

CASTAIC UNION SCHOOL DISTRICT

CASTAIC MIDDLE SCHOOL

“Nationally Recognized California School to Watch”
California Distinguished School
California Gold Ribbon School



2018-2019

Parent/Student Handbook

Rights and Responsibilities

Bob Brauneisen, Principal
Nicole Price, Assistant Principal

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Castaic Middle School
“Nationally Recognized School to Watch”
Bob Brauneisen, Principal

Welcome to Castaic Middle School, Home of the Cougars. CMS students are given multiple opportunities to become involved in and out of the classroom. Students with a GPA of 3.5 or higher are invited to be part of the National Junior Honor Society (NJHS). CMS TV and Cougar Tracks are available for students who are interested in video production and the yearbook for those interested in print journalism. For students who want to take on a leadership role, we offer ASB, Student Council, Safe School Ambassadors (SSA) and Drug Free Youth in Town (DfYit). We offer Fine Arts and Career Pathways with opportunities to participate in different levels of band, Culinary Arts, Exploratory Sports Medicine and Introduction to Drone Technology. Lastly, for the sports focused students CMS offers Intramural Sports during lunch time, as well as, the participation in the Santa Clarita Valley Middle School Cross Country Meet and Track Meet.

Please take the time to read the important information contained in this Handbook with your family. Reading this handbook will provide you with the rules, guidelines and expectations and help you make good choices to be a positive participant at CMS. At Castaic Middle School our school vision is to empower the learners of today for the challenges of tomorrow.

Sincerely,

Bob Brauneisen
Principal

School Office Hours – 8:00am-4:00pm

Students should not arrive at school earlier than 8:00am as supervision prior to that time is not provided. Any student who arrives late to school (after 8:35am) must report directly to the Main Office to get a tardy slip. Phone calls will only be answered during the hours of 8:00am and 4:00pm at (661) 257-4550. Voicemail and email are available.

NO Delivery to Students

Please understand that it is our job to prepare middle school students for high school. In an effort to do so, the front office will not handle requests to deliver messages, money, lunches, P.E. clothes, homework assignments, or forgotten projects. Birthday balloons, flowers, and presents are not allowed on campus and will not be held in the front office.

Visitors on Campus

Castaic Middle School is a SECURE CAMPUS. All visitors, guests, and parents must sign in at the Main Office and present their driver’s license to receive a badge to be worn during the visit. Volunteers must have a copy of their volunteer form and TB test on file before they can be in the classroom or at school events. We do not allow student visitors during school hours.

As the parent of a student you have many rights and responsibilities. This booklet talks about many of those laws, policies and statutes which cover them. We suggest you read it. We must get the signed form returned or your child may not be able to attend classes. This booklet talks about when your child is absent from school. Only in certain cases is it permissible for a student to miss school.

Teachers build your child's education one day at a time, so every day is essential. In elementary, middle, junior, and high school, moving ahead, or even graduation, can be put in jeopardy if too many days are missed. Work with the teacher when a child must miss school. Get homework assignments and review work. There is only one chance to get a great education.

PARENT INVOLVEMENT

◆ Communication

Castaic Middle School communicates with families in a variety of ways:

- Report cards and progress reports, and Jupitergrades, which document student progress.
- Our CMS website: cms.castaicusd.com
- Our staff makes a conscientious effort to return phone calls and respond to emails within 48 hours
- Parents/guardians are encouraged to initiate communication with staff regarding their student's progress.

◆ Staff Contact

All teachers and administrators may be reached by email. Addresses are always lowercase first letter of the first name, and complete last name: @castaicusd.com. CMS website: cms.castaicusd.com

◆ District Website

The District website contains information related to District-wide issues, such as safety, board policies, boundaries and calendars. Schools and classes may post web pages. The District website can be found at www.castaicusd.com

◆ Parent Advisory Committee (PAC)

The CMS PAC was developed to promote a strong unity between students, school, and community. It is one of the main ways a parent may be part of the decision making process and help plan and organize school functions. One function of the PAC is to raise funds for providing essentials or extras, or special programs or projects initiated directly by the PAC. In addition the PAC provides support for the students, staff, and families at Castaic Middle School (CMS).

◆ Fundraisers

Only items promoted by Castaic Middle School fundraisers may be sold on campus. Other items being sold for profit will be confiscated and suspension may ensue.

◆ Civility on School Grounds

It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds. [CC 1708.9, EC 32210]

ENROLLMENT AND ATTENDANCE

◆ Attendance, Tardies and Truancies

Parents are asked to call the school on the day of a student's absence. A note sent on the day the student returns is also acceptable. This note should include the dates and reasons for absence. To report and clear an absence, please call our Attendance Office at 257-4550 ext 2100.

Tardies

Tardiness is a disruption to the total classroom learning process. Castaic Middle School's tardy policy is intended to encourage students to be on time and ready to learn. A student is considered tardy if they are not in their seat when

the bell rings, and demerits will be given to students for being tardy. Multiple tardies will result in administrative consequences including lunch detention. Students with excessive tardies will be referred to the Student Attendance Review Board (SARB).

A tardy becomes truant after the tardiness exceeds 20 minutes, per California EC. Eighth grade students with excessive tardies during the last semester of school may find themselves on the Loss of Privilege list.

Early Release of Student

All requests for early release from class should be made in writing in advance by the parent/guardian and brought to the Main Office before the first period begins by the parent/guardian or student. At times, it is understood that a parent will report to the office to have his/her child released from school early. The parent/guardian will be required to sign the early dismissal register at the time his/her child is to be dismissed. Please note, without prior notification, students who are in their PE class, at lunch or at nutrition may take a little longer to come up to the office.

Excused Absences

Illness, unavoidable medical, dental and legal appointments, religious functions and or/bereavement are the only excused absences per California Ed Code.

Unexcused Absences

Other absences, even with parental permission, are classified by the State of California as unexcused. All absences must be cleared within 72 hours. All uncleared absences will be recorded as truanancies.

Multiple Absences

The Castaic Middle School staff support the research which shows a direct relationship between good attendance and student achievement. All 7th – 8th grade students are required by California law to attend school full time. It is important that parents and guardians plan vacations and appointments in coordination with the school calendar.

Students with excessive absences, as deemed by district policy, (for either a full day or an individual class), will be issued disciplinary consequences. If attendance does not improve, the student will be referred to the "School Attendance and Review Board" (SARB).

Truanancies

Students are expected to be in classes at all times. Students who are not in class and not excused are considered truant and will be assigned consequences and may be referred to the Student Attendance Review Board (SARB). Students may be cited (ticketed) by the Santa Clarita Sheriff's Department. Students may be required to appear in Juvenile Court for sentencing, which could involve a fine and/or community service.

◆Dismissal: Cars, walkers & bus riders

The only official drop-off and pick-up area is in the front of the school in front of the main office. Please do not park in any reserved parking places or next to our red painted curb (fire lane).

All student walkers/bike riders (with helmets) are expected to follow appropriate dismissal rules, which include:

- Walking all bicycles on or near campus
- No loitering on any neighborhood corner (such as Barcelona Road and Hillcrest Parkway)
- No trespassing onto yards, littering or vandalizing any home or fence areas of our neighbors

All bus riders are expected to follow appropriate dismissal rules, which include:

- Arriving in a timely fashion to your designated bus stop
- Always showing respect for bus drivers and following ALL bus rules
- Waiting in the bus waiting area at the end of the school day

All car riders are expected to follow appropriate dismissal rules, which include:

- Sitting and waiting in appropriate designated areas until parent pick up
- No running around the sidewalks OR in the parking lot at any time

Students who ignore any dismissal rule may be issued consequences or demerits.

◆ General Absences

Children cannot learn if they are not in school. Children learn early about being on time and not missing school. For students 6 to 18 years old, daily school attendance is compulsory. Daily school attendance improves student achievement. Teach your child to be on time and that school attendance is an important family value.

It is also important that you know the state only awards funding to school districts for actual attendance. The state no longer funds districts for the excused absences listed below. Always review the school calendar and plan activities and vacations during days off. No pupils whose attendance is excused shall have grades or academic credit lost if assignments and tests can be reasonably completed.

Other attendance reports, such as truancy, still rely on excused and unexcused absences. There are legal consequences if your child misses too much school. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Unexcused absences result in a recorded truancy.

1. Notwithstanding EC 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, optometric, 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, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization. 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 any student 16 years old or older, with a GPA of 2.5 or higher, for the purposes of serving as a member of a precinct board for an election pursuant to Sec. 12302 of the Elections Code.
 - I. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
 - J. Participation in religious instruction or exercises in accordance with district policy.
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 thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
3. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

When a student returns from an absence with a note from his/her parent/guardian explaining the reason for that absence, it will be determined at that time whether or not the absence is EXCUSED, UNEXCUSED, OR TRUANT.

If a student returns from an absence without a documented excuse, that absence will remain UNEXCUSED until the parent/guardian corrects the official attendance records by contacting the school attendance office.

