



Carmel River School Parent Handbook •2024-2025•



River School Parent Handbook

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The Board of Education is responsible for setting district policy and approving the district's annual budget. The board and district staff work to ensure that the CUSD students receive the highest quality education and the district's finances are healthy.

The public is welcome to attend board meetings the second and fourth Wednesday of each month (tentative schedule). The schedule can vary during summer and holidays. Meetings are held in various locations. For more information call the District Office at 831-624-1546.

Parent Teacher Organization (PTO)

- **PURPOSE**

The PTO at Carmel River School is an active, non-profit, volunteer organization of parents and teachers. Its mission is to support and enhance the educational experience offered to our students.

The PTO plays a vital role at River School. It helps to organize the wonderful volunteers who give time and energy to the school. Volunteers frequently support classroom teachers in various roles or as chaperones on field trips.

The PTO hosts annual events such as the Fall Festival and sponsors the Holiday Program. Monies raised by the PTO fund class field trips, assemblies, performing arts and teacher stipends. These are but a handful of expenditures the PTO makes on the students' behalf. Funds are raised primarily through a fundraiser in the fall.

- **MEETINGS**

The best way to learn about school initiatives, events and policies, and get involved in the school is by attending regular PTO Meetings. The PTO calendar is available on-line through the school's web page: www.carmelriver.org

- **PTO EXECUTIVE BOARD**

The Executive Board meets monthly to prepare for the monthly PTO meeting, approve budget outlays, generate ideas and coordinate planning for PTO activities. It approves the slate of candidates for election each year and proposes the annual budget. All Executive Board actions are presented at the regular monthly meetings for review and approval.

- **AFTER SCHOOL ENRICHMENT (ASE)**

River School in conjunction with the PTO runs an after-school enrichment program where students can sign up for classes that run once a week for 6-8 week sessions such as art, drama, chess, yoga, sports games, etc. The ASE brochure is typically released one week prior to sign ups and sign ups happen online. This is a fee-based program, and the cost of the class is dependent on the class and materials fees.



Site and District Organizations

▪ **FRIENDS OF CARMEL UNIFIED SCHOOLS (FOCUS)**

FOCUS is an independent, nonprofit, tax-exempt foundation organized to obtain tax-deductible donations for the benefit of Carmel schools and students. The goal of FOCUS is to help maintain a high-quality educational environment for all Carmel students by providing direct financial assistance for valued programs. FOCUS is staffed by an all-volunteer board whose membership includes parents, alumni, business people and other interested community residents. FOCUS distributes funds on an ongoing basis and has assisted with academic and extracurricular activities.

<https://www.carmelschoolsfoundation.org/>

▪ **MUSIC BOOSTERS**

A non-profit 501 c3 Benefit Corporation composed of parents, teachers, students, alumni and community members dedicated to the district-wide promotion and development of instrumental and vocal music programs with an emphasis on student instruction and public performance.

Membership provides support to the district for musical education and supplements the organizational and operational aspects on in and out-of-school performances, teacher supplies, scholarships, awards and musical opportunities. We supplement:

- Instrument Purchase and Repair
- Sheet Music, Recording fees
- Clinician & Accompanist Stipends
- Honor Band, Camp Scholarships, Uniforms
- Transportation

We encourage all families with children participating in the CUSD programs to join Music Boosters to support the continued musical education of our district students from elementary school through high school.

▪ **RIVER RECREATION (BEFORE AND AFTER SCHOOL PROGRAMS)**

The Carmel Unified School District offers a fee based before and after school childcare program at River School. The morning program is from 7:00 a.m. to 8:40 a.m. Please call 624-8047 or 624-3147 for more information. You may also view the contracts at

<http://www.carmelunified.org/childdevelopment> under Info/Forms.

▪ **SCHOOL SITE COUNCIL (SSC)**

The purpose of the SSC is to develop the Single Plan for Student Achievement. SSC is funded by the state through the School Improvement Program (SIP). Goals of the plan, all of which enhance the River School environment, are:

- Differentiate instruction to meet the needs of at-risk students and accelerated learners
- Prepare, educate and empower teachers to fully implement and teach the CCSS at every grade level.

