure your class maintains appropriate behavior, i.e., orderly lines, no talking. (If your class is not behaving well in the hallway, stop until they are in order or return to where you began and start over.)

#### **ASSEMBLIES**

- Remind your students of appropriate assembly behavior, i.e., clapping only, no booing, hollering or hooting (for most assemblies), or inappropriate laughing.
- Walk with your class to Bobcat Hall.
- Remain with your class in Bobcat Hall.
- Actively work to maintain order and appropriate student behavior, i.e., no hats, no talking during a performance or while someone is talking to the assembled our students.

### REFERRALS TO THE OFFICE

- Our students are to be referred to the office when the teacher's attempts to correct a student's chronic misbehavior have not been successful or when an action by a student is determined to be of a serious nature. This includes disrespect to the teacher, repetition of an action for which the student has been previously removed from the classroom that day, bullying, intimidation or harassment, violence against another student or school employee, gross vulgarity or profanity, etc.
- When a student is referred to the office, a Discipline Referral should be completed and all copies sent to the office.
- The principal will take responsibility to follow up on referrals and make contact with the student's parent.

### SUSPENSION FROM CLASS BY THE TEACHER

- When all attempts to correct a student's behavior have failed, the teacher may suspend the student from class for the remainder of the day or for the remainder of the day and the day following.
- A Discipline Referral must be completed and sent to the office.
- When a teacher suspends a student from class, a parent-teacher conference, by phone or in person, is required.
- The principal will keep a student who has been suspended from class, and determine if he or she is to be suspended from school.

### YARD AND NOON-DUTY RESPONSIBILITIES

- Separate and circulate in order to fulfill a threefold purpose:
  - REASSURANCE - Be alert in case someone is injured or threatened with injury. When the students see that an adult is there, watching, they feel safe.
  - AFFIRMATION - Greet our students and give encouragement to our students by name. Our students thrive on personal recognition.
  - DETERRENCE -Remind our students to act safely and kindly.
- Enforce school and playground rules fairly and consistently.
- Assign consequences to our students who are not responding to verbal cues and reminders about proper behavior.
- Complete a pink-slip citation to inform the classroom teacher of infractions that need follow-up.
- Refer our students to the office when your attempts to correct a student's chronic misbehavior have not been successful or when an action by a student is determined to be severe. This includes disrespect to the teacher or aide, bullying, intimidation or harassment, violence against another student or school employee, gross vulgarity or profanity, etc.
- Be positive. A "police" mentality will result in an "us vs. them" situation.
- Assume power by imposing penalties yourself. If you send our students to the office for minor infractions, they will view you as powerless.
- Follow through. A frequent complaint of our students is, "I told the yard-duty, but she (or he) didn't do anything". Children have a strong sense of justice. If they complain about another student, you should at least talk to the other student and give a warning. The offended student may be sent to get the offender for you.
- If playground standards are not met:
  1. Give a time-out.
  2. Deny the use of equipment.
  3. Complete a pink-slip citation, and give it to the classroom teacher.
- Some situations are more serious than others. The playground supervisor must make decisions based on the circumstances.

### **ADMINISTRATOR RESPONSIBILITIES**

- Support teachers in implementing their classroom behavior plans.
- Whenever possible, not pull our students from core instruction to deal with discipline incidents.
- Communicate behavioral expectations and school and playground rules clearly to our students.
- Work with referred our students to help them accept responsibility for their behavior and to respect the rights of others.
- Inform parents of school behavioral expectations through the school discipline plan, regular emails, and personal contacts.
- Provide schoolwide incentives for, and recognition of, good behavior.
- Suspend our students from school when appropriate.

### **RULES**

#### **SCHOOL STANDARDS OF GOOD CHARACTER**

1. **Respect:** Treat others with respect. Treat yourself with respect. Keep hands, feet, and objects to yourself. Be considerate of school property.
2. **Responsibility:** Always do your best. Walk in corridors and on the ramp.
3. **Trustworthiness:** Be Honest. Always tell the truth.
4. **Caring:** Be considerate of others. Use appropriate language. Use a pleasant tone of voice.
5. **Fairness:** Follow the rules and take turns at games.
6. **Citizenship:** Take care of others, their stuff, and our campus

#### **PUNCTUALITY**

Our students are to arrive at school on time, be present at his or her classroom at the starting bell, and ready to work.

