Student/Parent Handbook

2025-26

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LETTER TO THE PARENTS

Tularcitos Elementary School strives to promote personal and academic excellence in a supportive environment and community that emphasizes good character, scholarly attributes, self-discipline, and self-motivation. We focus on the character development and academic success of each child through nurturing hearts, expanding minds, broadening horizons, and inspiring actions. Tularcitos is a school where each student is known, loved and cared for academically, socially, emotionally and morally. It is a place where adults and students are held to high standards to ensure all students reach their highest levels of achievement and develop the ability to apply these skills to real-world situations. This requires educating the whole child, not just teaching the academic standards. Here, parent involvement is extensive and includes volunteering in the classroom and participating in site organizations. We hope that your child and your family will quickly feel a part of this amazing Tularcitos and Carmel Valley community.

Stay Bobcat Strong and Tular Proud
Go Bobcats!
Ryan Peterson
Proud Principal of Tularcitos Elementary School

BOARD OF EDUCATION & DISTRICT INFORMATION

Board of Education

Jason Remynse, *President*

Jake Odello, *Clerk*

Sara Hinds, *Member*

Matt Glazer, *Member*

Rita Patel, *Member*

The public is welcome to attend board meetings held each month at Carmel Middle School. For more information, visit the district website or call (831) 624-1546.

District Office Administration

Sharon Ofek, *Superintendent*

Mary Petty, Ed.D. *Deputy Superintendent*

Craig Chavez, *Chief Human Resource Officer*

Dan Paul, *Chief Operations Officer*

Yvonne Perez, *Chief Business Officer*

Manuel Carrera, *Director of Information Technology*

Ivonne Glenn, Ed.D., *Director of College & Career Readiness*

Steve Gonzalez, *Director of Special Education*

Alexis Supancic, *Director of Nutrition Services*

Cassandra Ziskind Ed.D., *Director of Student Services*

Beliefs

We believe ...

- in lifelong learning;
- high standards are essential for achieving excellence; everyone deserves the opportunity to develop his/her potential;
- all people have the right to be safe;
- the family is the most important element in the growth and development of an individual;
- it takes a whole community to educate a child;
- we have responsibility for the environment;
- everyone deserves respect;
- one person can make a difference;
- every individual can achieve personal excellence;
- we are responsible for our actions;
- growth of body, mind, and spirit are equally important and interrelated;
- in the importance of moral values and ethical standards;
- positive self-esteem is essential;
- living by example is the best expression of one's beliefs;
- in the importance of creativity and innovation;
- it is every employee's responsibility to support each student's success

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Nondiscrimination/Title IX Notice

District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, 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 manages the district's efforts to comply with state and federal 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. The coordinator may be contacted at:

Sharon Ofek, Superintendent

4380 Carmel Valley Road/P.O. Box 222700

Camel, California 93922

(831) 624-1546 ext. 2021

sofek@carmelunified.org

ABOUT THE SCHOOL

Tularcitos Mission Statement

Tularcitos Elementary School develops well-rounded, lifelong learners of good character by setting high expectations, engaging students in learning, providing high levels of support, and creating a safe and positive school environment.

Core Value

We do what is best for the students.

School Motto

Nurturing Hearts, Building Character, Expanding Minds, Inspiring Actions, Broadening Horizons.

We believe that:

• High expectations stretch students to their greatest potential
• All students can learn with the appropriate levels of support
• Students do not all learn in the same way
• High levels of engagement lead to high levels of learning
• Participation in diverse experiences through electives, athletics, field trips, and other co-curricular activities, leads to the development of well-rounded students
• Actively teaching and modeling positive character traits creates a safe and positive school climate in which all students can flourish
• An active, healthy lifestyle promotes physical and emotional well being

School/Office Hours

Tularcitos Office hours are 8:00-3:45.

The office is open daily from 8:00-3:45. You may also make an appointment by calling 831-620-8195. You may email Kristen Bartoli, our attendance secretary at kbartoli@carmelunified.org, or Lindsey Terry, our school secretary at lterry@carmelunified.org. You can email Ryan Peterson, our principal at rpeterson@carmelunified.org. When the office is unstaffed, the voice mail system will record incoming calls. You are welcome to leave a message for one of our staff members at their extension and the voice mail message will be returned promptly.

Bell Schedule
2025-2026

Grades 1, 2, 3, 4 & 5	REGULAR SCHEDULE	1, 2 , 3, 4 & 5	MINIMUM DAY
Recess	8:25 am - 8:40 am	Recess	8:25 am - 8:40 am
Instruction	8:40 am - 10:30 am	Instruction	8:40 am - 10:15 am
Snack Recess	10:30 am -10:45 am	Snack Recess	10:15 am -10:30 am
Instruction	10:45 am -12:30 pm	Instruction	10:30 am -12:10 pm
❖ Lunch Recess	12:30 pm - 1:15 pm	Lunch Recess	12:10 pm- 12:30 pm
Instruction	1:15 pm - 3:00 pm		

- 1st - 2nd Grade - Lunch 12:30 Recess is 12:50
- 3rd - 5th Grade - Recess 12:30 Lunch is at 12:50

TK/Kindergarten	REGULAR SCHEDULE	TK/Kindergarten	MINIMUM DAY
Recess	8:25 am - 8:40 am	Recess	8:25 am - 8:40 am
Instruction	8:40 am - 10:30 am	Instruction	8:40 am - 10:15 am
Snack Recess	10:30 am -10:45 am	Snack Recess	10:15 am -10:30 am
Instruction	10:45 am -12:15 pm	Instruction	10:30 am - 12:00 pm
Lunch Recess	12:15 pm - 1:00 pm	Lunch Recess	12:00 pm - 12:30 pm
Instruction	1:00 pm- 2:00 pm		

IMPORTANT DATES

Minimum Days

August 14, 2025

September 12, 2025

October 31, 2025

February 27, 2026

May 1, 2026

June 5, 2026 (last day of school)

Staff Development Day - No School

January 9, 2026

Holidays - No School

Local Holiday	August 15, 2025
Labor Day	September 1, 2025
Veteran's Day	November 11, 2025
Martin Luther King Jr. Day	January 19, 2026
Memorial Day	May 25, 2026

Breaks

October Break	October 13, 2025 - October 17, 2025
Thanksgiving Break	November 24, 2025 - November 28, 2025
Winter Break	December 22, 2025 - January 2, 2026
February Break	February 16, 2026 - February 20, 2026
Spring Break	April 10, 2026 - April 17, 2026

To access the District Calendar, click here.

PARENT INVOLVEMENT

Home/School Communication & Connection

Home/School communication is one of the most critical factors to ensure student success at school. In this era of ever-present communication, it is helpful to have clear expectations to help parents and teachers, in particular, manage their communications effectively. CUSD uses ParentSquare as its main communication tool. Every year parents should make sure they have access to their ParentSquare account and customize it to their own needs.

To set up a parent account:

1. Download the ParentSquare app and create an account using the same email that is on file with the school
2. Click on the three lines at the top left of the screen, then select “Account”
3. Select “Preferences”
4. Select “Notifications”
5. Change text notifications to instant

For help with the ParentSquare app, parents can submit a help request at:
https://carmelunified.incidentiq.com/guest/NVJFER9S/parent-ticket

To assist with communication, the CUSD has established the following guidelines:

- Parents should be aware that teachers are instructing during the school day and often have before school and after school meetings. Teachers have multiple students and parents with whom they need to communicate. Therefore, it may be 24 to 48 hours before a teacher can respond to a phone call or an email.
- In times of heavy volume, teachers may not be able to meet these timelines, but will make an effort to acknowledge receipt of a parent’s communication. A teacher will let the parent know if they need time to develop a thorough response.
- To make sure the teacher receives time-sensitive information, it is helpful to place both a phone call and an email. Parents should indicate the degree of urgency in the message. For example, in an email, it is a good idea to write “Time sensitive” at the start of the subject line.
- For truly urgent items, it is best to call the office, where staff can direct the call appropriately or take a message. This is important because teachers do not always have a chance to check phone messages or emails during the course of the school day.
- If the concern is not urgent, please indicate whether a detailed response is necessary or whether the communication is for information only.
- At Back-to-School Night, teachers will indicate whether they have a preferred mode of communication (phone or email). Please understand that this is just a preference. Parents are encouraged to use the method that makes the most sense to them, and teachers are committed to respond to the communication no matter how it is sent.
- Occasionally, an email may be blocked by the District’s security filter. A parent who has not received a timely response from a teacher should contact the teacher by phone.
- The school’s website is also an excellent tool to keep informed of school programs and services and important upcoming school events and activities. Go to www.tularcitos.org

Volunteering

Volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools’ relationships with the community.

