STUDENT HANDBOOK

25/26

CARMEL HIGH

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LINK to the CHS Course Catalog – LINK to CUSD Career Technical Education Handbook (CTE)

Bell Schedule 2025-26

PERIOD	MONDAY-TUESDAY-FRIDAY
1	7:45 AM - 8:35 AM
2	8:40 AM - 9:30 AM
3	9:35 AM - 10:30 AM
BREAK	10:30 AM - 10:45 AM
4	10:50 AM - 11:40 AM
5	11:45 AM - 12:35 PM
LUNCH	12:35 PM - 1:10 PM
6	1:15 PM - 2:05 PM
7	2:10 PM - 3:00 PM

PERIOD	WEDNESDAY
1	7:45 AM -9:20 AM
BREAK	9:20 AM - 9:35 AM
3	9:40 AM - 11:15 AM
5	11:20 AM - 12:55 PM
LUNCH	12:55 PM - 1:30 PM
7	1:35 PM - 3:10 PM

PERIOD	THURSDAY
2	7:45 AM -9:20 AM
BREAK	9:20 AM - 9:35 AM
OFFICE HOURS	9:40 AM - 10:20 AM
4	10:25 AM - 12:00 PM
LUNCH	12:00 PM - 12:35 PM
6	12:40 AM - 2:15 PM

Important Dates 2025-26

First Day of School	August 7
Car Week – Minimum Day	August 15
Back-to-School Night	August 21
Labor Day – No School	September 1
Powder Puff Week	September 8-12
Minimum Day - Staff Development	September 12
Homecoming Week	September 22-26
End of First Quarter	October 3
October Break	October 13-17
Minimum Day - Staff Development	October 31
Shoe Week	November 3-7
Veterans Day - No School	November 11
Thanksgiving Break	November 24-28
Finals	December 16-19
End of First Semester	December 19
Winter Break	December 20 - January 3
Staff Development Day	January 9
M.L. King Jr. Day	January 19
Winter Formal	TBD
February Break	February 16-20
Minimum Day - Staff Development	February 27
End of Third Quarter	March 13
CAASPP Testing	April TBD
Spring Break	April 10-17
Open House	April 23
Minimum Day - Staff Development	May 1
AP Testing Window	May 4-15
Prom	TBD
Memorial Day	May 25
Finals	June 2-5
End of Second Semester	**June 6**
Graduation	June 6

School Contact Information

ADMINISTRATION

Principal	Libby Duethman	x2790
Principal's Secretary	Lisa Brazil	x2792
Assistant Principal	Ernesto Pacleb	x2791
Assistant Principal/CTE	Laurel Gast	x2788
Assistant Principal's Secretary	Melissa Beltran	x2793

MAIN OFFICE

Clerk/CTE Coordinator	Monica Hernandez	x2789
• General Information		
• Career Technical Education Outreach		
Attendance	Sara Scanlan	x2781
Activities Director	Aubrey Powers	x3742
ASB Office/Community Service	Cynthia Padilla	x2780
School Health Aide	Wilder Grummon	x2014

ATHLETICS

Athletic Director	Golden Anderson	x2796
Athletic Secretary	Tammy Waldman	x2797
Athletic Trainer	Matt Borek	x3766
Athletic Training Assistant	Samantha Addington	x3766

COUNSELING

Students A-GA	Darren Johnston	x2784
Students GE-M	Yesel Von Ruden	x2794
Students N-Z	Jeff Rogers	x2783
Registrar	Linda Galuppo	x2782
College/Career Center	Chloe Kincaid	x3782

WELLNESS CENTER

LMF Therapist	Lorena Cruz-Rodriguez	x2744
Wellness Center Coordinator	Stacey Profeta	x2745