PLEASE NOTE: Parents can meet with the principal to set up a prearranged independent study contract if they know that the child will be absent for an unexcused reason, which will be at least five days.

◆**Truancy:**

The state defines three levels of truancy, each carrying more severe penalties for both the student and the parents or guardians. The three are truant, habitual truant, and chronic truant.

Truant: The state says a student is truant after missing three days of school or 30-minute periods without a valid excuse.

Habitual Truant: If a student is truant three or more times in a school year and an effort is made to meet with parents, then the student is a habitual truant.

Chronic Truant: A chronically truant student has missed 10 percent or more school days in a school year.

Interventions: Students who are habitually truant, miss a lot of school or are disorderly can be referred to a student attendance review board (SARB), a district attorney medication program, or the county probation department. Through these programs the student can be given guidance to meet special needs for improving attendance or improving school behavior. The goal is to intervene before a student enters the juvenile justice system or drops out.

Student Penalties: First truancy may result in a one-day weekend class. Second may be a written warning from a peace officer that stays in the student's records. Third may result in assignment to an after-school or weekend program, or a SARB or district attorney program. Fourth truancy places student within the jurisdiction of the juvenile court; the student could become a ward of the court and be required to do community service, pay a fine of \$100, attend truancy prevention program, and lose driving privileges.

Parent Penalties: In Education Code: first conviction - \$100 fine; second conviction - \$200 fine; third – up to \$500. In Penal Code: parents of elementary students who are chronic truants face a \$2,000 fine or imprisonment up to a year or both. They may also be scheduled to meet regularly with district staff and/or be referred for help. [EC 48260, 48260.5, 48261, 48262, 48263, 48263.5, 48263.6, 48264.5, 48291, 48293, 48320, Penal Code 270.1, 830.1; Welfare and Institution Code 601.3; Vehicle Code 13202.71]

◆**Attendance Options:**

The governing board annually reviews attendance options including how students may attend a district school outside their attendance area (intradistrict). This district has non-arbitrary rules explaining how students may apply, be accepted or denied transfer to district schools. Many districts, by agreement, also allow the transfer of students from or to other districts (interdistrict).

1. Intradistrict transfers:

The Governing Board desires to provide options that meet the diverse needs, potential and interests of District students and shall annually review enrollment options. Students who reside within District boundaries may apply for enrollment in any District school.

Students residing in any Board approved school attendance area shall be provided the options of attending their neighborhood school. After all children within each school's attendance area have been accommodated, the Superintendent or designee shall determine the capacity of each district school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area to fill any remaining placements.

The District will not provide transportation outside the school's attendance area. Upon request, the Superintendent or designee may authorize transportation for students living outside the school's attendance area from a designated bus stop within the attendance area if space is available. Priority for such transportation shall be based on demonstrated financial need. [EC 35160.5, 35291, 35351, 48980]

2. Interdistrict transfers:

The Governing Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. However, because of overcrowding at some schools

within the district and limited district resources, the Superintendent or designee will consider approving transfers only on a case-by-case basis through an Inter-District Attendance Agreement. [EC 46600-46611, 46621, 48204, 48209-48209.16, 48915, 48915.1, 48918, 48980, 52317]

◆ **Long-term Independent Study**

Independent Study may be available to students who have health or other issues that require them to be absent five or more consecutive school days. Please contact the Attendance Office at least one week in advance to make arrangements regarding assigned work and daily attendance credit. A contract must be signed by the student, parent and school official. Independent Study work cannot be given in advance of the absence, but must instead be completed during the absence and returned by the day indicated on the contract or it will not be accepted. Any daily agreed upon work which is uncompleted, will be recorded as an unexcused absence and may adversely affect the student's grade.

◆ **Attendance Where Caregiver Resides**

If your child lives in the home of a caregiving adult, as defined by law, your child may attend the school district in which that residence is located. Execution of an affidavit, under penalty of perjury, by the caregiving adult is required to determine that your child lives in the caregiver's home. [EC 48204(a), 48980(h); Family Code 6550-6552]

◆ **Attendance in District in Which Parent/Guardian is Employed**

Your child may have the option of attending school in the school district where you or your spouse are employed for at least 10 hours per week. If interested, call the office for information. [EC 48204(b), (d), and (f), 48980(i)]

◆ **Homeless Youth Education**

If your child is homeless, he/she may have the right to immediate enrollment in the school of origin or the school where currently residing without proof of residency. For eligibility, support, and further information, contact the Director of Special/Categorical Programs. [EC 51225.1, 51225.2]

◆ **Individualized Instruction**

If your child has a temporary disability preventing him/her from attending regular classes, the district will provide individual instruction when possible. [EC 48206.3, 48980(b)]

◆ **Pupils in Hospitals Outside of School District**

If, due to a temporary disability, your child is in a hospital or other residential health facility, which is located outside your school district, he/she may be eligible to attend the school district in which the hospital is located. [EC 48207] If this situation should arise, you should notify both the district where you reside and where the hospital is located so that individualized instruction, if possible, can be provided. [EC 48208]

◆ **Minimum Days/Pupil Free Staff Development Days**

If your child will be affected by minimum days or staff development days, we will give you at least one month's notice. The dates that were known at press time are printed in the calendar in this booklet. [EC 48980(c)]

◆ **Notice of Alternative Schools**

California state law authorizes all school districts to provide for alternative schools. Section 58500 of 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/her desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his/her 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 offices 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. [EC 58501]

STUDENT TRANSPORTATION SERVICE

◆Transportation Fees:

The Board of Trustees has adopted a requirement that parents pay bus fees to cover a portion of the cost of the Transportation Program. Parents will be notified each year of the fee amounts, requirements, and procedures. Families with low incomes may be eligible for transportation at no fee. Forms for this purpose are available in school offices or on the CUSD website. [BP/AR 3250]

◆Routes and Stops

All routes and stops have been established to promote safety of the students and maximum efficiency in the use of buses. Walk distances have been established at 2 miles for elementary students and 3.25 miles for middle school students.

◆School Bus Safety

To insure the safety and security of students riding the school bus, all riders must abide by the following adopted District rules and regulations. Failure to do so may cause refusal of transportation to any student.

1. Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. (CCR #14103) Riders shall follow the instructions and directions of the bus driver at all times.
2. The bus driver will assign seats on a permanent and/or temporary basis as needed for the safe transportation of pupils.
3. Students should be at the stop five minutes before the bus is scheduled to arrive.
4. When the school bus is approaching, the bus stop riders shall wait in line approximately 10 feet away from the curb until the bus stops, the door is opened and then enter the bus in an orderly manner and go directly to their seats. When arriving at the bus stop, remain in your seat until the bus comes to a complete stop and the door is opened, only then enter the aisle, and go directly to the exit.
5. Bus passes must be shown to the driver every time the student enters the school bus. Students attempting to ride the school bus without completing the application process will not be transported and will be escorted to the school office where the parent(s) will be contacted.
6. No eating or drinking is allowed on the bus.
7. No part of the body, hands, arms, or head should be put out of the window. Nothing should be thrown from the bus.
8. No animals are allowed on the bus.
9. Because serious safety hazards can result from noise or behavior that distracts the driver, loud talking, yelling, singing, whistling, scuffling, throwing objects, standing and changing seats are prohibited actions that may lead to suspension of riding privileges.
10. Skateboards, oversized backpacks, large objects including school projects, large boxes and musical instruments will not be allowed on the bus.
11. Students are required to ride the bus route and bus stop(s) indicated on the application.
12. No student riding the bus will be allowed to change his or her designated bus stop. All permanent changes must be submitted in a written authorization from their parent or legal guardian and will be granted upon availability of space.
13. Kindergarten students will not be released to any person other than the parent or legal guardian unless they are listed on the Emergency Information Form signed and authorized by the parent or legal guardian and submitted with this application. Progressive steps ultimately leading to the denial of transportation will be followed if no one is at the bus stop on a recurring basis to pick up the student.
14. On buses equipped with seatbelts, students are required to wear seatbelts at all times.

Bus Referrals

1st Referral: Written warning

2nd Referral: Denial of transportation up to three days with parent call/contact

- 3rd Referral:** Denial of transportation up to five days with parent conference before student may resume riding.
- 4th Referral:** Denial of transportation up to two weeks with parent conference before student may resume riding.
- 5th Referral:** Denial of transportation for the remainder of the year.

Automatic Denial of Transportation

- Fighting**.....Five (5) Days
- Driver Abuse (verbal)**..... Five (5) Days
- Endangering Any Passenger**.....Five (5) Days
- Driver Abuse (physical)**.....Remainder of School Year
- Weapons**.....Remainder of School Year
- Refusal to Wear Seatbelt**.....Immediate Denial of Transportation

The Transportation Department in conjunction with the School Site Principal shall have the latitude to increase or decrease the normal corrective measure within reason, considering the student’s age, frequency, and severity of offense, and other behavior patterns. In cases where the student’s behavior presents a danger to persons or causes damage to property, the student may be immediately suspended from transportation.

