

California

School for the Deaf



Home of the Eagles

Student-Parent

Handbook

2011-2012

F r e m o n t , C a l i f o r n i a

The rules you are about to read in this handbook are in addition to our broad, discretionary authority to maintain safety, order and discipline inside the school zone as covered in California Education Codes. These codes support, but do not limit, our authority.

Acknowledgements:

Special appreciation is extended to the handbook committee involving Ethan Bernstein, Laura Peterson, Jeff Bibb, Clark Brooke, Justen Burns, Tom Corcoran, Toby Daniels, Alan Davary, Lee Ann Dreffs, David Eberwein, Len Gonzales, Derek Johnson, Noah Kessler, Kevin Kovacs, Eugene LaCosse, Juddie Lambertson, Ryan Paulsen, and many others for their display of fine teamwork and effort gathering and compiling materials into this handbook. Ethan and Laura assisted with the editing and lay-out work.

Vision, Mission, Beliefs and Expected Schoolwide Learning Results

Vision

Graduates of the California School for the Deaf will demonstrate the knowledge, skills, competency and self-esteem to achieve fulfilling personal lives and careers. Empowered with a positive Deaf identity, they will possess the confidence, discipline, leadership, and productivity that will enable them to become contributing citizens in a democratic society.

Mission

The mission of the California School for the Deaf is to provide comprehensive educational programs that create a strong foundation for future learning among graduates in an accessible learning environment that recognizes Deaf students and adults as culturally and linguistically distinct. The school will ensure that students receive a quality education with emphasis on full communication access through fluency in both American Sign Language and English. This will enable students to reach their maximum potential while preparing them to function effectively in a diverse technologically evolving world.



Statement of Beliefs

The California School for the Deaf has made a commitment to be a Deaf-centered environment in which the design of learning and the language of instruction are consistent with a Bilingual-Bicultural approach to educating Deaf children. The school values itself as a multi-cultural community of varied ethnic backgrounds through which people are able to learn and work together to promote the academic, linguistic, employment preparation, cultural, social, emotional and physical development of Deaf children. The involvement of parents/guardians, students, staff, the Deaf community, the business community and the community at large is regarded as essential to the mission of the school.

Expected Schoolwide Learning Results (ESLRs)

Each graduate will be:

- *a knowledgeable and competent person*
- *an effective communicator*
- *a culturally empowered person*
- *a productive, self-directed person*
- *an informed and responsible citizen*

Introduction



Dear CSD Students and Parents/Guardians:

On behalf of the California School for the Deaf (CSD) community, I welcome each of you to the 2011-2012 school year. Communication is the key in the CSD community where students, parents/guardians, staff, faculty and administrators are partners in the process of education. This handbook represents such partnership by outlining the policies and procedures that guide both student learning and student conduct at CSD.

This handbook is a result of the joint efforts of the Divisions within CSD and its stakeholders, and continues to undergo revisions as a “living” document that is published annually. Please do keep this copy handy and refer to its contents for guidance on the policies and procedures that address the issue of student conduct at CSD.

As always, we welcome feedback. Please contact Laura Peterson, Director of Instruction, or Ethan Bernstein, Dean of Students, if there are things that would improve the handbook. This handbook after all belongs to each of us: students, parents/guardians, staff, faculty and administrators.