LIBRARY

Librarian	Phillip Crawford	x2787
Library Assistant	Valerie Stack	x2786

Last Name	First Name	Department	Ext.	Email
Aronson	Kortney	Special Ed.	3714	karonson@carmelunified.org
Baglietto	Mia	ASL	2775	mbaglietto@carmelunified.org
Balistreri	Gracie	Drama	2729	gbalistreri@carmelunified.org
Barnett	Carli	English	3751	cbarnett@carmelunified.org
Bautista	Kristine	Special Ed	3715	kbautista@carmelunified.org
Bean	Patricia	Spanish	3710	tbean@carmelunified.org
Borek	Matt	Sports Medicine	3766	mborek@carmelunified.org
Buran	Kevin	Science	3703	kburan@carmelunified.org
Cambra	Leigh	Health	2746	lcambra@carmelunified.org
Clymer	John	Technology	3703	jclymer@carmelunified.org
DiGirolamo	Blaise	Social Science	3742	bdigirolamo@carmelunified.org
De Paolis	Maria	Spanish	3719	mdepaolis@carmelunified.org
Dini	Bruce	Social Science	3732	bdini@carmelunified.org
Deckelmann	Victoria	Science	3741	vdeckelmann@carmelunified.org
Doyal	Dave	Automotive	3740	ddoyal@carmelunified.org
Freitas	Don	Science	3717	dfreitas@carmelunified.org
French	Debbie	P.E.	3761	dfrench@carmelunified.org
Galuppo	Linda	Registrar	2782	lgaluppo@carmelunified.org
Giacomelli	Adriana	Special Ed.	3709	agiacomelli@carmelunified.org
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Grahl	Kurt	Math	3708	kgrahl@carmelunified.org
Grahl	Shelley	English/ELD	3722	sgrahl@carmelunified.org
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TBD	TBD	Instr. Music	3735	
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Lederle	Holly	Photography	3716	hlederle@carmelunified.org
Lehmkuhl	Tom	Music	2770	tlehmkuhl@carmelunified.org
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Maas-Baldwin	Jason	Science	3702	jmbaldwin@carmelunified.org
McCarty	Joe	Social Science	3736	jmccarty@carmelunified.org
Marden	Suzanne	French	3726	smarden@carmelunified.org
McBride	Barbara	English/ PD Coach	2719	bmcbride@carmelunified.org
Mettler	Sandy	Spec. Ed	3712	smettler@carmelunified.org
Nacht	Steve	Math	3745	snacht@carmelunified.org
NewKirk-Smith	Mishele	Science	3718	mnewkirksmith@carmelunified.org
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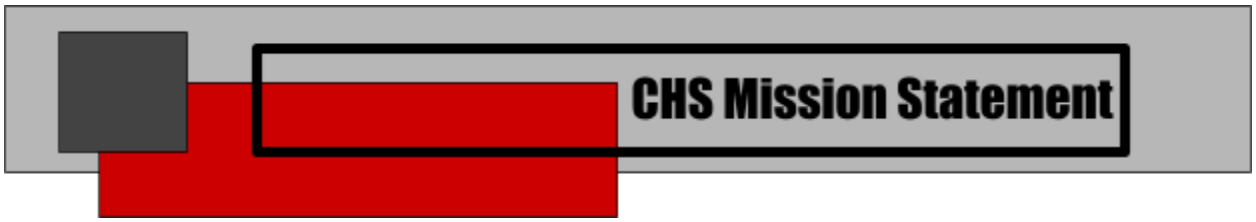
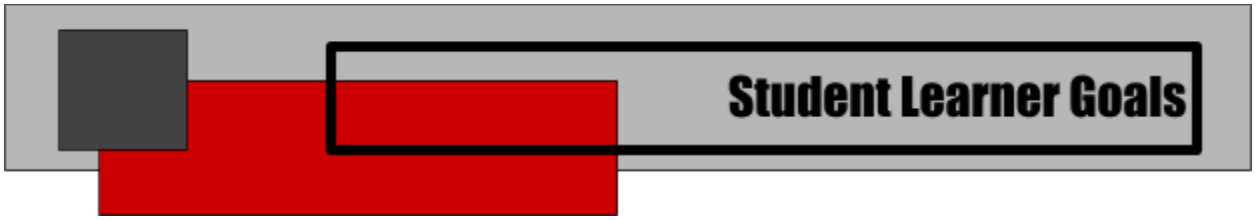
Ward	Nora	Social Science	3737	nward@carmelunified.org
Ward	Ralph	Special Ed	3711	rward@carmelunified.org