ACADEMICS AND CURRICULUM

◆Standards-Based Instruction

Standards-based instruction provides equity for all learners. The State of California has established standards for student knowledge in each curricular area. The instructional program at Castaic Middle School is aligned to these standards. Content standards describe what students should know and what they should be able to do in any given content area. California State Standards are located at: www.cde.ca.gov/standards.

◆Homework

The purpose of homework is to reinforce standard-based skills and to prepare for quizzes and tests. Homework will not be assigned during religious holidays or designated school vacations.

Homework Requests: Parents of students who have been absent three days or more may request and pick up homework assignments by calling the Attendance Office (ext. 2115). At least twenty-four hours is needed in order to contact the academic teachers involved. Students missing one or two days **must** contact their teachers when they return for make-up work.

◆Physical Education

PE is mandated by the state of California. Our CMS PE program emphasizes fitness and a variety of healthy activities. All students must wear PE issued clothing that includes their name written by a PE teacher during PE class. PE uniforms, including appropriate athletic footwear, are considered required class materials, and PE uniforms may NOT be worn to other classes; they are only to be worn during PE. Students who forget their PE clothes will be issued a clean set of PE loaners so that they may participate in the day’s lesson. Students must submit their CMS ID card when borrowing a set of PE loaner clothes. The ID card will be returned when the used loaners are returned. Any student refusing to dress for PE will receive further disciplinary action. PE is not cancelled when it is cold, so students will need appropriate cold weather sweats that meet PE criteria. PE uniforms and sweats will be available for purchase at pre-registration, or through PE classes the first few weeks of school. PE sweats may be purchased on your own, but must be all gray (light gray) with no designs, and must have the student’s name written on the front by a PE teacher.

◆Progress Reports and Report Cards

CMS maintains a quarter/semester grading system. Approximately every 5 weeks notification of progress will be available to students and parents. Parents are encouraged to contact their child’s teacher or counselor by email or phone if there is any concern regarding their child’s progress.

All progress reports and report cards will be available through Jupitergrades. If you are unable to access the online portal please contact the office and they will provide you with a paper copy. Please review the calendar at the beginning of this Agenda for dates when progress reports and quarter report cards will be handed to students. Please review the calendar at the beginning of this Handbook for dates when progress reports and quarter report cards will be handed to students.

◆ **8th Grade Loss of Privileges**

Both parents and students should be aware and understand the following ways a student may lose the privileges of all end of year activities. **If you are an 8th grader this also includes the privilege of participating in the CMS Promotion Ceremony:**

- Any student who receives fewer than **100 of the 120 possible credits (or fails more than four courses)** during their 7th and 8th grade years will become ineligible for participation in all 8th grade end of the year activities, including our promotion ceremony.
- Students who fail to follow the 8th grade contract during the 2nd semester may lose their 8th grade privileges, including participation in the promotion ceremony.

◆ **Academic Integrity – Cheating / Plagiarism Policy**

The governing board believes that Academic Honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, or plagiarize. Students found to have committed an act of academic dishonesty (cheating) shall be subject to disciplinary action, including the potential for receiving a zero (no credit) for that assignment, quiz or test. At CMS, there is a clear expectation that all students will conduct themselves with honor and integrity on all assignments.

You are cheating if you:

- Copy, paste, fax, email, exchange or duplicate assignments that will each be turned in an "original work."
- Use "cheat sheets" or have writing on your person or property during a quiz or text.
- Use programmed material in electronic devices when prohibited.
- Exchange answers with others (either giving or receiving answers).
- Take someone else's assignment and submit it as your own.
- Allow parents, family members, or friend to do work for you.
- Do not follow additional specific guidelines on cheating as established by a particular teacher.
- Submit material created by someone else without giving the name of the author and the source, publication, or website (i.e. plagiarism)

CMS will consistently enforce the CUSD Board Policy based on Education Code 44806. When a student takes credit for someone else's work, or allows someone else to copy their work, or students working in a group do not do all the work they are given credit for, this will be a violation of our academic honesty standards. If a student looks at another student's paper during a quiz or test, this is a breach of board policy. If a student plagiarizes someone's work, whether it be another student's or reference material, this will be a violation of board policy. Parents of students who have been academically dishonest will be notified of the event and a report will be filed in the student's discipline records in addition to any teacher-imposed consequences for cheating (i.e. no credit on the assignment).

At the teacher's discretion, a student can be removed from the class for two days for misbehavior, including academic dishonesty, according to California Education Code.

◆ **Curriculum and Personal Beliefs**

Comprehensive Sexual Health and HIV / AIDS Prevention (Grades 7-12)

In the California Comprehensive Sexual Health and HIV / AIDS Prevention Classes written and audiovisual educational material will be used and are available for inspection prior to the start of classes. You have a right to request, in writing that your child not attend these classes. You may withdraw this request at any time. School districts must ensure that all pupils receive sexual health instruction from adequately trained personnel in appropriate courses. In this District, staff (teachers) give such instruction. If taught by a consultant or in an assembly, parents will be given the dates, name or organizations and affiliation of speakers in this booklet or receive notice at least 14 days prior to the

dates of the class or assembly. Contractor's material will be accurate and age appropriate. This instruction will emphasize that sexual abstinence and abstinence from intravenous drug use as the most effective means for AIDS prevention and avoiding sexually transmitted diseases. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision-making skills to avoid high-risk activities. During this class students in grades 7 – 12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, texts, and questionnaires measuring student attitudes toward health, sex, and risk behaviors. Parents will be notified in writing and given the opportunity to review the material and can request in writing that their child not participate in any or all of the above activities. Copies of Education Code Sections 51938 and 51934 can be requested from your district or can be obtained online at www.leginfo.ca.gov. [EC 51933, 51934, 51937-51939; Health and Safety Code 151000]

Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [EC 32255]

Excused from Instruction Due to Religious Belief

Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. [EC 51240]

Your children may decide, or you may decide for them, not to participate in some parts of certain classroom activities for various reasons.

◆Tests/Surveys on Personal Beliefs

Unless you and your children over 18 give written permission, your child will not be given any test, questionnaire, survey, examination, or marketing material containing questions about your child's, or his/her parents' guardians' personal beliefs or practices in politics, mental health, anti-social, illegal, self incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may also opt out of their child supplying information to be used for marketing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to the surveys and personal information. [EC 60650, 51513, 60614, 60615; PPRA, 20 U.S.C.; No Child Left Behind Act (NCLB)]

STUDENT ACTIVITIES AND RESPONSIBILITIES

◆ID Cards

Students will receive an ID card after school ID pictures are taken in August. ID cards are used for cafeteria, computer, ASB activities and library privileges and to check out sports equipment. ID cards are also needed to claim a purchased yearbook. Students must carry their ID card at all times.

◆Associated Student Body (ASB)

ASB is Castaic Middle School's student government. The leadership students of ASB represent the voice of the student body at CMS. Each spring elections are held and the student body elects a president, and vice-president. Additional officers are appointed by the ASB Advisor. The ASB Advisor also teaches the ASB/Leadership elective class. ASB leadership students develop and encourage school spirit, by helping all students feel connected to Castaic Middle School. ASB leadership students plan dances, lunchtime activities, fundraisers, and special events and special activities. Students are encouraged to apply to be a member of ASB. Selection into the group is a competitive process based on the student's application and teacher recommendation.

◆ Clubs

CMS offers a variety of clubs that meet at lunch, before and after school. Schedules are available in the Main Office and listed on our Weekly Bulletin. A Club Expo is held during fall semester to introduce students to the variety of clubs on campus. Studies show a link between students who are involved in extracurricular school activities and student achievement. CMS staff encourages ALL students to participate and join at least one club and/or school wide activity to help you feel connected and involved in the CMS community.

◆ Yearbook

The yearbook staff is made up of 7th and 8th grade students. It is the yearbook staff who serve as formal recorders of all of the year's memories in words and photos. Students selected have good grades and excellent citizenship. Yearbook students (under the direction of the yearbook advisor) are the only students who may shoot photographs on campus.

◆ Cafeteria – Nutrition and Lunch

The cafeteria is open daily for breakfast and lunch. A free/reduced lunch application is available in the main office or online. Nutrition/brunch is a 15-minute period, which allows students to use the restroom and eat a snack in the quad area. **Lunches are eaten in three designated areas only: the MPR, the covered commons and outdoor quad area.** Never are students allowed to bring food, snacks or drinks onto the blacktop or field. Trash cans are located throughout the eating areas. Students are expected to throw away their own trash. Students are prohibited from selling any item (food or non-food) on campus unless officially approved through ASB. Students are never allowed to sell items for personal gain. Due to the Wellness Act, parents need to refrain from delivering snacks, fast food, or sweets for groups of students during lunchtime.

◆ Library

The CMS Library is an excellent resource for research and pleasure reading. The library is open before school, at nutrition, and during lunchtime.

Library books may be checked out for a two week period.