- Educate for resilience by developing researched based best practices to promote social emotional health learning and character education

This committee is composed of parents, staff and administration. SSC membership consists of an equal number of parents and staff in order to comply with state requirements and be eligible for funding. SSC meets approximately five times per year.



Specialist Classes

In addition to the regular classroom curriculum, several special programs are available to students at River School.

- **ACADEMIC SUPPORT - Math and Reading**

Small group targeted instruction is provided for students who need additional support in reading and math. Students are referred to participate in these groups through a number of assessments given each trimester. If your child qualifies to participate, you will receive a letter through Parent Square with the details. The groups have been strategically scheduled to ensure that participating students do not miss core instruction in their regular classroom while receiving this additional instruction. Math groups occur in the morning for grades 1-5 from 8:25-9:00 Monday through Friday. Reading groups are scheduled throughout the school day for 30 minute sessions and run Monday through Friday.

- **ART**

Students participate in art lessons in the classroom and also receive art instruction with our art teacher every month for a more intensive art lesson and experience. The art teacher involves the students in a variety of mediums for students to explore.

- **ADVANCE LEARNERS PROGRAM (ALP)**

All fourth and fifth grade students are eligible to participate in the school's ALP program by application. Interested students should complete the application made available to them in August/September to participate. The program is operated two afternoons a week and is taught by the schools Teacher on Special Assignment (TOSA). Courses may include, but are not limited to: Forensics, Stop Motion Animation, and Math Olympiad.

- **CHILDREN'S GARDEN / ENVIRONMENTAL EDUCATION**

The Children's Garden is located on the southeast corner of campus. The curriculum focus combines nutrition, science and language arts in a hands-on, outdoor learning environment. The Children's Garden program is primarily a kindergarten through third grade program, with kindergarten students receiving weekly instruction of 35 to 40 minutes taught by the garden instructor. On a less frequent basis, 1st-5th grade classes participate in "science in the garden."

- **COUNSELING / GUIDANCE**

The counseling and guidance program is available to students, parents and classrooms five days a week. The goals of the program are the following: to provide prevention and early intervention services to address emotional and social problems, to aid in the development of self-awareness and positive self-image, to assist parents in understanding the process of children's growth and development, to foster helpful peer leadership qualities among children and to help them develop the skills to cope with changes in their families.

- **ENGLISH LANGUAGE LEARNERS (ELL)**

Students who do not speak English fluently participate in a daily program taught by the school's technical assistant to develop the students' English language proficiency skills.

- **LIBRARY**

Classes visit the library weekly to learn library standards and to check out books. The library is staffed by a full-time certificated librarian and her assistant. Appropriate care of books is each student's responsibility. Students are not allowed to check books out if a book is overdue. If books are not turned in at the end of the year or are damaged, then a book fee will be charged.

- **MUSIC**

The music teacher provides general music instruction to all TK-4 classes weekly. Choral music programs are offered to interested fourth and fifth grade students. All 5th grade students will play a band or orchestra instrument and receive instruction twice a week for 50 minutes. Students participating in instrumental and choral music also participate in district-wide music festivals in the spring

- **PHYSICAL EDUCATION**

First through fifth grade physical education is offered two times a week for 50 minute periods. Kindergarten students have two P.E. classes weekly for 35 minute periods.

- **SCIENCE**

Once a week, first through fifth grade students visit the science laboratory where the subject is taught by a certificated science teacher who provides hands-on experiences to all classes. Science lessons/activities are provided in the regular classrooms to introduce students to the lessons taught in the lab. Kindergarten science instruction is taught through the Children's Garden program, once a week for 35 minutes.

- **SPANISH**

River School operates a "Spanish" program for kindergarten through grade five one day a week. The Spanish teacher focuses on a rich, stimulating language experience for students rooted in "total physical response" (TPR) while concentrating on developing students' speaking and listening skills.

- **SPECIAL EDUCATION**

Special education classes are operated for students who have been identified with a disability that impedes a student's learning. River School has two special education teachers who are assisted by two instructional aides. The program provides support to the teachers and students in the regular classroom using a "co-teaching" model, although students are also pulled for individual service as documented in a student's Individual Education Plan (IEP). In addition, River School has a speech and language therapist, an itinerant occupational therapist and a psychologist who are available as required.