Parents and other members of the community are encouraged to share their time, knowledge, and abilities with students. Volunteers must act in accordance with District policies, regulations, and school rules. Volunteers may not bring siblings and other younger children, who are not enrolled in school, into the classrooms. Usually, it takes a week or so for the teachers to get in touch with you after school starts when they have a schedule in place. You make a difference! Whether you have a few minutes, a few hours, or an abundance of time, Tularcitos loves their volunteers!

In order to volunteer in the classroom, a volunteer must:

- Come into our office and pick up the Volunteer and Field Trip Chaperone form.
- Complete the form and give it to Kristen Bartoli (secretary)
- Run driver's license through Raptor

The following are some examples of volunteer opportunities:

- Assisting the teacher in the classroom
- Become a Room Parent or Co-room parent
- Help run your class's booth at Fall Festival
- Participating in activities sponsored by parent committees and organizations
- Organizing schoolwide events
- Serving as a chaperone on field trips
- Volunteer in our Bobcat Garden
- Buy or help sell Spirit Wear

Parent Organizations

Parents have many opportunities to be involved in the decision-making process for the school and for the District. The descriptions below provide information on the different types of organizations and their functions.

Parent Teacher Organization (PTO)

All parents/guardians of any child enrolled at Tularcitos and all members of the school staff are automatically members of the PTO, and the membership is free. We are fortunate to live in a community where families care about each other and parental involvement in our schools in an everyday part of our children's education. There are many wonderful things going on at Tularcitos and lots of ways to get involved. I encourage you to join the community of parents who work so hard to support all the students at Tularcitos Elementary.

School Site Council (SSC)

The SSC is composed of elected parents and staff volunteers. The purpose of the SSC is to advise and assist in the development of the Single Plan for Student Achievement. The SSC is also responsible for developing and updating the Comprehensive School Safety Plan unless they designate the task to a school safety committee. The SSC meets approximately four times a year. All members of the school community are invited to attend SSC meetings.

English Learner Advisory Committee (ELAC)

Each California public school with 21 or more English learners must form an ELAC composed of elected parents of English learners. The ELAC is responsible for:

- Advising the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement.
- Assisting in the development of the schoolwide needs assessment.
- Making parents aware of the importance of regular school attendance.
- Electing at least one member of the ELAC to the District English Learner Advisory Committee.

District English Learner Advisory Committee (DELAC)

Each California public school district with 51 or more English learners must form a DELAC unless the district designates for this purpose a subcommittee of an existing districtwide advisory committee. The DELAC advises the Board of Education on at least the following tasks:

- Development of a district master plan for education programs and services for English learners. The district master plan will take into consideration the school site master plans.
- Conducting of a districtwide needs assessment on a school-by-school basis.
- Establishment of district program, goals, and objectives for programs and services for English learners.
- Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements.
- Review and comment on the school district reclassification procedures.
- Review and comment on the written notifications required to be sent to parents.
- If applicable, review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP).

Friends of Carmel Unified Schools (FOCUS)

FOCUS, a California non-profit Corporation and Public Education Foundation, supports quality education within the Carmel Unified School District. The Foundation raises money for the purpose of providing grants for classroom and site enhancements that directly support student learning and engagement.

FOCUS is a group of staff, parents and community members who raise funds through donations and events on a continuing basis for the benefit of all CUSD schools. Since its founding, FOCUS has provided $3,000,000 in grants that support academic and social-emotional student success. Funds are distributed by the Board of Directors based on applications by teachers and administrators in the District, and every school in the District has received FOCUS funding. For more information, visit: https://www.carmelschoolsfoundation.org/.

Music Boosters

We are 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 of 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! The link for registration and payment can be found to the left.

INGRESS & EGRESS

Visitation Policy

The District's highest priority is keeping all students and staff safe, and part of that is quickly identifying those that may present a danger to all persons and knowing who is in District buildings at all times. All visitors – including parents, contractors, and volunteers – who wish to gain access to a school must report to the main office to register and receive a visitor's badge. When checking in you will be given a volunteer badge or sticker to inform staff you have checked in. First time volunteers will need to fill out a volunteer form each year as well as provide a driver's license to run a background check through our Raptor system. We appreciate your effort to help us provide a safe and secure campus! Anyone on school grounds without permission is in violation of the law and may be reported to law enforcement. Students from other schools are not allowed to be on campus during school hours without administrative permission.

Office Hours

8:00 am - 3:45 pm

School Hours

School staff do not provide supervision before or after school. We ask that children do not arrive before 8:25 a.m. or stay after 3:00 p.m. without parental supervision, unless they are attending a school program. **Campus opens at 8:25, and there is an 8:38 bell informing students to head to class. Classes start at 8:40 a.m.** Anyone arriving to class after 8:40 is marked tardy and need to check in at the office before going to class. **The school day ends at 2:00 p.m. for TK/Kindergarten students and 3:00 p.m for 1st through 5th grade.**

Drop Off & Pick Up Procedures/Parking Lot Regulations

Parking is difficult at Tularcitos and therefore drop-off and pick-up times can be challenging. To help things go more smoothly we ask for everyone to abide by the following guidelines:

- For student safety, do not drop students off or pick them up on the opposite side of the street as the school or in the middle of the parking lots. Please use one of the drop-off areas and pull up alongside the curb.
- If you have to park on the side of the street, make sure to accompany your child to school.
- Students can be dropped off and picked up along Via Contenta, CV Community Center,

the Pilot Road Parking Lot, and in the bus lane (only if buses are not unloading students).
- Please follow the directions of the staff directing traffic to help drop-off and pick-up times go safely and smoothly.
- When dropping students off at the bus zone, we will not be allowing cars in the area if the buses are loading or unloading students. After the buses have completed loading or unloading students we will allow cars to begin entering the bus zone again.

• **TK/Kinder parents** – park at Carmel Valley Community Center (CVCC) and walk your students to and from the classroom. Kinder parents and students must leave campus from 2:00 pm to 3:00pm.

• **1st Grade parents** – for drop off, either use the bus drop off zone which is open to 1st and 2nd grade parents only, or park at CCVC and walk your students to the door. For pick-up, park at CVCC and pick your child up at the classroom. All 1st graders need to be picked up at the classroom door so we can make sure they get home safely.

• **2nd Grade parents** – for drop off, either use the bus drop off zone which is open to 1st and 2nd grade parents only, or park along the street and walk your students to the door. For pick-up, park at CVCC and pick your child up at the classroom or pick them up at the bus drop-off area.

• **3rd-5th Grade parents** – drop your students off or pick them up using the Via Contenta drop-off area or the Pilot Rd Parking lot. If you choose to drop your child off or pick them up at the classroom, please park along the street or in the Pilot Rd parking lot.

- If you have students at multiple grade levels – please use the zone for your youngest child
- Students and parents are not allowed on campus until 8:25 a.m. when we can provide supervision.
- Kindergarteners need to be picked up at 2:00. 1st – 5th Grade Students need to be picked up by 3:00 p.m. There is no supervision after 3:00 p.m.
- If a student is not picked up by 3:00 p.m. they will be sent to the office to call their parent.
- Parents should communicate directly with teachers in the morning if an alternative pickup plan is warranted (e.g. student walking home, going home with someone different)
- Students may not play on the playground after school while awaiting parent pick up.

Skateboards/Bikes/E-bikes

Per CUSD Board Policy, skateboards are not allowed on campus at any time. Violations of this policy will lead to confiscation of the skateboard. A parent will be required to come and claim the skateboard. Any additional violations of this policy, or refusal to give the skateboard to a staff member upon request, will result in further disciplinary action.
The policy also applies to bikes and e-bikes.

Deliveries from Outside Vendors

To maintain an optimal learning environment that is free from distractions, the school will follow the protocols described below for items that are delivered to the school. If any items are left at the office by the delivery person, these items will be held in the office until the end of the school day. The school is not responsible for contacting the recipient of the item(s) nor does the school assume responsibility for any items that are lost, stolen or damaged.

Gifts on Special Occasions. Items such as balloons, flowers, stuffed animals, and presents should not be sent to students on birthdays, Valentine's Day, or other special occasions. Students should also not bring these items to school as gifts for others.

Food and Beverages. Outside food and beverages may not be ordered and delivered to students during school hours, especially through delivery services such as Door Dash, Grubhub, Postmates, or Uber Eats. It is not only disruptive to school operations, but it is unsafe. Parents should also refrain from bringing outside food and beverages to their students.

