



Carlsbad Unified School District K-12 Student Handbook 2011-2012

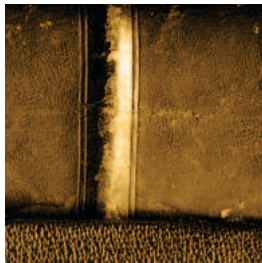
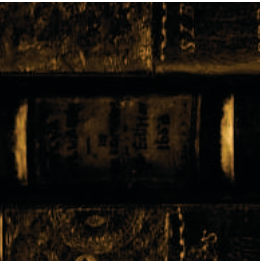


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BOARD OF TRUSTEES

President **Lisa Rodman**
Vice President **Kelli Moors**
Clerk **Elisa Williamson**
Member **Ann Tanner**
Member **Veronica Williams**
Superintendent **Dr. John Roach**

DISTRICT ADMINISTRATION OFFICE .. 6225 El Camino Real, Carlsbad, CA 92009

Superintendent **John Roach, Ed.D.** – 331-5000
Deputy Superintendent-Business Services **Devin Vodicka, Ed.D.** – 331-5036
Asst. Superintendent-Personnel Services **Torrie Norton** – 331-5025
Asst. Superintendent-Instructional Services **Suzanne O’Connell** – 331-5013
Director of Secondary Education **Margaret Stanchi** – 331-5010
Director, Student Services **Joanne Caudill** – 331-5016
Coordinator Special Education **Tim Evanson** – 331-5020
Director, Facilities/Maintenance & Operations **Curt Huckins** – 331-6923

PRINCIPALS

Carlsbad High School **Matthew Steitz, Ed.D.** – 331-5100
3557 Lancer Way (Monroe Street) Grades 9 - 12

Carlsbad Village Academy **Keith Holley** – 331-5200
1640 Magnolia Avenue Adult Education & Home/Hospital Home Teaching
Continuation School: Gr. 10 – 12 Opportunity Program: Gr. 7 – 9
Alternative School: Gr. K – 12

Valley Middle **J. César Morales** – 331-5300
1645 Magnolia Avenue Grades 6 - 8

Aviara Oaks Middle **Megan Coelho** – 331-6100
6880 Ambrosia Lane Grades 6 – 8

Calavera Hills Middle **Catina Hancock** – 331-6400
4104 Tamarack Avenue Grades 6 – 8

Aviara Oaks Elementary **Kimberly Huesing** – 331-6000
6900 Ambrosia Lane Grades K - 5

Buena Vista Elementary **Tina Howard** – 331-5400
1330 Buena Vista Way Grades K - 5

Calavera Hills Elementary **Leslie Harden** – 331-6300
4100 Tamarack Avenue Grades K - 5

Hope Elementary **Richard Tubbs** – 331-5900
3010 Tamarack Avenue..... Grades K - 5

Jefferson Elementary **Jane Hartman Ed.D.** – 331-5500
3743 Jefferson Street Grades K – 5

Kelly Elementary **Tressie Armstrong** – 331-5800
4885 Kelly Drive..... Grades K – 5

Magnolia Elementary **Jimmy Hines** – 331-5600
1905 Magnolia Avenue Grades K – 5

Pacific Rim Elementary **Robert Devich** – 331-6200
1100 Camino de las Ondas Grades K – 5

Poinsettia Elementary **Steve Ahle** – 331-6500
2445 Mica Road Grades K – 5

Carlsbad Unified School District Vision

CUSD will be the district of choice due to the combination of strong academic learning and unique, creative programs that cultivate the talents of our learners. In providing these services to students and families the ultimate aim is to serve a democratic society through developing an educated public community. Students, parents, families and staff will grow increasingly interdependent and effective as they develop their individual capacities for excellence. Consequently, we will earn the reputation of being a “world class” school district.

The primary focus of the Carlsbad Unified School District neighborhood schools will be to serve every 12-Kindergarten student by providing a supportive, engaging and challenging education. CUSD will use standards-based instruction and materials to promote high levels of student learning in academic areas and essential life skills. Integrated academic programs will include the arts, technology, and vocational skills. Remediation for at-risk students and extensions for advanced learners will be provided. Students will develop cultural competence via self-awareness, expansion of cultural knowledge, and attention to the dynamics of cultural differences. All students, including those with special needs, will have opportunities to thrive in appropriate programs. Students at all CUSD schools will have experiences that promote confidence and a passion for learning.

CUSD will partner with parents and families to promote student success. Interagency partnerships will be developed for the mutual benefit of students, families and schools. CUSD will counsel, coach, and refer parents and families in need of social and/or psychological support. CUSD will work with families to assist their children in benefiting from homework.

CUSD will promote the importance of kindergarten readiness and will use interagency partnerships to offer expanded educational opportunities for students and families in need of additional assistance. Incoming families and students at any age will benefit from strong “welcome” programs to assist with the transitions.

CUSD will attract and retain the most talented and capable staff. Staff members will ensure that there is alignment within the organization in terms of curricula and operational endeavors. The staff, in partnership with the students, parents and families, will be dedicated to the perpetual pursuit of developing capacity. Connectedness will be achieved through strong relationships between students and adults.

CUSD will have modern facilities with current technology to promote student achievement and operational efficiency. The modern facilities will serve as educational hubs in which learning is not defined by walls and buildings. The technology will assist in providing timely and efficiency communications within the school and through the community.

Our Vision

Mission Statement

The mission of the Carlsbad Unified School District, a global community of learners, is to guarantee that our students flourish in life as enthusiastic, confident learners through a world-class educational system characterized by vigorous personalized curriculum, dedicated teaching and total community involvement.

Core Values

- **Integrity**

- We're honest. We honor our commitments. We keep our promises. We aspire to the highest standards in what we do and don't settle for short-cuts or easy outs.

- **Excellence**

- We aim for the highest levels of performance for our students and ourselves and when we reach them, we raise the bar again and aim even higher.

- **Respect**

- We respect each others' views, even if they are not our own. We honor the dignity of the people and organizations with whom we work through an open exchange of ideas.

CUSD 2011/12 Goals and Success Indicators

GOAL: Every student makes significant yearly progress toward achieving appropriate and meaningful standards in preparation for college and career.

Success Indicators for 2011-2012

Student Learning		
<i>Career and College Readiness</i>	1	<p>Increase the percentage of CUSD graduates successfully completing A-G requirements from 52% (2010) to:</p> <ul style="list-style-type: none"> ○ 2011: 75% ○ 2012: 80% ○ 2013: 85% ○ 2014: 90% <p>Implement the strategic plan/blueprint based on the findings from the Education Trust West Educational Opportunity Audit as a strategy to achieve these targets.</p>
<i>Advanced Placement</i>	2a	Increase the percentage of 10 th -12 th grade students enrolled in at least one AP or community college course from 30% (2010-2011) to 35% (2011-2012).
	2b	Maintain the percentage of AP exam scores at “3” or higher at 70% or higher (2011-2012). The most recent results are 78% of AP exam scores at “3” or higher (2009-2010).
<i>English Language Arts and Mathematics</i>	3a	Meet all AYP targets in ELA and Math districtwide, by school, and by subgroup.
	3b	Implement Title III Improvement Plan to improve achievement of English Learners as a strategy to meet all AYP targets in ELA.
<i>Whole Child</i>	4	<p>Demonstrate that 78% of students in grades K-12 have met proficiency in the following courses and subjects based on performance assessment data entered into the Data Director system by June 2012:</p> <ul style="list-style-type: none"> ○ World Language Offerings ○ Health ○ Technology ○ VAPA ○ Service Learning ○ Science ○ Social Studies ○ Physical Education
Climate		
<i>Communication</i>	5	Achieve satisfaction rates of 80% or greater on staff and parent surveys in the area of District/school/home communication by June 2012.

<i>Facilities</i>	6	Provide three positive quarterly reports from the Proposition P Citizen's Oversight Committee to the Board of Trustees by June 2012.
<i>Student Safety</i>	7	Decrease the number of tobacco, drug, and alcohol-related incidents per 1000 students in grades 6-12 from 20.2 (2010-11) to 2.5 (2011-2012). Submit a report, provided by elementary, middle, and high school administrators, documenting full implementation of health curriculum as a strategy to achieve this target.
<i>New High School</i>	8	Implement timelines, programs, and procedures for opening of new high school at College and Cannon. Implement a parallel process at Carlsbad High School to ensure articulation across the two schools to maximize equity and promote complementary program design by June 30, 2012.
<i>Resource Stabilization</i>	9	Submit a 5-year plan for reducing reliance on state funding and increasing local sources of revenue as a strategy to reduce variation and uncertainty in resource allocations by June 2012.
<i>Teacher Effectiveness</i>	10a	Submit annual report by June 2012, documenting percentage of teacher evaluations completed by required deadlines as a strategy to ensure optimum instruction for every student.
	10b	Provide summary/evidence of regular reviews of student achievement information at teacher/classroom level. Evidence may include quarterly conference logs, and/or site/department leadership team reports, grade/subject level analyses by June 2012.

CARLSBAD UNIFIED SCHOOL DISTRICT
School Calendar 2011-2012
For School Commencing August 30, 2011

School Month	M	T	W	T	F	Instruction Days	Cumulative Student Days	Cumulative Teacher Days	Holiday Legal-Local	Student Holidays/Recesses
	Aug 15	16	17	18	19					8/18 193 Day Staff reports
	Aug 22	23	24	25	26	0	0	2		8/25 Teachers Report to Sites
1	Aug 29	30	31	1	2	4	4	7		8/30 First Day of School Labor Day
	Sep 5	6	7	8	9	4	8	11	1	
	Sep 12	13	14	15	16	5	13	16		
	Sep 19	20	21	22	23	5 (18)	18	21		
2	Sep 26	27	28	29	30	5	23	26		
	Oct 3	4	5	6	7	5	28	31		
	Oct 10	11	12	13	14	5	33	36		
	Oct 17	18	19	20	21	5 (20)	38	41		
3	Oct 24	25	26	27	28	5	43	46		
	Nov 31	1	2	3	4	5	48	51		
	Nov 7	8	9	10	11	4	52	55	1	Veterans Day
	Nov 14	15	16	17	18	5 (19)	57	60		
4	Nov 21*	22*	23*	24	25	0	57	60	1 4	Thanksgiving & Local Day
	Nov 28	29	30	1	2	5	62	65		
	Dec 5	6	7	8	9	5	67	70		
	Dec 12	13	14	15	16	5 (15)	72	75		
5	Dec 19	20	21	22	23	4	76	79	1	Local Christmas
	Dec 26	27*	28*	29*	30	0	76	79	1 4	Christmas & Local New Years
	Jan 2	3*	4*	5*	6*	0	76	79	1 4	New Years
	Jan 9	10	11	12	13	5	81	84		
	Jan 16	17	18	19	20	4	85	88	1	Martin Luther King
	Jan 23	24	25	26	27*	4 (17)	89	92		1/27 Semester Break
6	Jan 30	31	1	2	3	5	94	97		
	Feb 6	7	8	9	10	5	99	102		
	Feb 13	14	15	16	17	4	103	106	1	Lincoln's Birthday
	Feb 20	21	22	23	24	4 (18)	107	110	1	Presidents' Day
7	Feb 27	28	29	1	2	5	112	115		Feb 29th Leap Day
	Mar 5	6	7	8	9	5	117	120		
	Mar 12	13	14	15	16	5	122	125		
	Mar 19	20	21	22	23	5 (20)	127	130		
8	Mar 26	27	28	29	30	5	132	135		
	Apr 2	3	4	5	6	5	137	140		
	Apr 9*	10*	11*	12*	13	0	137	140	5	4/9-4/13 Spring Break - Local Day
	Apr 16	17	18	19	20	5 (15)	142	145		
9	Apr 23	24	25	26	27	5	147	150		
	May 30	1	2	3	4	5	152	155		
	May 7	8	9	10	11	5	157	160		
	May 14	15	16	17	18	5 (20)	162	165		
10	May 21	22	23	24	25	5	167	170		
	May 28	29	30	31	1	4	171	174	1	Memorial Day
	Jun 4	5	6	7	8	5	176	179		
	Jun 11	12	13	14	15	4 (19)	180	184		6/14 Last day for Students
	Jun 18	19	20	21	22	4	4	4		6/15 Last day for Teachers
	Jun 25	26	27	28	29	4	8	8		6/22 Last day for 193 Day Staff
	Jul 2	3	4	5	6	4	12	12	1	7/4 Independence Day
	Jul 9	10	11	12	13	4	16	16		
	Jul 16	17	18	19	20	4	20	20		
	Jul 23	24	25	26	27	4	24	24		
	Jul 30	31	1	2	3	4	28	28		6 Weeks
	Aug 6	7	8	9	10	4	32	32		
	Aug 13	14	15	16	17	4	36	36		8 Weeks
	Aug 20	21	22	23	24					
	Aug 27	28	29	30	31					

 Dates of legal and local holidays are outlined. (Education Code Sections 37220 and 79020)

* Non-student days are asterisked.

See additional comments on back of calendar

School Calendar 2011-2012

This school calendar does not necessarily reflect the holidays observed by the County Superintendent of Schools.

Additional comments regarding holidays:

If a governing board does not designate September 9 known as "Admission Day" as a holiday for classified employees, the school board shall provide a substitute holiday (ECS 45206.5).

Schools may be closed on the fourth Friday in September, known as "Native American Day," if the governing board, pursuant to a memorandum of understanding agrees to close schools for that purpose (ECS 37220.7).

- (1) Dr. Martin Luther King, Jr. Day may be observed on the third Monday in January or the Monday or Friday in the week in which January 15 occurs (ECS 37220).
- (2) Lincoln Day may be observed on the Monday or Friday in the week in which February 12 occurs (ECS 37220).

Schools may be closed on March 31 known as "Cesar Chavez Day," or the appropriate Monday or Friday following or preceding that date, if the governing board, pursuant to a memorandum of understanding agrees to close schools for that purpose (ECS 37220.5).