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



The Carmel Way…

A

Caring Community

That is

Honorable

And

Successful

That is Honorable

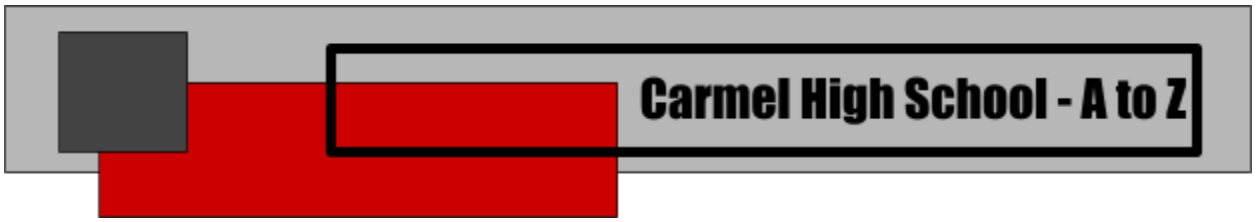
- Demonstrates integrity and honesty in actions
- Upholds responsibility and accountability
- Values ethical decision-making
- Practice respect for self, others and the environment
- Promotes fairness and equity in all interactions

A Caring Community

- Encourages empathy, kindness, and respect for others
- Promotes inclusivity and celebrates diversity
- Supports emotional well-being and mental health
- Engages in Collaborative problem-solving
- Actively contributes to local and global communities

And Successful

- Strives for academic and personal excellence
- Sets and achieves meaningful goals
- Embraces challenges and learns from setbacks
- Develops critical thinking and creative problem-solving skills
- Cultivates lifelong learning habits and adaptability



ACADEMIC HONESTY & ARTIFICIAL INTELLIGENCE (AI)

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

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

NOTE: The consequences outlined above are minimum interventions resulting from violations of the Academic Honesty Policy.

Students may use Artificial Intelligence or AI on an assignment if and when the classroom teacher permits. When utilizing AI, students should always provide proper citations. AI-generated content should not be directly copied to the assignment. Any unapproved use of AI will be subject to the Academic Honesty consequences list above.

Example Citations:

- MLA
  - ChatGPT. *Message discouraging student participation in the TikTok Chromebook Challenge*. OpenAI, 15 May 2025.
- APA
  - OpenAI. (2025). *ChatGPT (May 15 version)* [Large language model]. https://chat.openai.com

Teachers will use these designations to communicate with students the level of AI use permitted on an assignment:

- AI Recommended (AI+) - In this situation AI is recommended for use in completing the assignment or project. This will be based on your teacher's requirements. Please check with your teacher. Proper citations must be provided.
- AI Permitted (AI*) - In this situation AI may be used as a resource for planning, research or editing, but is not required or necessarily recommended. If used, proper citations must be provided.
- AI Forbidden (~~AI~~) - Students are expected to complete the assignment or project using their own knowledge and skills. Use of AI in this scenario will be subject to the Academic Honesty consequences listed above.

If there is not an AI designation on the assignment, the default will be ~~AI~~ Forbidden.

AFTER SCHOOL DETENTION

A student who is assigned After School Detention (ASD) is expected to attend. If, for some reason, a student is unable to attend the assigned time, the student or parent must make arrangements with the assistant principal through their secretary Melissa Beltran at (831) 624-1821 ext. 2793 or mbeltran@carmelunified.org, *prior to the assigned ASD.* If the student does not check in or a phone call is not received, the student will be considered a no show. Students who are no-shows for ASD will be assigned double time detention hours.

ATHLETICS AND EXTRACURRICULAR ELIGIBILITY

Students that participate in officially sponsored athletic teams at Carmel High and those students that are members of non-graded co-curricular activities on campus (including Mock Trial, Model United Nations, Ethics Bowl, Science Olympiad, Robotics and after school drama productions) must adhere to the following eligibility requirements:

1. In the classroom; a participating student:
    a. Meets the academic standards of a **2.0 G.P.A**.(unweighted), which includes no marks of **"F",** "**W/F**", or **"INC**". Students have **10 days** to clear grades of **"INC",** other-wise they will remain ineligible for the remainder of the grading period. **NOTE**: Grades and credits for teacher/office assistants will not be calculated for athletic or co-curricular eligibility purposes.
    b. Maintain positive and respectful communication with staff at all times.
    c. Maintains a commendable attendance record. Attendance should be at least 85%, which includes tardies, truants and non-school related excused absences.
    d. On the day of an activity or athletic contest the student must be in school for a minimum of 4 periods to participate.
2. On trips; a participating student:
    a. Is a district representative of the community, the school, and the team; therefore, students must act in accordance with the high standards of conduct listed above.
    b. Wears clothing appropriate to the event.

c. For safety and morale reasons, students must use district transportation to and from away games and activities.
d. Will exhibit appropriate behavior on transportation. (Bus Conduct Rules and Procedures)
e. Is governed by the Carmel Unified School District Drug and Alcohol Policies.

3. In the community; a Carmel High Student abides by the laws of the community.

ATTENDANCE POLICIES

Regular attendance plays a key role in the success of each student. Every teacher's course syllabus outlines the consequences of excessive tardiness or truancies. All students must check out through the attendance office before leaving campus during school hours.

Students with lunch off-campus privileges are not allowed to leave campus during break or Office Hours and will be considered truant if they leave campus during these times.

ABSENCES

If a medical or dental appointment requires the student to be out of school for part of a day, the school must be notified in advance. Before leaving campus, the student must obtain a pass to leave campus from the attendance office.

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

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

TARDIES

Tardy counts begin with the start of each semester. CHS has developed the following policy for dealing with period-by-period tardiness:

1. On the first tardy for an individual class:
    a. Teacher confers with the student
2. On the second tardy for an individual class:
    a. Teacher confers with the student
    b. Teacher may contact the parent via phone or email.

3. On the third tardy for an individual class:
    a. Student receives a written warning
    b. Letter mailed home to parent with number of tardies
4. On the fifth tardy for an individual class
    a. Student is referred to the assistant principal.
    b. One hour of after school detention will be assigned
    c. Letter mailed home to parents with number of tardies

Continuing tardiness will result in further progressive disciplinary action which may include, but is not limited to:

- further detention will be assigned
- meeting with assistant principal, parent and student
- suspended off campus pass
- restricted attendance to after school campus sports and/or activities
- referral to district attorney

TRUANCY

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

Excessive absences may result in the student failing a class 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 the School Attendance Review Board (SARB). Parents and students should regularly check the attendance records for any errors.

Carmel High School has instituted the following Monterey County Abatement Program policies and procedures for dealing with the cumulative total of truancies:

1. 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).
2. 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.

3. 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.

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

Board Policy gives a teacher the right to lower a student's grade for excessive truancies. Three truancies in a class, per semester, can lower a student's final mark in that course by one letter grade. Four per semester can lower a student's final mark by two letter grades. Five per semester can lower a student's final mark by three letter grades. Six truancies in a class, per semester, allow the classroom teacher to give a grade of "F" (failure) for the final mark.

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

- One hour of after school detention (ASD) is assigned for each tardy over three. Hours must be completed after school, Monday through Wednesday, from 3:00 to 4:00 pm, and Thursday from 2:15 to 4:15 pm.
- School-sponsored interscholastic sporting events, other extra-curricular activities, and family trips do not excuse students from attending ASD on the date assigned.
- Failure to complete the prescribed detention time will result in further consequences
- Repeated placements in ASD will result in further progressive disciplinary action.

CANINE UNITS/SAFETY DOGS

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

CELL PHONE POLICY

In line with **AB 3216**, a California law that requires school districts and charter schools to create policies limiting or prohibiting smartphone use during school hours by **July 2026**, our school is taking these steps to reduce distractions and support student learning.

To support this, all classrooms will be equipped with **pocket charts** where students may be asked to place their phones during instructional time. This is to help maintain a focused and respectful learning environment. Cell phones are not allowed when a

student leaves for a restroom break. Some teachers may allow phones upon occasion for specific learning activities, while others may not allow them at all. Students are allowed to use their phones during non-class time—such as before school, during lunch, or between classes.

If a phone is used at an inappropriate time, staff members may confiscate it. Here's what happens if a student breaks the cell phone rules:

- **First Offense:** The teacher will talk with the student and may contact their parent or guardian.