1. Students must have a current ID card.
2. Return books promptly – others may be waiting. Don't ignore library notices! Delinquent fines will result in loss of participating in special school activities.
3. Library computers are available for all students with documented internet privileges.
4. Each student is responsible for the specific number coded textbooks that are checked out in their name.
5. Each student is responsible for returning the specific number coded textbooks at the end of the school year.
6. Any lost textbook, must be paid for (even in instances of theft or damage). If the textbook is found, money will be refunded.

◆ Lockers

Castaic Middle School provides lockers as a convenience to store books and personal property during PE period. Students use lockers at their own risk. Students (and their parent/guardian) must understand that the school is not responsible for any materials that are lost, stolen, or damaged while in school lockers. No student is required to use a school locker. By requesting a locker to use, the student (and his/her parent) is agreeing to assume full responsibility for the loss, theft, and/or damage to any and all items left in the locker. Students are not allowed to share lockers or share lock combinations with anyone, including friends for security reasons. The only permissible locks are those purchased from the CMS PE teachers. School officials may open and search any locker for reasonable suspicion, or in the event of an emergency.

STUDENT CONDUCT AND DISCIPLINE

◆ Dress for Success

We expect all students to dress in an appropriately professional manner as we strive to create a safe campus environment and the best atmosphere for promoting 21st century learning. We appreciate the support of parents who insist that their child follow the CMS Dress Code. This includes neat, clean attire, which is appropriate for school and/or any school activity. Clothing should not distract from the teaching or learning process. There is a strong relationship between good dress habits, good work habits, and proper school behavior.

Students will receive demerits each time they violate the dress code. In addition, students will be required to change into CMS Dress Code clothes. Students will leave their inappropriate article of clothing in exchange for CMS Dress Code clothes, and their clothing will be returned at the end of the day. The possibility of suspension will exist for students who continue to violate policy. The administration reserves the right to determine if attire is inappropriate for school or any school activity.

1. Closed-toe shoes with enclosed heels must be worn at all times. No flip-flops, sandals or slippers allowed
2. All tops/shirts must have sleeves that completely cover the shoulders and all undergarments despite movement.
3. No tank tops, tube tops/bandeaus or strapless shirts/dresses are allowed.
4. See-through or fish net fabrics, halter tops, off-the-shoulder, low cut tops, and bare midriffs are prohibited.
5. Straps of undergarments may not be seen. Tops shall completely cover the student regardless of movement.
6. Bottoms must fit sensibly and shall conceal undergarments at all times. Excessively tight clothing, as well as excessively baggy clothing, is not appropriate for school.
7. Leggings/yoga pants may not be worn as pants, and may only be worn under a tunic, dress, or skirt that meets dress code requirements.
8. Pajama bottoms are not allowed
9. Pants, skirts, and shorts may not have excessive rips or tears, despite current fashion, and we reserve the right to determine what is excessive or inappropriate for school. Additionally, tears above the fingertip rule, or that expose skin, will not be allowed.
10. Pants/shorts may not be excessively baggy and must be worn at the waist, in addition, they may not be rolled down
11. Shorts and skirts must fit sensibly and modestly. Students should be able to stand with their arms at their sides and shorts must come at least to the tip of their thumb in front and in back. Skirts must come to the tip of their longest finger. Wearing leggings or tights under shorts or skirts does not change the length requirement.
12. Clothing that advocates and/or portrays weapons, drugs, gangs, alcohol, tobacco or disruptive/gang activities is prohibited.
13. Clothing, jewelry, and accessories shall be free of writing, pictures, or any other insignias which are crude, vulgar, violent, profane, or sexually suggestive, or which advocate racial, ethnic, or religious prejudice.
14. Any attire that can be deemed dangerous to a student or others when worn, will not be permitted.
15. Baseball hats may only have the CMS, Valencia High School, or West Ranch High School logos
16. Plain beanies, or beanies with school logo, may be worn.
17. Hats may only be worn outdoors with brims facing forward as a safeguard against sun rays.
18. Students must remove their hats before entering any building or classroom.
19. Hooded sweatshirts are allowed, however hoods may not be worn, except outside during inclement weather.
20. Bandanas worn around the forehead are not allowed
21. Jewelry with inappropriate language, or dangerous points or spikes are not permitted
22. All accessories, hair, and jewelry must be safe for the wearer and to others, and should not be distracting, impair violence or disrupt the teaching/learning process in class or on campus.
23. Earrings and jewelry that cause the skin to change or stretch (i.e. gauges, plugs, body piercings) are not allowed
24. P.E. uniforms are to be worn in P.E. class only and may not be worn at any other time on campus.

ADDITIONAL CLOTHING & ITEMS NOT ALLOWED

- Accessories such as safety pins, heavy chains, wallet chains, and jewelry with dangerous points or spikes.
- Hand-written messages or images on clothing, hats and/or bodies.

◆ Demerit System

As students commit school policy infractions, they receive demerits. As students accumulate demerits, they receive consequences. Students earning multiple demerits for the same offense may receive additional consequences. Students have the ability to remove demerits by earning merits through service to the school in the form of working with teachers or completing campus beautification.*

Infraction	# demerits
Tardy	1
Gum	1
Dress Code	1
Misuse of Electronic Device	1
Public Display of Affection	1
Defiance/Disrespect	1
Teasing/ Insulting Others	1
Disruption	1
Profanity	1
Cheating	1
Misuse of Equipment	1

5 demerits = one day of campus beautification at lunch and parent notification

10 demerits = one week of lunch detention and parent notification

15 demerits = after school detention, meeting with Administration, parent notification and placement on the *Loss of Privilege* ** list (field trips, dances, and other school-wide activities)

25 demerits = removal from all free time activities and loss of 8th grade promotion ceremony

After 25 demerits, each additional 5 demerits will result in an additional week of lunch detention.

**No more than 5 merits may be earned each semester.*

◆ Unauthorized Objects:

In order to protect our school environment and facilities, **permanent markers** of any kind (sharpies, paint-pens, etc.) are prohibited at school. Confiscated items will not be returned to the students. Due to the damage caused to school property and facilities by the careless disposal of **gum**, gum is not permitted on our campus. Due to the potential harm that may result from their use, **laser pointers** are not permitted on campus. Any type of incendiary device (**lighters, matches, snappers, firecrackers or caps, etc.**) are not permitted on campus. ALL **drugs, alcohol, vapes, intoxicants or drug paraphernalia** of any kind are prohibited on campus and will result in an immediate five-day suspension with the possibility of expulsion. Also prohibited on campus are **weapons** of any type, including **knives, firearms, or any item that can cause harm or damage**. Possession of any of these will result in suspension.

◆ Student Relations

CMS students are expected to show self-control, self-restraint, and support a climate of respect on and off campus. Please be advised that Castaic Middle School also has a Hands-Off Policy.

Students may not:

1. Push, shove, kick, "birthday punch", pinch and/or twist;
2. Participate in any type of (PDA) public display of affection, kiss, hug, etc.
3. Participate in the pantsing of any student

Any disregard of the above will result in disciplinary actions.

◆ **School Rules**

As a parent, you are the best person to set rules and consequences for your children. Unfortunately, society has been forced to set some rules as well. This section talks about those rules.

You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact the school office. [EC 35291, 48980]

◆ **Duties Concerning Conduct of Pupil**

Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. All pupils are required to conform to school regulations; obey all directions; be diligent in study; be respectful to teachers and others in authority; and to refrain from the use of profanity and vulgar language. [Section 44807, 5 CCR Section 300]

◆ **Release of Student to Peace Officer**

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [EC 48906; Penal Code 11165.6]

◆ **Parent Responsibility & Vandalism**

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$17,593 in damages and another maximum of \$10,000 for payment of a reward, if any. The school district may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. [EC 48900.1, 48904; Civil Code 1714.1; Government Code 53069.5]

◆ **Canine Search**

Our school district cooperates with the Canine Search and Training Program of the Los Angeles County Sheriff Dept to help ensure that our campuses remain safe and drug-free.

◆ **Student Search**

The school principal or designee may search the person of a student, the student's locker, backpack or purse if there is reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. [U.S. Supreme Court Case: New Jersey v. T.L.O. (1985) 469 U.S. 325]

◆ **School Substance Abuse Policy**

Castaic Union School District (CUSD) recognizes that student unsanctioned use of chemical substances, including alcohol, is illegal. The use of such substances is detrimental to individual development and undermines effective education. The use of chemical substances often leads to chemical dependency, and illness, requiring intervention and treatment. CUSD is concerned for the safety, health and well-being of students. In order to ensure the highest standards for learning in the classroom, CUSD will aid students to abstain from the use of chemical substances, intervene early when such chemical use is detected and provide support to students returning from treatment. CUSD will support other students in coping with a parent, guardian, or significant person who has a chemical problem. CUSD recognizes these issues as impacting the school and therefore addresses these issues as part of a comprehensive assistance program.

This program is based on maintaining a caring environment for each student within the system and on intervening in situations when a student may be involved. Prevention is instituted by promoting skills in decision making, by nurturing successful interpersonal relationships, by providing accurate information and by setting clear institutional limits.

The District provides appropriate programs to assist pupils to avoid substance abuse. The District will intervene and/or enforce non-abuse policy. Information about this program is available at each school.

