



**CARMEL HIGH
SCHOOL**

**2018 – 2019
Student Handbook**

WELCOME BACK

Welcome to the 2018-19 school-year at Carmel High School! Many outstanding and exciting opportunities await each of you -- **if you choose to get involved**. I challenge each and every one of you to step out of your comfort zone and set new expectations and goals for yourself. Set the bar high for your achievement in academics, get plugged into a club or an athletic team, play music or sing in a choir, find a VAPA program to stretch yourself and find new and exhilarating talents that you aren't even aware that you have. Carmel High is an amazing school with outstanding faculty and an exceptional staff. While the faculty and staff can point and direct you toward tremendous opportunities, it is your responsibility to make the choices that will allow you gain the experience, expand your horizons, and then accomplish the ensuing successes. If you have never participated in a club, or in an activity based class -- such as, choir, band, dance, drama, mock trial, robotics, etc., then this is your chance. Commit to expanding your world through an unwavering choice to be actively engaged in some of the many activity classes, clubs, student leadership, academic teams, and athletics offered at CHS.

You are receiving this 2018-2019 Handbook because we believe you will achieve greater success this school-year by knowing what is expected at CHS. It is our belief that every student and parent will read this Handbook and be aware of the policies contained inside. Vital and important information such as: our mission, philosophy, academic and behavioral standards, and general information about the CHS campus and operations, are covered.

Ideally this handbook will also become an instructional tool to assist students in organization and involvement throughout the school-year.

We sincerely hope and encourage students to be involved and engaged and are intent upon your 2018-2019 school-year being exceptional!

Let's have a great year...Go Padres!

CARMEL HIGH SCHOOL MISSION STATEMENT

Our mission is to help all students reach their full potential as human beings, lifelong learners, and citizens of a global society. To that end, we foster creativity, teach critical thinking, and promote social adaptability and mastery of the basic skills necessary to help young people lead healthy, productive lives.

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2018 – 2019 IMPORTANT SCHOOL DATES

First Day of School	August 14 th
Back-to-School Night	August 30 th
Minimum Day	August 31 st
Labor Day – No School	September 3 rd
End of First Quarter	October 19 th
October Break	October 8 th – 12 th
Veterans Day	November 12 th
Thanksgiving Break	November 21 st – 23 rd
Finals	December 18 th – 21 st
End of First Semester	December 21 st
Winter Break	December 24 nd -- January 4 th
Staff Development	January 7 th
M.L. King Jr. Day	January 21 st
February Break	February 18 th – 22 nd
Minimum Day	March 8 th
End of Third Quarter	March 22 nd
Spring Break	April 15 th – 19 th
Open House	May 1 st
Minimum Day	May 10 th
Memorial Day	May 27 th
Finals	June 4 th – June 7 th
End of Second Semester	June 7th
Graduation	June 7 th

CARMEL HIGH SCHOOL

Post Office Box 222780
Carmel, CA 93922-2780
(831) 624-1821
www.carmelunified.org/chs

CONTACT INFORMATION

		Extension
Main Office	Ann Berry	2781
- General Information, lost and found		
Attendance	Karen Marasco	2789
-to report daily absences		
Principal	Rick Lopez	2790
Principal's Secretary	Lisa Brazil	2792
Assistant Principal	Craig Tuana	2788
Assistant Principal /ROP	Debbi Puente	2791
ROP Secretary	Lisa Jones	2793
Athletic Director	Golden Anderson	2796
Athletic Secretary	Tammy Waldman	2797
Activities Director	Aubrey Powers	3738
ASB Bookkeeper/ Community Service	Diana Vita	2780
School Health Aide	Kristen Quilty	2014
Counseling Department Secretary/Registrar	Linda Galuppo	2782
Counselor	Jeff Rogers	2783
Counselor	Darren Johnston	2784
Counselor	Yesel Von Ruden	2794
SAP Counselor	Lauren Capano	2785
College & Career Center	Patricia Hunt	3782
Cafeteria	Denise McGregor	2070