Districts may revise the date upon which the schools of the district may close in observance of any of the holidays except for Veterans Day which must be observed on November 11 (ECS 37220e & 37220f). The governing board must approve a resolution for all holidays scheduled on alternative dates.

Public Schools Week	Option of any week in April
Day of the Teacher	Second Wednesday in May
American Education Week	Week prior to Thanksgiving Week

08/25	Teachers Report to Sites
09/09	Admissions Day
10/14	7 Week Progress Report Cutoff
10/12	Columbus Day
10/21	Progress Report Issued
10/20 - 10/28	Parent-Teacher Conferences (K-5) Minimum Day
12/02	13 Week Progress Report Cutoff
12/09	Progress Report Issued
01/26	End of First Semester
01/27	Semester Break - No School for Students
02/03	Report Cards Issued (K-5)
02/03	Report Cards Mailed (6-12)
03/22 - 03/30	Parent-Teacher Conferences (K-5) Minimum Day
03/16	7 Week Progress Report Cutoff
03/23	Progress Report Issued
04/13	District Office Closed
04/23 - 05/21	STAR Testing Window
05/04	13 Week Progress Report Cutoff
05/11	Progress Report Issued
06/14	High School Graduation
06/14	Report Cards Issued (K-5)
06/15	Last Day for Teachers
06/22	Report Cards Mailed (6-12)
06/18	7-12 Session 1 Summer School Starts
06/25	K-6 Summer School Starts
07/01 - 10/31	CELDT Testing Window
07/06	7-12 Session 1 Summer School Ends
07/09	7-12 Session 2 Summer School Starts
07/20	K-6 Summer School Ends
07/27	7-12 Session 2 Summer School Ends

Minimum Day Calendar

All Elementary (Times vary per school)	Aviara Oaks Middle School	Calavera Hills Middle School	Valley Middle School	Carlsbad High School
Sept. 1, 2011	Sept. 1, 2011 1:10 p.m.	Sept. 1, 2011 1:42 p.m.	Sept. 1, 2011 1:20 p.m.	
Sept. 8, 2011	Sept. 8, 2011 1:10 p.m.	Sept. 8, 2011 1:42 p.m.	Sept. 8, 2011 1:20 p.m.	Sept. 8 '11 12:10 p.m.
Sept. 15, 2011	Sept. 15, 2011 1:10 p.m.	Sept. 15, 2011 1:42 p.m.	Sept. 15, 2011 1:20 p.m.	
Sept. 22, 2011	Sept. 22, 2011 1:10 p.m.	Sept. 22, 2011 1:42 p.m.	Sept. 22, 2011 1:20 p.m.	
Sept. 29, 2011	Sept. 29, 2011 1:10 p.m.	Sept. 29, 2011 1:42 p.m.	Sept. 29, 2011 1:20 p.m.	Sept. 29 '11 12:10 p.m.
Oct. 6, 2011	Oct. 6, 2011 1:10 p.m.	Oct. 6, 2011 1:42 p.m.	Oct. 6, 2011 1:20 p.m.	
Oct. 13, 2011	Oct. 13, 2011 1:10 p.m.	Oct. 13, 2011 1:42 p.m.	Oct. 13, 2011 1:20 p.m.	
Oct. 20-28 (K-5 min day) Parent Conf. Wk	Oct. 20-28 '11 1:10 pm Parent Conference Wk	Oct. 20-28 '11 1:42 pm Parent Conference Wk	Oct. 20-28 '11 1:20 pm Parent Conference Wk	Oct. 20 '11 12:10 p.m.
Nov. 3, 2011	Nov. 3, 2011 1:10 p.m.	Nov. 3, 2011 1:42 p.m.	Nov. 3, 2011 1:20 p.m.	
Nov. 4, 2011 Lancer Day	Nov. 4 '11 1:10 p.m. Lancer Day	Nov. 4 '11 1:42 p.m. Lancer Day	Nov. 4 '11 1:20 p.m. Lancer Day	Nov. 4 '11 1:11 p.m. Lancer Day
Nov. 10, 2011	Nov. 10, 2011 1:10 p.m.	Nov. 10, 2011 1:42 p.m.	Nov. 10, 2011 1:20 p.m.	
Nov. 17, 2011	Nov. 17, 2011 1:10 p.m.	Nov. 17, 2011 1:42 p.m.	Nov. 17, 2011 1:20 p.m.	Nov. 10 '11 12:10 p.m.
Nov. 24, 2011	Nov. 24, 2011 1:10 p.m.	Nov. 24, 2011 1:42 p.m.	Nov. 24, 2011 1:20 p.m.	
Dec. 01, 2011	Dec. 01, 2011 1:10 p.m.	Dec. 01, 2011 1:42 p.m.	Dec. 01, 2011 1:20 p.m.	Dec. 15 '11 12:10 p.m.
Dec. 8, 2011	Dec. 8, 2011 1:10 p.m.	Dec. 8, 2011 1:42 p.m.	Dec. 8, 2011 1:20 p.m.	
Dec. 15, 2011	Dec. 15, 2011 1:10 p.m.	Dec. 15, 2011 1:42 p.m.	Dec. 15, 2011 1:20 p.m.	
Jan. 05, 2012	Jan. 05, 2012 1:10 p.m.	Jan. 05, 2012 1:42 p.m.	Jan. 05, 2012 1:20 p.m.	
Jan. 12, 2012	Jan. 12, 2012 1:10 p.m.	Jan. 12, 2012 1:42 p.m.	Jan. 12, 2012 1:20 p.m.	Jan 12 '12 12:10 p.m.
Jan. 19, 2012	Jan. 19, 2012 1:10 p.m.	Jan. 19, 2012 1:42 p.m.	Jan. 19, 2012 1:20 p.m.	
Jan. 26, 2012	Jan. 26, 2012 1:10 p.m.	Jan. 26, 2012 1:42 p.m.	Jan. 26, 2012 1:20 p.m.	
Feb. 02, 2012	Feb. 02, 2012 1:10 p.m.	Feb. 02, 2012 1:42 p.m.	Feb. 02, 2012 1:20 p.m.	
Feb. 09, 2012	Feb. 09, 2012 1:10 p.m.	Feb. 09, 2012 1:42 p.m.	Feb. 09, 2012 1:20 p.m.	Feb. 16 '12 12:10 p.m.
Feb. 16, 2012	Feb. 16, 2012 1:10 p.m.	Feb. 16, 2012 1:42 p.m.	Feb. 16, 2012 1:20 p.m.	
Feb. 23, 2012	Feb. 23, 2012 1:10 p.m.	Feb. 23, 2012 1:42 p.m.	Feb. 23, 2012 1:20 p.m.	
Mar. 01, 2012	Mar. 01, 2012 1:10 p.m.	Mar. 01, 2012 1:42 p.m.	Mar. 01, 2012 1:20 p.m.	
Mar. 08, 2012	Mar. 08, 2012 1:10 p.m.	Mar. 08, 2012 1:42 p.m.	Mar. 08, 2012 1:20 p.m.	
Mar. 15, 2012	Mar. 15, 2012 1:10 p.m.	Mar. 15, 2012 1:42 p.m.	Mar. 15, 2012 1:20 p.m.	Mar. 29, 12 12:10 p.m.
Mar. 22-30 (K-5 min day) Parent Conf. Wk	Mar. 22-30 (K-5 min day) Parent Conf. Wk	Mar. 22-30 (K-5 min day) Parent Conf. Wk	Mar. 22-30 (K-5 min day) Parent Conf. Wk	
April 5, 2012	April 5, 2012 1:10 p.m.	April 5, 2012 1:42 p.m.	April 5, 2012 1:20 p.m.	April 19 '12 12:10 p.m.
April 12, 2012	April 12, 2012 1:10 p.m.	April 12, 2012 1:42 p.m.	April 12, 2012 1:20 p.m.	
April 19, 2012	April 19, 2012 1:10 p.m.	April 19, 2012 1:42 p.m.	April 19, 2012 1:20 p.m.	
April 26, 2012	April 26, 2012 1:10 p.m.	April 26, 2012 1:42 p.m.	April 26, 2012 1:20 p.m.	
May 3, 2012	May 3, 2012 1:10 p.m.	May 3, 2012 1:42 p.m.	May 3, 2012 1:20 p.m.	May 10 '12 12:10 p.m.
May 10, 2012	May 10, 2012 1:10 p.m.	May 10, 2012 1:42 p.m.	May 10, 2012 1:20 p.m.	
May 17, 2012	May 17, 2012 1:10 p.m.	May 17, 2012 1:42 p.m.	May 17, 2012 1:20 p.m.	
May 24, 2012	May 24, 2012 1:10 p.m.	May 24, 2012 1:42 p.m.	May 24, 2012 1:20 p.m.	May 31 '12 12:10 p.m.
May 31, 2012	May 31, 2012 1:10 p.m.	May 31, 2012 1:42 p.m.	May 31, 2012 1:20 p.m.	
June 7, 2012	June 7, 2012 1:10 p.m.	June 7, 2012 1:42 p.m.	June 7, 2012 1:20 p.m.	
June 14, 2012	June 14, 2012 1:10 p.m.	June 14, 2012 1:42 p.m.	June 14, 2012 1:42 p.m.	

2011-12 Testing Dates and Guidelines

Guidelines for Scheduling California High School Exit Exam Administrations for the 2011-12 School Year

The CAHSEE administration dates for 2011-12 school year are as follows:

English-Language Arts Tuesday	Mathematics Wednesday
November 1, 2011 – 11 th and 12 th grades	November 2, 2011 11 th and 12 th grades
March 13, 2012 10 th grade census, 11 th and 12 th grades	March 14, 2012 – 10 th grade census, 11 th and 12 th grades
May 8, 2012 10 th grade make-up, 11 th and 12 th grades	May 9, 2012 – 10 th grade make-up, 11 th and 12 th grades

SCHOOL ACCOUNTABILITY REPORT CARDS (SARCS)

With the passage of Proposition 98 in 1988, the schools of California are required to prepare an annual School Accountability Report Card assessing the condition of various performance areas. The Reports are compiled once per year. The content of this report card is to inform our local community about their schools' performance and conditions. In order to compile the information some of the state and local reports used were: California Basic Educational Data System (CBEDS), STAR testing data, and various school financial documents. To access the Report Card for an individual school, you may inquire in the school office or go to the district website: <http://www.carlsbadusd.k12.ca.us>

SCHOOL VISITORS

Observations are welcome in the classrooms, schools, and other facilities in the Carlsbad Unified School District. Safety and security measures, student and parent rights to privacy, as well as the imperative need to maintain an environment in which learning can take place, necessitate regulations to govern the conditions under which visitors may gain access to school facilities. This is particularly true in areas where students are present. The Superintendent or designee shall post at the entrance to each school and school grounds a notice setting forth visitor registration requirements, the registration location, and the penalties for violations of registration requirements.

In order to provide visitors with the opportunity to visit classrooms and to ensure our students their right to have an uninterrupted teaching-learning process, the following procedures shall be followed:

1. Requests for observations are to be made through the principal's office (the purpose of the observation will be clarified at this point).
2. Observations will be arranged by the principal with the teacher(s) to ensure that the flow of learning and activities will continue uninterrupted.
3. Observations by other than parents/guardians must also have prior approval of the principal. Other individuals authorized by the parent/guardian may observe classes. However, the principal and/or designees will accompany the visitors during the observation.
4. A range of 20-30 minutes is allowed for the observations unless prior arrangements are made with the principal. A longer observation will be permitted only if the principal determines it will not distract the teacher or student, interfere with the instructional program, or interfere with other students' right to privacy.
5. Generally, there will be no more than one classroom observation per 30-day period for any student, unless the principal determines more than one observation is appropriate.
6. The instructional process will be maintained. In order to ensure this, parents are asked to pursue follow-up conversations with the teacher at a mutually convenient time.
7. Upon arrival, written guidelines will be shared with each visitor. Visitors will be asked to follow standard sign-in/sign-out procedures with the office.

CUSD Board Policy Community Relations 1250

VOLUNTEERS

Carlsbad Unified School District encourages parent volunteers to assist schools during the regular school day. Some volunteers act as tutors for individuals or small groups and others prefer clerical, computer lab, or library work. Please contact the school or your child's teacher if you are interested in this very important support assistance. All volunteers need to; submit a completed application; provide a copy of the results of a current TB test; sign in with the main office and wear a badge that identifies them as a volunteer.

CUSD Board Policy Community Relations 1240

PARENT ASSOCIATION

School site parent associations are active and involved groups that provide tremendous support to the schools. All parents are encouraged to become members of the local parent association and support its endeavors for students and the school program. The leaders of these groups can be contacted through the school office.

ENROLLMENT: REQUIRED DOCUMENTS

Proof of Residency

When registering, all students are required to show evidence that they reside within the Carlsbad Unified School District attendance area. State auditors require us to have a copy of a complete current utility bill or other documentation, which shows you reside at a legal residence within the Carlsbad Unified School District. Please provide a copy for our files. State law requires the student to attend the school of residence of the parent or legal guardian. If a student is living with a guardian, legal documentation of this relationship must be submitted to the school.

INTRA/INTER DISTRICT/OPEN ENROLLMENT & BOUNDARIES STUDENT TRANSFERS

The application period for interdistrict and intra-district transfer permits for the 2011-2012 school year is closed. Applications for interdistrict or intra-district transfer permits for the 2012-2013 school year must be submitted to the District Office during the transfer application period. The transfer application period begins on the first day of school after winter recess in January (January 9th in 2012) and March 31, 2012.

INTRAdistrict Transfers

INTRAdistrict Transfer Request Applications are for those students who live **INSIDE** the CUSD boundaries wishing to attend a school other than their assigned neighborhood school.