#### **SCHOOL RULES**

The following are not permitted:

1. Disrespect for adults or children.
2. Bullying.
3. Bad language.
4. Play or real fighting and dangerous games (such as tackling).
5. Throwing sticks, stones or sand.
6. Leaving the playground without permission.
7. Climbing trees and fences.
8. Chewing gum.
9. Littering. (All litter is to be disposed of in appropriate container.)
10. Playing behind classrooms, around the office, or in bathrooms.
11. Using water from drinking fountains for games.
12. Inappropriate use of school computers or the Internet connection.
13. Inappropriate clothing (see Dress Code).
14. The following items should not be brought to school:
  - toys, equipment, games, balls, electronic game devices, tablets, or other electronic equipment. With teacher permission, these items may be left in the classroom for use under the direct supervision of the teacher (i.e. for sharing). The school cannot be responsible for any possessions that are lost or broken. (Exception: Baseball gloves may be brought for use in an organized game during P.E. Baseball gloves should be visibly marked with the student's name. The school takes no responsibility for misplaced, lost, stolen or damaged personal items.)

- pets of any kind (without prior teacher and administrative approval)
  - dangerous implements such as pocketknives, matches, fireworks, toy or real guns, any controlled substance (including products containing tobacco or alcohol, etc.)
  - skateboards, skates or roller blades, roller shoes (Skateboards may not be ridden on any C.U.S.D. campus at any time.)
  - more than a small amount of pocket money . It can be lost easily.
  - No games involving money (including any forms of gambling or extortion).
15. Cell phones should to be kept in backpacks and are not to be used any time during the school day including the bus lines or bus stops or anytime between the start and end of the school day.

**DRESS CODE FOR ALL OUR STUDENTS: Our students should come dressed to learn and play.**

1. Our students are to wear clothing that covers the torso, tummy, upper thigh, and underwear. Tops must have wide straps and go over the shoulder. Shorts must be worn under short skirts.
2. Clothing and accessories may not display words that are not aligned with our character pillars (stupid, dumb, idiot, checked out, etc) or present images that are crude, sexually suggestive, violent, use profanity, express prejudice, or refer to drugs, alcohol or tobacco.
3. Our students are to keep their hair clean and neatly groomed so as not to cover the eyes.
4. No make-up allowed.
5. Our students must wear sturdy shoes or sandals with a strap over the heel. Flip flops, clogs, platform- or high-heeled shoes, and roller-shoes are not allowed. On PE days, our students must wear sturdy athletic shoes that allow for safe and comfortable running.
6. Hats, caps, and sweatshirt-hoods are not to be worn indoors unless granted permission from the teacher or adult in charge for a specific event.
7. Current student sports team uniforms and caps may not be worn at school.
8. Girls' swimming suits must have straps that go over the shoulder. Street clothes (cut-offs, t-shirts) may not be worn for swimming.
9. Consequences for not conforming to the dress code may include wearing school-provided attire for the remainder of the day or until parent contact is made and appropriate clothing is brought to school.

**PLAYGROUND RULES - ALL GRADE LEVELS**

The primary purpose of recess is to take care of personal needs such as restroom, water, snack and to play.

1. Our students use all play equipment in a safe, orderly, cooperative manner. Yard supervisor will stop activity if it is unsafe. All games are to remain "open".
2. Tag must be played on the grass areas only.
3. Our students may play touch football only, no tackling. This game may not be allowed at all if rules are not adhered to.
4. All games must be played by school rules.
5. Balls must be kept off roof and walls.

**PLAYGROUND RULES - (Equipment)**

1. Slides:
  - One at a time down the slide.
  - Student must sit with legs inside and go down the slide feet first.
  - No one may run up the slide or hang from the slide.
2. Tire swing:
  - Stand back at a safe distance while you wait for a turn.
  - Two at a time on tire.
  - Legs must be inside the tire.
  - No pushing.