◆ **Laser Pointers**

Possession of a laser pointer by any student on any elementary or secondary school premise is strictly prohibited (unless the pointer is for valid instruction). P.C. 417.27 also prohibits the directing of a laser beam into the eyes of another individual, into a moving vehicle, or into the eyes of a guide dog. [Penal Code 417.27]

◆ **Cell Phones, iPods®, and other Electronic Devices**

Districts may regulate the possession or use of any cell phone or electronic signaling device while pupils are on campus, while attending school sponsored activities, or while under the supervision and control of school district employees. [EC 48901.5]

Castaic Middle School requires that cell phones/electronic signaling devices must be turned off inside all buildings/classrooms and during all school activities. The use of a cell phone is a privilege that can be revoked if the guidelines are not followed. Camera phones may NEVER be used to take pictures or videos on school property. Students are not allowed to bring radios, speakers, cameras, video cameras, DVD players, or laser pointers to school. iPods® are only allowed during: PE runs, before or after school, at nutrition and lunch. Items used inappropriately (including cell phones) may be confiscated. Confiscated items may be available for pick up at the end of the day in the main office; please keep in mind that a parent may be required to pick the item up. CUSD and CMS are not liable for any lost, stolen or damaged electronic devices, even if the device was inside a locker or backpack.

◆ **Impersonation on the Internet**

Pretending to be a real person other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a \$1,000 fine or imprisonment for up to one year. [Penal Code 528.5]

◆ **Bullying and Harassment**

Both California Education Code and the Castaic Union School District prohibit bullying and harassment of our students and adults who work at our schools. CMS students should immediately report any incidents or harassment, sexual harassment, and/or bullying to any CMS adult, including a teacher, counselor, campus supervisor, and/or administrator. As mandated by Federal Law, all reports will be investigated and violations will result in disciplinary actions.

The following ongoing behaviors toward the same student(s) are examples of bullying and/or harassment:

- Pushing
- Shoving
- Spitting
- Picking on
- Hitting
- Horseplay
- Laughing at
- Excluding someone
- Name calling, verbally or written (text messages)
- Any form of cyber-bullying (Facebook, email)
- Making fun of (teasing)
- Initiating and perpetuating rumors

Making fun of or excluding a student due to their gender, ethnicity, religion, home language, culture and/or weight is also considered bullying and harassment.

The CMS staff informs students about bullying and harassment, and the consequences of these types of offenses. Parents, students, teachers, and staff can do a great deal to eliminate (sexual) harassment and bullying by behaving in a manner that encourages respect for all individuals.

Parents are asked to talk with their children about bullying and to inform any adult on campus if it occurs.

If a student is caught bullying, consequences may include up to 5 days of out of school suspension. Varying ways we address and assist students at CMS include:

- Safe School Ambassadors
- Group Counseling
- Presentations by teachers, counselors & administrative staff

◆ **Fighting**

Fighting or promoting fighting either on or off campus is not tolerated. Rough horseplay, messing around, or play fighting will be treated as seriously as “real” fights. Consequences may include detention, parent administrative conference, out of school suspensions (up to 5 days), and possible recommendation by the Principal for expulsion from the Castaic Union School District. Students who are privy to information and do not speak with either a campus supervisor, counselor, administrator or teacher, will also receive consequences as well as any student who chooses to participate as a bystander/voyeur.

◆ **Hate Violence/Incidents**

In addition to the reasons specific in Sections 48900 and 48900.2, a pupil in any of grades 4 to 8 inclusive may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Section 33032.5. [EC 48900.3]

Our district has also adopted policy establishing zero tolerance toward hate incidents and hate speech. Such incidents will be reported district-wide. Appropriate disciplinary measures will be implemented.

◆ **Weapons, Knives and Dangerous Objects**

We have read the Student Guidelines and Consequences to maintain a school free of guns, knives, other weapons and dangerous objects and will abide by it. Working together to maintain a safe learning environment is the responsibility of all segments of the school and society, especially the student, parent, and principal. Guns, knives, other weapons, and dangerous objects clearly are a hazard to the welfare of everyone and will not be tolerated on any campus in the Castaic Union School District. This contract draws attention to the specific responsibilities of these three individuals. Please read and discuss the following with your child.

The responsibilities of all parties are as follows:

Student

- I will not bring a gun, knife, other weapon, or dangerous object to school or to any school event.
- I will not carry another person’s gun, knife, other weapon, or dangerous object.
- If I see a gun, knife, other weapon, or dangerous object on campus or at a school event, I will alert an adult.
- When I am aware of a conflict that is getting out of control, I will tell a teacher, counselor, administrator, or other adult, and I will encourage my peers to do the same.

Parent/Guardian

- I will support the school district’s policies to maintain a safe environment free from guns, knives, other weapons, and dangerous objects and work with the school to prevent violence.
- I will teach my children how to settle arguments without resorting to violence, encourage him/her to use other ideas when necessary, and to follow school guidelines for reporting any guns, knives, other weapons, or dangerous objects they see to a teacher, counselor, administrator, or other adult.

Principal

- I will inform students on campus how they can anonymously report to an adult any gun, knife, other weapon, or dangerous objects they see on campus
- I will promote conflict resolutions
- I will communicate the school’s policies on guns, knives, other weapons and dangerous objects to all students and staff and focus upon responsibilities we all have
- I will recommend for expulsion from the CUSD any student who possesses any gun, knife, other weapon, or dangerous object on campus or at a school related event.

I will report all guns, knives, and other weapons violations to law enforcement officials according to established procedures.

CASTAIC MIDDLE SCHOOL DISCIPLINE CONSEQUENCES

A. VIOLATIONS AGAINST PERSONS	MINIMUM CONSEQUENCE	MAXIMUM CONSEQUENCE
Fight Participation/Assault	Suspension-1 day	Expulsion/Sheriff Arrest
Peer Conflict	Conference	Suspension/Sheriff Arrest
Extortion, Bullying, Threats	Conference	Suspension, Sheriff Arrest
Horseplay	Conference	Suspension
Sexual Harassment	Suspension-1 day	Expulsion/Sheriff Arrest
Inappropriate Touching, PDA (Public Display of Affection)	Conference	Saturday School
Hate Incident	Suspension-2 days	Expulsion/Sheriff Arrest
Hate Crime	Suspension-5 days	Expulsion/Sheriff Arrest
B. VIOLATIONS AGAINST PROPERTY		
Vandalizing or Abusing School Property	Demerits Campus Beautification	Sheriff Arrest Suspension Financial Responsibility Withhold grades, report card
Damaging Student, Teacher, Personal or Private Property or Stealing	Demerits	Sheriff Arrest Suspension Financial Responsibility Withhold grades, report card
Littering	Demerits	Campus Beautification Detention
C. VIOLATIONS AGAINST ACCEPTABLE SOCIAL STANDARDS		
Profanity	Demerits	Suspension
Gum Chewing	Demerits	Campus Beautification Detention
Food in Unauthorized Area	Demerits	Campus Beautification Detention
D. VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY		
Tobacco/ Drug Paraphernalia/Vapes	Suspension- 1 day	Suspension- 5 days
Drugs/ Alcohol	Suspension- 5 days	Expulsion T.I.D.E. Sheriff Arrest Referral to J-Team
Weapons	Suspension- 5 days	Expulsion Sheriff Arrest
Unsafe Behavior	Conference	Suspension

E. VIOLATIONS AGAINST SCHOOL ADMINISTRATION PROCEDURES/ CLASSROOM PROCEDURES		
Outside School Boundaries	Conference	Suspension
Unauthorized Skateboard, Scooter, Bicycle	Item Confiscated	Loss of Privilege
Academic Dishonesty	Conference	Sheriff Arrest
Tardies	Demerits	S.A.R.B. Referral
Truancy/ Cutting	Parent Notification	S.A.R.B. Sheriff Arrest
Misconduct During Assemblies	Removal from Assembly	Suspension
Failure to Report to Detention	Detention	Suspension
Defiance	Demerits	Suspension
Banned Personal Items at School	Confiscate	Suspension
Unauthorized Use of Electronics	Demerits	Loss of Privilege
Classroom Disturbance	Demerits	Suspension
Misbehavior on School Grounds	Conference	Suspension
Loss of School Issued Materials	Financial Responsibility Parent Notification	Parent Conference Withhold grades/ report card Loss of privileges
Distribution or Display of Inappropriate Materials	Confiscate materials	Suspension
F. FIRE CODE VIOLATIONS		
Explosives or Firecrackers, Lighter, Matches, Snap poppers, Caps	Suspension- 1 day	Expulsion Sheriff Arrest Fire Marshall
Arson	Suspension- 5 days	Expulsion Sheriff Arrest Fire Marshall
False Alarms	Suspension- 1 day	Expulsion Sheriff Arrest Fire Marshall
G. BUS VIOENCE/ MISCONDUCT		
Misconduct (see bus rules)	Warning Conference	Loss of bus privileges

◆Suspension of Pupils from School

The District may suspend pupils from school under specific circumstances. When a student is suspended, reasonable effort will be made to notify the parents in person or by telephone, and in writing. A parent will receive written notice by registered mail or personal service when and if the Board of Trustees conducts any hearing for disciplinary action regarding the parent's child. [EC 48900, et seq.]