INTRA-district

An application is required for any student wanting to attend a school other than their neighborhood school based on current district attendance boundaries (this applies to **new** requests only). This process helps to ensure adequate staffing for

the following year, and always allows students to return to their neighborhood school if desired. **Continuing** students who already hold an **INTRA** permit are not required to reapply for the following year.

INTER-district

INTERdistrict transfer request applications are for students who live OUTSIDE CUSD boundaries and wish to attend CUSD schools.

INTERdistrict Transfers – RENEWALS ONLY!

New California laws and regulations have changed the way school districts handle applications for **inter**district transfer permits. Previously, students with approved **inter**district transfer permits were required to re-apply every year for the following school year. The application period ran from January through March.

This year, CUSD students who already hold an approved INTERdistrict transfer application for the 2010-2011 school year do not have to re-apply for the 2011-2012 school year. Students who hold an INTERdistrict transfer permit for the 2011-2012 school year will not have to re-apply for the 2012-2013 school year.

Please note that this change in policy and procedure does not change the school district's authority to revoke the interdistrict transfer permit for any student who does not maintain satisfactory grades, attendance, and behavior.

www.carlsbadusd.k12.ca.us/transfers.html

MOVING OR TRANSFERRING FROM SCHOOL

If you plan to move or transfer your child, please notify the school in advance if you can possibly do so. This information will help maintain accurate school records for your child here and at his/her new school.

SCHOOL ATTENDANCE BOUNDARIES

The Board of Trustees shall regularly review school attendance boundaries, taking into account school capacities and enrollment data, geographic features, student safety, and transportation, racial and ethnic balance, educational programs such as magnet schools, and community input. Jefferson Elementary has the International Baccalaureate Primary Years Programme, it is an academic program for elementary students that emphasizes critical thinking in a global context.

UPDATING STUDENT/PARENT INFO

CURRENT STUDENT / PARENT INFORMATION

Any student / parent information changes that occur during the school year must be reported to the school office immediately. Such changes are: work place, residence, phone numbers, emergency contacts, health updates, etc.

Student Information Changes

Parents must report a change of address to the Registrar's Office immediately. Changes in home, work or emergency phone numbers should be reported also. This is necessary to keep school records accurate and up-to-date.

TRANSPORTATION

BUS TRANSPORTATION

C.U.S.D. does not provide transportation except in some Special Education situations. For information on city bus transportation, contact North County Transit District at 800-266-6883 or www.gonctd.com/

ATTENDANCE & TRUANCY

The Governing Board believes that regular attendance plays a role in student achievement. Under the law, students under the age of eighteen are obligated to attend school unless otherwise exempt from attendance under a specified provision of law.

School Hours: Since these times are subject to change, please check with your school site for the most current version of your school's schedule. Students should not be on the school ground more than 15 minutes (with the exception of breakfast student participants) before the school starting time unless they are participants in a supervised program. Students should not remain on the school grounds after school unless they are involved in an organized, supervised program.

Excused Absences

Students may be deemed excused only for the following reasons:

- personal illness;
- quarantine under the direction of a health officer;
- personal medical appointment;
- funeral services of parent, sibling, grandparent, brother-in-law, sister-in-law, or any relative living in the child's immediate household;
- service on jury duty;
- exclusion from attendance for medical reasons;
- personal court appearance;
- up to four hours per semester for attendance at a religious retreat;
- observance of a religious holiday or ceremony; and
- attendance at an employment conference.

Absences must be supported by appropriate documentation or verification as specified in District Board Policy and Administrative Regulation concerning excused absences. For example, a physician's note will be required when the absence is medically related. Other forms of documentation may be required depending upon the nature of the absence.

Upon returning to school from a medical appointment, students should submit to the office a note from the doctor or dentist. However, we do encourage the scheduling of such appointments after school hours whenever possible.

WORK MISSED DUE TO CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES MUST BE MADE UP.

Unexcused Absences

Absences which are not excused are classified as unexcused absences or trancies. The following are examples of 'unexcused' absences:

- going to work with a parent or other family member;
- personal problems which are not specified as a basis for an excused absences;
- babysitting, taking care of other family members;
- family vacations; and
- attending a sporting event

Consequences of Truancy

When a student has been absent from school without a valid excuse for three (3) full days in one school year, or tardy for more than any thirty (30) minute period during the school day without a valid excuse on three (3) occasions, or any combination thereof, the student is considered to be truant. Such students will be reported to the District's Attendance Supervisor.

Upon a pupil's initial classification as truant, the District will notify the pupil's parent or guardian, by first class mail or other reasonable means, of the following:

- the pupil is truant.
- a parent/guardian is obligated to compel school attendance of the pupil.
- a parent/guardian may be subject to prosecution for failure to compel attendance of a pupil.
- alternative educational programs are available in the District.
- a parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- the pupil may be subject to prosecution..
- the pupil may be subject to suspension, restriction, or delay of his or her driving privileges.
- that it is recommended that the parent/guardian accompany the pupil to school and attend classes with the pupil for one day.

Any pupil who has once been reported as truant and who is again absent or tardy from school without valid excuse on one or more days shall again be reported truant.

Any pupil who has been reported as a truant three or more times per school year (five or more occurrences of unexcused absences or tardies or combination of both for one or more days) is deemed a habitual truant. Habitual truancy may result in all of the following:

- A referral to the School Attendance Review Board (“S.A.R.B.”)
- A referral to the Probation Department or the District Attorney.
- Parent contract for student attendance.
- Detention or Saturday School.
- Attendance Behavior Contract.
- Parent accompany child at school.
- Administrator/teacher/parent/student conference.
- Pupil may be adjudged a ward of the court by the Juvenile Court which may subject the pupil to do required community service, pay a fine, attend a truancy prevention program, suspension or revocation of driving privileges.

Carlsbad Unified School Board Policy #5123 recommends retention for students who have more than eighteen (18) absences total.

Excessive unexcused absences may be sufficient reason to assign a no credit to a class.

ABSENCES AND LEAVING SCHOOL DURING THE SCHOOL DAY

The regular school attendance of any child is very important. Regular daily attendance increases his/her opportunities for educational success. No child who is ill should attend school, but in all other cases your youngster should be in school as provided by law. It is a legally excused absence for a pupil to hold an appointment with a physician, dentist, or eye doctor during school hours.

If your youngster has to be absent from school, it is suggested that the school be contacted before or during the period of absence, if possible. When a child returns to school, send a written statement of the exact reason for his absence, unless you have contacted the school in person beforehand or through a phone call to the office. The school office does make daily phone calls to verify absences when we do not hear from parents/guardians by note or by phone.

Parents/guardians must first go to the school office and obtain permission for the child to leave the grounds during the school day and sign out their child. If not known personally to the staff, the adult will be asked for identification and the parent will be contacted.

Children will not be released during school hours to anyone not listed on the emergency card. For the welfare and protection of your child, your cooperation in the above procedure is necessary.

We encourage parents to assist us in the educational process by scheduling vacations based on the district’s calendar.

Minimum Days/Staff Planning/Professional Development Days:

Minimum days have been established during the school year for the purpose of staff collaboration and/or parent conferences. Be sure to check your school calendar for the specific dates.

ATTENDANCE PROCEDURES

When it becomes necessary to miss school:

1. Parents may call the school attendance hotline to report an absence.
2. Students needing to leave school early must be checked out in the office by the parent.

Upon return from an absence, it is the student's responsibility to access the make-up work system within each class. Each teacher has a system in place and communicates this to the students at the beginning of each school year.

- An unexcused absence will be issued if an absence is not cleared within 24 hours.
- Students may not attend after-school activities including dances, sporting events, etc. on a day of an absence.
- Students who are absent from school without a valid excuse for 3 full days in one year, or tardy or absent for any 30-minute period during the school day on 3 occasions in one school year, or any combination of the above, are considered truant. A truancy notification letter will be sent to the parent and a copy placed in the student's file.

ATTENDANCE REVIEW COMMITTEE

The faculty agrees that school attendance and student time on-task are both significantly related to student achievement. The Attendance Review Committee directs students with school attendance problems to appear before the site committee, accompanied by parent/guardian, in order to mutually problem solve and implement appropriate interventions to meet the student's special needs.

STUDENT ATTENDANCE REVIEW BOARD (SARB)

SARB is a legal body comprised of representatives of the school district, juvenile justice system, Child Protective Services, and community agencies. SARB directs students with school attendance problems to appear before the committee, accompanied by parent/guardian, in order to mutually problem solve and implement appropriate interventions.

The goal of the School Attendance School Board is to minimize the negative effects of excessive absences by coordinating and directing the efforts of parents, students, and school personnel on the behalf of the student's welfare and achievement.

HEALTH OFFICE HEALTH INFORMATION

COMMUNICABLE DISEASES

If your child should contract a communicable disease, please notify the school's health office immediately. The following communicable diseases should be reported: Chicken Pox, Measles, German Measles, Mumps, Streptococcal Infections, Lice, Impetigo, Scabies, Conjunctivitis, Whooping Cough, Fifth Disease, Hepatitis, Meningitis, Mononucleosis, Ringworm, H1N1 Influenza. Children with suspected communicable disease will be excluded from school.

HEALTH OFFICE PROCEDURES

1. It is very important that emergency information is current throughout the year in the event an injury or illness of a serious nature should occur. Therefore, should you move, change phone numbers or alter your name, please notify the school as soon as possible.
2. Students who are injured or ill to the extent that they are unable to attend class will contact their parents to make arrangements to be taken home.
3. Students will be sent home from school only with parents or those contacts designated on the Emergency Information Card.
4. Except for emergencies, students must have a pass to enter the health office.
5. Students will not be permitted to stay in the health office unless they are waiting to be taken home.
6. If a student needs to take medication at school, written physician and parent authorization, along with medication in a pharmacy labeled container is required. Authorization must be renewed each school year. The medication will be kept in the health office.
7. With physician authorization inhaled asthma medication may be carried by the student.
8. A student diagnosed with severe allergy requiring emergency medication, should provide the school with doctor's authorization and epinephrine auto injector (Epi-pen is preferred.)

EMERGENCIES

Emergencies do happen, even at school. Because they do, it is vital that we have current information on how to reach you or another responsible adult quickly. If you need to change emergency information during the year, please call the school office.

In the event a widespread emergency occurs, information will be released immediately to local radio stations. The "Connect Ed" auto dialer system that C.U.S.D. utilizes to inform families will be used if appropriate.

If you suspect any change in the school schedule, please contact your school. If you cannot reach the school, tune in on any local radio station. Your child's health and safety will be our highest priority during any emergency situation.

Each school site has developed a comprehensive disaster preparedness plan which includes all supplies and equipment necessary to care for your children for a minimum of 72 hours. Specific procedures for picking your child up will be disseminated at each school site. Watch for information from your principal about your responsibilities in these plans.

ACCIDENTS

In case your child has an accident or becomes ill at school, first aid will be administered and you will be contacted. It is important that you supply your school with accurate and adequate information (on the Emergency Contact Form) so there will be no difficulty or delay in reaching you (or an adult specified by you) in case of emergency. People listed on your information card, who are to be contacted in the event that we cannot reach you if your child is ill, should reside a short distance from school and be available most times during the school day. In the event that no one can be contacted, paramedics will be called at the parent's expense. School insurance is offered to parents at a low cost each year and parents are encouraged to take this opportunity. Watch for this information during the first week of school.

MEDICATIONS AT SCHOOL

Medications

A physician's prescription is required to administer a medication at school, even an aspirin! An "Authorization for Medical Administration" form, completed by the parent/guardian and the physician, must be provided to the Health Office for each medication. All medication must be counted and countersigned by the parent/guardian-designated adult and the Health Office Technician or her designee. It is imperative that medications be delivered and picked up by the parent/guardian or designated adult.

Students with a diagnosed severe allergy which requires emergency epinephrine should provide an epinephrine auto injector (Epipen) along with doctor's and parents' written authorization for its use.

Medications must be delivered to the Health Office in original containers/bottles, labeled only by California pharmacists. At the end of the school year, the parent/guardian should pick up any medications stored in the Health Office. Unclaimed medications will be discarded at 12:00 p.m. on Friday, the day after school ends.

****DO NOT SEND ANY MEDICATION TO SCHOOL WITH A CHILD ***

IMMUNIZATIONS

Immunization

California State law requires that every student must be fully immunized against specific diseases when admitted to school. Enrollment in school will not be completed until immunization records and shots are updated. If records cannot verify the required immunizations and the parents have not signed a waiver based on religious or health reasons, then the student will be excluded from school until the requirement is satisfied. Please inform the Health Office of immunization boosters so that current records can be maintained.

IMMUNIZATION REQUIREMENTS

Parents must also provide proof of immunizations (with specific dates and doctor's signature) for all students when they enroll or transfer. In most cases, proof of immunization will be a yellow California Immunization Record or similar form. The necessary immunizations must include:

Tdap:

As of July 1, 2011 students in grades 7-12 are required to be immunized with the Tdap vaccine. Tdap vaccinates against Tetanus, Diphtheria and Pertussis (Whooping cough). Students will not be allowed to attend school in the fall unless they have been immunized.

Polio:

Four (4) doses; three (3) doses are enough if;
a) at least one dose was on or after the 4th birthday for ages 4–6, or
b) at least one dose was on or after 2nd birthday for ages 7–17.

DTP/DTaP/DT/TD:

Four (4) or more doses. (One (1) more dose is needed if the last dose was given before the 4th birthday.)
After the 7th birthday at least three (3) doses are needed, but one must be on or after the 2nd birthday.

Measles, Mumps and Rubella (MMR):

Two (2) doses for kindergarten and 7th grade entry.
One (1) dose for grades 1 – 6 and 8 – 12. A second dose is recommended.
MMR doses must be on or after the first birthday.

Hepatitis B:

Three (3) doses, for kindergarten and 7th grade entry.

Varicella (Chicken Pox):

Required for kindergarten entry and for grades 1 – 12 for out-of-state students.

One (1) dose for children under 13 years of age.