CARMEL HIGH SCHOOL STAFF DIRECTORY

Last Name	First Name	Department	Extension	Email
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CARMEL UNIFIED SCHOOL DISTRICT

Carmel High School Code of Conduct

MISSION STATEMENT

Our mission is to help all students reach their full potential as human beings, lifelong learners, and citizens of a global society. To that end, we foster creativity, teach critical thinking, and promote social adaptability and mastery of the basic skills necessary to help young

PHILOSOPHY

Carmel High School creates a safe and caring environment for all students and staff. CHS promotes positive student conduct and fosters a climate of mutual respect for all stakeholders. We believe that appropriate behavior is the responsibility of each student.

STANDARDS OF GOOD CHARACTER

The following standards of student conduct are offered as guides to the development of campus and classroom rules. CHS encourages all stakeholders to employ the following standards:

- A. Exercise self-control.
 - ◇ Use courteous language.
 - ◇ Resolve conflict in a mature and respectful manner
 - ◇ Be appropriately dressed
- B. Demonstrate a positive attitude.
 - ◇ Take a leadership role.
 - ◇ Be polite and courteous
 - ◇ Be cooperative and work as a team.
 - ◇ Get involved in a club or organization
- C. Respect the rights and feelings of others.
 - ◇ Behave in a manner that does not disrupt others.
 - ◇ Treat others with courtesy and respect (i.e., put oneself in the place of the other person, whether that person is another student, teacher, parent/guardian, or any other person on campus.)
- D. Take responsibility for your school.
 - ◇ Respect the building, grounds, and school/private property.
 - ◇ Keep the campus free from trash and graffiti.
 - ◇ Report any wrong doing to administration
- E. Support the learning process.
 - ◇ Attend all classes regularly and on time.
 - ◇ Be prepared for class (i.e., bring assignments, books, and supplies).
 - ◇ Listen carefully to instructions.
 - ◇ Participate in class activities.

STUDENT BEHAVIOR

Students are expected to behave appropriately while in class, at school, on the school bus, or at school-sponsored events. Students are responsible to understand the CUSD Bus Policy. Classroom misbehavior is addressed by the student's teachers. Parents will be contacted, detentions may be assigned, and the participation component of the student's grade may be impacted. Serious or recurrent violations can lead to a teacher suspending the student for up to two class periods or referring students for administrative interventions, including:

- Assignment of Saturday school or after-school detention hours;
- Revocation of on-campus or off-campus privileges;
- Restriction of extra-curricular activity participation (dances, athletic contests, assemblies, field trips, etc.);
- Placement on a behavior and performance contract;
- Administrative removal from a course with the possible loss of credit for the class;
- In-school or out-of-school suspension
- Expulsion from the school district for a period of time as prescribed by the CUSD Governing Board.

BULLYING, HARASSMENT, AND SEXUAL HARASSMENT

Bullying, harassment, or sexual harassment of students is prohibited by CUSD Board Policy. Bullying occurs when a student is intimidated by verbal or physical conduct or actions. 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 from school and/or recommended for expulsion from the district. At a minimum, students are subject to the following:

CUSD Board Policy 5131.2:

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code [48900](#), may include suspension or expulsion in accordance with district policies and regulations.

ACADEMIC HONESTY

Students who copy work from others (plagiarism), allow others to cheat from them, submit work that is not the result of their own efforts, engage in forgery, etc., are guilty of "academic dishonesty." When a student violates the Academic Honesty Policy at any time during the four years that s/he is a student at Carmel High School:

- The teacher will give the student a "zero" for the test, quiz, assignment, paper, or project, etc.;
 - The teacher will contact the parents of the student for a phone or personal conference with them;
 - In addition, the student will be assigned to four hours of detention.
 - If a student receives more than one academic dishonesty, the student will receive at a minimum the same consequences as the first, and any further discipline that is deemed necessary, which may include college notification, no scholarship opportunities from CHS foundation, impacted teacher letter of recommendation.
- **NOTE: The consequences outlined above are minimum interventions resulting from violations of the Academic Honesty Policy.**