The student is in complete custody and jurisdiction of their parent/guardian during the entire suspension period. The student may not return to CMS or loiter on or about any school campus during the entire period of suspension. The student is excluded from participation in extra-curricular activities and co-curricular activities (dances, athletics, etc.) Suspension could result in the student's exclusion from recognition activities and promotion exercises. The Principal may remove any student from an extracurricular event for misbehavior on the school campus, at school activity or in the community if the function directly relates to a school activity. The period may extend to one quarter of the school year. Any individual teacher may issue a class suspension for up to two consecutive days. Parent notification will be provided.

◆ Grounds for Suspension or Expulsion

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more subdivisions:

- (a) 1. Caused, attempted to cause, or threatened to cause physical injury to another person; or
2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in §11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. An "imitation firearm" means a replica of a firearm so similar in physical properties to a firearm as to lead a reasonable person to conclude that the replica is a firearm. Displaying an imitation weapon at a school can result in a misdemeanor or fines.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in §48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) "Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, a wireless telephone or other wireless communication device, computer, or pager.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

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

(t) A pupil who aids or abets, as defined in §31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section.

Except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. [EC 35291, 48900]

Additionally, sexual harassment, hate violence, harassment, intimidation (only grades 4-12) and threats and terroristic threats against school officials or school property or both (all students) [EC 212.5, 233(e), 48900.2, 48900.3, 48900.4, 48900.7]

◆ **Mandatory Suspension / Expulsion**

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 1 1053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code Section 48915(c): The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

STUDENT SERVICES

◆ Services to students with special needs

If you have reason to believe your child (ages 0-21 years) has a disability requiring special services or accommodations, tell or write the school. Your child will be evaluated to determine whether he/she is eligible for free special instruction or services.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools in order to provide a free and appropriate education. [EC 56020 et seq., 56040, 56301; 20 USC 1412, (10)(A)(ii); 34 CFR 300.121]

◆ Student Lunch Program

Your child may be eligible to purchase lunch at a reduced rate. An application will be sent to all students' homes. [EC 49510-49520]

◆ Career Counseling

When all students are provided career counseling and course selection opportunities, all students are provided equal services. Parents may participate in counseling sessions. [EC 221.5; Section 504 of the Rehabilitation Act of 1973]

Counselors: Our counselors are also assigned to specific grade teams. They work directly with parents and staff to provide educational guidance and assistance. If you would like to request a parent/teacher conference, please contact your child's counselor.

Our counselors provide the following services:

- Review academic progress and assist with strategies for academic success
- Register students in appropriate classes
- Interpret test data
- Assist with peer conflicts
- Maintain academic records
- Coordinate & facilitate conferences
- Assist students with special needs
- Assist in academic decision making
- Stimulate career awareness
- Assist parents with home school communication and any questions or concerns regarding their students

Counselors work closely with students to ensure their academic and educational development as well as providing the skills for career, social, and personal development.

To schedule an appointment, students should fill out a request form in the Main Office. The counselor will then schedule a conference and contact you.

◆ Acceptable Use Policy (AUP) Rules and Regulations:

(This will apply to ALL computer lab, classroom and library equipment.)

A responsible user will:

- Show respect for equipment by handling with care
- Keep food and liquids away from equipment
- Use only appropriate words and/or pictures when creating projects and assignments
- Refrain from putting any media/disks into computers without authorized adult permission
- Never attempt to repair equipment, but will notify an authorized adult immediately of any problems
- Never access files, folders, or programs that are not their own, unless directed to do so by an authorized adult
- Never delete any file, folder, or program unless directed to do so by an authorized adult
- Respect and obey security messages that appear on a computer screen
- Never use the Internet for any personal or inappropriate purpose
- Never share their password with anyone except a parent and/or teacher
- Notify an adult immediately, if they are aware of exposure to inappropriate pictures or language on computers
- Never copy from anyone (plagiarize) the information or pictures of another

- Never use the Internet to fill-out information requests from web page companies, buy or attempt to buy any product

◆ Student Use of Technology

Board Policy

The Governing Board intends that technological resources provided by the District be used in a responsible and proper manner in support of the instructional program for the advancement of student learning. The Superintendent or designee shall notify students and parents/guardians about authorized use of District computers and consequences for unauthorized use and/or unlawful activities.

On-Line Services/Internet Access

The Superintendent or designee shall ensure that all District computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced.

- The Board desires to protect students from access to harmful matter on the Internet or other on-line services. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also shall establish regulations to address the safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communication.
- Disclosure, use and dissemination of personal identification information regarding students is prohibited.
- Staff shall supervise students while using on-line services and may ask teacher aides and student aides to assist in this supervision.
- Before using the District's on-line resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the District responsible and shall agree to indemnify and hold harmless the District and all District personnel for the failure of any technology protection measures, violations of copyright restrictions, user's mistakes or negligence or any costs incurred by users.
- In order to help ensure that the District adapts to changing the technologies and circumstances, the Superintendent or designee shall regularly review this policy and the accompanying administrative regulation and other procedures. He/she shall also monitor the District's filtering software to help ensure its effectiveness. [BP 6163.4; EC 48980, 51006, 51007, 51870-51874, 60044]

Administrative Regulation:

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources receive training in their proper and inappropriate use. At the beginning of each school year, parents/guardians shall receive a copy of the district's policy and administrative regulation regarding access by students to the Internet and on-line sites. [EC 48980]

On-Line Services: Use Obligations and Responsibilities:

Students are authorized to use the District equipment to access the Internet or on-line services in accordance with user obligations and responsibilities specified below and in accordance with Governing Board policy and the District's Acceptable Use Agreement.

1. The student in whose name an on-line services account is issued is responsible for its proper use at all times.
2. Students shall use the District's system responsibly and primarily for educational purposes.
3. Students shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes a patently offensive way or sexual conduct and which lacks serious literary, artistic, political or scientific value for minors. (Penal Code 313)
4. Students shall not disclose, use or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without permission from

their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.

5. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
6. Copyrighted material shall not be placed on the system without the author's permission. Students may download copyrighted material for their use only.
7. Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or manipulate the data of other users, including so-called "hacking".
8. Students shall not read other users' mail or files. They shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
9. Students shall report any security problem or misuse of the services to the teacher or principal.

The District reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by District officials to ensure proper use of the system.

The principal or designee shall make all decisions regarding whether or not a student has violated Board policy of the District's Acceptable Use Agreement. The decision of the principal or designee shall be final.

Inappropriate use shall result in a cancellation of the student's use privileges, disciplinary action and/or legal action in accordance with the law and Board policy.

◆ **School Accountability Report Card:**

The School Accountability Report Card is available on request, and is available on the Internet at www.castaicusd.com. It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [EC 33126, 32286, 35256, 35258, 52056]

We are glad to offer the services listed in student and health services sections. As do you, we recognize that students need to be healthy, rested, and well fed in order to learn to the best of their ability. To protect your child and others from the spread of contagious diseases, a note signed by a doctor is required as proof your child was immunized. Additionally, State law requires that schools watch for or test for childhood diseases and other health-related matters.

HEALTH SERVICES

◆ **Health Office**

The health assistant is available during school hours. If you feel ill or injure yourself during class time, notify your teacher immediately. He/she will give you a pass to the Health Office. If a problem occurs during nutrition or lunch, you may report directly to the Health Office. Health services are limited to first aid, short rest periods, and parent notification.

The health assistant cannot dispense any over-the-counter or prescription medication without proper medical authorization on file in the office. Authorization forms can be requested and are available in the health office. Students on any medication must submit their prescriptions to the Health Office. Additionally, students should not carry medication. The health assistant will supervise the administration of all medication.

ALL PE notes must be turned into the health office before school each day. PE notes SHOULD NOT be taken directly to the PE teachers.

All illness-related phone calls to parents must come from the Health Office. According to district policy, in order to be readmitted to school following an illness or injury, which requires the use of a cast, crutches, wheelchair, appliance, or immobilizer, it is mandatory to have on file a physician's statement and signature as well as a parent's signature. A form for this purpose is available in the Health Office. Students must have documentation after an illness or accident allowing readmission to activities.