Two (2) doses are needed if child was immunized on or after the 13th birthday.

Physician-documented varicella (chicken pox) disease history or immunity will also meet the varicella requirement.

All immunization requirements must be met before school entry.

This requirement can be waived only if parents state in writing their religious objections or if a physician signs a statement that a physical condition would make immunization unsafe.

INSURANCE

MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC§ 49472): Authorizes districts to provide medical or hospital services through non-profit membership corporations or insurance policies for pupil injuries arising out of school-related activities.

Insurance

The school district DOES NOT carry medical insurance for students injured on school premises. However, students can purchase private insurance, which is available through Myers Stevens Insurance. Applications for this insurance can be obtained through the main school office or in the Yearly Registration Packet. If your child qualifies for Medicare, you must obtain from your school office a copy of the "Important Notice to Persons on Medicare" prior to applying for student insurance.

Athletic Insurance

A student who wishes to participate in interscholastic athletics must have adequate insurance (or other) coverage for medical expenses. This requirement can be satisfied by buying insurance at school through the Assistant Principal's office or by presenting a statement signed by parents stating that the student has the required coverage as shown on the gold and blue athletic clearance cards.

To participate in any extra-curricular event, a student must be in attendance at school the day of the event for a minimum of 240 minutes.

Participants must have a current physical by a California physician.

Participants must have an insurance form filled out and turned into the office.

NUTRITIONAL SERVICES

PUPIL NUTRITION (EC§ 49520): Reduced Price Lunches: Needy pupils may be eligible for free or reduced priced meals. Details are available at your child's school site.

FREE/REDUCED LUNCH

Free/Reduced Price Lunch

Applications for the State Department of Education Child Nutrition and Food Distribution Division lunch program are available from the Cafeteria. A new application must be submitted every September for students that were on the program the previous year. Students who are eligible for free or reduced price lunch will be notified by mail and will use the same *Student I. D. Number* entry system as outlined above.

FOOD SERVICES

Students are expected to memorize their five-digit permanent student identification number and enter the number into the food services keypad whenever they make a food or beverage purchase. Students who participate in the free and reduced food program must apply before the end of September. The price of a lunch tray is \$2.75 at elementary schools and \$3.00 at middle and high school; reduced lunch is \$.40. Breakfast is \$1.50 and \$.30 for the reduced price. A variety of other food items are also available for student purchase.

Students may pay cash or make deposits into their accounts. Checks should be made payable to C.U.S.D. Food Services for any amount and be given directly to the cafeteria personnel. Be sure to write the student's name on the check. www.carlsbadusd.k12.ca.us/food.html

AVAILABILITY OF INDIVIDUALIZED INSTRUCTIONS/FREE AND REDUCED

MEALS (EC§ 48980(B)): Requires parents to be advised of individualized instruction as prescribed by Section 48206.3, and programs of free and reduced meals prescribed by Section 49510.

Communication

CUSD uses the **Connect-ED**® phone system service for emergency communication, surveys, and community outreach notification to help improve awareness, increase involvement, and audit communication on a regular basis with families. We most frequently use this system for attendance notification and special event reminders.

Secondary sites use the SchoolLoop online program to improve communication with students and families regarding coursework, grades, and share other relevant information. Families are encouraged to register at www.schoolloop.com

The CUSD website is frequently updated to provide information and resources to the Carlsbad community. Check www.carlsbad.k12.ca.us to access the site.

PARENT MESSAGES AND TELEPHONE CALLS

We request your cooperation in limiting classroom interruptions to **emergencies only**. Because classroom time is valuable, we are trying to minimize disruptions. Lunches, forgotten books and assignments, or other items **will not** be delivered to students in class. Every time a classroom door is opened, concentration and instruction are interrupted. Our teachers thank you.

Some schools have a student message board for parents who need to contact students or drop off items during school hours. Please understand that messages or items cannot be delivered to students in their classes. We strive to maintain a high level of educational instruction without interruption. Communicate your after-school plans **before school**; it will help immensely.

CONTACTING A TEACHER

TO SPEAK WITH A TEACHER/SCHOOL INFORMATION

Contact the main office to leave a message on the teacher's voice mail. **All classroom related concerns should initially be addressed between the student/teacher and/or parent/teacher.** You may also visit our school websites through <http://www.carlsbadusd.k12.ca.us/school.html>

Families with students at secondary sites may also contact teachers online through SchoolLoop (www.schoolloop.com).

Standards for Student Behavior

The Carlsbad Unified School District believes that all students can and will learn in a safe, orderly, and purposeful environment. In order to maintain this environment conducive to teaching and learning, clear behavior guidelines will be enforced consistently and fairly throughout the District from kindergarten through grade 12. The effective implementation of these K-12 Behavior Guidelines will require the cooperative effort of students, staff, and parents. Student, parent, teacher, and administrator responsibilities have been specifically outlined.

The purpose of this section is to provide a clear understanding of the District's standards for student behavior. In all cases of disciplinary action, students are protected by due process. This means that there are certain procedures which the District and school officials must follow prior to taking appropriate disciplinary action.

These behavior guidelines and consequences should be read very carefully by students and parents, and frequently reinforced in the home.

Standards for student behavior include the following:

- *The Student Code of Conduct*—behavioral expectations that apply to all District students
- *State laws*—Education Code and Penal Code provisions that specifically address student conduct and discipline
- *Board Policies and Administrative Regulations*— student conduct and discipline policies and procedures approved by the Board of Trustees
- *School rules*—specific to each school site

Jurisdiction of the School and District over Student Behavior

The District may discipline its students for acts that are related to school activity or attendance that occurred at any time, including, but not limited to any of the following:

- *while on school grounds*
- *while going to or coming from school,*
- *during lunch, whether on or off campus, or*

- *during, or while going to or coming from, a school sponsored activity. For school sponsored student activities which occur beyond regular school hours, all school and District rules **still apply**. This jurisdiction includes, but is not limited to: evening performances, dances, field trips, and sporting events.*
- *Students may also be subject to discipline in accordance with law, Board policy, and administrative regulations for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or District property or disrupts the orderly delivery of the educational program.*

If warranted, school officials may initiate police contact to protect students and staff.

The authority of law enforcement officers extends to schools as it does to other parts of the community. Law enforcement officers have the right to interview and question students on school premises. By law (Penal Code 830.1), parents/guardians do not have to be informed, present or to give consent before a law enforcement official interviews a student on school premises.

Student Code of Conduct

Behavior is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful towards their teachers, other staff, students and volunteers.

Positive Expectations

1. Follow the directions of all staff members at all times.
2. Interact safely with others (including - keeping hands, feet, and objects to yourself.)
3. Exercise good conduct that supports learning in class.
4. Show respect for others.
5. Attend class regularly.
6. Come to class on time with necessary materials.
7. Respect school property and the property of others.
8. Remain in class or assigned areas during the class.
9. Dress appropriately.
10. Use appropriate language.
11. Do one's own work when independent work is required.
12. Participate in class activities and discussions.
13. Complete homework assignments on time.
14. Honesty.

Unacceptable Behavior

1. Any unsafe behavior.
2. Disorderly conduct—any behavior that is disruptive to the educational process and/or orderly operation of the school.
3. Possession of weapons or other unsafe objects.
4. Defiance of authority—refusing to follow directions from any school personnel and/or failure to change behavior when directed by any school personnel and/or failure to respond to any assigned discipline.
5. Bullying and intimidation—see below
6. Lying and forgery - including through writing, telephone, impersonation, false signature or false initials.
7. Cheating—see definition below.
8. Sexual harassment — see below.
9. Gambling—including participating in games of chance for the purpose of exchanging money or something of value.
10. Abuse of technology—see below.
11. Riding skateboards, in-line skates, rollerblades, toy vehicles, or scooters.
12. Tardiness.
13. Truancy.

Student Code of Conduct –Definitions

Bullying

The Carlsbad Unified School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Bullying is defined as exposing a person to negative, abusive actions repeatedly over time. Bullying can be direct or indirect and includes specific types of physical, verbal, and/or psychological aggression and intimidation that occurs repeatedly creating an on-going pattern of harassment and abuse.

The definition of bullying includes “cyberbullying.” Cyberbullying includes the posting of harassing messages, direct threats, social cruelty or other harmful text on the internet, social networking sites, or through personal communication devices (such as cell phones) or other digital technologies.

State law and District regulations prohibit the use of technology to impersonate another person in order to bully, harass, intimidate or threaten that person. It is illegal to maliciously impersonate another person by texting, e-mailing, creating a false internet website, or posting on an existing internet website while pretending to be that person.

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- Students making false accusations of bullying shall be subject to disciplinary action.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Note to parents regarding bullying: Children who are being bullied may exhibit warning signs. These signs may include frequent angry outbursts, excessive fighting and bullying of other students, cruelty to animals, fire setting, frequent behavior problems at school and in the neighborhood, lack of friends, and using alcohol and/or drugs. Parents and guardians who observe these warning signs should talk with a trained professional in their child's school or in the community.

Cheating

Cheating is the use of another person's work, either by copying another person's work or giving someone your work. Further, cheating is when a student misleads, deceives or acts dishonestly on purpose. Cheating includes:

1. Possessing another student's assignment(s), project(s) or assessment(s) in order to copy the document(s) for his/her own use.
2. Allowing another student to copy one's assignments or assessments.
3. Copying another student's work/assignments.
4. Using or possessing crib sheets/notes during an examination, text, quiz, or other classroom assessment.
5. Talking or communicating verbally or nonverbally with other students during tests, examinations, quizzes or other assessments.
6. Plagiarizing – copying another person's written work (published work) word for word if the student pretends that he or she wrote the work.
7. Making copies of another student's work/assignments.
8. Using electronic sources (the World Wide Web) to obtain information that results in plagiarism or use of uncited materials/information not generated by the student.
9. Forging another person's signature

CONSEQUENCES

Violations of the Honor Code may result in disciplinary action(s), up to and including a recommendation for expulsion; and, violation(s) may affect the student's academic and citizenship grades.

Sexual Harassment (EC§ 48980)

Definition of Sexual Harassment

Sexual harassment is defined in Education Code section 212.5 (District Administrative Regulations 5157) as causing a negative impact upon an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

Sexual Harassment Board Policy

1. Pursuant to law, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment in the work or education setting when:
 - a. Submission to the conduct is explicitly made a term or condition of an individual's employment, academic status or progress.
 - b. Submission to or rejection of the conduct by an individual is used as the basis for *academic* or employment decisions affecting the individual.
 - c. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive education or work environment.
 - d. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the school.
2. Specifically, sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyance or distractions to deliberate intimidation and frank threats or sexual demands. Sexual harassment may include, but is not limited to:
 - a. vulgar remarks;
 - b. sexually derogatory comments regarding a person's appearance;
 - c. physical touching, pinching, patting, or blocking free movement;
 - d. sexual propositions or advances (with or without threats to a person's job or promotion if that person does not submit); or,
 - e. physical assault.

Since these problem areas violate state law, school officials may need to notify the appropriate law enforcement authorities. If this occurs, school officials will contact the parents either by telephone or by a certified letter. Any action authorities might take will be in addition to the action taken by the school.

Abuse of Technology

The school computer systems and other technology **must be shared by staff** and students. The computer systems must not be used in any way that is disruptive, illegal or unethical. Inappropriate conduct in the use of these systems includes but is not limited to:

- Damage, theft or vandalism of equipment
- Cyberbullying. The use of technology to harass, ridicule, threaten, or inflict emotional suffering
- Digital impersonation. The use of technology to maliciously impersonate another person through e-mail, texting, posting on social websites, or creating false webpages
- Theft, piracy, or altering of software
- Theft of services
- Use of the systems for commercial purposes or political campaigning
- Violation of copyright law
- Plagiarism of ideas or information
- Use of the systems to communicate unlawful information or to transmit computer viruses
- Sending or retrieving information which is pornographic, obscene, sexist, racist, or abusive.

The school and District reserve the rights to all material stored in files in all machines and systems, and will remove any which the staff deems to be unlawful, obscene, pornographic, abusive, or otherwise objectionable. The system may not be used to obtain, view, download, or otherwise gain or provide access to such material. School staff will refer for disciplinary action any individual who is in violation of the provisions of this agreement.

Student Discipline

In addition to violations of the Student Code of Conduct, students are also subject to disciplinary actions, including suspension and expulsion for the following acts as specified in state law and District policy. Suspensionable offenses:

- Defiance and/or disruption. Disrupting school activities or defying the authority of school personnel.
- Fighting. Engaging in any act which causes or might cause harm to another person. Fighting represents an unacceptable means to problem solving that endangers the well being of the participants and staff. Individuals involved in fighting face serious disciplinary measures ranging from suspension to arrest

and/or referral to continuation school or the Board of Education for expulsion. Per State law (Penal Code 415) anyone who, in a public place, fights, challenges another to fight, or uses offensive words likely to provoke a fight is guilty of a misdemeanor.

- Assault. If serious injury is caused by a student toward another person, mandatory disciplinary and legal consequences apply. Battery is the unlawful touching or striking of another person, intended by the aggressor(s) or by an object put into motion with the purpose to bring about harm. Engaging in or threatening any act which causes or might cause physical harm to another person.
- Possession (including smoking) of any Controlled Substance: The possession of controlled substances (drugs), alcoholic beverages or other intoxicants.
- Possession/Use/Being under the Influence of Alcohol or Use/Being under the Influence of Any Controlled Substance.
- Possession/Sale of Drug Paraphernalia: The possession or offering, arranging, furnishing or negotiating sale of any drug paraphernalia.
- Sale/Furnishing of Any Controlled Substance. The sale or furnishing to others of any controlled substance (drugs), alcoholic beverages or other intoxicants.
- Use/Possession of /Tobacco or Tobacco Products: Possession or use of tobacco or nicotine products on school property, in the vicinity of school or in relation to school is illegal for all students. Matches and cigarette lighters are prohibited.
- Defacement/Destruction of Property: Causing or attempting to cause damage to property that does not belong to you. Graffiti, littering and/or otherwise failing to maintain the conditions of the school.
- Profanity/Obscene Acts or Gestures, and/or Material*: Profanity, vulgarity, possession of obscene material, acts or gestures that are considered obscene. Inappropriate sexual behavior such as a physical and public display of affection is also prohibited. This includes material downloaded from the Internet.
- Possession, Sale, Furnishing or Use of a Firearm, Weapon, or Dangerous Objects: The possession, sale, furnishing or use of any firearm, knife, or other dangerous object which might be used to inflict bodily injury to another person. This includes but is not limited to cap guns, "air-soft" guns and BB guns. Students are prohibited from carrying tear gas or gas weapons such as pepper spray on campus or at school activities. Any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.
- Possession of an Imitation Firearm: The possession of an imitation firearm which is 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.