AFTER SCHOOL DETENTION

A student who is assigned After School Detention (ASD). If, for some reason, a student is unable to

attend the assigned time, the parent must make arrangements with the assistant principal through his/her secretary at (831) 624-1821 ext. 2793 or ljones@carmelunified.org, *prior to the assigned ASD*. If the student does not sign in or a phone call is not received, the student will be a no show. Students who are no shows for ASD or may receive further consequences from school for defiance of authority.

CANINE UNITS

Use of contra-band detecting canines is one part of a comprehensive approach to drug, alcohol and other contraband issues. Reaching the goal of zero tolerance of drugs and alcohol on campus depends on students, parents, and staff members working together. Per CUSD Board Policy, random searches by dogs do take place on campuses at unannounced times during the school year. Canine searches may also be a part of after school activities such as dances and off-campus trips.

DRUGS / ALCOHOL VIOLATIONS

The use, possession, or being under the influence of drugs or alcohol on campus is prohibited by CUSD Board Policy. At a minimum, students are subject to the following:

- **First offense:** Any student in violation will be suspended from school for up to 5 days. The Monterey County Sheriff will be contacted. The Power Forward Drug Counseling option may be offered as an intervention and alternative.
- **Second offense:** A second violation will result in a 5-day suspension and a mandatory recommendation for expulsion for up to one year. The Monterey County Sheriff will be contacted.

CELL PHONES

Cell phones can be disruptive to classroom instruction. Students may use cell phones during non-class time, unless permitted by teacher. The CHS staff shall confiscate cell phones from students being used at inappropriate times. Violations of these policies will result in:

- At the first offense, device will be confiscated and turned in to the Assistant Principal and may be returned to the student at the end of the day;
- At the second offense, device will be confiscated and turned in to the Assistant Principal and must be claimed by a parent;
- At the third offense, device will be confiscated and turned in to the Assistant Principal and must be claimed by a parent. After-School-Detention or Saturday School may be assigned. Students will be asked not to have a phone at school. Additional consequences will be discussed with the parent.

COMPUTER LAB POLICY

Students are expected to follow the Carmel Unified School District's Internet policy and the computer lab is no exception. The following rules must be followed by anyone who uses the computer lab:

- No food or drink allowed inside the computer lab – any food found will be confiscated and a referral will be issued.
- Do not deface, disrupt or detach any part of the computers (mouse, monitor, network cables or any part pertaining to the computer).
- Do not view, search or download inappropriate content from the Internet. Bypass of content filter is an advanced violation. Students who do so will lose computer access privileges for one week on the first violation; students will lose two weeks for the second violation and will be suspended from school on the third violation. Further violations will receive more progressive discipline.
- Do not write vulgarities on the desks, chairs, computers, or boards in the computer lab.
- Respect the computer lab and those using it.
- Any violation of these rules will result in disciplinary action.

DANCES

Students who wish to attend Carmel High School dances must complete and turn in a current year school dance contract. Appropriate school dance behavior is defined in this contract; if a student behaves inappropriately, a verbal warning will be given. Continued inappropriate behavior will result in a student being asked to leave the dance. When students enter and leave the dance, they will be breathalyzed. If a student fails the breathalyzer, parents and the Sheriff department will be notified.

Carmel High School dance attendance rules:

- 1) All school rules and consequences are in effect.
- 2) All attendees will be breathalyzed.
- 3) Students are free to leave when they wish however; they are not permitted re-entry once they exit (ex. Go to car). CHS encourages parents to talk with their student regarding their plans, including time and location.
- 4) Storage for bags is not available. Any items brought will be left unsecured and may not be available to students during the dance. CHS is not responsible for lost or stolen items.
- 5) Attendees must bring a photo ID.
- 6) Guests must complete the CHS Guest Contract Form.
- 7) Dance attire will be tasteful and appropriate as defined in the school dress code.
- 8) Certain forms of dancing, including "freak" dancing, are deemed inappropriate and are therefore prohibited at any CHS dance.
- 9) Students engaging in any behavior deemed inappropriate will be asked to leave and parents will be called. If a student behaves inappropriately a verbal warning may be given and inappropriate behavior may result in suspension.