Items Left at Home. A student's forgotten homework assignments, P.E. clothes, books, or money will be accepted in the main office. However, these items may only be picked up by the student during non-instructional time.

ACADEMIC PROGRAM

Academic Honesty

It is important that students do their own work. Students who copy work from others (plagiarism), allow others to cheat from them, submit work that is not a clear reflection of their own knowledge or efforts, or engage in forgery are committing "academic dishonesty." When a student violates the Academic Honesty Policy, the student may receive one or more of the following consequences:

- The student will be counseled by a teacher, counselor, or administrator.
- The student's parent(s) will be contacted, and may be asked to attend a conference.
- The student will be asked to redo the test, quiz, assignment, paper, or project.
- The student will receive a "zero" for the test, quiz, assignment, paper, or project, with no opportunity to make it up.
- The student may lose privileges.
- The student will be assigned detention or other appropriate disciplinary action.

Grade Reporting/Report Cards

Grades help students and parents understand performance expectations, represent an accurate evaluation of the student's achievement, and identify a student's strengths and areas of needed improvement using a system that is familiar and understandable. Report cards are given at the end of each trimester and reviewed with the parents at parent-teacher conferences at the end of the 1st and 2nd trimesters. At the end of the school year report cards are sent home with the students on the last day of school.

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 that are designed to accomplish the following:

We believe all student work, whether completed in class or at home, should:

• Enhance a student's depth of understanding while developing and refining intellectual skills
• Increase a student's confidence in learning and build his/her identity as a successful learner
• Build a student's sense of responsibility and self-reliance and develop independent learners
• Foster positive attitudes toward learning and be a connection between home and school

In order to accomplish this, the teacher's responsibility is to:

• Thoughtfully choose assignments that are meaningful and minimal
• Make sure there is an appropriate amount of practice that students can complete independently and build mastery of the subject matter
• Communicate what needs to be completed at home
• Offer some student choice and differentiation
• Follow up with a student when they show a lack of understanding
• Keep weekends and vacations free from homework
• Ensure student responsibility increases slightly every year so that students are prepared for what will be expected from them in middle school

At the primary levels (K-2)

• Provide nightly reading each weekday
• Provide activities or assignments that students can do at home with their parents so parents stay informed of what is being learned in the classroom and have an idea of their child's understanding of the content.

At the intermediate levels (3-5)

• Provide nightly reading each weekday
• Require students to finish assignments they do not complete in class at home (we will provide the amount of practice we feel students need to develop proficiency in class as well as provide time to do that work)
• Provide regular math fact practice until students show mastery
• Provide students who need it with additional practice to be completed at home
• Provide students with work that could be completed at home for more practice if desired

The student's responsibility is to:

• Read every night
• Put forth full effort on every assignment
• Bring any homework to and from school at the appropriate times
• Seek help if he/she has questions

At the intermediate level students are also expected to:

• Record the homework in a binder or calendar
• Write a note to the teacher with a parent signature explaining why they could not complete a certain homework assignment as well as their plan to complete the assignment at a later time

The parent's responsibility is to:

- Engage in conversation with your child around what is being learned each day
- Provide an environment where your student can work on the homework
- Help your child determine a schedule for the week of when homework will be completed
- Engage in homework activities with your child at the primary levels
- Monitor your child's homework to ensure they are giving their best effort
- Communicate with your child's teacher about how the homework is going

Short-term Independent Study

A request must be made in writing to the principal at least 2 weeks in advance of the students first day of absence.

Physical Education

Excuse from Participation due to Illness

A student who is ill may be excused from participation in P.E. for the day if a note from the parent is provided. A doctor's note is required to excuse a student from participation for three or more consecutive days. All notes must be turned in to the school nurse, who will notify the P.E. teacher accordingly. Students will be given an alternative assignment while not participating in any P.E. activities.

Excuse from Participation due to Religious Fasting

A student will be granted an accommodation in connection with any physical activity components of a P.E. course during a period of religious fasting. The parent must submit a written note to the principal to request for the accommodation. Students will be given an alternative assignment while not participating in any P.E. activities.

Home & Hospital Instruction

Individual instruction, provided in the student's home or in a hospital or other residential facility (excluding state hospitals), is available to a student with a temporary disability. A temporary disability is defined as a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes, and after which the student can reasonably be expected to return without special intervention. Temporary disability does not include a disability that would qualify a student for special education. Parents in need of such services for their student should contact the site principal.

School Materials & 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 needs for snack and lunch. Please be sure to put their name on everything, especially sweatshirts, jackets, and water Bottles.

Every year, through various people's generosity, we receive donated backpacks with school supplies for families in need of one. Please contact our office or our counselor, to get a backpack and supplies if you need one.

Textbooks & Other School/District Property

Textbooks and other school/district property (*e.g.,* chromebooks, library books, calculators, etc) may be issued to students at the beginning of the school year or semester and must be returned at the end of the school year or when requested by the school. Each student is responsible for the proper care of items loaned to them by the school, and parents will be responsible for any lost or damaged school/district property. If any item is stolen, the student should immediately report it to the administrator.

Property Loss or Damage

When district property is damaged due to the willful misconduct of a student, the District will seek reimbursement of damages, within the limitations specified in law, from the student's parent or from any other responsible individual.

The District may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student willfully fails to return or that is willfully cut, defaced, or otherwise injured. If the student's parent is unable to pay for the damages or to return the property, a program of voluntary work for the student will be offered in lieu of the payment of monetary damages. Until the student's parents have paid for the damages, or the voluntary work has been completed, the District may withhold the student's grades, diploma, and/or transcript. Before withholding a student's grades, diploma, and/or transcripts, the student's parents will be informed of the student's alleged misconduct in writing. In addition, appropriate disciplinary procedures may be initiated against the student.

ENRICHMENT ACTIVITIES & SUPPORT SERVICES

Academic Support Services

Tularcitos offers academic support in reading and math to any student in kindergarten through 5th grade who is identified through our assessments as needing support. For reading support, we use a structured literacy approach, and for math we provide instruction on foundational skills aligned to the concepts being through in the classroom.

Before & After School Programs

Tular Rex/T-Rex

Tular-Rex (T-Rex) is located at Tularcitos Elementary School in Carmel Valley. The School Age Childcare Program is an integral part of Carmel Unified School District's commitment to providing quality childcare outside the regular school day. C.U.S.D. feels that it is an appropriate use of school facilities, and this service will assist working families in securing affordable quality childcare, as well as enrich the educational experience of our students.

T-Rex is open on regular school days, minimum days, and staff development days and operates in portable buildings located on the upper level of Tularcitos School along Pilot Rd. The Tular Rex morning program is open from 7:00-8:40 am. and reopens from 2:00 to 6:00 pm. During the summer and C.U.S.D. break weeks, our program will be closed. A nutritious snack, free of additional charge is served each afternoon during the school year. On full days, both a morning and afternoon snack are provided. Homework is supported by staff in a quiet environment daily. Participation in extracurricular activities (such as sports or clubs) is encouraged with

parental consent and staff will coordinate attendance in activities located on site, or within a short walking distance from the site.
Registration for the school-age childcare program is based on a first come first serve basis. Registration for the upcoming school year begins in March of the preceding school year. All families must re-enroll annually. Please contact the offices located at Carmelo School to inquire about registering for this program. Contract rates can be located on the 'Forms' link on the Child Development Programs home page. For more information about the T-Rex program please contact Terry Gasper, at Carmelo, at 831-624-8047.

Afterschool Enrichment
Tularcitos 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, tennis, etc. What is offered is determined prior to each session and depends on the teachers we can find. Information is sent out a couple of weeks prior to signups and signups happen online. This is a fee-based program, and the cost of the class also depends on the class.

Counseling
The Mission of the school counseling program in the Carmel Unified School District Community is to ensure that all students develop the academic, career and personal/social knowledge, attitudes and skills necessary to become lifelong learners who are prepared for the challenges of continuing education, the workplace, and their role as self-actualizing citizens in an ever-changing global community.

Tularcitos uses the social-emotional learning curriculum 2nd Step in all of its classrooms which expressly teaches skills and the development of empathy, compassion, positive peer relationships, emotional management, and problem-solving. Tularcitos also has a full-time counselor and part-time social worker on campus that provide social-emotional services to our students. They provide intentional guidance lessons in the classroom, small group counseling services, and occasional one-on-one support. They also oversee our Welcome Buddy and Conflict Manager programs.