Sincerely,

Mr. Sean Virnig
Superintendent

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School Calendar 2011-2012

August	15	Monday	Nutritional Services Supervisors Report; Supervisors of Residence Programs report
August	16	Tuesday	Supervising Teachers, Teacher Specialists, Supervising Counselors report
August	22	Monday	Residence Counselors and Night Attendants Report
August	23	Tuesday	Teachers report – Staff Development 8:00-4:30, Nutritional Service Staff Report
August	26-28	Fri-Sun	Orientation and Registration for New Families
August	28	Sunday	Registration for Returning Students
August	29	Monday	Classes Begin
September	5	Monday	School NOT IN session – Labor Day – State Holiday – Students return in the evening
September	6	Tuesday	Classes resume
September	16	Friday	Classes end at 12:30 PM; Staff Development for Certificated Staff 12:30-4:00
October	14	Friday	School closes at 12:30 PM; Staff Development for Certificated Staff 12:30-4:00; Student Life Staff 9:00-5:30
November	4	Friday	School closes at 12:30 PM; Staff Development for Certificated Staff 12:30-4:00; Student Life Staff 9:00-5:30
November	11	Friday	Open House – School IN session – Veteran's Day – State Holiday Observed
November	21-25	Mon-Fri	School NOT IN session – Thanksgiving Break for Teachers, Supervising Teachers, Student Life and Nutritional Services Staff
November	27	Sunday	Students return in the evening
November	28	Monday	Classes resume
December	22	Thursday	School closes at 1:45 PM; Winter recess begins for Students, Teachers, Supervising Teachers, Student Life and Nutritional Services Staff
January	8	Sunday	Students return in the evening
January	9	Monday	Classes resume
January	16	Monday	School NOT IN session – Martin Luther King, Jr. Day – State Holiday; Students return in the evening
January	17	Tuesday	Classes resume
January	20	Friday	Classes end at 12:30 PM; Staff Development for Certificated Staff 12:30-4:00
January	25	Wednesday	School closes at 1:45 PM
January	26-27	Thurs-Fri	School NOT IN session; WSBC Tournament
January	29	Sunday	Students return in the evening
January	30	Monday	Classes resume
February	10	Friday	Classes end at 12:30 PM; Staff Development for Certificated Staff 12:30-4:00
February	20	Monday	School NOT IN session – Presidents' Day – State Holiday; Students return in the evening
February	21	Tuesday	Classes resume
March	8	Thursday	School closes at 1:45 PM
March	9	Friday	School NOT IN session; School Holiday
March	11	Sunday	Students return in the evening
March	12	Monday	Classes resume
March	16	Friday	Classes end at 12:30 PM; Staff Development for Certificated Staff 12:30 – 4:00
March	29	Thursday	School closes at 1:45 PM
March	30	Thursday	School NOT IN session – Cesar Chavez Day – State Holiday
April	9-13	Mon-Fri	Spring Recess for Students, Teachers, Supervising Teachers, Student Life and Nutritional Services Staff
April	15	Sunday	Students return in the evening
April	16	Monday	Classes resume
May	28	Monday	School NOT IN session – Memorial Day – State Holiday – Students return in the evening
May	29	Tuesday	Classes resume
June	8	Friday	Last day of School for Students; Classes End at 12:30; HS graduation at 3:00 PM; Last Day for Student Life
June	11-14	Mon-Thurs	School NOT IN session – IEP Week
June	13	Wednesday	Last Day for Nutritional Services
June	14	Thursday	Last Day for Teachers
June	15	Monday	Last Day for Supervising Counselors
June	21	Thursday	Last Day for Supervising Teachers, Teacher Specialists and SRPs

CSD Directory

California School for the Deaf
39350 Gallaudet Drive, Fremont, CA 94538
School Web Site – www.csdeagles.com

Voice 510-794-3666 TTY 510-794-3672 Fax 510-794-2409

Area Code 510 (All phones are TTY) * denotes Voice

Administrative Offices

Position- Person	Phone	Email	Videophone
Superintendent's Office- TBA	794-3685*		888-481-5856
Superintendent- Sean Virnig	794-3685*.....	svirnig@csdf-cde.ca.gov	866-933-7603
Business Manager- Leticia Kidd	794-3691*.....	Lkidd@csdf-cde.ca.gov	
Personnel Director- Vikki King	794-3699*.....	vking@csdf-cde.ca.gov	510-344-6172
Director of Technology- David West.....	794-3763*.....	dwest@csdf-cde.ca.gov	510-344-6020