NOTE: Students who wish to take a guest to the dance must turn in the guest contract by noon on the Thursday before the dance. Guests cannot be older than 19 years of age. A business card from the guest's principal must accompany the guest contract.

DRESS CODE REQUIREMENTS

The policy, as developed by students, parents, and teachers, applies to all students during school:

- Clothing or accessories displaying profanity, obscenities, sexually suggestive words or pictures.
- Advertising drugs, alcohol, and tobacco are not permitted.
- Strapless or halter tops, plunging necklines, and clothing exposing cleavage or bare midriiffs are not allowed. The top and bottom garments must meet while the student is standing up.
- No undergarments can be exposed at any time, with the exception of shoulder straps.
- Wearing skirts that are shorter than mid-thigh is prohibited. Shorts that reveal any portion of the buttocks are not permitted. Shorts must cover the entire hipbone and have at least a two inch inseam. *Note: There is no 'arm length' rule at CHS.*
- Hats or headwear inside any school building must be removed at the request of a staff member.

Students found to be in violation of the dress code requirements are subject to corrective intervention including, but not limited to, the following:

- Wearing a school-provided T-shirt.
- Turning the shirt inside out.
- Adding a layer of clothing.
- Parental contact and/or student being sent home.

Administrative interventions will be logged into the student's discipline file. Repeated violations may result in suspension from school.

INTERNET USE

Appropriate use of the school's Internet service is expected, based upon the CUSD "Internet Use Policy" that all students sign. Violations of the policy will result in restricted computer use for a period of time to be determined by site administration. For serious violations, suspension from school may also result.

OFF-CAMPUS LUNCH PRIVILEGES

The open campus for juniors and seniors is a **privilege**. Students must maintain a "C" grade point average (2.0) with no "D" or "F" grades, along with parent permission to be allowed off campus at lunch. To determine eligibility for first semester juniors, grades from their second semester sophomore year will be used. Eligible students are issued an off-campus pass at the beginning of each quarter and must show their pass to a campus supervisor or a school administrator in order to leave campus. Read the back of the off-campus pass for additional rules. Students with an off-campus pass may not be tardy or absent in the assigned class following lunch. Excessive tardies may result in removal of the students off-campus pass.

Students who do not meet the eligibility requirements for an off-campus pass are prohibited from leaving campus. The consequences for a student leaving campus without meeting eligibility requirements are the following:

- At the first offense, the student will be assigned (2) hours of ASD.
- At the second offense, the student will be assigned (4) hours of ASD.
- At the third offense, the student may be suspended from school for (1) day for defiance of authority.
- Additional offenses will result in stronger disciplinary consequences.

PARKING LOT REGULATIONS

Students and parents should not drive vehicles beyond the staff gates at any time. Student parking on the main campus is a privilege extended to seniors only and occasionally a small number of juniors. Juniors are allowed to park in the baseball parking lot. All students who park on campus must register their vehicle with the office and have a parking permit affixed to the window at all times if parking on campus. Before a parking permit is assigned, the student must purchase an ASB Activity Stamp and display the appropriate CHS parking tag on the windshield of their vehicle. **NOTE: With reasonable suspicion, any vehicles parked on school premises are subject to search.**

Driving Violations

Unsafe driving on campus will not be tolerated. Driving on campus is a privilege and must not be abused. Students are expected to drive cautiously and safely at all times. Depending on the violation, the student may be issued a warning for the first offence. A subsequent violation or a serious safety violation will result in a suspension of driving and/or parking privileges on campus. Unsafe driving violations are logged into the discipline file and may also be reported to law enforcement agencies.