- Brandishing a Knife: The brandishing of a knife at another person.
- Theft (Including Electronic Theft)*: Taking or attempting to take property that does not belong to you with the intent to steal or remove property without permission.
- Receiving Stolen Property*: Knowingly receiving stolen school or private property.
- Arson/or Attempt to Commit Arson*: Intentional burning of property.
- Sexual Assault. Committed or attempted to commit sexual assault.
- Explosive Devices (Including Fireworks): The use, possession, or sale/furnishing of explosive devices.
- Robbery/Extortion/or Attempt to Commit Robbery/Extortion: The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.
- Vandalism or Destruction of School Property: Students shall not damage or deface textbooks, library materials, lockers, property of others, or any other school property.
- Threatening a Witness – Harassed, threatened, or intimidated a pupil who is a (complaining/testifying) witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness, or in retaliation for being a witness, or both.
- Encouraging Violence – Encouraging, aiding or abetting the infliction, or attempted infliction, of physical injury to another person. Offender may be suspended but not expelled.
- Hazing – Engaging in, or attempted to engage in hazing, including initiation activities.
- Sexual harassment (grades 4-12)
- Hate Crime – Causing, attempting to cause, threatened to cause, or participated in an act of hate violence.
- Harassment – Engaged in harassment, threats, or intimidation (grades 4-12). Harassment includes bullying, cyberbullying, ridicule, extortion, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
- Threats. Threatening school officials or school property, or both.
- Assault on a School Employee – Committing assault or battery upon any school employee.

- Sexting. Electronically disseminating, or soliciting or encouraging the electronic dissemination, of a nude, partially nude, or sexually explicit photograph (or other visual recording) of a minor.

School Rules

School rules include all pertinent provisions of the Student Code of Conduct and the Suspensionable Offenses listed above. School rules for school sites also include the following:

- Riding bicycles and any motor driven vehicles except in designated parking area is prohibited.
- All personal electronic devices, including cell phones, radios, tape players (including Walkman type with headsets), pagers, and IPODS, must be turned off and put away during class and at any other time directed by a district employee. If they are used inappropriately, they may be confiscated and returned at a later date. A student who violates this policy may be prohibited from possessing a mobile communications device at school or school related events and may be subject to discipline.
- No food or beverages in classrooms, except under organized supervision by teacher.
- Laser Pointer devices are prohibited.
- No loitering in or about the school.
 - Walkways
 - Neighboring residential, business and church properties.
 - On campus during class time when the student's school day is completed.

Skateboards, bikes and scooters

Walk your bike on campus (California law requires a helmet when operating a bicycle).

MOTORIZED SCOOTERS, SKATEBOARDS AND IN-LINE SKATES/ROLLERBLADES ARE NOT PERMITTED ON ANY CAMPUS IN THE CARLSBAD UNIFIED SCHOOL DISTRICT WITHOUT DISTRICT USE PERMIT.

Per Carlsbad City Ordinance 10.58.015 and CUSD Board Policy 3513. Skateboards and skates may be confiscated and returned to parents on the last day of school in June.

Note to Parents: We ask for your cooperation in enforcing the rule of no skateboard, rollerblade or scooter riding on all school campuses. They are prohibited from all school campuses. Be certain that if your child rides a bike to school that he/she is

skilled enough to ride one safely, has a lock for it, and wears a helmet (California State Law). All students are encouraged to follow the suggested “safe route” to school at all times. We suggest that you travel this route with your child/children at least once, reviewing all pedestrian or other safety rules before school opens.

School Dress Code

California Administrative Code, Title 5, Section 302 states:

“A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself for the school room before entering.”

1. All staff, students, and community are encouraged to wear appropriate attire reflective of the professional setting and environment of school.
2. Attire which names, promotes, or advertises products which are illegal for minors to purchase is not permitted (i.e. drugs, alcohol, tobacco).
3. Attire which features offensive and/or vulgar words, pictures, or drawings, which name, advertises, or promotes sexually related products or activities is not permitted.
4. Attire, which includes words, phrases, or pictures that are derogatory regarding ethnic background, national origin, religious belief, gender, gender orientation, or disability, is not permitted.
5. Attire which distracts from the educational goals of the school including, but not limited to, bare midriffs, crop tops, halter tops, strapless tops, underwear worn as outer wear, and bikini wear is not permitted.
6. Pants, which fit or are worn so loosely as that undergarments are exposed, are not permitted. “Sagging” is not allowed.
7. Pocket chains, wallet chains, or chains worn as jewelry, and other adornments are permitted so long as they do not pose a safety threat (e.g. in a shop class, a chain might get caught in machinery).
8. Sunglasses and some headgear are appropriately worn outside of class.
9. Bare feet are not permitted.
10. In certain learning environments long hair should be appropriately covered to prevent injury (e.g. shop class, foods class, etc.)

11. Attire, articles of clothing, or adornments determined by school administration and/or the Carlsbad Police Department to identify affiliation to any organization, group, or gang associated with or reputed to be involved in criminal activity are not permitted.
12. Bandanas and knit caps are not permitted at any time.
13. Caps which are attached to a garment such as sweatshirts are allowed only to cover from the rain.

School administration will maintain the responsibility for interpreting this document and resolving questions concerning the application of its contents.

The consequences of being in violation of this Dress Code are:

1st Offense: Adult will counsel student, student is asked to modify attire without leaving campus. If attire cannot be modified, the student's parents will be called in order to supply student with appropriate apparel.

2nd Offense: This will be considered direct defiance of the authority of this document. The administration will be responsible for the suspension of the student from school. Student, parent, and assistant principal will sign a contract upon student's return, which will reiterate this document.

3rd Offense: Voluntary or involuntary alternative to attendance at this school site will be presented to parents and student.

Suspensions and Expulsions

Suspension or expulsion from school means removal of a pupil from ongoing instruction for adjustment purposes.

The student is informed that he/she is subject to suspension for five days or less. The Superintendent or Superintendent's designee may extend the suspension of students who are recommended for expulsion until the expulsion process is completed. The student is also informed regarding the **due process** procedures. The student's parent(s) or legal guardian is notified by telephone if possible, and a letter is mailed to the parents the same day.

Notification to the parent(s) or legal guardian will include clear instructions regarding the due process procedure.

STUDENT RECORDS

NOTIFICATION OF PRIVACY RIGHTS OF PARENTS AND STUDENTS (EC§ 49073):

Federal and State laws grant certain rights of privacy and right of access to students and to their parents. (Release of Pupil Directory Information)

Full access to all personally identifiable written records maintained by the school district must be granted to:

- 1) Parents of students age 17 and younger,
- 2) Parents of students age 18 and older if the student is a dependent for tax purposes,
- 3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called “eligible students”).

Parents, or an eligible student, may review individual records by making a request to the principal. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to: location of, and types of, records; kinds of information retained; persons responsible for records; directory information; access by other persons; review; and challenge of records are available through the principal in each school. When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer the parent (or eligible student) may review, receive a copy (at a reasonable fee), and/or challenge the records.

If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Secretary of Education.

The district also makes student directory information available in accordance with state and federal laws. This means that each student’s name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers, or news media). Names and addresses of seniors or terminating students may be given to public or private schools and colleges, parents and eligible students will be notified prior to the destruction of any special education records.

Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of postsecondary instruction and makes written request, the pupil’s request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification.

PUPIL RECORDS; NOTIFICATION OF RIGHTS (FERPA EC§ 49063): Requires district to annually inform parents or “eligible” pupils of their rights concerning pupil records.

Curriculum

Content Standards: A complete list of Content Standards is available online (<http://www.cde.ca.gov/be/st/ss/index.asp>).

ASSESSMENTS

Assessment, both formal and informal, is an integral component of the teaching/learning process. It may involve formalized testing, such as the state testing system known as the Standardized Testing and Reporting (STAR) Program. This program, administered annually in the spring, was authorized in 1997 by state law (Senate Bill 376). These tests are used to continuously improve our instructional programs to help identify the special learning needs of students, and to determine individual student academic progress from year to year.

STANDARDIZED TESTING

STAR tests include: California Standards Test (CST), standards-based assessments in the areas of English, mathematics, social science and science. These assessments provide information to schools, districts, and the community on how well students are mastering the California Standards in each content area. The STAR testing window is approximately four weeks long, and some schools accomplish the testing in one to two weeks, while others may take the entire four weeks to complete.

Who must take the STAR tests? All students in grades 2 through 11 must take the designated STAR tests. Students learning English and students in special education programs are included.

STANDARDIZED TESTING/EXEMPTIONS

According to Education Code section 60615, parents or guardians may submit a written request to excuse his or her child from any or all parts of the STAR Program. The parent must initiate the request; the school district and its employees shall not solicit or encourage any written request on behalf of any child. The Standardized Testing (STAR) website is www.cde.ca.gov/ta/tg/sr/index.asp and the Testing and Accountability website is www.cde.c.gov/ta/sr/index.asp.

INFORMAL ASSESSMENTS

More often than not, informal assessment is employed for more frequent feedback related to specific learning objectives. Teachers need timely, specific information about student progress to guide their instructional decisions. Students in the Carlsbad Unified School District participate in benchmark assessments that are designed to inform instruction that is tailored to meeting individual student needs.

HOW PARENTS ENHANCE STUDENT PERFORMANCE

Parents or guardians play an important role in their students' education. Positive attitudes of families about completing school assignments, learning new skills, and "doing your best" in testing can affect how well students learn. Ensuring that your child gets sufficient sleep preceding testing and eats an adequate breakfast will assist your child in completing his or her tests successfully and comfortably.

Programs

GATE PROGRAM

The District has recently updated the GATE Plan that addresses the needs of intellectual and academically gifted students. This plan was developed collaboratively by an advisory team of teachers, parents and GATE consultants. A copy of the plan may be reviewed on the Carlsbad Unified web site www.carlsbadusd.k12.ca.us Parents are encouraged to review the plan and contact the GATE liaison or principal at their child's school site for further information.

Special Education

SPECIAL EDUCATION; CHILD FIND SYSTEM (EC§ 56301): Any parent suspecting a child has exceptional needs (handicapped) may request an assessment for eligibility for special education services through the school principal. Policy and procedure are to include written notification to all parents of their rights pursuant to EC§ 56300.

SPECIAL EDUCATION COMPLAINTS (5CCRS 3080): State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of special education students, or similar issues, you may file a written complaint with the district. State regulations require the district forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your building principal.

SPECIAL EDUCATION (IDEA): Requires the district to inform parents of federal law requirement that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years.

English Language Development

For information regarding English Language Development programs, visit <http://www.cde.ca.gov/sp/el/> online.

Interventions

For information regarding intervention programs, visit <http://www.cde.ca.gov/ls/> online.

LIBRARY & MEDIA CENTER

The school library contains a variety of print resources and a growing number of educational CDs. Internet access for student research is available. Books are loaned for a two-week period, depending upon site. If necessary, they may be renewed. Students with overdue books will not be permitted to check out additional material. Overdue notices are sent regularly. Students are billed for lost or damaged material.

Some libraries are open before school, during breaks, lunch, and/or afterschool. Check with your school site for the specific hours of operation.

LOST OR DAMAGED BOOKS:

Lost books must be paid for as soon as possible and before the end of the school year. The Library Media Technician can print a bill to show the price of the lost book.

The cost of a damaged book will depend on the extent of the damage, not to exceed the total cost of replacing the book.

CONSEQUENCES:

The consequences for not returning library books on time may include reminders, fees, phone calls home, assignment of detention, reduction of privileges (dances, etc.) and/or withholding of yearbooks and/or report cards. Failure to pay for damages to or loss of books, equipment, and materials may also prohibit participation in school activities, including graduation as well as the withholding of yearbooks and diplomas.

Students are individually responsible for the care and prompt return of loaned textbooks. DO NOT loan books to your friends!

The following procedures deal with overdue, damaged, lost or stolen textbooks:

- In case of theft, a report must be filed in the office and a copy brought to the textbook room within one (1) week of the theft
- Another text will be issued after a written agreement has been reached with the school regarding payment for damages/loss.
- Refunds are made when lost books are found and returned. Checks are made by the district office and mailed to the home.
- Fines are assessed for graffiti; removed bar codes; water, food and/or gum damage; abandonment; damaged covers, pages and bindings.

Library Statement of Responsibility 2011-2012

Carlsbad Unified School District uses a computer program that greatly improves our ability to maintain records regarding textbooks and library books. This system allows students to check out books at the beginning of the year more efficiently and also assist in monitoring the return of the texts in June. The use of such technology, however, will not assure the return of the books in good condition unless each student takes personal responsibility for the materials entrusted to his or her care.

Instructional materials are an expensive resource and each student is entitled to sufficient instructional materials in accordance with law. Instructional materials provided for use by students remain the property of the district. Students are responsible for returning borrowed materials in good condition, with no more wear and tear than usually results from normal use. Students may apply non-adhesive book covers to textbooks to minimize wear and tear.