- **Second Offense:** The phone will be taken and turned in to the Assistant Principal. A parent or guardian must pick it up.

- **Third Offense:** The phone will be taken again and turned in to the Assistant Principal. A parent or guardian must pick it up. The student may be assigned after-school detention and may be asked to either leave their phone at home or check it in with the Assistant Principal during school hours for a number of days, starting with one week. Parents will be contacted, and additional consequences may be discussed if necessary.

These guidelines are in place to support a focused learning environment and to help students build healthy habits around technology.

COMMUNITY SERVICE

Every student must complete 60 hours of community service to graduate. Community Service forms must be completed and submitted to the ASB office.

In meeting this requirement, students should conform to the following guidelines:

1. Community service work performed by students **must be** for a non-profit organization, such as school, hospital, nursing home, food back, community center or charitable organization. If you have a question about whether what you want to do fits under this category, please contact the Community Service Coordinator, located in the ASB Office.
2. Students are expected to follow the rules and regulations that govern conduct at CHS while participating in community service activities.
3. Students must provide their own transportation for community service projects.
4. Neither the Carmel Unified School District, its officers, employees, agents, nor the supervisor shall be responsible or in any way liable for the conduct of the student at any time when such student is not on school property.

To obtain an off campus pass as a junior, you must have 30 hours of service completed and as a senior, you must have 45 hours completed.

Seniors must have their community service hours completed prior to prom and grad nite to be able to attend those senior events.

DANCES

Students who wish to attend Carmel High School dances must have signed a CHS school dance contract. Appropriate school dance behavior is defined in this contract. When students enter and leave the dance, they may be breathalyzed. If a student fails the breathalyzer, parents and the Sheriff department will be notified. Safety dogs may also be on hand at school dances.

Carmel High School dance attendance rules:

1. All school rules and consequences are in effect.
2. All attendees may be breathalyzed.
3. Students are free to leave when under the following rules
    a. Students are not permitted re-entry once they exit (ex. Go to the car). CHS encourages parents to talk with their students regarding their plans, including time and location.
4. Storage for bags is not available. Any items brought will be left unsecured and may not be available to students during the dance. CHS is not responsible for lost or stolen items.
5. Attendees must bring a photo ID.
6. Guests must complete the CHS Guest Dance Contract Form, available at the ASB Finance Office.
    a. *Students who wish to take a guest to the dance must turn in the signed guest contract by noon on the Thursday before the dance. Guests cannot be older than 19 years of age.* ***A business card and signature from the guest's principal must accompany the guest contract.***
7. Dance attire will adhere to the guidance in the school dress code.
8. Forms of dancing that could be considered sexual harassment by either party is deemed inappropriate and are therefore prohibited at any CHS dance.
9. If a student behaves inappropriately a verbal warning may be given and with continued misbehavior, this may result in discipline, including suspension. Students engaging in any behavior deemed inappropriate may be asked to leave and parents/guardians will be called.

DRESS CODE REQUIREMENTS

Remains in effect until changes are approved by all stakeholders.

This dress code, developed collaboratively by students, parents, and teachers, applies to all students during school hours.

Prohibited Clothing and Accessories:

- Items displaying profanity, obscenities, or sexually suggestive language or images.

- Clothing or accessories that advertise drugs, alcohol, or tobacco products.

- Strapless tops, halter tops, plunging necklines, or clothing that exposes cleavage or bare midriffs.

- Clothing where the top and bottom garments do not meet while the student is standing upright.
- Exposed undergarments, with the exception of visible shoulder straps.
- Skirts shorter than mid-thigh.
- Shorts that reveal any part of the buttocks.
- Shorts that do not cover the hipbone or have less than a two-inch inseam.
  Note: There is no "arm length" rule at CHS.
- Hats must be removed inside any school building when requested by a staff member.

Dress Code Enforcement:
Students in violation of the dress code may be subject to one or more of the following corrective actions:

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

All administrative interventions will be documented in the student's discipline file. Repeated violations may result in school suspension.

DRIVING VIOLATION

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

FOOD COMING ON CAMPUS/FOOD DELIVERY

Outside food is not allowed to be delivered on campus during the day. This includes parent drop offs, DoorDash or UberEats. Our goal is to limit people coming onto campus as this is a serious safety concern.