Field Trips
Academic field trips are meant to supplement and enrich the classroom learning experience, lead to increased student achievement, and foster student engagement. They are to be conducted in connection with the adopted course of study or school-related social, educational, cultural, athletic, school band, or other extracurricular or co-curricular activities.
Field trips may also be intentionally planned to incentivize appropriate behavior and academic progress during the school year. For these trips, students that do not meet the established criteria (*e.g.,* grades, behavior, attendance) will not be eligible to attend.

Participation Guidelines
Before a student can participate in a school-sponsored trip, parent permission must be obtained. All school rules apply on school-sponsored field trips. Violations of any school rules will be addressed in the same way as if the infraction had occurred on campus. Administration may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk. Siblings or other family members may not join field trips.

Parent Chaperones

When necessary, a limited number of parents may be invited to assist as chaperones on a field trip. In order to serve as a chaperone, the parent must have completed the volunteer form (in the office), checked in the day of the field trip and had their ID run through the Raptor system. Chaperones will be assigned a group of students and will be responsible for the continuous monitoring of these students' activities throughout the trip, including on the way to and from the field trip site on school-provided transportation. Chaperones are not permitted to take their own vehicle. Other siblings and/or family members are not permitted to accompany the chaperone.

For the health and safety of all students and to minimize disruption, parents who are not selected as chaperones may not join the students in their activities during the field trip.

Library & Media Center

The library/media center is open during school hours Monday through Friday. Library books may be checked out for two weeks at a time. Students must take responsibility for lost, stolen or damaged books. All fines must be paid in order to participate in the end-of-year field trips or receive a yearbook.

Students Experiencing Homelessness

The Board of Education believes that the identification of students experiencing homelessness is critical to improving the educational outcomes of such students and to ensure that they have access to the same free and appropriate public education provided to other students in the District. A housing questionnaire is administered at least once a year to help identify all students experiencing homelessness and unaccompanied youths enrolled at the school. The District's homeless liaison will also ensure that students and families experiencing homelessness receive referrals for services, such as health care, dental, mental health, and housing. District's educational liaison for homeless youth: Cassandra Ziskind, Student Services Director.

Definition

The McKinney-Vento Assistance Act ensures that children and youth, considered homeless or living in transitional housing, have the same educational rights and protection as all other school children and youth. A student experiencing homelessness is defined as a child who lacks a fixed, regular, and adequate nighttime residence and includes children and youth who:

- Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- May be living in motels, hotels, trailer parkers, or shelters; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Are living in cars, parks, public spaces abandoned buildings, substandard housing, bus or train stations, or similar settings; or
- Are migratory children who qualify as homeless because of similar living circumstances.

Student Rights

The following is a brief summary of the rights of students experiencing homelessness:

- Right to attend either the "school of origin" or the current school of residence, and not be required to attend a separate school for homeless children or youth. The school of origin can be the school attended when the student had permanent housing, the school most recently

attended, or any school the student attended in the last 15 months. Transportation may be provided.

- Right to immediate enrollment even if the student is unable to produce records normally required for enrollment (*e.g.,* proof of residency, birth certificate, immunization, transcript), does not have clothing normally required by the school (*e.g.,* school uniforms), or has outstanding fees, fines, textbooks, or other monies due to the school last attended.
- Right to have full and partial credits earned to be issued and accepted.
- Right to priority access to an intersession program. If the student moves during the intersession period, the student's educational rights holder shall determine which intersession program to attend.
- Right to file a complaint through the Uniform Complaint Procedures if there is an allegation that the District has not complied with requirements regarding the education of students experiencing homelessness.

Unaccompanied youth who meet the definition of homeless children and youth are also eligible for rights and services under the McKinney-Vento Act. An unaccompanied youth is defined as a minor who is not in the physical custody of a parent.

STUDENT LIFE

Awards & Recognitions

All staff will issue "Golden Tickets" to our students who exhibit especially good character on campus. These tickets will be collected in the office. Mr. Peterson pulls a ticket from each grade level at the end of each month, and those students will receive a reward.

Celebrations

Parents must coordinate food parties (e.g. holiday and birthday celebrations) with teachers prior to the day of the event in order to ensure that dietary food alternatives can be provided to students with allergies. Most parties are at the end of the day, 2:45 pm so instruction is not interrupted. Please clear this with your teacher. NO balloons allowed.

School-Sponsored Activities

All students are eligible to participate in school-sponsored activities, but participation in such activities is a privilege not a right. Specific activities may also require certain levels of academic achievement. Students may be excluded from activities for any of the following reasons:

- Multiple unexcused absences or lates/tardies
- Multiple discipline referrals
- On-campus or out-of-school suspensions or other administrative discipline

School-sponsored activities include, but are not limited to: student government, sports, clubs, other extracurricular activities, and end-of-year activities.

Student Government/Clubs

We have two student leadership clubs available to 3rd, 4th, and 5th graders - Student Council (student government) and Green Team (environmental leadership). We also have a math club available to our 4th and 5th graders who are wanting more challenging math problems to work

on at school. All of our clubs are open to anyone in that grade level who wants to join. More information is sent out to parents and students at the start of the year on the clubs.

Spirit Wear

Our Tularcitos school colors are Green and White, and our school mascot is a Bobcat. Every Friday we encourage students and staff to wear green & white, or Bobcat wear. To purchase spirit wear go to the Tularcitos PTO website. https://www.tularcitospto.com/

Lost & Found

It is recommended that all clothing, lunch boxes, binders, etc., be marked with the student's name. If anything is lost, students and parents should check the lost and found containers. Any unclaimed articles in the lost and found box will be donated several times a year.

CUSD Transportation

Fees are charged for district-provided transportation. These fees help the District, but only offset a percentage of the deficit in operations. The cost for one student to ride the bus for one year is $200.00; for two students, the cost is $400.00; and for three students, the cost is $500.00. Some students may qualify for free bus service. For information regarding bus routes, instructions on how to obtain a bus pass, the bus safety plan, and bus rules, please visit the District's Maintenance, Operations, & Transportation webpage.

USE OF TECHNOLOGY

Use of Mobile Communication Devices

Cell phones and Smartwatches should be kept off and in backpacks on hooks outside the classroom and are not to be used at any time during the school day including the bus lines or anytime between the start and end of the school day. E-readers will be allowed for reading only in 3rd-5th grades on a case by case basis.

Additionally, smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person. When used in an unauthorized manner, the device may be confiscated and/or searched according to law and policy, and the student may be subject to discipline. A student may also be subject to discipline for use of a mobile communication device off school grounds if it poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.
The District is not responsible for the loss, theft, or damage of a student's mobile communication device which is brought onto school grounds or to a school activity.

Use of Internet

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.

SCHOOL ATTENDANCE

Absence Policy

Regular attendance plays an important component to a student's academic and social development at school. When students do not attend school regularly, they miss out on fundamental academic skills and the chance to build a habit of good attendance.

Absences can be minimized by scheduling medical, dental, and other appointments after school or when school is not in session. Vacations should be planned around holidays and school vacations. Parents must make school attendance a priority.

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 illnesses must be verified by school staff or a medical professional to be considered excused. If the illness is not verified, the absence is considered unexcused and counts toward truancy. All appointments need to be verified by an "appointment confirmation" note from doctor/dentist and given to the office upon your arrival to school.

Absences

The following are steps to follow when a student is, or will be, absent from school:

1. Contact the school by 9:00 a.m. to inform, or to verify, the student's absence, providing a reason for such absence.
2. You can communicate with your student's teacher to request any homework or make-up work to be completed during or as a result of the absence.
3. Inquire about short-term independent studies for absences that will be over 3 days, up to 15 days.

An automated phone call will be sent to inform parents of their student's absence if not called in by 9:00 a.m..

Tardies

Every minute counts! When students are late, they are missing instruction or instructional activities that could lead to learning loss. In addition, when a student arrives to class late, it can be distracting to the other students and the teacher. Therefore, students are responsible for being on time to their classes every day.

Students who are late to school must first check in at the front office before going to class. If a student is going to be tardy due to a medical/dental appointment, please call the office by 9:00 a.m. so that your child's absence is verified.