When materials are lost or so damaged that they are no longer usable, the student shall be issued a replacement material after agreement is reached regarding payment for damage/loss. However, students or parents/guardians shall be responsible for reparation equal to the current replacement cost of the materials. **Lost, damaged or stolen books are the responsibility of the student.** If reparation is not excused and not paid by the student or parent/guardian, the district may withhold the student's grades, diploma and transcripts in accordance with law, Board policy, and administrative regulation. We feel strongly however, that the return of the books in good condition is far better than having to bill the student/family for their replacement. By providing a list of the potential costs for lost or damaged books, it is hoped that students will recognize the importance of proper care and return of loaned materials. The following list is not comprehensive and prices are subject to change. The site's library staff will provide the most current replacement cost.

TEXTBOOK/INSTRUCTIONAL MATERIALS REPLACEMENT COSTS

Content Area	K - 5	6-8	9-12
English Language Arts	\$8 \$65	\$12 \$100	\$51 \$63
Mathematics	\$8 \$75	\$12 \$85	\$51 \$148
Social Studies	\$15 \$75	\$7 \$70	\$57 \$98
Science	\$25 \$65	\$7 \$75	\$60 \$120
World Languages		\$13 \$61	\$15 \$61
Novels	\$5 \$20	\$ 5 \$20	\$ 5 \$20
Graphing Calculator	N/A	\$100 \$130	\$100 \$130
Library Books	Price varies depending upon the cost of the library book		

DAMAGED BOOK COSTS

When materials are damaged but still usable, the Superintendent or designee shall determine an appropriate charge.

I have read the above information and understand that it is the student's responsibility to both care for and return my textbooks at the end of the academic year. I also understand that these books are very expensive and that if not returned in good condition that I would be billed for reimbursement based upon the information shown above.

PLEASE SEE SIGNATURE VERIFICATION PAGE

TECHNOLOGY

CARLSBAD UNIFIED SCHOOL DISTRICT ACCEPTABLE USE AGREEMENT TECHNOLOGY AND TELECOMMUNICATIONS RESOURCES

In exchange for the use of CUSD computer systems, the following agreement will apply:

The use of computer systems and other technologies are a **privilege** for which all users (students, staff, and community members) accept responsibility. The technological systems are intended to provide.

- Support for learning
- Increased opportunities for communication
- Additional resources for general information
- Increased opportunities for academic growth

The computer systems and other technology must be shared. The computer systems must not be used in any way that is disruptive. Inappropriate conduct in the use of these systems includes but is not limited to:

- Damage, theft or vandalism of equipment
- Theft, piracy, or altering of software
- Theft of services
- Use of the systems for commercial purposes or political campaigning
- Violation of copyright law
- Plagiarism of ideas or information
- Use of the systems to communicate unlawful information or to transmit computer viruses
- Sending or retrieving information which is pornographic, obscene, sexist, racist, or abusive.

CUSD reserves the rights to all material stored in files in all machines and systems, and will remove any which the staff deems to be unlawful, obscene, pornographic, abusive, or otherwise objectionable. The system may not be used to obtain, view, download, or otherwise gain or provide access to such material. The CUSD staff will refer for disciplinary action any individual who is in violation of the provisions of this agreement.

Students may also be disciplined for their use of technology off campus if such use is related to school activity or attendance and is likely to cause a disruption to the orderly operation of the school.

Internet Safety

For information regarding Internet Safety, visit www.isafe.org

Technology Standards

Student Technology Standards for CUSD are posted online at www.carlsbad.k12.ca.us

CHILD ABUSE

State law requires that school officials report to legal authorities, injuries to children that do not appear to be accidental. The school is also required by law to report any unjustifiable pain or suffering caused by parents or guardians who do not provide necessary clothing, medical attention, or other basic care/supervision.

PESTICIDES: LETTER TO PARENTS (EC§ 48980)

Dear Parent or Guardian,

The Healthy Schools Act of 2000 requires that all California school districts notify parents and guardians of pesticides they expect to apply during the year. We intend to use the following pesticides in your school this year.

<u>Name of Pesticide</u>	<u>Active Ingredient(s)</u>
Prescription Treatment PI	Pyrethrins, Piperonyl Butoxide
Delta Dust	Deltamethrin
EcoSMART AR-X	2-Phenethyl Propionate, Pyrethrins
Contrac	Bromadiolone
Max Force Ant Gel	Fipronil
Max Force Roach Gel	Fipronil
EcoSMART WP-X	2-Phenethyl Propionate, Thyme Oil,
Pyrethrins Termidor	Fipronil
Phantom SC	Chlorfenapyr
Fumitoxin	Aluminum Phosphide
Gopher Getter AG	Strychnine Alkaloid
Wilco Ground Squirrel Bait	Diphacinone

You can find more information regarding these pesticides and pesticide use reduction at the Department of Pesticide Regulation's website <http://www.edpr.ca.gov>.

If you have any questions, please contact Curt Huckins at (760) 331-6923.



Overview on CUSD Wellness Policy

In 2004, a federal law was passed that requires all school districts to establish local wellness policies. This law recognizes the critical role that schools must play in helping to raise healthy children. In support of this mandate, the California Department of Education has outlined a comprehensive approach to ensure that students are healthy and ready to learn. Specifically, the California Department of Education established four goals:

- ❖ Support high-quality instructional programs in health education and physical education that provide students with the skills, knowledge, and confidence to develop and maintain active, healthy lifestyles.
- ❖ Implement nutrition standards for all food and beverages sold on campus.
- ❖ Increase participation in school meal programs so that no child goes hungry.
- ❖ Create a school environment that supports the health of students.

The Carlsbad Unified School District recognizes the link between student health and learning, and has developed a Wellness Policy for the District that promotes student health through nutrition education, nutrition guidelines and physical education activity. A Wellness Policy was adopted in July 2006, with Administrative Regulations approved in April 2008. The highlights of the regulations include:

- ◆ **Health and Nutrition Education:** The Health and Wellness Council, made up of students, parents, teachers, administrators, community group representation, and a School Board member will provide oversight and support in evaluating a K-12 health and nutrition education program implementation, encouraging integration of health and nutrition into existing curricula and other core subjects. The state adopted health standards are divided into the following six areas, and teachers are responsible for addressing the essential standards within each area:
 - Alcohol, tobacco, and other drugs
 - Growth, development, and sexual health
 - Injury Prevention and safety
 - Mental, emotional, and social health
 - Nutrition and physical activity
 - Personal and community health
- ◆ **Nutrition Advertising/Marketing:** School administrators are responsible for monitoring and enforcing any advertising and marketing to which students may be subject.
- ◆ **Physical Education:** The PE curriculum shall be consistent with expectations established in the state's curriculum framework and standards and all students will receive regular physical

education (equivalent of 200 minutes ever 10 days for elementary school students and 400 minutes every 10 days for grades 7-12) for the entire school year.

◆ **Food and Beverages Available on School Campuses**

- ✓ There will be no homemade or home baked foods allowed on campus
- ✓ School sites and organizations are strongly encouraged in their fundraising activities to either not involve food or use only foods that meet the nutritional guidelines established for food and beverages sold individually.
- ✓ On site vending must meet all federal regulations, state, and district guidelines. Staff vending machines must also meet nutritional guidelines to the extent that 50% of items offered are nutritionally healthy.
- ✓ Daily rewards: Food or beverages shall not be used for academic or behavior rewards on a daily basis. An exception may be made when the use is included in an IEP report for the educational purpose of the student.
- ✓ Classroom Educational Events. Classroom events that include food must be part of the educational process for the students. Foods and beverages offered at school-sponsored events during the school day (including one-half hour before and one-half hour after) must meet the nutritional guidelines and portion size standards established.
- ✓ Birthday or Personal Celebrations. Any student-based celebration that involves food as a component of that activity; will include only food and beverage that meets the nutritional standards. Additionally, these celebrations shall be limited to one per teacher per year at the secondary level, and two per year at the elementary level.

UNIFORM COMPLAINT PROCEDURES

DISTRICT UNIFORM COMPLAINT PROCEDURES

- A. The Governing Board recognizes that the District has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, sex, sexual orientation, color, race, ancestry, national origin, or mental or physical disability. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in consolidated categorical aid programs, migrant education, vocational education, adult education, childcare and development programs, child nutrition programs and special education programs.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

Upon receipt of a written complaint from an individual, public agency or organization, uniform complaint procedures shall be initiated. The Superintendent or designee shall annually disseminate a written notice of local complaint procedures to students, employees, parents, or guardians of its students, school and district advisory committees, and other interested parties.

- B. The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate a mediation process before beginning a formal compliance investigation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.
- C. The governing board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for the participation in complaint procedures. Such participation shall not in any way affect the status, grades, or work assignments of the complainant and/or the participants.
- D. The governing board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the superintendent or designee on a case-by-case basis.
- E. The superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the superintendent or designee.
- F. The following complaints shall be referred to the specified agencies for appropriate resolution and are not subject to the complaint procedures set forth in this policy.
1. Allegations of **child abuse** shall be referred to the applicable County Department of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.
 2. Health and safety complaints regarding a Child Development Program shall be referred to Department of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
 3. Discrimination issues involving Title IX of the Educational Amendments of 1972 shall be referred to the U.S. Office of Civil Rights (OCR). Title IX complainants will only be referred to the OCR if there is no state discrimination law or regulation at issue. Unless otherwise negotiated through a memorandum of understanding and/or agreement, a preliminary inquiry and/or investigation concerning these complaints will be conducted by OCR. The complainant shall be notified by certified mail if his or her complaint is transferred to OCR by the State Superintendent of Education.
 4. Complaints of discrimination involving Child Nutrition Programs administered by the Department from program participants or applicants shall be referred to either Administrator, U. S. Department of Agriculture, Food and Nutrition Service, 8101 Park Center Drive, Alexandria, VA 22302, or Secretary of Agriculture, Washington, D. C. 20250.
Discrimination complaints received by a local agency of the Department shall be immediately directed to the U. S. Department of Agriculture, Food and Nutrition Service, Western Regional Office.
 5. Employment discrimination complaints shall be sent to the State Department of Fair Employment and Housing (DFEH) pursuant to Title 22, CCR, Section 98410. The complainant shall be notified by certified mail of any DFEH transferal.
 6. Allegations of fraud shall be referred to the responsible California Department of Education Division Director and the Department's Legal Office.

Purpose

To ensure successful implementation of the processing and resolution of complaints related to state and federally funded education programs.

Legal and Policy Basis:

- A. Reference: Board Policy 1313
- B. California Code of Regulations, Title 5, Sections 4600-4671: Uniform Complaint Procedures

General:

- A. Compliance Officers: The governing board designates the following compliance officer(s) to receive and investigate complaints and ensure District compliance with law:

Suzanne O'Connell
Assistant Superintendent, Instructional Services
Carlsbad Unified School District
6225 El Camino Real, Carlsbad, CA 92009
760-331-5000

- B. Notifications: The Superintendent or designee shall meet the notification requirements of the Code of Regulations, Title 5, Section 4622, including the annual dissemination of District complaint procedures and information about the available appeals, civil law remedies, and conditions under which a complaint may be taken directly to the California Department of Education.
- C. Days: All days referred to in these procedures are calendar days.
- D. To ensure annual notification to parents, employees, committees, students and other interested parties, the Uniform Complaint Form is available in the Student Handbook, school office, or the Carlsbad Unified School District Office.

Procedures

The following procedures shall be used to address all complaints which allege that the District has violated federal or state laws or regulations governing educational programs:

- A. Compliance Officer(s) shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the Code of Regulations, Title 5, Section 4632.
- B. A copy of special education complaints shall be forwarded to North County Consortium for Special Education (NCCSE) when the investigation is completed.
- C. The District will use the uniform complaint procedures when addressing all complaints regarding sexual equity.
- D. Investigations of discrimination complaints shall be conducted in a manner that protects confidentiality of the parties and facts.
- E. All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Filing Of Complaint:

- A. Any individual, public agency or organization may file a written complaint of alleged noncompliance with the appropriate officer(s) named in these guidelines. The compliance officer or designee shall date stamp the complaint and maintain a log of complaints received.
- B. If complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, District staff shall help the complainant to file the complaint.
- C. Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subject to discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.
- D. All complaints other than discrimination shall be filed within sixty (60) days from the date the complainant knew, or should have known, of the alleged act.

Response:

- A. Within three days of receiving the complaint, if the compliance officer believes that mediation could potentially bring about early resolution, the compliance officer in his or her sole discretion may informally discuss with the complainant the option of mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the District's finding timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Investigation of Complaint:

- A. The assigned compliance officer shall hold an investigation meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.
- B. The complainant and/or his representative and the District's representatives shall also have an opportunity to present information relevant to the complaint.

Final Written Response:

- A. Within sixty (60) days of receiving the complaint or within an extended time period that has been specified in a written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and decision. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the governing board.
- B. The governing board may consider the matter at its next regular board meeting or at a special board meeting convened in order to meet the sixty (60) days time limit within which the complaint must be answered.
- C. The governing board may decide not to hear the complaint, in which case, the compliance officer's decision is final. If the governing board hears the complaint, the compliance officer shall send the governing board's decision to the complainant with sixty (60) days of the District's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant.

Final Written Decision:

- A. The report of the District's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the District will arrange a meeting at which a community member will interpret it for the complainant.
- B. The written report shall be sent to the complainant within sixty (60) days of the filing of the complaint and shall include the following:
 - 1. The findings and disposition of the complaint, including corrective actions, if any.
 - 2. The rationale for the above disposition.
 - 3. Notice of the complainant's right to appeal the decision within fifteen (15) days to the California Department of Education, and procedures to be followed for initiating such an appeal.
 - 4. A detailed statement of all specific issues that were brought up during the investigation and the extent to which those issues were resolved.
 - 5. If an employee is disciplined as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education:

- A. If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within fifteen (15) days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals.
- B. When appealing to the California Department of Education, the complainant must specify the reason(s) for the appealing of the District's decision and must include a copy of the locally filed complaint and the District's decision.
- C. A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the District has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint.