3. Our students should not push each other on the track ride or other equipment.
4. No jumping from the top of the Jungle Gym. Climb down.
5. The overhead ladder bars are one-way movement only, with children starting on the Multi-Purpose Room side.
6. Children waiting for the bars, tire swing, super nova and log roll may count to 100 aloud. Upon reaching 100, the child on the equipment must give the next person a turn.
7. Limit of 4 our students at one time on the super nova.
8. Our students use jump ropes for jumping only.
9. Games that involve kicking of a ball should be played on the grass side of the blacktop.
10. Snacks for mid-morning recess are to be eaten at the picnic tables. Trash is to be put in the proper receptacles.
11. Kindergarten equipment is to be used only by kindergarten our students.

### **OUTER SPACE RULES**

1. No chasing games in the sand or on the equipment. No jumping from any equipment.
2. Swings
  - Face the field when swinging.
  - NO jumping off the swings...even a little.
  - Stand in front of the swing you are waiting for.
  - Stand back at a safe distance while you wait for a swing.
  - Count to 50, one for each time the swinger comes toward you.
3. Sirius (climbing structure)
  - Only 3 on the platform at a time.
4. Spica 1, Spica 2 & Vega (spinners)
  - Keep both you hands and your feet on the apparatus.
5. Sandworks
  - Use the platforms to get up and down.
  - Do not dump sand on people.
6. Geodome
  - Do not hang upside down.
7. Horizontal Ladder
  - All our students should go the same direction.

### **HALLWAY RULES**

1. Always walk in the hallways.
2. Keep to the right on the ramps.
3. Watch for opening doors. Do not walk inside the yellow half-circles by each door.

### **ASSEMBLY RULES**

1. Take off hats when entering the multipurpose-room.
2. Sit on your bottom not on your knees.
3. Use quiet voices until called to attention.
4. No talking during a performance or while the program is being presented.
5. Show your appreciation by politely clapping only, no hollering or hooting (most assemblies).

### **LUNCHTIME RULES**

Lunch period should be a pleasant and relaxing time for all our students. To make our cafeteria a pleasant place for everyone, Tularcitos School our students follow these rules:

1. Our students will go to the cafeteria with their class.



2. On nice days, our students may choose to eat in the cafeteria, on the patio or on the grassy hillside.
3. Our students will exhibit appropriate behavior. They will use quiet voices and keep all food on their plates or bags, or in their mouths. They will keep their eating areas clean.
4. Our students will remain seated while they are eating.
5. When our students have finished eating, they should remain seated and wait to be excused by the supervisor, then throw away their trash and walk to the playground.
6. Our students may take longer to eat, but may be asked to move to one area after most are dismissed.

## **CONSEQUENCES & DOCUMENTATION**

### **TARDY POLICY FOR GRADES 1 - 5**

- On the fourth tardy in a trimester our students will be assigned to snack recess detention for 10 minutes.
- A note will go home or a call made on the third tardy, indicating that on the next tardy the student will be assigned detention.
- Our students will be assigned snack time detention for each succeeding tardy during the trimester.
- Note: Tardies for kindergarteners are handled by the teacher

### **PINK-SLIP CITATION**

A Pink-slip Citation is used to inform the student's teacher of infractions that need follow-up.

- Completed by aide, specialist teacher or other classroom teacher and given to the student's teacher.
- Classroom teacher maintains a log of citations
- Pink Slips are logged into our student information system
- Consequences are administered by the student's teacher
  - 1<sup>st</sup> citation - warning, parent contact, and consequence.
  - 2<sup>nd</sup> citation - parent contact and consequence, classroom teacher develops behavior management incentives.
  - 3<sup>rd</sup> citation (within a two month period from the previous citation) - referral to the principal and consequence.

### **DISCIPLINE REFERRAL**

A Discipline Referral is used to inform the principal of serious or chronic misbehavior.

- Completed by the classroom teacher, aide or specialist teacher and given to the principal
- In cases where the student must be sent out of the room immediately a phone call to the office is sufficient. The completed form must be sent to the office at the next break.
- Consequences are administered by the principal
  - 1<sup>st</sup> referral - parent contact and recess and lunch detention for up to two days.
  - 2<sup>nd</sup> referral - parent contact and recess and lunch detention for up to five days.
  - 3<sup>rd</sup> referral (within a two month period from the previous referral) - Student Study Team meeting scheduled to develop a behavior improvement plan, recess and lunch detention for up to five days, and possible suspension.
- Discipline referrals are entered into our student information system
- Note: Teachers may ask the principal to counsel a student without it being considered a referral.