- **TECHNOLOGY**

Students in kindergarten through second grade receive weekly technological instruction from the computer instructor in the computer lab. In grades three through five, the lab teacher concentrates on delivering a standards based technology curriculum that also incorporates content to support what is taught in the regular classroom to meet 21st century technology skills.

Bell Schedule, Supervision

SCHOOL HOURS

TK / Kindergarten 8:40 a.m. – 2:00 p.m.

1st - 5th Gr. 8:40 a.m. - 3:00 p.m.

Minimum Day Dismissal: 12:30 p.m.

▪ ARRIVAL AND DEPARTURE

Kindergarten and first grade parents will drop off and pick up their children on 15th St. At drop-off if a K/1 student has an older sibling then they will be dropped off on 15th St. as well. At pick-up, if a first grade student has an older sibling then the older sibling will join their first grade sibling on the upper playground for dismissal to the car lane. Second through fifth grade students will assemble on the lower playground to be dismissed to the car lane on Monte Verde St. The only exception is for students whose parents meet them at 3:00 at the classroom door, walk or bike home, or who are taking the bus. If a student has not been picked up by 3:15, teachers will direct the students to the bench in front of the office where students are expected to sit and wait for their parents to arrive. Students arriving late or being picked up early must register in the school office. The register is maintained in the office for parents to sign students in and out of school.

▪ RECESS AND LUNCH SCHEDULES

TK / Kindergarten

Recess 10:10-10:25 a.m.

Lunch 11:40-12:25 p.m.

First – Fifth Grade

Recess 10:30-10:45 a.m.

Lunch 12:30-1:15 p.m.

Eating Times:

1st – 3rd 12:30 – 12:45

4th – 5th 12:57 – 1:15

▪ BEFORE SCHOOL SUPERVISION

Staff members supervise the playground beginning at 8:25 a.m. Students are not to arrive before then. Students are not permitted to play on the playgrounds prior to 8:25 unless they are in the River Rec. program or if they are participating in the school's Morning Mile program with the PE teacher.

▪ AFTER SCHOOL SUPERVISION

After school supervision is provided in the bus line until students are picked up and in the pick-up lane to facilitate traffic flow and safety. Students are not allowed to play at school after the regular day has ended unless they are supervised by their parents or assigned adult.

General Information

▪ ATTENDANCE AND ABSENCES

Regular attendance is essential to a student's success in school. If a child is absent because of illness or other "excused" reason, parents are required to call the school office at 624- 4609 or send a note to the school explaining the reason for the absence within 72 hours of the absence. Parents can communicate with their teachers as well, but the office must always be notified for attendance purposes. If a student is absent because of a medical/dental appointment, illness, or other legal reason defined by CUSD Board Policy, the absence is considered "excused". All other absences are considered "unexcused" absences (e.g. family vacations, recreational events) and will trigger a truancy referral to the district attorney's office if three or more "unexcused" days are accumulated during the current school year. Once a student has accumulated 14 illness days (the average student misses a total of 7 days in a year) all future illness must be verified by the school nurse, health aide or a medical professional to be considered excused. If the illness is not verified, the absence is considered unexcused and counts toward truancy.

If your child has a doctor/dentist appointment in the morning, please remember to bring a note from the appointment so the absence can be recorded as "medically excused".

▪ BUS POLICY AND RULES OF CONDUCT

There is an annual fee for school bus use. Fees are \$200 for one student, \$400 for two and \$500 for three or more. Single, one-way trips cost \$3.00. Fees can be waived under certain conditions due to financial constraints. "Back to School Packets" provide the full information.

A complete list of bus rules is included in the Back to School Packet and is documented in District regulation E 3540 A. A partial list of unacceptable conduct includes: abusive body contact, fighting on bus or at stops, using profane language or obscene gestures, unauthorized exiting or opening or closing or tampering with doors or windows, creating excessive noise, throwing objects in or out of the bus, transporting glass items or animals, eating or drinking on the bus, not sitting properly in seats, occupying the aisle, and failure to obey the driver or disrespect to the driver.

Drivers issue misconduct citations to students when violating the bus conduct standards. Violations are addressed at the school administrative level. Students may be restricted from riding the bus as a consequence of violating the bus standards.