◆ Immunizations

A pupil may not be admitted to school unless he/she has been fully immunized against hepatitis B, diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps, and rubella. Students must be immunized for varicella or provide proof from a doctor stating child has had the disease. Documented proof of immunization is required upon admission. All advancing students, new students, or transferring students in grades 7 through 12 must be fully immunized, including a required booster against pertussis (Tdap). They shall not be admitted without the Tdap booster. The required immunizations are available from the County Health Department, a physician, or may be administered by a health care practitioner acting under the direction of a physician. Immunizations may be given at school. If immunizations are against your beliefs California Law AB 2109 requires documentation that health care practitioners have informed parents about vaccines and diseases. Form CDPH 8262 (which can be picked up at the school or printed from the website shotsforschools.org and must be filled out by your health care practitioner and signed by the parents. If your student has a medical exemption a licensed physician who feels a vaccine is not indicated for a student due to medical reasons should submit to the school a written statement documenting the medical exemption. If an outbreak of a communicable disease occurs at a school, the non-immunized student will be excluded for his/her own safety until such a time as directed by health officials or district administration. Parents or guardians may refuse to allow the sharing of personal information related to their child's immunization records by notifying the County Health Department listed in this section. [Health & Safety Code 120325, 120335, 120440; EC 48216, 49403]

◆ Communicable Diseases:

Many contagious diseases need a doctor's care to prevent complications. The following is a partial list of communicable diseases requiring special procedures.

<u>Illness</u>	<u>Special Instructions</u>	<u>May Return to School</u>
Chicken Pox	Avoid contact with susceptible	6 days after onset of chicken pox
Pink Eye	May not attend during acute stage if discharge is observable	After 24-48 hours of medication. If bacterial, other or unknown types require a doctor's note
Impetigo	Avoid contact with susceptible Household should use separate towels	48 hours after antibiotic treatment is begun or after lesions are healed
Mumps	Take oral secretion (saliva) precautions	When swelling of the salivary glands subsides. Usually about 9 days
Lice	Student and household must be adequately treated. It is extremely important that all incidents be reported to the school office immediately to avoid further infestation. Reports will be handled with great discretion.	After treatment with special medicated shampoo and inspection determines absence of all nits
Ringworm (scalp)	Check household contacts and pets	Must be under physician's treatment and scalp must remain covered
German Measles (Rubella)	Isolate from susceptibles and pregnant women for 7 days after rash's onset	After 4-7 days from onset of rash/clinical recovery
Measles	Isolate from susceptible	After 4 days from onset of rash/clinical recovery
Strep Throat and Scarlet Fever	Isolate from susceptible	After 24-48 hours of antibiotic treatment with note from physician
Whooping Cough	Isolate from susceptible	After treatment and release by medical doctor

◆ Medication:

It is the policy of the Castaic Union School District that no employee may give medications of any nature to a child. An exception can be made based on a specific recommendation or a physician. In such a case, the following procedure must be followed:

1. A completed medication form or written statement from the physician detailing the amount, method, and time

schedules the specific medication is to be taken.

2. A written statement from the parent or legal guardian of the student requesting the school district to assist the student according to the physician's statement.
3. Each medication is to be in a container, clearly labeled with the pupil's full name, the physician's name and the phone number, the name of the medication, dosage, schedule, and date of expiration of this prescription.
4. Students are not permitted to possess or use controlled substances within the school's jurisdiction. All students must bring all medication to the school office prior to the opening of school.
5. Any change in long-term medication (dosage/time/drug) must be immediately reported to the school. The form must be updated by parent and physician.
6. Whenever possible, parents are encouraged to enlist the physician's cooperation to work out a schedule which will eliminate the necessity of administering medication at school.
7. Children may carry and self-administer a blood glucose level test and diabetes care, inhaled asthma medication and auto-injectable epinephrine if the rules in one through three above are met. [EC 49414.5, 49423, 49423.1, 49480]

Medication includes vitamins, cold pills, and aspirins. A parent desiring the dispensing of medication must either come to school and dispense the medication him/herself, or complete the "Request for Medication To Be Taken During School Hours" form including the physician's signature that has been included separately with this booklet. This policy was established to protect your child and to avoid the sharing of medication among children. NO EXCEPTIONS WILL BE MADE. Please direct all further questions to your student's school of attendance.

For your child's safety, we need to know if your child is taking medication on a regular basis.

◆ **Emergency Treatment for Anaphylaxis**

School districts are required to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history. [EC 49414]

◆ **Physical Examinations:**

If you want your child to be exempt from physical examinations at school, file a written statement with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [EC 49451]

◆ **Scoliosis (curvature of the spine) Screening:**

Between grades 6 and 8, your child may be screened for scoliosis (curvature of the spine), unless you submit a written denial of consent. [EC 49452.5]

◆ **Vision and Hearing Appraisal:**

Your child's vision and hearing will be checked between grades kindergarten through 8 by an authorized person, unless you present to the school a certificate from a physician or optometrist verifying prior testing or a letter stating it violates your faith in a recognized religious belief. [EC 49455, 49452]

◆ **Sun Protection:**

Students when outdoors can wear sun protective clothing, including, but not limited to hats. [EC 35183.5] Students may also apply sunscreen during the day without a doctor's note or prescription. [EC 35291, 35294.61]

◆ **Confidential Medical Services:**

According to the Education Code, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. School districts are permitted to grant such excuses, but are not required to do so. Castaic Union School District does not grant such excuses. [EC 46010.1]

◆ **Drug, Alcohol, Steroid and Tobacco Prevention Programs:**

This notice is provided in compliance with the requirements of state and federal law as a part of the District's drug, alcohol, and tobacco prevention programs. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, or any form of tobacco product on District premises or as a part of any of its activities is wrong, harmful and is strictly prohibited. Tobacco use is prohibited. All pupils will abide by this prohibition as a condition of attendance. Any violations of District or school standards of conduct, rules and regulations or state or federal laws regarding illicit drugs, alcohol and tobacco will be investigated. Violators will be subject to prosecution in accordance with local, state and federal law and District disciplinary action up to and including expulsion, and/or required to satisfactorily complete a drug abuse assistance, tobacco cessation program, or rehabilitation program selected by the District in conformance with law.

The Districts' drug, alcohol and tobacco education and prevention programs are designed to address the legal, social and health consequences of drug, alcohol and tobacco use and to provide pupils with effective techniques for resisting peer pressure to use illicit drugs, alcohol or tobacco. Information about any drug, alcohol and tobacco counseling, rehabilitation, and re-entry programs available to pupils may be obtained by contacting their school. This information may include programs sponsored or maintained by various community groups or agencies. The District neither supports nor endorses any specific program, agency or firm. The information is provided only to assist parents and pupils who may desire information regarding the resources available to assist them. [EC 49033, 60041; Health and Safety Code 11032]

◆ **Child Abuse Prevention Training Program:**

Parents are advised that students are educated periodically regarding strategies they can use to protect themselves from child abuse. If such courses are planned, you will be notified of your rights to inspect and review such material prior to the course. Parents will be provided with the opportunity to request in writing that their child not attend the class. [Calif. W&I Code 18976.5]

◆ **Accident Insurance:**

The district DOES NOT provide insurance on individual students. However, you may purchase accident insurance through the district for medical and hospital services covering your child. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. The school district assumes no liability for accidents to pupils at school. [EC 32221.5, 49472; ne]

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Healthy Families/Medi-Cal for Families (888) 747-1222.

◆ **Health care Coverage**

Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, go to www.CoveredCA.com [EC 49452.9]

SCHOOL RECORDS AND STUDENT ACHIEVEMENT

◆ **District Courses**

Annually the District prepares curriculum, course titles, aims, and descriptions in a prospectus. The prospectus is available at each school site and may be reproduced at cost. [EC 49063, 49091.14]

◆ **National Junior Honor Society NJHS**

Membership in NJHS is an honor. National Junior Honor Society strives to give practical meaning to the society's goals of scholarship, leadership, service, character and citizenship and has added honesty, friendship, and compassion as key elements of exemplary human beings. The determining factor for eligibility is a student's grade point average

(GPA). Applications are accepted in September and January, by NJHS advisors, Dr. and Mrs. de Lemos. This is a national program that recognizes students who excel in all academic areas.

◆ **Pupil Records**

You and your children over 18 have the right to review, get copies, and inspect their school records within five business days of a written or oral request or before any meeting regarding an individualized education program or a hearing. Those records are confidential, and privacy will be maintained, except in some instances such as when your child transfers to another school. In some instances information about your child may be released to lawyers, after school program operators, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, and health information. The records are maintained at the school site by the principal. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. A log of who has viewed the records is kept at the same location as the records. District policy or administrative regulation 5125 sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for ten cents (10¢) per page. If you cannot afford the cost of copies they will be provided free of charge. You also have the right to file a written request with the superintendent challenging the records. You can challenge how your request was handled with the district or with United States Department of Education if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student's record. [EC 49063, 49060, 49069, 49070, 56043, 56504, 8484.1; Family Code 3027; Civil Code 1798.24 (t); Family Educational Rights and Privacy Act (FERPA); 34 CFR Part 99]

◆ **Regulations Regarding Pupil Achievement**

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [EC 49067]

◆ **Release of Directory Information**

The law allows schools to release "directory information" to certain persons or organizations including military recruiters. Directory information includes a student's name, address, telephone number, electronic mail address, photograph, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. You may have the district withhold any of this information by submitting a request in writing within one week of the start of school. Written notification received after the date specified will be honored, but the student's information may have been released in the interim. In the case of students with exceptional needs, no material can be released without parent or guardian consent. [EC 49061(c), 49070, 56515, 49063(a), 49073; FERPA; NCLB]

DUE PROCESS PROTECTIONS AND COMPLAINTS

The District is primarily responsible for compliance with local, state and federal laws and regulations and has procedures to address allegations of unlawful discrimination, harassment, bullying, and complaints alleging violation of laws governing educational programs. Employees, students, parents or guardians, advisory committees, and other interested parties are advised how to file a complaint if they so desire.