FREE PERIOD GUIDELINES

CHS has implemented an option for free periods for 11th and 12th grade students. Free periods are to be 1st and 7th periods. 11th and 12th grade students with after-school employment may also have 6th period free if approved through the process.

Students may use their free period in any of the following ways:

- Students may go to the following areas for the duration of their free period: Library, Amphitheater, Wellness Center, or College and Career Center
- Students may not be in the following areas: Outside classrooms when class is in session, hanging out in the bathrooms, and the foyer of the cafeteria.
- Students with a free 1st period are not required to be on campus until their first official class.
- A free period is not an option for 9th-10th grade students.
- 11th-12th grade students may only be granted a free period with approval from a counselor and administrator indicating that the student is on track for graduation (grades, required classes, and Community Service), and is a student in good standing for behavior and attendance.
- Students who do not follow all school rules and policies or disrupt other classes during their free period may have that privilege revoked by an administrator. This includes a student who leaves campus during their open period and is found to be off site.
- Having a free period does not mean that you automatically have lunch off-campus privileges.
- No one is allowed to leave campus during break or Office Hours.

HEALTH AND WELLNESS

Accident Insurance

See CA Student Accident Insurance Program link on carmelunified.org/families/forms-for-parents

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).

Medication

Parents are to notify the principal and 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.

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, including over the counter medications, 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.

HOMEWORK

Carmel High believes that homework serves many important purposes and is a reinforcement of classroom learning. Students should plan to spend a half hour per night, per class, on homework in an environment free from distraction. Students enrolled in AP classes may have more than one half hour of homework per night and should carefully plan their schedule and selection of courses accordingly.

INTERNET USE

Appropriate use of the school's Internet service is expected, based upon the CUSD Internet Use Policy that all students sign. Violations of the policy will result in restricted

computer use for a period of time to be determined by site administration. For serious violations, suspension from school may also result.

LOCKERS

All students in grades 9 - 11 are assigned a locker on campus. To access information about locker number and combination, use the following instructions:

1. Go to Aeries app or portal
2. Click on Student Information
3. Select Demographics
4. Scroll down to "Locker" where you will find locker number
5. Tap on locker number to view asterisk then tap on eyeball icon to see combination

If a student has a problem with their locker, they need to see Mrs. Jones or email her at ljones@carmelunified.org. Lockers are provided as a convenience to students, and do not imply that the school assumes responsibility for the safety of locker contents. Students who use lockers do so with the understanding that they retain all responsibility for both personal items and school property (including textbooks), which are stored in their lockers.

NOTE: Lockers are school property and are subject to search without warning.

LUNCH OFF-CAMPUS

The open campus for juniors and seniors is a **PRIVILEGE**.

Eligibility Requirements:

- Students must maintain a "C" grade point average (2.0) with no "F" grades.
- Grades used for Juniors at the beginning of the year will be 2nd semester grades of Sophomore year.
- Juniors must have at least 30 hours of Community Service; Seniors must have at least 45 hours.
- Parent permission is required to be allowed off campus at lunch and completion of the Off Campus Pass application.

Eligible students are issued an off-campus pass at the beginning of each quarter and must show their pass to a campus supervisor or a school administrator in order to leave campus.

Reasons for Removal of Off-campus Privileges:

- Students with an off-campus pass may not be tardy or absent in the assigned class following lunch. Excessive tardies may result in removal of the student's off-campus privileges.
- Students leaving during breaks or Office Hours are considered truant and this may result

in removal of student's off-campus privileges.
- Behavior that results in disciplinary action, both at school and extra/co-curricular events, may result in removal of student's off-campus privileges.
- Transporting a student without an off-campus pass in their vehicle may result in removal of student's off-campus privileges.

Juniors and Seniors who do not meet the eligibility requirements for an off-campus pass AND underclassmen are prohibited from leaving campus.
The consequences for a student leaving campus without meeting eligibility requirements and or permission are the following:

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

PARKING LOT REGULATIONS

Parking is a privilege, not a guarantee. Even with a parking permit, students are not guaranteed a parking spot every day. If you arrive late, you may not find an available space.