Excused Absences

Once verified by a parent, a student's absence will be excused for any of the following reasons:

1. Personal illness, including an absence for the benefit of the student's mental or behavioral health

2. Quarantine under the direction of a county or city health officer
3. Medical, dental, or chiropractic appointment
4. Attendance at funeral services for or grieving the death of a member of the student's immediate family or, as determined by the student's parent, a person so closely associated with the student as to be considered the student's immediate family (limited to up to five days for each incident)
5. Jury duty
6. Illness or medical appointment of the student's child
7. Upon advance written request by the parent and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
    a. Attendance or appearance in court
    b. Attendance at a funeral service
    c. Observance of a religious holiday or ceremony
    d. Attendance at religious retreats for no more than one school day each semester
    e. Attendance at an employment conference
    f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election
9. To spend time with an immediate family member who is an active-duty member of the uniformed services, and has been called to duty for, is on leave from, or has immediately returned from, deployment (limited to three days)
10. Attendance at the student's naturalization ceremony to become a United States citizen
11. Participation in a cultural ceremony or event which relates to the practices, habits, beliefs, and traditions of a certain group of people
12. For a middle school or high school student, engagement in a civic or political event, provided that the student notifies the school ahead of the absence (limited to one school day-long absence each school year, unless otherwise permitted by the Superintendent or designee)
13. When a student's immediate family member or, as determined by the student's parent, a person so closely associated with the student as to be considered the student's immediate family has died: (limited to not more than three days for each incident)
    a. To access services from a victim services organization or agency
    b. To access grief support services
    c. To participate in safety planning or take other actions, including, but not limited to, temporary or permanent relocation, to increase the safety of the student, an immediate family member of the student, or a person determined by the student's parent to be in such close association with the student as to be considered immediate family
14. Participation in military entrance processing
15. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (limited to not more than four days per school month)
16. Work in the entertainment or allied industry (limited to not more than five consecutive days, and not more than five absences per school year)
17. Participation with a nonprofit performing arts organization in a performance for a public school audience (limited to not more than five absences per school year)
18. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances

For the purpose of the absences described above, *immediate family* means the student's parent, brother or sister, grandparent, or any other relative living in the student's household.

Method of Verification

Absences must be verified by the student's parent, other person having charge or control of the student, or the student if 18 years of age or older. The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent or parent representative. The employee must subsequently record the following:
    a. Name of student
    b. Name of parent or parent representative
    c. Name of verifying employee
    d. Date(s) of absence
    e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee must document the verification and include the information specified in Item #2 above.
4. Physician's verification.
    a. When excusing students for confidential medical services or verifying such appointments, staff may not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.
    b. If a student shows a pattern of chronic absenteeism due to illness, staff may require physician verification of any further student absences.

Truancy & Attendance Accountability

A student is classified as a *truant* after three absences or three tardies of more than 30 minutes each time or any combination thereof and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the school has made a conscientious effort to meet with the family, the student is considered a *habitual truant*. A student who is absent from school without a valid excuse for 10% or more of the schooldays in one school year, from the date of enrollment to the current date, is considered a *chronic truant*. Unexcused absences are all absences that are not listed under "Excused Absences" above.

Excessive Absences & Chronic Absenteeism

A student is considered a *chronic absentee* when the student is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused absences, as well as suspensions from school – and is an important measure because excessive absences negatively impact academic achievement and student engagement.

Excessive absences may result in the student falling behind academically and/or missing out socially due to missed assignments and/or inability to show mastery of the content. They may also result in the student's loss of privileges and/or referral to SARB. Parents and students should regularly check the attendance records for any errors.

Short-term Independent Study

Independent study may be used on a short-term basis to ensure that the student is able to maintain academic progress in the student's regular classes during an absence from school. Parents may request short-term independent study for a minimum of 3 days up to 15 school days in a school year. In order to facilitate the timely offering of short-term independent study, parents are strongly encouraged to sign a learning agreement at or before the start of each school year. To request Independent Study you must first reach out to the school principal for approval, giving at least two weeks notice in advance of the time requested of your student being placed on Independent study.

Consequences

School Attendance Review Board

The School Attendance Review Board (SARB) is a multidisciplinary panel composed of school personnel, agency partners and community-based organizations that work to address attendance and/or behavior problems. Specifically, the panel may include, but is not limited to a parent, district staff, representatives from child welfare and attendance personnel, school guidance personnel, county office of education, county probation department, county welfare department, law enforcement agencies, community-based youth service centers, school/county health care personnel, school/county/community mental health personnel, county district attorney's office, and county public defender's office. The intent of SARB is to resolve school-related issues through the use of available school and community resources. Failure to meet with SARB or follow its directives can result in a referral to the District Attorney's Office for truancy mediation and/or prosecution.

Monterey County Abatement Program

Step1. Three unexcused absences or days tardy in a school year: Parents are notified by mail of the student's truancy and a meeting or phone call with a school official is required. Copies of truancy letters are sent to the Superintendent and kept on file. Monterey County District Attorney's Letter #1 is mailed home. (If a parent receives the first letter and the attendance record already shows that more than three unexcused absences have been accrued, it is still considered "step one" in the process since the process begins when the parent has been notified).
Step 2. A fourth unexcused absence: Parents are contacted by phone and notified of the student's truancy and a second meeting and/or phone call is required. Monterey County District Attorney's Letter #2 is mailed home. Copies of truancy letters are sent to the Superintendent and kept on file.
Step 3. A fifth unexcused absence: Student may be declared a "habitual truant" by the County. Monterey County District Attorney's Letter #3 will be mailed home and kept on file. The District Attorney's Office will contact the parent regarding the situation.

HEALTH & WELLNESS

Wellness Policy

Recognizing the link between student health and learning, the District has an established student wellness policy for all its schools to provide a comprehensive program that promotes healthy eating and physical activity for students. The District shall coordinate and align its efforts to support student wellness through health education, physical education and activity, health services, nutrition services, psychological and counseling services, and healthy school environment. Parents, students, food

service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public are encouraged to participate in the development, implementation, and periodic review and update of the policy.
To review the content of the policy and any updates, and to find out how to be involved, visit: https://www.carmelunified.org/departments/nutrition-services/student-wellness

School Meals

All school snacks and lunches are free to all students who are enrolled in the CUSD. For monthly menus please refer to the Nutritional Services information on the CUSD website.
Taking care of the environment and reducing waste is very important! When bringing food from home, students are encouraged to bring reusable food containers, reusable water bottles, and fabric zip up or secure lunch boxes.

Water Consumption

Students have the right and are encouraged to bring a reusable bottle to fill and refill water to consume while at school. Drinking water plays an important role in maintaining a child's overall health in the following ways:

- Supports muscles, joints, and tissues
- Improves digestive system
- Keeps growing bodies hydrated
- Positively impacts cognitive performance, particularly short-term memory
- Improves visual attention and fine motor skills
- Can prevent excess weight gain when substituting sugary drinks

For reusable water bottles we have a filtered water dispenser in Bobcat Hall. There are also water fountains located on both the lower and upper level.

Accident Insurance

[Provide school-specific information]

Immunizations

To protect the health of all students and staff and to curtail the spread of infectious diseases, students must be immunized against certain communicable diseases. Students may not be admitted into any elementary or middle school, preschool, or childcare and development program for the first time nor be admitted or advanced into grade 7 unless they have met the immunization requirements. The parent's guide to "Required Immunizations for School Entry" from the California Department of Public Health (CDPH) website can be accessed by clicking on the title (link).

Illness: When to Stay Home

Under California law, a child may be required to stay home (or go home) from school in specified circumstances where an apparent illness presents a significant risk to other children or school personnel. Safe, in-person learning is critical to the well-being and development of children. The following information from the California Department of Public Health provides guidance on considerations when a child has symptoms of illness.
Fever (over 100 degrees). Keep the student home until the fever has gone away in the night without using fever-reducing medications and is still gone in the morning AND other symptoms are improving and the student can participate comfortably in routine activities.

Sore throat. Students may attend school unless they have one of the following:

- Fever (see fever guidance)
- Inability to swallow
- Breathing difficulties

Note: If a student is diagnosed with strep throat, they should receive antibiotics for at least 12 hours before returning to school.

Abdominal pain or stomach ache. Pain experienced anywhere between the chest and groin; pain may be continuous or may come and go. Students may attend school unless they experience one of the following:

- Pain is severe enough that the student has difficulty participating in routine activities
- Pain starts after an injury
- Bloody or dark stools
- Diarrhea (see diarrhea guidance)
- Vomiting (see vomiting guidance)
- No urine for 8 hours
- Fever (see fever guidance)

Eyes that are irritated, pink eye or drainage. Students may attend school unless the child has one of the following:

- Fever (see fever guidance above)
- Problems seeing (vision changes)
- Pain/discomfort the child cannot tolerate
- An injury to the eye

Note: Pink eye is often caused by a virus. Children typically get better after 5-6 days without antibiotics. Staying home from school is not necessary. Frequent hand washing should be encouraged.