◆ **Complaints Regarding Discrimination, Harassment, Bullying, Exceptional Need Students, Categorical Programs, Federally Funded Programs**

The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, or bullying against any protected individual or group identified under Board Policy, Education Code, California Code of Regulations, and Government Code including actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group, identification, race, ancestry, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. The District shall promote programs that ensure non-discriminatory practices in all District activities. If you want further details in this regard, or wish to file a complaint, please contact the District's Uniform Complaint Officer. The Governing Board designates the following compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

Janene Maxon, Interim Superintendent
Castaic Union School District
28131 Livingston Ave
Valencia, CA 91355
Phone (661) 257-4500 • Fax (661) 257-5737

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs: Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid, No Child Left Behind (NCLB), State Compensatory Education, State Program for Students of Limited English Proficiency, School Improvement, Tenth-Grade Counseling, Tobacco-Use Prevention Education, Peer Assistance and Review, School Safety and Violence Prevention Act, Migrant and Indian Education, Nutrition Services, Special Education, Discrimination, Harassment, Civil Rights Guarantees that receive state or federal financial assistance as well as Williams Settlement issues and other areas designated by the District. [EC 200, 220, 234, 260 et seq., 56501; Penal Code 422.55; Title IX; 20 USC 1681-1688, 42 USC 2000d-2000d7; 34 CFR 106.9, Title VI of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act (IDEA); Government Code 1135; 5 CCR 4622]; unlawful imposition of pupil fees for participation in educational activities in public schools; and failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3.

◆ District's Uniform Complaint Process

You may contact your school's office of the District office to obtain a free copy of the District's complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including but not limited to employee issues, school safety planning requirements in the No Child Left Behind Act, and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student may be filed within 12 months of the occurrence. Staff has been trained to deal with these types of complaints. [EC 56500.2]

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint unless the complainant agrees in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.
5. The compliance officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results the complainant has 15 days of receiving the LEA decision, to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to: injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

American Civil Liberties Act 504 – Office of Civil Rights

Child Abuse – Department of Social Services, Protective Services Division, or law enforcement

Discrimination/Nutritional Services – U.S. Secretary of Agriculture

Employment Discrimination – Department of Fair Employment and Housing, Equal Employment Opportunity Commission.

General Education – this school district

Health and Safety/Child Development – Department of Social Services

Student Records – Family Policy Compliance Office (FPCO), U. S. Department of Education

[20 USC 7114(D)(7) (No Child Left Behind), 20 USC 11138; 34 CFR 300.510-511, 300.513; EC 235. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5 CCR 4600; 5 CCR 4620-4632]

◆ **Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, and School Facilities**

Parents should use the District Uniform Complaint Procedure with modifications as necessary, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. Complaints may also be filed regarding intensive instruction and services provided to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12, however, the state budget crisis has given districts flexibility in providing exam services. [EC 35186, 37254, 52378]

Williams Settlement Complaint Procedure

Free forms are available, at the school, but the form need not be used to make a complaint. The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.
4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of filing a complaint, notice should be sent to complainant when a response was requested. A principal will also inform the Superintendent of resolution in the same time frame.
8. If unsatisfied with resolution a complainant may describe the complaint to the governing board at a regularly scheduled meeting.
9. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local governing board in public session making it part of the public records. [EC 35186, 48985]

SEXUAL HARASSMENT

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

◆ **Instruction/ Information**

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

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

◆ **Complaint Process**

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall, within 24 hours of his/her getting the complaint, report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. If the alleged harasser is the principal or designee, the employee may report the complaint or his/her observation of the incident to the Superintendent or designee who shall investigate the complaint.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. Where the principal or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where necessary. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the District's uniform complaint procedures.

◆ **Disciplinary Measures**

Any student who engages in sexual harassment of anyone at school or a school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 8, disciplinary action may include suspension and/or expulsion provided that in imposing such discipline that entire circumstances of the incident(s) shall be taken into account. Such circumstances shall include but are not limited to:

1. Age and maturity of the victim and the perpetrator.
2. Pervasiveness of the alleged harassing conduct (i.e., how many times the act(s) occurred, how many individuals were involved, etc.).
3. Prior complaints against the perpetrator.

◆ **Record Keeping**

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

Information gathered in the course of investigating a sexual harassment complaint shall be kept confidential except when disclosure is necessary to further the end of the investigation or other needed remedial action or ongoing monitoring. [EC 200 – 262.4, 48900.2, 48904, 48980]

MISCELLANEOUS

◆ **School Safety Plan**

Every year, each school shall review and update its plan by March 1. Each school shall make its plan public and shall report its school safety plan to numerous community leaders, school site personnel and parent groups. Plans should, among other things, provide guidance for the prevention of bullying, and key elements are to be described in the school accountability report card. Planned responses to criminal incidents need not be disclosed. [EC 32281, 32286, 32288]

◆ **Safe Place to Learn**

District policies prohibit discrimination, harassment, and bullying at all school sites and school activities based on actual or perceived characteristics: mental or physical disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. When safe to do so District employees must intervene when they see discrimination, harassment, intimidation or bullying.

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer for assistance. [EC 220, 234; Penal Code 422; BP xxxxxxxxx]

◆ **Emergency Drills**

If a true emergency or drill occurs during passing periods, lunch or nutrition, students are expected to meet at their advisory teacher's evacuation field location. All students are expected to remain quiet and to follow all adult directions. Any student who does not adhere will be subject to disciplinary consequences. If a true emergency or drill occurs during class time, students should remain with their classroom teacher.

Fire and earthquake preparedness drills are conducted regularly on campus to help ensure student safety in the event of a real emergency. Emergency supplies are kept in a large storage container and replenished as needed. Monetary donations for emergency supplies are always welcome, and are tax-deductible.

For student safety all emergency contact information **must be kept current, accurate, and is updated yearly during CMS early check in**. Students will only be released to persons listed officially as emergency contacts.

◆ **Emergency Preparedness**

Disaster preparedness drills for fire, earthquake, hazardous spills, and bomb threats are held regularly at all school sites. Most are unannounced to ensure a real-life scenario. In some instances site evacuation will also be incorporated. Your support in reinforcing the importance of these drills is appreciated. In the case of actual bomb threats, our plan calls for notifying proper authorities for direction and instruction. All facilities will be searched and, if deemed necessary, evacuation of the school(s) and/or facilities involved will be implemented until such facilities are cleared for re-entry by the Sheriff Department or similar agency.

◆ **Emergency Notification**

Parents are required to provide the school with current emergency information, including the parent's home and business address and telephone numbers. They must also provide the name, address and telephone number of a relative or friend authorized to care for the pupil in an emergency if the parent cannot be reached.

◆ **Smog Alert**

The Castaic Union School District, under Smog Regulation 6114.7(A), has adopted specific procedures for servicing children under actual smog episodes:

Level I Reduction of physical activities.

Level II Children will remain in classroom/MPR, as on a rainy day.

Level III Under the direction of the Superintendent the school will possibly be closed.

◆ **Custody Rights**

By law, if parents are legally separated or divorced, each parent has educational rights. UNLESS a parent has a court order that indicates otherwise. If you have a court order that prohibits contact with a parent, the school must have a copy on file, otherwise either parent (with proper identification) may check the child out of school.

◆ **Sex Offender Notification "Megan's Law"**

Information about registered sex offenders as required by Megan's Law is available from local law enforcement agencies. [Penal Code 29034]

◆ **Management Plan for Asbestos-Containing Material**

The district has available upon request a complete and updated management plan for asbestos-containing material. [Code of Federal Regulations: 40 CFR 763.93]

◆ **Pesticide Use**

The District complies with the Healthy School Act and makes every effort to utilize safe products whenever possible. The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. That identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds. For more information, visit our district website under the Business Services tab and Facilities and Operations tabs.

<u>Product</u>	<u>Active Ingredient</u>
Knox Out (Insecticide).....	2 Fm Diazinon
Sss Insecticide.....	Pythrethins, Piperonyl, Chior Pyritos
Round Up (Herbicide).....	Ammoniacal
Demon Wp (Insecticide).....	Cypermethrin
Termidor SC (Termiticide/Insecticide).....	Fipronil

Parents and guardians may register with the district if they wish to receive notification of pesticide applications at a particular school or facility. Please request a REQUEST FOR INDIVIDUAL PESTICIDE APPLICATION NOTIFICATION from their school. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, www.cdpr.ca.gov [EC 17610.1, 17612, 48980]

◆Further Information is Available

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [EC 48209.13, FERPA, 34 CFR Section 99.7 (b)]