Each school year, the number of available student parking spots is determined by school administration. Starting next fall, an additional 50+ spots will open once construction is complete.

To park on campus, students must apply for a parking permit. Permits are given out at the beginning of the school year, with priority given in this order:

1. Seniors
2. Juniors
3. Sophomores and freshmen (only if they are licensed, insured, have parent/guardian permission, and spots are still available)

If no spots are left, students will be placed on a waitlist. Students who apply later in the year will also be placed on the waitlist if parking is full.

Important Rules:

- Students may not sit in or eat lunch in their cars.
- Students with an off-campus pass must leave within the first 10 minutes of lunch or stay on campus for the remainder of the lunch period.

To get a parking permit, students must:

- Complete the Parking Permit Application, including a parent/guardian signature
- Provide a copy of vehicle registration
- Provide proof of insurance

All student vehicles must be registered with the front office and must display the parking permit on the window at all times.

Violations may result in consequences.
Vehicles that are parked in the wrong place or without a valid permit may be ticketed, towed at the owner's expense, and may lead to disciplinary action.

The school and district are **not responsible** for any damage to vehicles.

Reminder: If there is reasonable suspicion, any vehicle parked on school property can be searched.

SKATEBOARDS/BIKES/E-BIKES

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

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

The above is also true for bikes and e-bikes.

TEXTBOOKS and CHROMEBOOKS

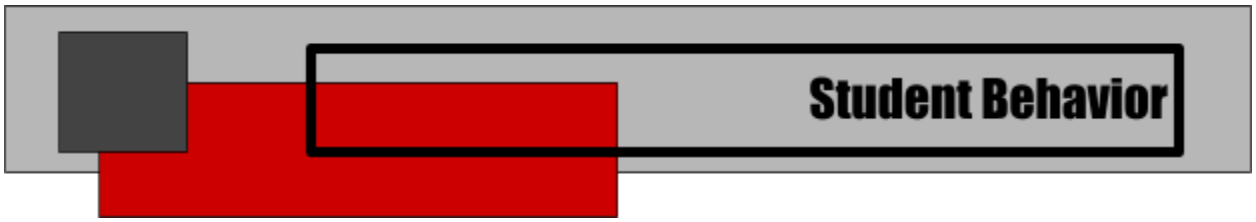
Students are responsible for textbooks and Chromebooks that are checked out to them and are liable for any damage. If the item is lost or stolen *on or off campus*, the student will be required to pay the replacement cost. This also includes, but not limited to, other items that might have been checked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

THEFT AND VANDALISM

In the event that personal property has been stolen, see the Assistant Principal's secretary and fill out a theft report. Missing items may also be noted in the daily bulletin. Any student involved in the theft of school or individual property will 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.*

VISITORS

All visitors must use the Raptor check in system at the administration building and wear the accompanying name badge at all times. Student visitations are permitted a few times each school-year for those students considering enrollment at CHS. For date and time information on when a student will be permitted a tour of the CHS campus, please contact the CHS Registrar. Parents and/or students seeking information in an effort or desire to enroll at CHS in the near future may also call a CHS counselor at any time.



General Expectations and Consequences

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. Serious or recurrent violations can lead to a teacher suspending the student for up to two class periods or referring students for administrative interventions, including:

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

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 bringing laser pointers, 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, HARASSMENT, AND SEXUAL HARASSMENT

Bullying, harassment, or sexual harassment of students is prohibited by CUSD Board Policy. Bullying occurs when a student is intimidated by verbal or physical conduct or actions. Harassment is verbal or physical conduct directed at someone's personal

characteristics. Sexual harassment includes, but is not limited to, unwanted or unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature. Depending on the seriousness of the offense, students may be suspended from school and/or recommended for expulsion from the district. At a minimum, students are subject to the following:

CUSD Board Policy 5131.2:
Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

BULLYING/HARASSMENT (AB 537 violations)
Bullying is NOT TOLERATED at Carmel High School. We expect teachers, staff, and students to IMMEDIATELY report any type of bullying for administrative action. AB 537 is the California Student Safety and Violence Prevention Act of 2000 and protects students and school employees against discrimination and harassment at all California public schools. This includes the actual or perceived sexual orientation and gender identity.