Vomiting or diarrhea. Students may attend school unless they experience one of the following:

- Vomiting has occurred 2 or more times in 24 hours
- Fever (see fever guidance above)
- Vomiting or diarrhea appears to be bloody
- Stool cannot be contained in toilet

Note: If the student has been diagnosed with a specific infection (such as Salmonella, E. Coli, norovirus, etc.) or if there is concern over an outbreak, the local health department will be contacted for guidance.

Rash or itching. Students may attend school unless the child has one of the following:

- Oozing, open wound or infection that cannot be covered and is in an area that might come in contact with others
- Skin that looks bruised without a known injury or in an unusual location
- Rapidly spreading dark red or purple rash
- Tender, red area of skin, rapidly increasing in size or tenderness
- Associated symptoms of a serious allergic reaction (rash with throat closing, abdominal pain, vomiting or wheezing)
- There is concern for diseases like chickenpox or measles

Note: For diagnosed conditions, follow the advice of the health care provider. In general, for conditions such as lice, impetigo, ringworm, scabies and pinworms, students may return after appropriate treatment is started.

Medication

Parents are to notify the school nurse if their student is on a continuing medication regimen for a non episodic condition. The notification must include the name of the medication being taken, the current dosage, and the name of the supervising physician. With parental consent, the principal or school nurse may communicate with the physician and may counsel with staff regarding possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.

Parents should talk to their child's doctor about making a medicine schedule that does not require the student to take the medicine while at school. However, when necessary, please follow the guidelines provided below. All written requests must be provided on an annual basis or when the medication, dosage, frequency of administration, or reason for administration changes.

Assistance with Administration of Medication

The school nurse or other designated school employee may assist a student who needs to take prescribed medication during school hours only upon written request of both the physician/surgeon and the parent. The written request from the physician/surgeon must include details as to the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent indicating the desire that the school assist the student in matters set forth in the statement of the physician/surgeon.

Self-Carry and Self-Administration of Medication

In order for a student to carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication at school, the parent must provide a written statement consenting to the self-administration and a written statement from the physician/surgeon or physician assistant detailing the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine or inhaled asthma medication. The parent's written statement must provide a release for the school nurse or other designated school personnel to consult with the student's health care provider regarding any questions that may arise with regard to the medication, and also release the District and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. A student may be subject to disciplinary action if the student uses auto-injectable epinephrine or inhaled asthma medication in a manner other than as prescribed.

Delivery, Storage, and Disposal of Medication

Parents are to supply the school with all medicine the student must take during the school day, with each medicine stored in a separate container labeled by a pharmacist licensed in the United States. The container must list the student's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take. The medicine must be delivered to the school by a parent or other adult, unless the student is authorized to carry and take the medication by themselves. For all other medications, no more than a 30-day supply will be kept at the school. All discontinued, outdated, and/or unused medicine must be picked up before the end of the school year.

Reporting Student Injuries & Illnesses

Parents must notify the office staff or school nurse regarding any student injury or illness. Specifically, parents must inform school staff of any concerns, potential limitations, and/or prohibited activities that

may require accommodations. A physician's note may be required. The school nurse will communicate any accommodation plan to the site administrator and relevant staff.

Medical Emergencies

In case of illness or injury that occurs while the student is at school or a school-sponsored activity off school campus, the student will be cared for temporarily by school personnel. First aid treatment, only, will be applied. If emergency medical treatment is necessary, parents will be contacted. If the student's parents cannot be reached, school personnel will contact the other adults listed on the emergency card. For this reason, parents are required to have up-to-date emergency contacts provided in Aeries. If any information changes during the year, the parent is required to inform the office staff, to record the change.

Mental Health Services

A child's mental health is essential to their social and cognitive development, and to learning healthy social skills and how to cope when there are problems. Mentally healthy children have a positive quality of life and can function well at home, in school, and in their communities. Mental health problems that are not recognized and treated in childhood can lead to severe consequences, including exhibiting serious behavior problems, at higher risk of dropping out of school, and increased risk of engaging in substance abuse, criminal behavior, and other risk-taking behaviors. If you are concerned about your child's mental health reach out to their teacher, the school counselor, or school principal.

STUDENT & CAMPUS SAFETY

Change of Address/Phone

Parents must notify the school whenever they have a new telephone number or email address, have a change in mailing address, and/or have moved to a new residence. It is important for the school to have the most up-to-date information so that notices are sent in a timely manner, and that parents can be contacted whenever there is an emergency related to their student or the school.

Dress Code

Students are to wear clothing that covers the torso, tummy, upper thigh, and underwear. Shorts should be worn under skirts. We highly recommend having girls at the K-2 level wear shorts under all skirts and dresses as they are very active in their play. Consequences for not conforming to the dress code may include wearing school-provided clothing for the remainder of the day or until parent contact is made and appropriate clothing is brought to school.

1. Clothing and accessories: Clothing and accessories must be in line with our Character Pillars and may not display "uncaring" words (stupid, dumb, idiot, checked out, etc.) or present images that are crude, sexually suggestive, violent use of profanity, express prejudice or refer to drugs, alcohol or tobacco.
2. Footwear: Tennis Shoes are highly recommended. Flip Flops or roller shoes are not allowed. Any sandals must have a strap on the back.
3. Headwear: Hats, caps, and sweatshirt-hoods are not to be worn indoors unless granted

permission from the teacher or adult in charge for a specific event. Current student sports team uniforms may not be worn at school (example: Carmel Valley Baseball uniforms, All Star uniforms, etc.)
4. P.E. Swimming: Girls swimming suits must have straps that go over the shoulder. Street clothes (cut-offs, t-shirts) may not be worn for swimming.

Gang-related Apparel
Gang-related apparel or paraphernalia, including symbols, emblems, insignia, or other gang identifiers, may not be worn or displayed. Specifically, the presence of any apparel, jewelry, accessories, notebook, or manner of grooming which by virtue of its color, arrangement, trademark, wording, or other attributes, or displayed under certain conditions or circumstances, denotes membership in or affiliation with gangs is prohibited. When in doubt as to whether an item is gang-related, the principal or designee will consult with local law enforcement or with other persons with expertise in gangs.

Consequence of Dress Code Violations
The parent will be notified to bring acceptable clothing or the student will be supplied with a suitable garment from the site, if available.

Supervision
Before & After School
School staff do not provide supervision before or after school; therefore, on regular school days, students should not arrive before 8:25 a.m. or stay past 3:00 p.m. unless they are participating in a school-sponsored activity or program. Campus opens at 8:25 a.m., there is an 8:38 bell informing students to head to class, and classes begin promptly at 8:40 a.m.

Use of School Grounds
Families and community members are welcome to reserve the use of school grounds using our online system through Facilitron. Reservation requests can be easily submitted and quickly reviewed by the district. Renters have the opportunity to view facility photos and descriptions, see real time availability, get estimated quotes, and pay online. All visitors must make an effort to keep the campus clean by placing recyclables and trash in the appropriate containers. Use and possession of alcoholic beverages, tobacco, and controlled substances are prohibited on and around school grounds. Playground equipment is to be used appropriately and with care. For safety and security purposes, children must be supervised by an adult – the school is not responsible for supervision nor responsible for any injuries that occur during that time. To view the district's available facilities, please visit Facilitron, on our district website.

Emergency & Disaster Preparedness
The Carmel Unified School District is committed to maintaining a safe and secure environment for its students and staff. There are established policies and procedures designed to effectively deal with an emergency incident should it occur in the District and/or community. Each of the CUSD schools has its own school safety plan, which is reviewed annually, and specific to each school. All sites also conduct frequent safety drills including fire, earthquake, and hostile intruder drills with local first responders.
If an emergency does occur, the cooperation of parents is essential to keeping students and staff safe. In such an event, families will be notified by telephone, text, and email using ParentSquare. An

emergency message would include basic information about the nature of the emergency. In the event of an evacuation, parents will also be notified where the students are being transported and the designated reunification point (this may or may not be the school site) where parents can be reunited with their students. It is also important that each family creates their own family emergency plan and reviews it annually so that children know what to do in an emergency at home as well.
More comprehensive information about emergency preparedness can be found on the CUSD Emergency Information website: https://www.carmelunified.org/resources/emergency-information

STUDENT CONDUCT

Behavior Expectations

Each school site and each classroom teacher has established behavior expectations for their students that are consistent with Board policy and applicable state and federal laws. It is the responsibility of the teachers and administrators to see that rules are carried out in a fair and reasonable manner. Every teacher, administrator and other designated employee will hold students to a strict account for their conduct on the way to and from school, in the classroom and other school buildings, on school grounds, and on the school bus. Students must conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.
Specific behaviors are forbidden by state and federal laws and by District policy. Violations of these laws and policies may result in advising and counseling students, conferencing with parents, detention during and after school hours, loss of privileges, community service, involvement of law enforcement, placement in alternative programs, suspension, or expulsion.
The severity of disciplinary consequences depends upon several factors such as the nature or seriousness of the offense and whether the offense is a first offense. Ordinarily, suspension (and expulsion) is imposed only when other means of correction fail to bring about proper conduct, or whenever the student has committed a serious, first-time offense; or when it is also determined that the student's presence causes a danger to persons or property or threatens to disrupt the instructional process.
Corporal punishment will not be used. The use of reasonable and necessary force by an employee to protect oneself or students or prevent damage to District property is not considered corporal punishment.