Williams Uniform Complaint Procedures

Purpose

- A. In addition to the previously stated uniform complaint procedures for the resolution of complaints regarding discrimination or failure to comply with state or federal law in certain categorical programs, the district is required to use the following Williams uniform complaint procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred:
1. Instructional Materials
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district- adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to instructional materials to use at home or after school.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 2. Teacher Vacancy or Misassignment
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credential or training to teach English Learners is assigned to teach a class with more than 20 percent English learner students in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
 3. Facilities
 - a. A condition poses an emergency or urgent threat to the health or safety of student or staff.
- B. Legal Reference
1. Education Code 35186

Filing of Complaint

- A. The Williams Uniform Complaint form shall contain a space for the complainant to indicate whether a response to his/her complaint is desired. A response request must be signed by the complainant. A complainant may add as much text to explain the complaint as he/she wishes.
- B. A complaint alleging any conditions(s) related to instruction, textbook, teacher vacancy or misassignment and/or conditions of facilities shall be filed with the principal or designee. The principal or designee shall forward a complainant about problems beyond his/her authority to the Superintendent or designee within ten (10) working days.
- C. Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to his/her complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. At the same time, the principal or designee shall report the same information to the Superintendent of Public Instruction.
- D. If a complainant is not satisfied with the resolution of the complaint, he/she may describe the complaint to the Governing Board at a regularly scheduled hearing.
- E. For complaints concerning a facility condition that poses an emergency or urgent threat to the health or safety of student or staff (for specifics see Purpose 3. above), a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction.
- F. Complaints and written responses shall be public records.

Reports

- A. The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board of Trustees and the County Superintendent of Schools on a quarterly basis. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board of Trustees meeting.

Notices

- A. A notice shall be posted in each classroom in each school in the district that there should be sufficient textbooks and instructional materials to use in class and to take home to complete required homework assignments; and facilities must be clean, safe, and maintained in good repair.

SEXUAL HARASSMENT (EC§ 48980)

The Governing Board shall not tolerate the sexual harassment of any student by any other student or district employee.

The Governing Board recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. Any student or employee who is found to have committed sexual harassment shall be subject to disciplinary action.

To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing district-wide rules, and providing student instruction and counseling. All district personnel shall receive training and/or instruction on the prohibition of sexual harassment in the workplace. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment.

The Governing Board encourages students or staff to immediately report incidences of sexual harassment to the principal or designee. The principal shall immediately report in writing any alleged incidents of sexual harassment to the District's Sexual Harassment Investigative Team. The team will promptly investigate all such claims in a confidential manner. In no case shall the student be required to resolve the complaint directly with the offending person.

STUDENT NON-DISCRIMINATION/EQUAL ACCESS

There shall be no discrimination with respect to color, race, creed, religion, national origin, sex, handicap or age against students who are applying for admission to or who attend our schools except as otherwise provided by law. No person(s) shall discriminate against or harass other person(s) because of race, sex, color, creed, handicap, national origin or ancestry.

No student shall be denied access to school programs, services, or instruction on the basis of race, sex, color, creed, handicap, national origin or ancestry.

NOTE: The reporting of any discrimination or harassment shall be made to the Principal or his/her designee.

STATEMENT OF NONDISCRIMINATION (Title VI CRA '64): The district is required to have a policy of nondiscrimination on the basis of race, color, national origin, sex, or handicap. This policy requires notification in native language if service area contains a community of minority persons with limited English language skills. Notification must state that district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent.

REHABILITATION ACT HANDICAPPED PUPILS (Section 504 of Rehabilitation Act): Requires District to annually notify handicapped pupils and their parents of district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act.

AFFIRMATIVE ACTION POLICY

Carlsbad Unified School District is committed to providing equal employment opportunities to all persons without regard to sex, marital status, race, color, religion, age, national origin or handicap.

TITLE IX

UNIFORM COMPLAINT PROCEDURES

DISTRICT UNIFORM COMPLAINT PROCEDURES

Discrimination issues involving Title IX of the Educational Amendments of 1972 shall be referred to the U.S. Office of Civil Rights (OCR). Title IX complainants will only be referred to the OCR if there is no state discrimination law or regulation at issue. Unless otherwise negotiated through a memorandum of understanding and/or agreement, a preliminary inquiry and/or investigation concerning these complaints will be conducted by OCR. The complainant shall be notified by certified mail if his or her complaint is transferred to OCR by the State Superintendent of Education.

TITLE IX POLICY

It is the policy of the Carlsbad Unified School District not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Assistant Superintendent, Instructional Services and Title IX Coordinator, for the Carlsbad Unified School District, 6225 El Camino Real, Carlsbad, California 92009, telephone (760) 331-5000, or the Director, Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

EDUCATION CODE

212.5 Sexual harassment

230 Particular practices prohibited

TITLE VII OF CIVIL RIGHTS ACT OF 1964 (43 USC 2001a, et. seq.)

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Government Code

12900, et. seq. California Fair Employment and Housing Act

FREE EXPRESSION & ASSEMBLY

EDUCATION CODE

212.5 Sexual harassment

230 Particular practices prohibited

TITLE VII OF CIVIL RIGHTS ACT OF 1964 (43 USC 2001a, et. seq.)

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Government Code

12900, et. seq. California Fair Employment and Housing Act

- Since these problem areas violate state law, school officials may need to notify the appropriate law enforcement authorities. If this occurs, school officials will contact the parents either by telephone or by a certified letter. Any action authorities might take will be in addition to the action taken by the school.
- Students of the public schools shall have the right to exercise freedom of speech and of the press, except that expression shall be prohibited which is obscene, libelous, or

slanderous. Student editors of official school publications shall be responsible for assigning and editing the news, editorial, and feature content of their publications subject to the limitations of this section. However, it shall be the responsibility of a journalism adviser or advisers of student publications within each school to supervise the production of the student staff, to maintain professional standards of English and journalism, and to maintain the provisions of this section.

NCLB: NO CHILD LEFT BEHIND

No Child Left Behind federal legislation supports the school district's efforts to provide our parents and children with the best education possible. As part of our efforts to respond to the new *No Child Left Behind* act, we want to inform you that parents of students attending a Title I school may now request information about the professional qualifications of their student's classroom teacher. Specifically, parents may request information about:

- 1) Whether your student's teacher has met state qualification and licensing standards for the grade levels and subject areas that they teach;
- 2) Whether your student's teacher is teaching under an emergency credential or license, or other provisional status;
- 3) The teacher's college major; the types of college or graduate degree(s) he/she holds, and the field of discipline of his/her degree(s); and
- 4) Whether your student is provided services by paraprofessionals and, if so, their qualifications.

This information is available to parents by requesting it in person from the school office. Thank you again for the opportunity and privilege of serving you and your child. If you have any questions, please contact Torrie Norton, Assistant Superintendent, Personnel Services @ 760-331-5025. www.cde.ca.gov.nclb.index.asp

**CARLSBAD UNIFIED SCHOOL DISTRICT
COMPLAINT CONCERNING DISTRICT EMPLOYEES**

TO: _____

FROM (Complainant's Name): _____

ADDRESS: _____

TELEPHONE NO.(s): _____

SIGNATURE: _____ **DATE:** _____

This complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of a prior attempt to discuss the complaint with the employee involved and the failure to resolve the matter. (Note: The employee shall receive a written copy of the complaint.)

Response from Principal/Supervisor:

Signature: _____ Date: _____

CARLSBAD UNIFIED SCHOOL DISTRICT

**6225 El Camino Real
Carlsbad, California 92009**

Uniform Complaint Procedure

Under Governing Board Policy 1312.3, the Governing Board recognizes that the District is responsible for complying with applicable state and federal laws and regulations governing educational programs. Under Governing Board Policy 1312.1 (I)(A), it is possible to submit a formal complaint against an employee, school, or the school district in regards alleging unlawful discrimination based on ethnic group identification, religion, age, gender, sex, sexual orientation, color, race, ancestry, national origin, or mental or physical disability. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state or federal laws in consolidated categorical aid programs, migrant education, adult education, vocational education, child care and development programs, child nutrition programs, and special educational programs. The complaint must have the name of the complainant and current address to which a response may be delivered. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. If the response is not satisfactory, a complaint may be brought to the district Governing Board (see attached Uniform Complaint Procedures pamphlet).

Please state the specific complaint and the reasons you believe this policy or practice should not be followed. **Please sign the complaint and submit to the Assistant Superintendent, Instructional Services.**

SPECIFIC COMPLAINT:

(If additional space is needed please attach to this form)

Signature of Complainant

Address: _____

Telephone: _____

Date signed: _____

**HEALTH EDUCATION, PUPIL SERVICES, AND PARENTS' OR STUDENTS'
RIGHTS REQUIRING ANNUAL NOTIFICATION**

DEAR PARENT/GUARDIAN:

State and federal laws require school districts to notify parents and guardians of minor pupils of parental rights. The law requires the parents or guardians to sign a notification form and return it to school. The signature is an acknowledgment that the parents or guardians have been informed of their rights but does not indicate that consent to participate in any particular program has been either given or withheld.

Some legislation requires additional notification to the parents or guardians during the school term or at least 15 days prior to a specific activity. (A separate letter will be sent to parents or guardians prior to any of these specified activities or classes, and the student will be excused whenever the parents or guardians file with the principal of the school a statement in writing requesting that their child not participate.) Other legislation grants certain rights that are spelled out in this form. Items marked with a ** reference specific documentation to be provided by the district.

The following rights, responsibilities, and protections are provided (when used in this notification "parent" includes a parent or legal guardian):

RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC § 35291): Rules pertaining to student discipline, including those that govern suspension or expulsion, are outlined in EC§ 48900 *et seq.* and are available from the building principal. They are also communicated to all students every year. In addition the following disciplinary information is to be provided to parents:

****Sexual Harassment Policy (EC § 231.5; 5 CCR § 4917):** Each district shall have a written policy on sexual harassment, and shall provide a copy of such policy, as it pertains to students, with the annual notification. Districts are also required to display the policy in a prominent location and include in orientation for employees and students.

Dress Code/Gang Apparel (EC § 35183): Authorizes district to adopt reasonable dress code.

Sun Protective Clothing/Use of Sunscreen (EC § 35183.5): Requires school sites to allow for outdoor use of sun-protective clothing. Further provides for the use of sunscreen by students during school day and authorizes sites to establish policy.

Duty Concerning Conduct of Pupils (EC § 44807): Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

Laser Pointers (PC § 417.27): Prohibits possession of laser pointer for any student, unless possession is for valid instructional or other school related purpose.

Duties of Pupils (5 CCR § 300): Requires pupils to conform to school regulations; obey all directions; be diligent in study and respectful of teachers and others in authority; and refrain from profane and vulgar language.

DRUG FREE CAMPUS (Alcohol and Other Drug Use Prevention Education): Possession, use or sale of narcotics, alcohol or other controlled substances is prohibited and strictly enforced at all school activities. Records will be forwarded to local law enforcement, and district sanctions will result from violations.

SCHOOL ACCOUNTABILITY REPORT CARD (EC §§ 33126, 35256): Districts must provide parents and guardians with a copy of the school accountability report card upon request and make a concerted effort to notify parents of the purpose of the school accountability report cards.

HEALTH, FAMILY LIFE, AND SEX EDUCATION: CONFLICT WITH RELIGIOUS BELIEFS (EC § 51240): Whenever any part of the instruction in health, family life, or sex education conflicts with religious training and beliefs or personal moral convictions of the parent or guardian, the student shall be excused from that part of the instruction upon written parental request.

SEXUAL HEALTH EDUCATION AND HIV/AIDS PREVENTION (EC § 51938): A parent has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to such education. Parents have the right to inspect and review materials to be used, and to request in writing that their child not participate. Districts must, at the beginning of the school year or at a new enrollment, notify parents about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on pupil health behaviors and risks. If a school district elects to provide comprehensive sexual health education or HIV/AIDS prevention education through outside consultants and/or an assembly, notice must be provided to parents that includes the date of instruction, the name of the organization or affiliation of each guest speaker and information stating that the parent/guardian has the right to request a copy of Education Code Sections 51938, 51933 and 51934. Parents have the right to request a copy of the California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act, Education Code Sections 51930-51939.

PUPIL NUTRITION (EC §§ 49510-49520): Reduced Price Lunches: Needy pupils may be eligible for free or reduced priced meals. Details are available at your child's school site.

RIGHT TO REFRAIN FROM HARMFUL USE OF ANIMALS (EC § 32255-32255.6): Pupils may choose to refrain from participating in educational projects involving the harmful or destructive use of animals, based on moral objections, and complete an alternative educational project acceptable to the teacher.

IMMUNIZATION AND COMMUNICABLE DISEASES (EC §§ 48216, 49403): Requires district to exclude pupils who have not been properly immunized pursuant to Health and Safety Code 120325 and 120335. District must notify parents that they have two weeks to supply evidence either that the pupil has been properly immunized or is exempted from the requirement. Authorizes district to administer immunizing agent to pupils, whose parents have consented in writing, to the administration of such immunizing agent.

MEDICATION (EC § 49423): Any student who must take prescribed medication at school and who desires assistance of school personnel must submit a written statement of instructions from the physician or physician assistant and a parental request for assistance in administering the medications. Any student may carry and self-administer prescription auto-injectable epinephrine only if the student submits a written statement of instructions from the physician or physician assistant and written parental consent authorizing the self-administration of medication, providing a release for the school nurse or other personnel to consult with the child's health care provider as questions arise, and releasing the district and personnel from civil liability if the child suffers any adverse reaction as a result of the self-administration of medication.

CONTINUING MEDICATION REGIMEN (EC § 49480): The parent or legal guardian of any public school pupil on a continuing medication regimen for a non episodic condition shall inform the school nurse or other designated certificated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with the school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

MEDICAL AND HOSPITAL SERVICES FOR PUPILS (EC § 49472): Authorizes districts to provide medical or hospital services through non-profit membership corporations or insurance policies for pupil injuries arising out of school-related activities.