SKATEBOARDS

Per CUSD Board Policy, **skateboards are not allowed on campus at any time**. Students who use skateboards for transportation to school are required to use the skateboard lockers on campus. Violations of this policy will lead to:

- Confiscation of the board. A parent will be required to come and claim the board.
- Additional violations of this policy, or refusal to give the skateboard to a staff member upon request, will result in ASD or suspension from school.

TEXTBOOKS and CHROMEBOOKS

Students are responsible for textbooks and Chromebooks that are checked out to them and are liable

for any damage to the textbook. If the item is lost or stolen *on or off campus*, the student will be required to pay the replacement cost. This also includes, but not limited to, other items that might have been checked out such as calculators and cameras.

THEFT AND VANDALISM

In the event that personal property has been stolen, see the Assistant Principal's secretary and fill out a theft report. Missing items may also be noted in the daily bulletin. Any student involved in the theft of school or individual property will receive a school consequence and a referral of the incident will be sent to the Sheriff's Department. According to California State Education Code, parents are held responsible for any acts of vandalism on the part of their children and for the replacement of any stolen articles. **Note: No liability is assumed by the school for items left in classrooms, lockers, or any other place on campus.**

GROUNDS FOR SUSPENSION AND/OR EXPULSION

Students suspended from school are not allowed on campus at any time during the suspension period. This exclusion also pertains to attendance or participation in any extracurricular activities, including social and athletic events or practices. Violations will result in an extension of the suspension period. The following offenses by any student are grounds for suspension or expulsion under California Education Code, whether they occur on school grounds, while going to or coming from school, during the lunch period (whether on or off campus), during a school-sponsored activity, or while going to or coming from a school-sponsored activity:

- A. Caused, attempted to cause, or threatened to cause physical injury to another person or 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, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- C. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an 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, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription 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, as defined in Section 11014.5 of the Health and Safety Code. CHS policy includes e-cigarettes, vape pens or of the like as 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. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the

Penal Code.

- O. Harassed, threatened, or intimidated a pupil who is a complaining witness or a 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. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- R. A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related. to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.
- S. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- T. As used in this section, "school property" includes, but is not limited to, electronic files and databases.

EXTRACURRICULAR ACTIVITIES RESTRICTIONS

Students who have been suspended are restricted from participation in extracurricular activities for a period of time following the last day of the suspension.

Activities include, but are not limited to: cheerleading, athletic games, practices, scrimmages, tryouts, drama or music performances that are not part of the student's grade in a class, on-campus parking, off-campus lunch privileges, or any senior class activities. Activities restriction periods, applicable during any one school year, are:

- **1 to 2-day suspension:** Student shall not participate in any extracurricular activities for 7 calendar days;
- **3 to 5-day suspension:** Student shall not participate in any extracurricular activities for a minimum of 15 calendar days, and shall not attend the next scheduled school dance.
- **For multiple suspendable events totaling 6 or more days:** Student shall not participate in any extracurricular activities for a minimum of 30 calendar days and shall not attend the next two scheduled school dances. The student may be removed from a team or program at the discretion of site administration.

ATHLETICS AND NON-GRADED CO-CURRICULAR ELIGIBILITY AND ATTENDANCE POLICIES

Students that participate in officially sponsored athletic teams at Carmel High and those students that are members of non-graded co-curricular activities on campus (including but not limited to, Mock Trial, Model United Nations, Robotics and after school drama productions etc.) must adhere to the following eligibility requirements.

- A. In the classroom; a participating student:
 - 1. Meets the academic standards of a **2.0 G.P.A.**(unweighted), which includes no marks of **"F"**, **"W/F"**, or **"INC"**. Students have **10 days** to clear grades of **"INC"**, other-wise they will remain ineligible for the remainder of the grading period. **NOTE:** Grades and credits for teacher/office assistants will not be calculated for athletic or co-curricular eligibility purposes.
 - 2. Maintaining the citizenship standards of the Code of Conduct of Carmel High School.