Discipline

We believe that good discipline is about learning, righting wrongs, and restoring relationships.
We have developed this plan to provide a climate that promotes a pattern of respectful, responsible, and safe pupil behavior at school.

The goals of our discipline plan are to:

- teach our students about the impacts of their actions on others.
- aid our students in developing control of, and responsibility for, their own behavior.
- encourage the development of genuine respect for the rights of others.

- develop the habit of good character represented by the pillars of Respect, Responsibility, Trustworthiness, Caring, Fairness and Citizenship.
- provide and promote instructional time that is free from excessive disruption.
- ensure a learning environment that is safe, both physically and emotionally.
- encourage positive self-esteem that comes with good character.

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

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

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

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

Recognition

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

- Classroom teachers and specialists offer a variety of incentives, awards, and privileges to our students for both academic and social accomplishments.
- All staff will issue “Golden Tickets” to our students who exhibit especially good character on the playground. These tickets will be collected in the office. Mr. Peterson pulls a ticket from each grade level at the end of each month, and those students will receive a reward.

Student Responsibilities:

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

Parent Responsibilities:

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

Teacher Responsibilities:

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

Administrator Responsibilities:

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

School Rules

Classroom Rules

- Develop classroom rules that focus on creating a positive learning climate.
- Make sure all our students know the classroom procedures, the behavioral expectations and their consequences.
- Post classroom rules and send a written copy home.
- Enforce classroom rules fairly and consistently.
- Contact parents when a student receives a Behavior Think Sheet, Pink Slip, or Referral.

Our Students in Transit

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

Assemblies

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

Hallway Rules

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

Assembly Rules

- Actively listen to the speaker/performers
- Sit on your bottom not on your knees.
- Use quiet voices until called to attention.
- No talking during a performance or while the program is being presented.
- Show your appreciation by politely clapping only, no hollering or hooting (most assemblies).

Lunchtime Rules

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

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

Standards of Good Character

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

Punctuality

Our students are to arrive at school on time, be present at his or her classroom at the starting

bell, and ready to work.

The following are not permitted:

1. Disrespect for adults or children.
2. Bullying.
3. Bad language.
4. Play or real fighting and dangerous games (such as tackling).
5. Throwing sticks, stones or sand.
6. Leaving the playground without permission.
7. Climbing trees and fences.
8. Chewing gum.
9. Littering. (All litter is to be disposed of in the appropriate container.)
10. Playing behind classrooms, around the office, or in bathrooms.
11. Using water from drinking fountains for games.
12. Inappropriate use of school computers or the Internet connection.
13. Inappropriate clothing (see Dress Code).
14. The following items should not be brought to school:
    - Toys, equipment, games, balls, electronic game devices, tablets, or other electronic equipment. With the teacher's permission, these items may be left in the classroom for use under the direct supervision of the teacher (i.e. for sharing). The school cannot be responsible for any possessions that are lost or broken. (Exception: Baseball gloves may be brought for use in an organized game during P.E. Baseball gloves should be visibly marked with the student's name. The school takes no responsibility for misplaced, lost, stolen or damaged personal items.)
    - Pets of any kind (without prior teacher and administrative approval)
    - Dangerous implements such as pocket knives, matches, fireworks, toy or real guns, any controlled substance (including products containing tobacco or alcohol, etc.)
    - Skateboards, skates or roller blades, roller shoes (Skateboards may not be ridden on any C.U.S.D. campus at any time.)
    - More than a small amount of pocket money. It can be lost easily.
    - No games involving money (including any forms of gambling or extortion).

Cell Phone/Smartwatch/Personal Technology

Cell phones and Smartwatches should be kept off and in backpacks on hooks outside the classroom and are not to be used at any time during the school day including the bus lines or anytime between the start and end of the school day. E-readers will be allowed for reading only in 3rd-5th grades on a case by case basis.

Playground

The primary purpose of recess is to take care of personal needs, such as using the restroom and having a snack, as well as to participate in physical activity, play, organized games, and social engagement with peers. To ensure student safety, the following guidelines apply:

- All students must remain within the boundaries designated for recess.
- Students are to use all play equipment in a safe, orderly, and cooperative manner.
- Students may play touch football, with no tackling involved.
- All games must be open to all students who wish to participate.

Yard supervisors will stop any activity that is deemed unsafe, and will report to administration any student who violates school rules.

Referral to the Principal/Office

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

Suspension from Class by the Teacher

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

Prohibited Items & Actions

Students are prohibited from bringing lighters, fireworks, poppers, pepper spray/mace, tasers, tobacco, drugs, alcohol, knives of any kind, guns of any kind, or any other dangerous objects/toys to school or to a school activity off campus. Possession of such items may result in appropriate disciplinary action, including involvement of the Sheriff.
Students are also prohibited from chewing gum at school, and from bringing laser pointers, body and deodorant sprays, or other personal property/toys not related to school activities. Students should not bring large amounts of money to school and are also prohibited from selling anything on campus.

Bullying

The Carmel Unified School District recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. Accordingly, bullying is prohibited at any location, whether on or off campus that affects students or school activity under the jurisdiction of the CUSD. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in bullying or retaliation related to bullying will be subject to disciplinary action, up to and including dismissal. Students and staff are expected to immediately report incidents of bullying to a principal or designee.

Defining Bullying

Generally, bullying is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotion or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repletion or potential repetition of a deliberate act. However, acts of bullying that constitute grounds for suspension or expulsion, and the

right for a victim of an act of bullying to transfer to another school through the intradistrict or interdistrict process, must meet the criteria specified under EC 48900(r).
Examples of the types of conduct that may constitute bullying and are prohibited by the District include, but are not limited to:

1. ***Physical bullying:*** An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. ***Verbal bullying:*** An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. ***Social/relational bullying:*** An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. ***Cyberbullying:*** An act such as sending demeaning or hateful text messages or emails, spreading rumors by email or by posting on social networking sites, or posting or sharing embarrassing photos, videos, web site, or fake profiles

Preventative & Protective Measures

Bullies can be intimidating and do not like witnesses. Students who witness bullying must not join in nor watch while someone is being bullied. Rather, student witnesses should support the person being bullied and immediately report it to a trusted adult. For students who are experiencing bullying, the following are measures that can be taken to stay safe and to help prevent future incidents from occurring:

- Tell the bully to stop
- Walk away
- Protect oneself
- Find a safe place
- Stay with a group or individuals that are trusted
- Don't share passwords, personal data, or private photos online
- Seek help from a trusted adult

Filing Complaint

Any student who feels that they (or another student) is being bullied, is strongly encouraged to tell an adult – report and ask for help from a parent, teacher, school counselor, security, supervision aides, school administrator, or other staff member. Any complaint of bullying will be investigated and, if determined to be discriminatory, resolved in accordance with law and the District's Uniform Complaint Procedures specified in AR 1312.3.

Public Display of Affection

The school recognizes that genuine feelings of affection may exist between students; however, students must refrain from inappropriate intimate behaviors on campus and at school-related events – such displays include kissing, elongated hugs, holding hands, or other inappropriate behaviors. Repeated or especially inappropriate behavior will result in parent contact and disciplinary action.

Theft & Vandalism

In the event that personal property has been stolen, complete and submit a theft report to the school. Any student involved in the theft of school or individual property will be subject to disciplinary action 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. No liability is assumed by the school for items left in classrooms, lockers, or any other place on campus.

Drugs, Alcohol, & Tobacco

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:*** Student referred to administration, parent contacted, incident recorded in the student's record, and student referred for an educational awareness lesson connected to the offense.
- ***Second offense:*** Student referred to administration, parent contacted, incident recorded in the student's record, student referred for an additional educational awareness lesson connected to the offense, and student assigned five hours of after-school detention.
- ***Subsequent offenses:*** May result in an out-of-school suspension. The Monterey County Sheriff may also be contacted.

Canine Units/Safety Dogs

Use of safety canines is one part of a comprehensive approach to drug, alcohol and other contraband issues. 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.