To exit the bus at a location other than the normal stop, the student must provide a note to the driver, written by the parent or guardian, specifying the designated location. Kindergarten and first grade students will not be dropped off at a stop where an adult/guardian is not present to receive the child.

▪ BICYCLES/SKATEBOARDS

Bicycles are to be walked when on school campus. Bicycles must be parked and locked in the bike racks provided by the school. Students are not to ride skateboards on campus 8:00 am to 4:00 p.m. When riding skateboards, they must be ridden only on the playgrounds.

▪ **BIRTHDAYS AND CELEBRATIONS**

Carmel Unified School District has a “nutrition and wellness policy.” The policy encourages parents to provide students with nutritionally balanced snacks and meals and to work with the school to provide nutritious alternatives at class and school parties and events. Consequently, candy or similar snacks may be consumed at parties as long as nutritious food items are also served. School fundraisers do not include the sale of foods of minimal nutritious value.

▪ **CELL PHONES AND DEVICES**

Students may have cell phones in their possession; however, cell phones are to be turned off and may not be used during the regular school day: 8:25 am to 3:00 pm. Students must keep cell phones in their backpacks/carrying bags and the cell phones may not be visible during the regular day. Students may also have IPODS (and similar music headwear) in their possession, however, they also may not be used or visible during regular school hours. Students wearing internet/Apple watches must have them muted and cannot use them for the purpose of communications during the school day. If students violate this rule, parents would be notified to pick the electronic item up in the office. All calls should be made from the school office. Students may use cell phones or other electronic devices in the bus line or while riding the bus.

▪ **CHANGE OF ADDRESS AND/OR TELEPHONE**

Please notify us when you move, obtain a new telephone number, or have a change of mailing address. We need your information at school to be as up to date as possible. This is very important if there is an emergency and we need to contact you..

▪ **COMMUNICATIONS**

CUSD uses Parent Square as its main communication tool. Every year parents should make sure they have set up a Parent Square account to customize it to their own needs.

For parents:

- Download the Parent Square App and create an account using the same email as you have on file with the school
- Click on the three lines at the top left of the screen, then select account
- Select Preferences
- Select Notifications to select your preferences.

▪ **CONFERENCES**

Parent /Teacher Conferences are held in November and March. Teachers contact parents to arrange an appointment at a mutually convenient time. During conference weeks, students attend school from 8:40 a.m. to 12:30 p.m. If parents wish to schedule an additional appointment with a teacher they may contact the teacher directly.

- **INDEPENDENT STUDY**

Per Carmel Unified School District Board Regulation 6158, Independent Study is available when requested by a parent/guardian due to an emergency, vacation, or illness. Independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in his/her class.

Parents/guardians of student(s) who are interested in independent study should contact the principal or designee to explain the rationale for the independent study at least two weeks in advance and must be for a minimum absence of 4 or more days.

- **LOST AND FOUND**

All clothing found on the campus is placed in the lost and found bin, which is located in the main hallway next to the office. Jackets and sweaters should be marked with each student's name and classroom number. Other articles of value are turned into the office where they may be claimed by the student or parent. Clothing will be removed on the first Monday of each month, washed and given to local charities/non-profit organizations if not picked up beforehand.

- **MESSAGES**

The school telephone number is 831-624-4609. All classrooms are equipped with telephones and voice mail. If it is necessary to relay an important message to a child or child's teacher, please leave a message on the teacher's voice mail or with the school office. Classroom instruction will not be interrupted for teachers to receive messages that are not urgent. Teachers are required to return parent phone calls within a 24-hour period and emails within a 48 hour period.

- **SCHOOL SUPPLIES**

You do not need to provide any instructional materials for your student (e.g. pencils, markers, binders, paper, etc.). The school and our wonderful PTO provide these supplies for our students. All you need to bring is a backpack and whatever your students need for snack and lunch. Please be sure to put their name on everything, especially sweatshirts, jackets, and water bottles.

- **SNACKS AND LUNCH**

School snacks and lunches are provided free of charge this school year. Students may also bring their own nutritious snack/lunch daily. If a child is allergic to a particular food, a form should be completed with the district's food service program requesting a substitute meal. Any food that a student is allergic to should be recorded on the student's emergency card.

- **STUDENT RELEASE**

If a student needs to be picked up during school hours by somebody that is not listed in their emergency contact information, the parent / guardian is required to notify the school in advance. Students will not be released during the school day to persons who are not listed on the emergency contact list.