3. Shows respect for teachers and those in authority at all times. (Code of Conduct- Insubordination)
 4. Maintains a commendable attendance record.
 5. On the day of an activity or athletic contest the student must be in school for a minimum of 4 periods to participate.
- B. On trips; a participating student:
1. Is a district representative of the community, the school, and the team; therefore, he/she acts in accordance with the high standards of conduct listed above.
 2. Wears clothing appropriate to the event.
 3. For safety and morale reasons, uses district transportation to and from away games and activities.
 4. Will exhibit appropriate behavior on transportation. (Bus Conduct Rules and Procedures)
 5. Is governed by the Carmel Unified School District Drug and Alcohol Policies, as well can receive any school consequences for any inappropriate behavior.
- C. In the community; a Carmel High Student abides by the laws of the community.

FIELD TRIPS DURING SUSPENSION

- Field trips that are mandatory or required as a part of a class grade are exempt from restrictions unless they occur during the course of the actual suspension time.
- Extracurricular field trips do fall under the restricted activity policy. Students are subject to removal based upon their behavior.

ATTENDANCE POLICIES

Regular attendance plays a key role in the success of each student. Every teacher’s course syllabus outlines the consequences of excessive tardiness or truanancies. Except for those students with off-campus privileges, all students must check out through the attendance office before leaving campus during school hours.

ASBENCES

If a medical or dental appointment requires the student to be out of school for part of a day, the school must be notified in advance. **Before leaving campus, the student must obtain a pass to leave campus from the attendance office or the absence will result in the assignment of 2-hours detention time.**

Excused absences include: Illness, medical, dental, or optometrist appointments, family funerals, formal religious observances, mandatory court appearances, school instigated suspensions, authorized field trips, or any other absences approved by the administration. **Unexcused absences include:** Verified parental need, family vacations, oversleeping, personal reasons, truancy, and non- parental clearance within 24 hours of absence from school. Other excused absences may be approved in advance at the discretion of the principal. **Excessive absences:** When a student has had 14 absences in the school year for illness, any further absences must be verified by a physician [CUSD Administrative Regulation AR 5113(c)]

NOTE: Tests and homework can be made up for all excused absences. Make-ups for unexcused absences are at the individual teacher’s discretion.

TARDIES

Tardy counts begin with the start of each semester and clear at the end of each semester. CHS has developed the following policy for dealing with period-by-period tardiness. Please note that this is a 2-tier system:

Tier 1:On the first tardy for an individual class:

- a. Teacher confers with the student

On the second tardy for an individual class:

- a. Teacher confers with the student
- b. Teacher contacts the parent via phone or email.

On the third tardy for an individual class:

- a. Student is referred to the Assistant Principal and is placed on Tardy Probation.
- b. Parent will be phoned or emailed.

Tardy Probation – Once a student is placed on Tardy Probation the student is moved to Tier 2. At this level the tardy count accrues over the entire day and not per individual class.

Tier 2:On the first tardy in any class:

- a. Student is referred to the assistant principal.
- b. After school detention will be assigned for up to three days.
- c. Parent will be contacted.

On the second tardy:

- a. Student is referred to the assistant principal
- b. One 4-hour Saturday School will be assigned
- c. Parent will be contacted

On the third tardy:

- a. Student will be referred to the assistant principal
- b. One 4-hour Saturday School will be assigned
- c. A conference with the parent and student will be held
- d. Off campus pass can be suspended for 5 school days

On the fourth tardy:

- a. Student will be referred to the assistant principal
- b. One 4-hour Saturday School will be assigned
- c. Student will have a 7 day restriction on all activities
- d. Off campus pass will be suspended for 10 school days

On the fifth overall tardy:

- a. Student will be referred to the assistant principal
- b. One 4-Saturday School will be assigned and Off-campus pass will be revoked for 30 days
- c. A second parent /student conference will be held and student will have 15 day restriction on all activities

Note: Continuing tardiness will result in further progressive disciplinary action which may include, but is not limited to, suspension from school.