Suspension & Expulsion

Suspension means the removal of a student from ongoing instruction for adjustment purposes. Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. Students may be suspended or recommended for expulsion whenever the principal/designee of the school determines the student has committed an act in violation of Education Code 48900, as listed below, and EC 48900.2, 48900.3, 48900.4, and 48900.7 in any of the schools of the District or in another district, and the act is related to a school activity or school attendance which occurs at any time including, but not limited to, any of the following:

1. While on school grounds.
2. While going to or returning from school.
3. During lunch period whether on or off campus.
4. During or while going to or coming from a school sponsored activity.

The following are grounds for which a student may be suspended or expelled:
EC 48900.
(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
(a)(2) Willfully used force or violence upon another person, except in self-defense.
(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
(c) Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the same as such 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) Stole or attempted to steal school property or private property.
(h) Possessed or used tobacco, or products containing tobacco or nicotine products.
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.
(j) Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (*Note:* Only teachers may suspend a student from class for this reason.)
(l) Knowingly received stolen school property or private property.
(m) Possessed an imitation firearm. 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 or committed a sexual battery.
(o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
(q) Engaged in, or attempted to engage in, hazing.
(r) Engaged in an act of bullying.
(t) Aided or abetted the infliction or attempted infliction of physical injury on another person.
EC 48900.2. Committed sexual harassment. (Grades 4-12 only)
EC 48900.3. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (Grades 4-12 only)
EC 48900.4. Intentionally engaged in harassment, threats, or intimidation against district personnel or students. (Grades 4-12 only)
EC 48900.7. Made terrorist threats against school officials and/or school property.

Suspension from Class by the Teacher

When all attempts to correct a student's behavior have failed, the teacher may suspend the student from class for the remainder of the day and the following day for any act listed under the notification on "Suspension & Expulsion". A Discipline Referral will be completed and sent to the office.
A student suspended from class will not be returned to class during the period of suspension without the approval of the teacher of the class and the principal. During this period of suspension, the student will not be placed in another regular class; however, if the student is assigned to more than one class per day, the student may be placed in any other regular classes except those held at the same time as the class from which the student was removed. The teacher may require the student to complete any assignments and tests missed during the suspension.
As soon as possible, the teacher will ask the student's parent to attend a parent-teacher conference regarding the suspension. A counselor or psychologist may attend the conference if it is practicable, and a school administrator will attend, if requested by either the parent or teacher.

When suspending a student from class for committing an act of obscenity, habitual profanity or vulgarity, disruption of school activities, and/or willful defiance, the teacher may require any parent who lives with the student to accompany the student for a portion of a school day in the class from which the student has been suspended. A written notice will be sent to the parent regarding the implementation of this requirement.

Other Consequences

Consequences & Documentation

Tardy Policy for 1-5

• A note will go home or a call made after the fifth tardy, informing parents of the number of tardies and to problem-solve with the parent how to prevent future tardies.
• Note: Tardies for TK and kindergarteners are not tracked.

Behavior Think Sheet

A Behavior Think Sheet is used to document and inform the student's teacher of minor infractions that need follow-up.
• Completed by any staff member and given to the student's teacher.
• Students are provided time to reflect on their behavior and impact.
• Classroom teacher keeps a record of the Behavior Think Sheets.
• Consequences are administered by the staff member and/or the teacher.
• Parents are notified of each Behavior Think Sheet.
• On the 4th Think Sheet a student will receive a Pink Slip for the ongoing misbehavior.

Pink Slip Citation

A Pink-slip Citation is used to inform the student's teacher of infractions that need follow-up.
• Completed by a staff member and given to the student's teacher.
• Students are provided time to reflect on their behavior and impact.
• Classroom teacher maintains a record of the Pink Slips.
• Pink Slips are logged into our student information system.
• Consequences are administered by the staff member or student's teacher.
• Parents are notified of each Pink Slip.

Possible consequences for Pink Slips may include, but are not limited to:

• Parent, teacher, and student meeting
• Behavior plan or contract
• Loss of class activities (parties, field trips, special events, assemblies, preferred activity time, etc.)
• Lunch detention with classroom teacher
• Assigned school service (help in class, assist with lunchtime cleanup, trash pickup, etc.)
• Loss of recess time with teacher
• Parent, teacher, student, principal meeting
• On the third pink slip a Disciplinary Referral (for a serious offense) is written.

Discipline Referral

A Discipline Referral is used to inform the principal of serious or chronic misbehavior.
• Completed by staff and/or principal

• Consequences are administered by the classroom teacher and principal
• For each Referral there is a meeting with the principal, teacher, parent, and student
• Consequences for Referrals may include those listed for Pink Slips with increased duration and severity, including parent presence in class and possible suspension
• Discipline referrals are entered into our student information system

Teacher's Log

Teachers will maintain a record of Behavior Think Sheets, Pink-slips, and classroom misbehavior.

Principal's Log

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

Discipline Matrix

This is only meant to provide examples of the types of behaviors that would result in different consequences. This is not a comprehensive list, and as is the case with any behavior, different severities and frequencies could result in more severe consequences than those listed.

Behavior Think Sheet	Pink Slip	Referral Form
Not following directions Using minor hurtful words towards another student Roughhousing Breaking or ignoring safety/playground/ school rules Minor class disruption Misuse of Computer or school equipment	Being disrespectful or defiant towards adults Swearing / using foul language Purposeful hurtful words (i.e. making fun of another student) Physically hurting another student Harmful use of a computer Minor destruction of property	Bullying Harassment Severe threat to harm another with malice or forethought Violence towards another student with malice and forethought Vandalism or destruction of property Using violent words or being violent toward an adult

Sex Discrimination and Sex-Based Harassment

CUSD Board Policy 5145.7 (8/14/24)

The Governing Board is committed to maintaining a welcoming, safe, and supportive school environment that is free from discrimination and harassment. The Board prohibits at school or at school-sponsored or school-related activities, sex discrimination and sex-based harassment, as defined in the accompanying administrative regulation, targeted at any student, based on the student's actual or perceived sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; pregnancy, childbirth, termination of pregnancy or lactation, including related medical conditions or recovery; and, parental, marital, and family status.

Additionally, the Board prohibits retaliatory behavior or action against any person who complains or testifies about conduct that reasonably may constitute sex discrimination, including sex-based harassment, reports such conduct, or otherwise participates or refuses to participate in the complaint process established for the purpose of this policy.

The district strongly encourages students who feel that they are being or have experienced sex discrimination, including sex-based harassment, on school grounds or at a school-sponsored or school-related activity, or off-campus when the conduct has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee.

Any employee who receives a report or observes an incident of sex discrimination, including sex-based harassment, by or against a student in a district education program or activity shall report the incident to the Title IX Coordinator within one workday.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through Administrative Regulation 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures.

The Title IX Coordinator shall offer and coordinate supportive measures to be provided to the complainant and, if the district has begun grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures to be provided to the respondent as deemed appropriate under the circumstances.

The Superintendent or designee shall ensure that all district staff are trained regarding the district's sex discrimination and sex-based harassment policy, and that all employees receive training related to their duties under Title IX as specified in Administrative Regulation 4119.11/4219.11/4319.11 - Sex Discrimination and Sex-Based Harassment.

Instruction/Information

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

1. What acts and behavior constitute sex discrimination and sex-based harassment, including the fact that sex discrimination and sex-based harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sex discrimination or sex-based harassment under any circumstance

3. Encouragement to report observed incidents of sex discrimination and sex-based harassment even when the alleged victim of the discrimination or harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sex discrimination or sex-based harassment incident will be addressed separately and will not affect the manner in which the sex discrimination or sex-based harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sex discrimination and sex-based harassment allegation that involves a student, whether as the complainant, respondent, or victim of the discrimination or harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sex discrimination and/or sex-based harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sex discrimination or sex-based harassment complaint continues
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sex discrimination or sex-based harassment and/or other students during an investigation

Disciplinary Actions

Upon completion of an investigation of sex discrimination and/or sex-based harassment, any student found to have engaged in sex discrimination, and/or sex-based harassment or sexual violence, in violation of this policy, shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.
Upon investigation of sex discrimination and/or sex-based harassment, any employee found to have engaged in sex discrimination against, and/or sex-based harassment or sexual violence toward, any student, shall be subject to disciplinary action, up to and including dismissal, in accordance with law and the applicable collective bargaining agreement.

Record-Keeping

The Superintendent or designee shall maintain records in accordance with law, including in accordance with 34 CFR 106.8 as specified in Administrative Regulation 5145.71 - Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures, and district policies and regulations, of all reported cases of sex-based harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.