- **TARDY POLICY**

If a student has an unexcused tardy four or more times in a trimester, parents may be contacted to discuss strategies or support options to get their student to school on time. Student tardies are swiped clean with each new trimester (trimester dates are recorded on the district calendar). At the latest, students are expected to arrive at their classroom doors at 8:40 at which time classroom teachers close their doors after the arrival bell has rung. Any student who arrives after a classroom door has been closed is instructed to go to the school office to check in where a “tardy” will be documented. Late students are admitted to class with a “late slip.”

- **TITLE IX / NONDISCRIMINATION**

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, or 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 nondiscrimination laws and to answer inquiries regarding the district’s nondiscrimination policies, as well as policies related to sexual harassment, Special Education, 504 Plans, and the National School Lunch Program.

- **USE OF SCHOOL GROUNDS**

Families and community members are welcome to use the school playground when school is not in session or starting at 4:00 on school days. We appreciate careful and appropriate use of all equipment. For safety and security, children must be supervised by an adult. Alcoholic beverages, vaping, the use of drugs, nor smoking are allowed. Thank you for taking care of the school and placing recyclables and trash in containers.

- **VISITORS**

All visitors are required to register in the school office upon entering campus. Please bring your drivers license in order to check-in via the Raptor system. Visitors and volunteers are required to wear stickers/badges which identify them.

Emergencies and Medical Issues

- **EMERGENCY INFORMATION ON FILE**

Each student is required to have emergency contact information on file at the school office. If any of the data changes during the year, the parent is required to visit the school office in person to record the change. This information is used to notify parents in case of school or district emergencies. Students will not be released to persons who are not listed on the emergency contact information. Parents must be present to make such changes to the emergency contact listing.

- **HEALTH POLICY**

Students must remain home if they have the following: fever (100 +), vomit or diarrhea within the last 24 hours; red, inflamed eyes; or body rash unless determined non-infectious by a doctor; severe or persistent cough, less than 24 hours on an antibiotic. If a student is found to have live lice, they must be treated and checked by the school nurse prior to returning to school. If a student has been diagnosed with a contagious disease, please keep the child home and notify the school nurse.

Reminder: Your child must be “fever free” or “vomit free” for 24 hours without medication before they can return to school.

- **ILLNESS OR INJURY**

In case of illness or injury, a child will be cared for temporarily by school personnel until parent arrival. First aid treatment, only, will be rendered. If emergency medical treatment is necessary, parents will be contacted. If unable to contact a parent, school personnel will follow the information on the emergency card.

- **IMMUNIZATIONS**

Students are required by law to have immunizations for DTP, polio, varicella (regardless of having had chicken pox), MMR and hepatitis B prior to entering a California school. Parents must submit a California School Immunizations Record during registration. Kindergarten and newly registered first grade students to the school must submit a physician completed health examination. Kindergarten and newly registered first grade students are also required to have an oral health assessment (dental exam) completed by the end of their first year in public school.

- **MEDICATION**

Students cannot administer ANY TYPE of medication to themselves at school (cough, headache, prescription, EpiPens, inhalers, etc.). If your child needs to have medication at school, go to the CUSD website – click on the Forms Tab – print out the form: Authorization for Medication Administration at school – Elementary. This form must be filled out and signed by a physician. It can be faxed to River School: 831-624-6633. **Contact the school nurse for any questions and to let her know if a form is coming.**

- **PARENT REPORTING REQUIREMENTS FOR STUDENT INJURIES AND ILLNESSES**

Parents must notify the office staff or school nurse regarding any student injury or illness. Parents must 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.

Homework Policy

Designing meaningful, valuable schoolwork, and thus homework, to meet the needs of the classroom's diverse student population is a complex task. While schoolwork and homework take time for teachers to create and review, time for students to complete and time at home for families to support its completion, we believe it is a valuable tool in a child's education. Because of this, we are committed to providing quality schoolwork and homework assignments. River School's homework policy reflects different student and family responsibilities at primary and intermediate grades.

Primary students, K-2, are required to read 15-20 minutes per night.

Intermediate students, 3-5, engage in homework that has the following elements represented: differentiation, student choice, real life application. Intermediate grade levels distribute the same packet weekly at their respective grade levels.