TRUANCY

California Education Code Section 48260 defines truancy as: " absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof..." As a result of excessive truancies, students will, in some cases, receive a lower or failing academic grade in a class. Students are truant from school or a class when they are absent or leave campus without prior parent permission on file with the attendance office. Carmel High School has instituted the following policies and procedures for dealing with the cumulative total of truancies:

On the first truancy –

- A. Parents are contacted by phone and notified of the student's truancy;
- B. Assistant Principal reviews consequences with the student for future truancies and assigns a minimum of 2 hours of after-school detention.

On the second and third truancy –

- A. Parents are notified, by mail, of the total number of truancies;
- B. Student is assigned a minimum of 4 hours of Saturday school or after-school detention;
- C. On the third truancy, Letter #1 from the Monterey County District Attorney will be mailed home.

On the fourth truancy –

- A. Parents are contacted by phone and notified by mail of the ongoing truancy problem;
- B. Assistant Principal notified parents of the student's immediate loss of **student privileges** for a period of 15 calendar days.
- C. Letter #2 from the Monterey County District Attorney, with a "Notice to Appear" at a formal hearing in court, will be mailed home.

On the fifth truancy –

- A. Student is declared a "Habitual Truant";
- B. Letter #3 from the Monterey County District Attorney, with a "Notice to Appear" at a formal hearing in court, will be mailed home.

NOTE: Continuing truancy will result in further progressive disciplinary action.

Students reporting to their first class period more than 30 minutes after the scheduled starting time will be marked absent. During all other periods of the day, students will be marked absent after the first 10 minutes of classes. These absences must be cleared within three school days, or they will result in a truancy.

- Four hours are assigned for each violation of the truancy or tardy policies. Hours must be completed after school, if detention is chosen, during the following calendar week, Monday through Wednesday, after school from 3:00 to 4:00 pm and Thursday from 2:15 to 4:15 pm.
- School-sponsored interscholastic sporting events, other extra-curricular activities, and family trips do not excuse students from attending ASD on the date assigned.
- **Failure to complete the prescribed detention time will result in further consequences**
- Saturday School is an alternative to home suspension. Repeated placements in ASD will result in further progressive disciplinary action.

VISITORS

All visitors must check in at the administration building. Student visitations are not permitted during school hours, but a potential student has the right to see campus after the school day or on weekends. Parents and/or students seeking information in an effort or desire to enroll at CHS in the near future may call CHS registrar (831) 624 -1821 ext 2782 or a CHS counselor at any time.

Valedictorian Protocol

This protocol requires that our most distinguished students make rigorous course choices throughout their high school career, yet still provides for the flexibility to include enriching course choices, such as music, art, technology, etc. It is our desire that the CHS Valedictorian is representative of both a distinguished academic student and a well-rounded individual.

Valedictorian consideration criteria:

Students who demonstrate completion of a rigorous high school load by:

- *completing 13 Honors and/or Advanced Placement courses at CHS (accredited HS)
- *earn an "A" grade in all courses on CHS transcript

All students that meet these two criteria will be forwarded to the Valedictorian Committee.

Valedictorian Committee:

- *Principal
- *Assistant Principal
- *Senior Class Counselor
- *Teacher of the Year or Mentor Teacher of the Year (from previous year)
- *Honors/AP Teacher

Valedictorian Determination:

The committee will consider each student who meets the consideration criteria as the potential valedictorian. The student garnering the most votes from the committee will be named the CHS Valedictorian. If we have a tie in the voting, we may have more than one valedictorian.

All students who meet the valedictorian criteria and are considered by the committee then are not chosen valedictorian, will receive the honorable designation of CHS Salutatorian.