The state defines "gender" as "a person's actual sex or perceived sex and includes a person's perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person's sex at birth." The nondiscrimination policy also prohibits harassment and discrimination on the basis of sex, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

Harassment is defined as *"conduct based on protected status that is severe or pervasive, which unreasonably disrupts an individual's educational or work environment or that creates a hostile educational or work environment."*

The protections cover any program or activity in a school, including extracurricular activities and student clubs through the Equal Access Act.

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, 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

Violations may Include:

- Calling you names or making fun of you.
- Pinching, pushing, or shoving you.
- Taking things away from you.
- Damaging your belongings.
- Stealing from you.
- Spreading rumors.
- Saying or writing things about you.
- Making you feel uncomfortable or small.
- Excluding you from activities.
- Making you feel targeted or excluded.

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

Visit the CHS Wellness Center or an administrator for more information and support. CHS also works with an anti-bullying coach provided by Harmony at Home that provides additional support. This coach is found in the Wellness Center.

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. LINK to the Bullying Prevention page on the CUSD website, including a Bullying Incident Report Form.

BULLYING/AB 537 VIOLATIONS AT CARMEL HIGH SCHOOL ARE UNACCEPTABLE**.**

Be a proactive member of your school and community and seek assistance in ending the problem.

DRUGS / ALCOHOL/VAPING/TOBACCO VIOLATIONS

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

- **First offense:** Referral to administration, parent/guardian contacted, incident recorded in student information system, 4 hours of detention, and student referred for an educational awareness lesson connected to the offense.
- **Second offense:** Referral to administration, parent/guardian contacted, incident recorded in student information system, student referred for an additional educational awareness lesson connected to the offense, and 8 hours of after-school detention will be assigned.
- **Subsequent offenses:** May result in an out of school suspension. The Monterey County Sheriff may be contacted.

NON-DISCRIMINATION/HARASSMENT POLICY

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

District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The Board prohibits discrimination, intimidation, or harassment of any student by any employee, student, or other person in the district. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

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

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

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

Grievance Procedures

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

Director of Student Support Services: 4380 Carmel Valley Rd. Carmel, CA 93923; (831) 624-1546

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

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

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

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

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with

state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment. The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

Sharon Ofek **Superintendent/Compliance Officer** **P.O. Box 222700** **Carmel, CA 93922** **(831) 624-1546 ext. 2021** **sofek@carmelunified.org**	**Jackie Moran, Title IX Coordinator** **P.O. Box 222700** **Carmel, CA 93922** **(831) 624-1546, extension 2021** **titleix@carmelunified.org**

SEXUAL HARASSMENT (Title IX) POLICY

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

Teachers and administration shall discuss this policy with their students in age-appropriate ways. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment; including the fact that sexual harassment could occur between people of the same gender.
2. A clear message that students do not have to endure sexual harassment. Students should be encouraged to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
3. Information about the person(s) to whom a report of sexual harassment should be made.

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

Any student who feels that they are being or has been subjected to sexual harassment

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

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

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

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

SEXUAL HARASSMENT - Regulations

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

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile or offensive educational environment
4. Submission to or rejection of the conduct by the student is used as the basis

for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity

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

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

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

For more information on Carmel High School's Sexual Assault/Sexual Harassment procedures visit *https://www.carmelunified.org/domain/766*

SUSPENSION AND/OR EXPULSION

Students suspended from school are not allowed on campus at any time during the suspension period. This exclusion also pertains to attendance or participation in any extracurricular activities, including social and athletic events or practices. Violations will result in an extension of the suspension period.

Field trips during suspension:

- Field trips that are mandatory or required as a part of a class grade are exempt from restrictions unless they occur during the course of the actual suspension time.

- Extracurricular field trips do fall under the restricted activity policy. Students are subject to removal based upon their behavior.

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

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.

Class suspensions are when a teacher may remove any pupil from class the day of the action and one day following for disruptive behavior in the classroom and /or defiance to the teacher. The teacher must contact the parent or guardian regarding the class suspension. A suspension from class during a Block Day is considered a two day suspension from class. Teachers will send student(s) to an assistant principal and provide an explanation via email.