PUPILS WITH TEMPORARY DISABILITIES; INDIVIDUAL INSTRUCTION (EC §§ 48206.3, 48207, 48208): Requires districts to notify parents of availability of individualized instruction for students with temporary disabilities. The parent or guardian of a pupil hospitalized or with a temporary disability shall notify the school district where the pupil is receiving care and if an individual instruction program is desired.

REHABILITATION ACT HANDICAPPED PUPILS (Section 504 of Rehabilitation Act): District must annually notify handicapped pupils and their parents of the district's non-discriminatory policy and duty under Section 504 of the Rehabilitation Act.

SPECIAL EDUCATION; CHILD FIND SYSTEM (IDEA; EC § 56301): District must inform parents of federal law requirement that a free and appropriate public education (FAPE) in the least restrictive environment be offered to qualified pupils with disabilities ages 3 through 21 years. Any parent suspecting a child has exceptional needs due to a disability may request an assessment for eligibility for special education services through the school principal. Policy and procedures must include written notification to all parents of their rights pursuant to EC § 56300.

SPECIAL EDUCATION; COMPLAINTS (5 CCR § 3080): State regulations require the district to establish procedures to deal with complaints regarding special education. If you believe that the district is in violation of federal or state law governing the identification or placement of special education students, or similar issues, you may file a written complaint with the district. State regulations require the district forward your complaint to the State Superintendent of Public Instruction. Procedures are available from your building principal.

SPECIAL EDUCATION; AIDING PARENTS IN DUE PROCESS HEARINGS (EC § 56502): Requires the State Superintendent to develop a model form to assist parents and guardians in filing requests for due process. Forms are available at the district office for parents that wish to initiate due process hearings relating to special education rights.

SPECIAL EDUCATION; INSPECTION OF SCHOOL RECORDS (EC § 56043(n)): Specifies the rights of parents with children with exceptional needs to examine and receive copies of records within five business days after a request is made, and before any IEP meeting, hearing or resolution session regarding their child.

PHYSICAL EXAMINATION; PARENT REFUSAL TO CONSENT (EC § 49451): A child may be exempt from physical examination whenever the parents file, annually, a written statement with the school principal stating that they will not consent to routine physical examination of their child. Whenever there is good reason to believe the child is suffering from a recognized contagious disease, the child will be excluded from school attendance.

CHILD HEALTH AND DISABILITIES PREVENTION PROGRAM (HSC §§ 124085, 124105): Requires parents of kindergarten and first grade pupils of requirement of physical examination for first grade enrollment and availability of free health screening through local health department. Requires up to five days of exclusion for failure to comply or sign a waiver.

ASBESTOS (40 CFR § 763.93): The district has a plan for eliminating health risks that are created by the presence of asbestos in school buildings. It may be reviewed at the district office.

****USE OF PESTICIDES (EC §§ 48980.3, 17612):** School districts shall inform parents or guardians about the use of pesticides on school grounds as part of the annual parent notice. Such notice must include the name of all pesticide products expected to be applied at the school site during the upcoming year, the active ingredient(s) in each pesticide product. Parents may register with the school site if they wish to receive notification of individual pesticide applications at the school site at least 72 hours prior to the application. Additional information on pesticides is made available by the Department of Pesticide Regulation at www.cdpr.ca.gov.

COMPREHENSIVE SCHOOL SAFETY PLAN (EC §§ 32286, 32288): Each school is required to report on the status of its school safety plan, including a description of its key elements, in the annual school accountability report card. Planning committee is required to hold a public meeting to allow members of the public the opportunity to express an opinion about the school plan. Planning committee to notify in writing specified persons and entities. District to notify State Department of Education by October 15th of schools that are not in compliance with safety plans.

SCHOOL BUS AND PASSENGER SAFETY (EC § 39831.5): Requires bus safety regulations to be provided to all new students.

COMPLAINTS CONCERNING DEFICIENCIES RELATED TO INSTRUCTIONAL MATERIALS, ETC. (EC § 35186): Notice must be provided regarding the requirement of schools to have sufficient textbooks and instructional materials, clean and safe facilities, and no teacher vacancies or misassignments as defined. Forms to file a complaint of deficiencies are available at the district office. .

NOTICE OF ALTERNATIVE SCHOOLS (EC § 58501): California State law authorizes all school districts to provide for alternative schools. The Education Code defines alternative school as a school or separate class group within a school, which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may result in whole or in part from a presentation by his teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the *County Superintendent of Schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information.* This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district.

STATEMENT OF NONDISCRIMINATION (Title VI CRA 64): The district is required to have a policy of nondiscrimination on the basis of race, color, national origin, sex, gender identity, actual or perceived sexual orientation or handicap. This policy requires notification in native language if service area contains a community of minority persons with limited English language skills. Notification must state that district will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. This policy applies to all students insofar as participation in programs and activities is concerned, with few exceptions such as contact sports. In accordance with federal law, complaints alleging noncompliance with this policy should be directed to the school principal. Appeals may be made to the district superintendent.

****ATTENDANCE - Sections pertaining to school attendance:**

Intradistrict Choice Policy (EC § 35160.5(b)): Requires districts to adopt rules and regulations establishing a policy on Intradistrict/open enrollment with in the district for residents of the district.

Interdistrict Attendance (EC § 46600): Authorizes two or more districts to enter into agreement up to five years, providing for interdistrict attendance of students and stipulating terms and conditions under which such attendance will be permitted or denied.

Open Enrollment Act (EC § 48350 et seq.): Requires districts to notify parents with students enrolled in "low-achieving schools," as identified by the Superintendent of Public Instruction each year, of their right to request a transfer to a higher-achieving school.

Absence for Confidential Medical Services (EC § 46010.1): Requires district to notify pupils in grades 7 to 12, and their parents, that law permits school to excuse pupils for purpose of obtaining confidential medical services without consent of parent.

Absence for Religious Instruction (EC § 46014): Authorizes districts to adopt resolution and regulations to allow pupils with parent consent to be excused to participate in religious exercises/instruction.

****Attendance Options (EC § 48980(h)):** Requires district to advise parents of all current statutory attendance options.

****Notification of Minimum Days and Pupil Free Staff Development Day (EC § 48980(c)):** Requires annual notification to advise parents of schedule of minimum days and pupil-free staff development days at beginning of year or as early as possible/no later than one month prior.

Grade Reduction/ Loss of Academic Credit (EC § 48980(j)): No pupil shall have his/her grade reduced or lose academic credit for any excused absence pursuant to EC § 48205 for missed assignments / tests that can reasonably be provided / completed.

Excused absence; Justifiable personal reasons; Credit § 48205; Truancy § 48260 et seq. State law permits students to be absent for justifiable reasons and allows for completion of missed assignments. Students who are absent without valid excuse, and their parents/guardians, may be subject to truancy and/or criminal proceedings under Education Code 48260 *et seq.* Excused absences:

(1) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is: (a) Due to his or her illness. (b) Due to quarantine under the direction of a county or city health officer. (c) For the purpose of having medical, dental, optometrical, or chiropractic services rendered. (d) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California. (e) For the purpose of jury duty in the manner provided for by law. (f) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent. (g) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board. (h) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(2) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(3) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(4) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(5) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

FINGERPRINTING PROGRAM (EC § 32390): Districts choosing to offer a voluntary fingerprinting program shall inform parents upon enrollment of child, and annually, of the availability of the program. Fingerprinting requires written parental consent, and the document made shall be provided to the parent.

SEX EQUITY IN CAREER PLANNING (EC § 221.5(d)): Requires district to notify parents in advance of career counseling and course selection commencing with course selection for Grade 7, to promote sex equity and allow parents to participate in counseling sessions and decisions.

INVESTING FOR FUTURE EDUCATION (EC § 48980(d)): May advise parents of importance of investing for higher education.

****COLLEGE REQUIREMENTS AND TECHNICAL EDUCATION (EC § 51229):** For grades 9 to 12, districts are required to provide parents with written notification regarding college admission requirements, information about University of California and California State University websites, information about technical information and the availability of school counselors to help students in choosing appropriate high school courses.

STATE FUNDED ADVANCED PLACEMENT EXAMINATIONS (EC §§ 48980(k), 52244): Requires annual notification to advise parents of the availability of state funds to cover costs of advanced placement examination fees for eligible economically disadvantaged high school pupils.

****HIGH SCHOOL EXIT EXAM (EC §§ 48980(e), 60850):** Pupils completing 12th grade are required to successfully complete the high school exit exam as a condition of graduation. Details regarding the date of the exam, the requirements for passing the exam, and the consequences of not passing the exam, shall be provided annually.

CHILDREN IN HOMELESS SITUATIONS: Each local district shall appoint a liaison for homeless children who shall ensure the dissemination of public notice of the educational rights of students in homeless situations. Parental Notification requires districts that receive Title I funds to notify parents of the following requirements under "No Child Left Behind." **Program Improvements**-Parent/Guardian shall be notified when their children's school is identified as a "program improvement" and the opportunities for school choice and / or supplemental instruction **Teacher Qualifications**-Parent/Guardian shall be notified that they may request specified professional qualifications of the student's classroom teacher(s) and assigned paraprofessional(s).

UNSAFE SCHOOL CHOICE (5 CCR § 11993(k)) – Parents/guardians shall be notified of elementary and/or secondary schools considered to be "persistently dangerous" pursuant to California Department of Education guidelines and of available options. "Any firearms violations" is an event which must be considered in determining whether a school site is at risk of being classified as persistently dangerous.

****UNIFORM COMPLAINT PROCEDURES (5 CCR § 4622):** For legal compliance with annual parent notification requirements for Uniform Complaint Procedure, attach the California Department of Education's "SAMPLE ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES" also available at www.cde.ca.gov/re/cp/uc/, tailored to your district.

PARENT ATTENDANCE OF SUSPENDED STUDENT DURING SCHOOLDAY (EC § 48900.1): Parents or guardians must be provided with notice prior to a school district implementing a policy authorizing teachers to require the parent or guardian of a suspended pupil to attend a portion of a schoolday in the class of the suspended pupil.

PUPIL INSURANCE FOR ATHLETIC TEAMS (EC § 32221.5): Requires school districts that elect to operate an interscholastic athletic team or teams to include a specified statement regarding no-cost or low-cost local, state, or federally sponsored health programs in offers of insurance coverage and in other letters and printed materials.

SCHOOL ACCREDITATION (EC § 35178.4): Requires a school district to notify each parent or guardian of a pupil in a school that has lost its accreditation status and the potential consequences of the school's loss of status, in writing or by posting the information on the school district's or school's Internet Web, or by any combination of these methods.

PUPIL HEALTH: ORAL HEALTH ASSESSMENT (EC § 49452.8): Requires notification of the requirement that pupils enrolled in kindergarten, or in the first grade if not previously enrolled in kindergarten, present proof of having received an oral health assessment as specified or completion of a form provided by district on which the parent can indicate why an oral health assessment by a licensed dentist or other registered dental health professional assessment cannot be completed.

PUPIL RECORDS; NOTIFICATION OF RIGHTS (20 USC § 1232g; EC §§ 49063, 49069, 49073): Federal and State laws grant certain rights of privacy and right of access to students and to their parents. District must annually inform parents or “eligible” pupils of their rights concerning pupil records under Section 49063. Full access to all personally identifiable written records maintained by the school district must be granted to:

- 1) Parents of students age 17 and younger,
- 2) Parents of students age 18 and older if the student is a dependent for tax purposes,
- 3) Students age 18 and older, or students who are enrolled in an institution of postsecondary instruction (called “eligible students”).

Parents, or an eligible student, may review individual records by making a request to the principal. District must respond to a pupil record request by providing access no later than five business days following the date of request. The principal will see that explanation and interpretations are provided if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon request. In addition, parents or eligible students may receive a copy of any information in the records at reasonable cost per page. District policies and procedures relating to: location of, and types of, records; kinds of information retained; persons responsible for records; directory information; access by other persons; review; and challenge of records are available through the principal in each school. When a student moves to a new district, records will be forwarded upon the request of the new school district. At the time of transfer the parent (or eligible student) may review, receive a copy (at a reasonable fee), and/or challenge the records.

If you believe the district is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Secretary of Education.

The district also makes student *directory information* available in accordance with state and federal laws. This means that each student’s name, birth date, birthplace, address, telephone number, major course of study, participation in school activities, dates of attendance, awards, and previous school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations (other than employers, potential employers, or news media). Names and addresses of seniors or terminating students may be given to public or private schools and colleges, parents and eligible students will be notified prior to the destruction of any special education records.

Upon written request from the parent of a student age 17 or younger, the district will withhold directory information about the student. If the student is 18 or older or enrolled in an institution of postsecondary instruction and makes written request, the pupil’s request to deny access to directory information will be honored. Requests must be submitted within 30 calendar days of the receipt of this notification.

Form 174 – ISS – (Rev. 5/2011)
San Diego County Office of Education

The following items are specific to the Carlsbad Unified School District:

The governing board of the Carlsbad Unified School District, pursuant to Section 44808.5 of the Education Code, has decided to permit the pupils enrolled at Carlsbad High School to leave the school grounds during the lunch period. Section 44808.5 of the Education Code further states: “ ‘Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.’ ” (Stats. 1976, c. 1010, § 2, operative April 30, 1977.)

****High School Exit Exam - Students will not receive a diploma until they pass both parts (English Language Arts and Mathematics) of the high school exit exam. The test administration dates in Carlsbad for 2011-2012 are as follows:**

English Language Arts: November 1, 2011; March 13, 2012; May 8, 2012; July 24, 2012

Mathematics: November 2, 2011; March 14, 2012; May 9, 2012; July 25, 2012

**Please see Signature Verification Page to provide acknowledgement
of the Rights Requiring Annual Notification**