Non-Discrimination/Harassment Policy

The Governing Board desires to ensure equal opportunities for all students in admission and access to the district's educational programs, guidance and counseling programs, athletic programs, testing procedures, and other activities. District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age, or sexual orientation.

District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the 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 Board prohibits discrimination, intimidation, or harassment of any student by any employee, student, or other person in the district. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in the delivery of services, including, but not limited to, instruction, guidance, and supervision.

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination or harassment in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including suspension, and/or expulsion. Any employee who permits or engages in harassment or prohibited discrimination shall be subject to disciplinary action, up to and including dismissal.

Grievance Procedures

The Board hereby designates the following position as Director for Nondiscrimination to handle complaints regarding discrimination and harassment and inquiries regarding the district's nondiscrimination policies:

Director of Technology & Data Services 4380 Carmel Valley Rd. Carmel, CA 93923 (831) 624-1546

Any student who feels that he/she has been subjected to discrimination or harassment should immediately contact the Director, the principal, or any other staff member. Any student or school employee who observes an incident of discrimination or harassment should report the incident to the Director or principal, whether or not the victim files a complaint.

Upon receiving a complaint of discrimination or harassment, the Director shall immediately investigate the complaint in accordance with either the Uniform Complaint Procedure (BP 1312.3) or site-level grievance procedures specified in AR 5145.7 - SexualHarassment.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination or harassment, and the resources that are available to students who feel that they have been the victim of discrimination or harassment. The district's policy may also be posted on the district website or any other location that is easily accessible to students.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate, the Superintendent or designee may keep the identity of the complainant to the extent that the investigation of the complaint is not obstructed.

504, SPED and Title 9 complaints, please contact Mr. Tuana at 624-1821 ex: 2788 ctuana@carmelunified.org or Mrs. Puente at 624-1821 ex: 2791 dpuente@carmelunified.org.

Sexual Harassment Policy

The Board of Education prohibits sexual harassment of any student by another student, anyone employed by the district, anyone doing business with the district, or anyone on school property or at a school sponsored activity. The Governing Board will enforce all non-discrimination laws, including the prohibition against sexual harassment, to the fullest extent.

Teachers shall discuss this policy with their students in age-appropriate ways. 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 gender.
2. A clear message that students do not have to endure sexual harassment. Students should be encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
3. Information about the person(s) to whom a report of sexual harassment should be made.

Any student who engages in the sexual harassment of anyone on district property or during a school sponsored activity will be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment will be subject to disciplinary action up to and including dismissal. Any individual who engages in sexual harassment of a student may also be subject to criminal prosecution or other legal action.

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately report the incident to a school employee. A school employee to whom a complaint is made shall, within 24 hours of his/her getting the complaint, report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation within 24 hours to the principal or designee, whether or not the victim makes a complaint. If the alleged harasser is the principal or designee, the employee may report the complaint or his/her observation of the incident to the Superintendent or designee who shall investigate the complaint. In addition, any student who feels that he/she is being or has been subjected to sexual harassment may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures (BP 1312.3).

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. If the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, if the principal or designee concludes that such a referral is appropriate or required.

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 its schools.

The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

SEXUAL HARASSMENT - Regulations

Prohibited sexual harassment of a student includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone from or in the educational or work setting, whether it occurs between individuals of the same sex or individuals of the opposite sexes, under any of the following conditions: (Education Code section 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions.
2. Verbal sexual harassment such as unwelcome sexual jokes, stories, slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversation.
4. Visual sexual harassment such as derogatory posters, cartoons, drawings, pictures, gestures, or computer-generated images of a sexual nature.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools or opportunities.
9. Physical sexual harassment, such as assault, impeding or blocking of normal movements, or any physical interference with work or school activities or movement when directed at an individual on the basis of sex.
10. Clothing that is revealing or exposes parts of the body that are deemed inappropriate.
11. Displaying sexually suggestive objects in the educational environment.

Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint is prohibited.

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