Homework per school board policy and by grade level:

Kindergarten - an average of 15 minutes, up to four nights a week.

Grades one, two and three - an average of 20 minutes, up to four nights a week.

Grades four and five - an average of 30-45 minutes, up to four nights a week.

The assigning of homework is prohibited on weekends and vacations unless the assignment is a long-term project, which allows for ample time to complete during the regular homework week. If a student is on vacation during regular school days, teachers may, at their discretion, provide school work in the student's absence. Teachers are not obligated to provide work in the event of an unexcused absence such as a vacation, unless arranged at least 2 weeks in advance through the Independent Study program through the principal or designee (See Independent Study).



PHILOSOPHY

We believe that fair and just discipline produces a healthy climate that promotes a pattern of positive student behavior in school. The goals of our discipline plan are to do the following:

- Teach our students about the impacts of their actions on others, taking responsibility for their actions, and develop a genuine respect for the rights of others. River school behavior expectations include being **Safe, Kind, Respectful and Responsible.**
- Optimize instructional minutes, free of disruption.
- Ensure a learning environment that is physically and emotionally safe.
- Develop positive self-esteem that comes with good character.

RIVER SCHOOL BEHAVIOR EXPECTATIONS

Safe - Walking in the halls and classrooms. Follow the playground rules as well as the rules of the various playground games, taking turns and sharing. Using restroom etiquette by staying in your own stall, giving fellow students privacy, washing hands, keeping the area clean, and return to class in a timely manner.

Kind - Treating others the way you want to be treated by being kind, helpful and generous. Being honest, telling the truth, keeping promises, and being loyal so people can trust you. Include everyone, accepting differences in our friends, being supportive, polite, and courteous to everyone.

Respectful - Cooperating with others, obeying rules and laws, respecting parents, teachers, and your fellow students. Respectful people solve conflicts peacefully. Respectful people commit to protecting their school facilities as well as the environment to make their community a better place.

Responsible - Working hard and being held accountable for actions. Responsible people take care of their own things. They also do what they say they are going to do, so people can count on them.

PETS

River School focuses on promoting manners that, in addition to the school behavior expectations, support a school goal of fostering civility and respect. Students are expected to use their "PETS" when interacting with peers and adults:

- P**- please
- E**- excuse me
- T**- thank you
- S**- sorry

DRESS CODE FOR ALL STUDENTS

- Students are to wear clothing that covers the torso, tummy, upper thigh, and underwear. Tops must have wide straps that go over the shoulder. No short skirts or baggie pants that expose underwear.
- Clothing and accessories may not display "uncaring" words or exhibit images that are crude, sexually suggestive, violent, use profanity, express prejudice, or refer to drugs, alcohol or tobacco.
- No open toe, high-heels, or roller shoes are allowed. On PE days, students must wear sturdy athletic shoes that allow for safe and comfortable running.
- Hats, caps, sweatshirt-hoods, and other head coverings shall not be worn indoors except for religious or cultural observation or school assigned spirit days.

Consequences for not conforming to the dress code may include wearing a school or parent provided t-shirt for the affected day.

SCHOOL RULES

1. Carry a hall pass when going to the bathroom or leaving the playground area.
2. Chewing gum is not allowed.
3. Use school computers and the internet appropriately (as described in the Acceptable Use Agreement signed by all parents).
4. Follow the Dress Code.
5. Trading food at snack or lunchtime is not permissible.
6. Cell phones, Internet/Apple watches, IPods and other devices must be silenced and kept in backpacks and not used between the start and end of the school day, 8:25 to 3:00.
7. Hats, caps, bandanas and other similar headwear shall not be worn indoors except for religious or cultural observation or school assigned spirit days.
8. Follow CUSD Bus Rules.
9. Refrain from bringing the following items to school:
 - pets of any kind (without prior teacher approval).
 - weapons
 - skateboards, skates or roller blades, roller shoes forbidden until 4:00 pm

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 games.

1. No exclusion of students who wish to play in a game or activity.
2. No running on play structures.
3. No "ball tag" allowed or tennis balls allowed on playgrounds.
4. No hard, regulation soccer balls to be played with on playgrounds, only on grass field.
5. Students may play touch football only, no tackling.
6. Balls may be brought to school for play but are not the responsibility of the school to maintain or locate if lost.
7. No going "up" the slides.