Participation in assemblies and field trips is a privilege. Participation may be denied if a student has three or more behavior pink slip citations in the current or preceding trimester. Participation may also be denied if a student has seven or more tardies if the current or preceding trimester.

### **TEACHER'S LOG**

Teachers will maintain a record of Pink-slips and classroom misbehavior.

### **PRINCIPAL'S LOG**

The principal will maintain a record of pink slips, discipline referrals, and suspensions.

### **BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and harassment will not be tolerated. Bullying occurs when a student is repeatedly intimidated by verbal or physical conduct or actions that are meant to gain power over the target.

Intimidation refers to actions that may cause fear, humiliation or injury. Harassment is verbal or physical conduct directed at someone's personal characteristics.

Our students engaging in bullying, intimidation, or harassment will be referred to the principal immediately. Depending on the seriousness of the offence, our students may be suspended from school or recommended for expulsion from the district. At the minimum, a student who bullies, intimidates or harasses others will be subject to the following:

- First offense: parent contact, and recess and lunch detention for up to two days.
- Second offense: parent contact and recess and lunch detention for up to five days.
- Third offense: intervention meeting with parents and student, behavior plan will be developed, recess and lunch detention for up to five days, and possible suspension.
- Subsequent offenses: suspension from one to five days.
- Serious repeat offenders will be recommended for expulsion from Carmel Unified School District.

### **SUSPENSION AND EXPULSION**

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

Tularcitos School Discipline Plan

FORMS

**DISCIPLINE REFERRAL**

**TULARCITOS SCHOOL DISCIPLINE REFERRAL**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Class \_\_\_\_\_ Date of Incident \_\_\_\_\_ Time \_\_\_\_\_

This is this student's \_\_\_\_\_

referral.  
Referral Completed By \_\_\_\_\_

**NOTICE TO PARENTS**

The purpose of this report is to inform you of a disciplinary incident involving your child. You are urged to work with your child to see that this kind of behavior is not repeated.

**INCIDENT REPORT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This was a violation of the pillar of character of...

- Respect
- Responsibility
- Trustworthiness
- Caring
- Fairness
- Citizenship

\_\_\_\_\_  
Student's Signature

**PRINCIPAL'S REPORT**

- Held Conference with Student
- Parent Notified by Mail
- Parent Notified by Phone
- Student Assigned Detention
- Student Assigned to In-School Suspension
- Other \_\_\_\_\_

Comments: \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: White to Parent, Yellow to Office, Pink to Teacher, Gold to Originator

FORMS

**TULARCITOS PINK SLIP DISCIPLINARY CITATION**

**Tularcitos Pink Slip Disciplinary Citation**

\_\_\_\_\_

Student's Name	Classroom Teacher	Grade	Incident Time/Location	Incident Date
----------------	-------------------	-------	------------------------	---------------

Referred By \_\_\_\_\_

Description of Incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resulting consequence given by Teacher:

\_\_\_\_\_

\_\_\_\_\_ Number of Pink Slips to Date \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Please return this signed form to the classroom teacher showing you have received it and discussed the actions with your child.  
Thank You for working with us to ensure this type of behavior does not occur again.

Pink: Teacher     Yellow: Referring Person     White: Office

# Warning

As of the date of this notice you have three Tardies.  
One more Tardy and you will have Recess Detention.

Date \_\_\_\_\_

Name \_\_\_\_\_ Teacher \_\_\_\_\_

Parent Signature (Required) \_\_\_\_\_

Please return to office tomorrow

As of today you have Four Tardies.  
Please report to the office.

**You Have Recess Detention TODAY!**

Date \_\_\_\_\_

Name \_\_\_\_\_ Teacher \_\_\_\_\_

Parent Signature (Required) \_\_\_\_\_

Please return to office tomorrow

## **NON-DISCRIMINATION NOTICE**

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The district's coordinator for non-discrimination manages the district's efforts to comply with state and federal non-discrimination laws and to answer inquiries regarding the district's non-discrimination policies, as well as policies related to sexual harassment, Special Education, 504 Plans, and the National School Lunch Program. The coordinator may be contacted at:

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