CONSEQUENCES & DOCUMENTATION**Tardy Policy**

The tardy policy is designed to promote student and family responsibility for timely arrival. The enforcement of the tardy policy is instrumental toward reducing interruptions to the learning environment, which occur when students arrive late to class:

- Students are considered tardy after the 8:40 bell has rung, and classroom doors have closed.
- Students are given three "free and without consequence" tardies during each trimester.
- After accruing three tardies in a trimester, with the exception of a legally defined excuse, parents may be contacted to discuss strategies and support in order to get the student to school on time.

"Write-up"

A write-up is used to inform a teacher and parent of a student's minor misbehavior/infraction.

- Parent and teacher notified, classroom consequence may be issued by teacher.
- Parents are expected to sign and return the write-up to their child's teacher.

"Referral"

A Discipline Referral is given for a serious or chronic misbehavior.

- Parent, teacher and principal notified.
- A consequence is administered by the principal.

Field Trip Participation

- Participation in field trips is contingent upon appropriate behavior. If a teacher or administrator feels that a student's behavior poses a safety risk for a scheduled field trip, the student may be restricted from attending the trip, or the student's parent may be required to go on the trip to chaperone their child.

BULLYING, INTIMIDATION, AND HARASSMENT

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

- 1st offense: meeting with principal, warning issued unless offense/behavior warrants immediate consequence.
- 2nd offense: meeting with principal, parent contact and recess and/or lunch detention for up to five days.
- 3rd offense: intervention meeting with parents and student, behavior plan will be developed, recess and/or 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.

RECOGNITION

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 students for both academic and social accomplishments.
- Student of the Month, Otter Bucks and Caught Being Good certificates will be given to students to promote character education goals.

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 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 terroristic threats against school officials or school property, or both.

Nondiscrimination Notice: 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 status, physical or mental disability, sexual orientation, or the perception of one or more such characteristics. The board is committed to a workplace free of discrimination and/or gender bias and shall promote programs to ensure that discriminatory practices are eliminated in all District activities. Any concerns regarding non-compliance should be directed to the Director of Pupil Services, Mr. Paul Behan, at 831-624-1546, extension 2041.

Caught Being Good and Write-Up Sample

Caught being good!

Congratulations _____!

You were caught being good! Your positive choice was:

Signed: _____ Date: / /

We are...

SAFE

KIND

Respectful

RESPONSIBLE

Carmel River School
WRITE UP

Date _____ Teacher _____

Student's Name _____

Referred by _____

- Principal _____
- Teacher _____
- Yard Supervisor _____
- Other _____

Reason

- | | |
|---|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Inappropriate behavior<input type="checkbox"/> Inappropriate use of language<input type="checkbox"/> Defiance of authority<input type="checkbox"/> Bullying | <ul style="list-style-type: none"><input type="checkbox"/> Inappropriate physical contact<input type="checkbox"/> Throwing objects<input type="checkbox"/> Other |
|---|--|

Description of incident: _____

Parent's Signature

Please return this signed form to the classroom teacher. Thank you.

white/parent, yellow/teacher, pink/office



Important CUSD Board Policies

- **Academic Honesty** ([Academic Honesty Board Policy](#))
- **Alcohol & Other Drugs** ([Alcohol & Other Drugs Policy](#)) ([Alcohol & Other Drugs Regulation](#)) ([Tobacco Free Schools Policy](#)) ([Tobacco Free School Regulation](#)) ([Tobacco Policy](#)) ([Tobacco Regulation](#))
- **Attendance/Tardies** ([Absences and Excuses Policy](#)) ([Absences and Excuses Regulation](#)) ([Chronic Absences and Truancy Policy](#)) ([Chronic Absences and Truancy Regulation](#))
- **Before & Afterschool Program (Site Specific)** ([Child Development Programs](#))
- **Bullying** ([Bullying Policy](#)) ([Bullying Regulation](#)) ([UCP Policy](#)) ([UCP Regulation](#)) ([Civility Policy](#)) ([Positive School Climate](#))
- **Change of Address/Phone #** ([District Residency Board Regulation](#)) ([District Residency Policy](#))
- **Clubs** ([School Connected Organizations](#)) ([Student Organizations & Equal Access](#)) ([Use of School Facilities Policy](#)) ([Use of School Facilities Regulation](#))
- **Code of Conduct** ([Code of Conduct: cusd website](#))
- **Communications** ([Communication with Public](#)) ([Media Communications](#)) ([District & School Website Policy](#)) ([District & School Websites Regulation](#)) ([Parent/Guardian Policy](#)) ([Notifications](#)) ([Communication with Parent/Guardian Policy](#))
- **Discipline Process/Code of Conduct/Suspension + Expulsion Policy** ([Discipline Policy](#)) ([Discipline Regulation](#)) ([Suspension/Expulsion/Due Process Policy](#)) ([Suspension/Expulsion/Due Process Regulation](#)) ([Questioning & Apprehension by Law Enforcement](#)) ([Conflict Resolution Policy](#)) ([UCP Board Policy](#)) ([UCP Board Regulation](#)) ([Required Parental Attendance Policy](#)) ([Required Parental Attendance Regulation](#))
- **District School Year Calendar** ([District Calendar](#))
- **Dress Code** ([Dress & Grooming Board Policy](#)) ([Dress & Grooming Board Regulation](#))
- **Emergencies & Disaster Preparedness** ([Emergencies & Disaster Preparedness Plan Regulation](#)) (**See Site School Safety Plan**)
- **Emergency/Medical Issues/Medications** ([Administering Medication & Monitoring Health Conditions Policy](#)) ([Administering Medication & Monitoring Health Conditions Regulation](#)) ([Comprehensive Safety Plan Policy](#)) ([Safety Regulation](#)) ([Safety Policy](#))
- **Enrollment TK/K** ([Admission](#)) ([Transitional Kindergarten Policy](#))
- **Graduation Ceremonies & Activities** ([Graduation Ceremonies & Activities Policy](#))

- **Health Policy/Wellness** ([Student Wellness Policy](#)) ([Student Wellness Regulation](#)) ([Health Care & Emergencies Policy](#)) ([Health Care & Emergencies Regulations](#)) ([Comprehensive Health Education Regulation](#))
- **Health Screening for School Entry** ([Health Screening for School Entry Regulation](#))
- **Home & Hospital Policy** ([Home & Hospital Instruction Regulation](#))
- **Homework Policy** ([Homework/Makeup Work Board Policy](#)) ([Homework/Makeup Work Board Regulation](#)) ([Grades/Evaluation of Student Achievement](#))
- **Immunizations** ([Immunizations Policy](#)) ([Immunizations Regulation](#))
- **McKinney/Vento** ([McKinney-Vento District Website](#))
- **Mental Health** ([Mental Health Policy](#)) ([Guidance/Counseling Services Policy](#))
- **Nondiscrimination Policy** ([Nondiscrimination Policy](#)) ([Nondiscrimination/Harassment Regulation](#)) ([Hate Motivated Behavior Policy](#))
- **Police Notification** ([Questioning or Apprehension by Law Enforcement Policy](#))
- **Promotion/Retention** ([Promotion/Retention Regulation](#))
- **Report Cards/Periods** ([Grades/Evaluation of Student Achievement Policy](#)) ([Grades/Evaluation of Student Achievement Regulation](#))
- **Safety** ([School Safety](#))
- **School Meals** ([Free & Reduced Meals](#)) ([Food Services/Child Nutrition Program Policy](#)) ([Food Service/Child Nutrition Program Regulation](#))
- **Technology Responsibility** ([Student Use of Technology Policy](#))
- **Title IX Notice** ([Board Regulation Title IX Sexual Harassment Complaint Procedures](#))
- **Transportation** ([Transportation Board Policy](#)) ([Transportation Board Regulation](#)) ([Transportation Routes & Services](#))
- **UCP** ([UCP Regulation](#))
- **Use of School Grounds** ([Use of School Facilities Board Policy](#)) ([Use of School Facility Board Regulation](#))
- **Visitors & volunteers** ([Visitors/Outsiders Policy](#)) ([Visitors/Outsiders Board Regulation](#)) ([Volunteer Assistance Board Policy](#)) ([Volunteer Assistance Board Regulation](#))