Instruction

Director of Inst. Office- Margie Bella, OT	794-3732	mbella@csdf-cde.ca.gov	866-936-1198
Director of Instruction- Laura Peterson	794-3733*.....	Lpeterson@csdf-cde.ca.gov	866-707-4596
FAX	794-3878		
Early Childhood Ed. Office- Jane Fair, OT	794-2536	jfair@csdf-cde.ca.gov	866-244-1311
ECE Principal- Roberta Daniels.....	794-2427.....	rdaniels@csdf-cde.ca.gov	866-779-7630
Elementary School Office- Matilda Bibb	794-3713	mbibb@csdf-cde.ca.gov	866-319-9259
Elem. Principal- Adele Ann Eberwein.....	794-3714.....	aeberwein@csdf-cde.ca.gov	866-584-5004
Elem. Adjustment Teacher- Juddie Lamberton	794-2405.....	juddielamberton@csdf-cde.ca.gov ..	510-344-6115
FAX	794-2525		
Middle School Office- Katalin Farr, OT	794-3755	kfarr@csdf-cde.ca.gov	866-440-9168
MS Principal- Clark Brooke.....	794-3757.....	cbrooke@csdf-cde.ca.gov	866-765-7082
MS Adjustment Teacher- Eugene LaCosse	794-3756.....	elacosse@csdf-cde.ca.gov	510-344-6040
FAX	794-2476		
Special Needs Office- Kristen Beller	794-3708*	kbeller@csdf-cde.ca.gov	510-799-7199
SN Principal- Ryan Anne Paulsen.....	794-2488*.....	rpaulsen@csdf-cde.ca.gov	510-344-6109
SN Adjustment Teacher- Tom Corcoran.....	794-3857.....	tcorcoran@csdf-cde.ca.gov	866-838-9201
SN Case Manager- Joy Smith-Kyne.....	794-3992*.....	jsmith-kyne@csdf-cde.ca.gov	510-344-6045
FAX	794-3857		
High School Office- Antonia Chimienti, OT	794-3738	achimienti@csdf-cde.ca.gov	866-932-4305
HS Instructional Principal- David Eberwein.....	794-3741.....	deberwein@csdf-cde.ca.gov	866-933-2440
HS Administrative Principal- Alan Davary	794-3742.....	adavary@csdf-cde.ca.gov	866-933-3745
HS Adjustment Teacher- Jeff Bibb	794-2423.....	jbibb@csdf-cde.ca.gov	866-452-4849
FAX	794-3772		
Career/Tech Ed. Office- Marci Wolfangle, OT	794-3760	mwolfangle@csdf-cde.ca.gov	866-612-2344
CTE Principal- Charles Farr.....	794-3761.....	cfarr@csdf-cde.ca.gov	866-936-7891
FAX	794-2532		
Career Center Office- Bev Patterson, OT	794-2842*	bpatterson@csdf-cde.ca.gov	
Career Center/Transition Supervisor- Steve Orman	794-3767.....	sorman@csdf-cde.ca.gov	510-344-608
FAX	794-2413		
CAMS Office- Debra Doussett, OT	794-3734*	ddoussett@csdf-cde.ca.gov	
Curr./Media & Communications Supvr.- Robin Zane	794-3727.....	rzane@csdf-cde.ca.gov	510-344-6131
FAX	794-3856		
PE/Athletic Office- Lacey Kotake, OA	794-3766*	Lkotake@csdf-cde.ca.gov	
PE/Athletics Supervisor- Len Gonzales	794-3764.....	Lgonzales@csdf-cde.ca.gov	866-761-8807
Athletic Director- Kevin Kovacs.....	794-3766.....	kevinkovacs@csdf-cde.ca.gov	510-344-6023
Youth Athletics Coordinator- Toby Daniels	tdaniels@csdf-cde.ca.gov	866-755-1194
FAX	794-2422		

Admissions

Admission Office- Lisa Nunez	794-3720*	Lnunez@csdf-cde.ca.gov	
Supervisor of Assessment and Admissions- Lisa Viall.....	794-3987*.....	Lviall@csdf-cde.ca.gov	510-344-6056
FAX	794-3882		

Nutritional Services

Director of Dietetics- Gayalene Buck	794-3712*.....	gbuck@csdf-cde.ca.gov	510-344-6189
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Outreach

Position- Person	Phone	Email	Videophone
Outreach Office- Virginia Foletta, OT	794-3707*	vfoletta@csdf-cde.ca.gov	
Outreach Office Assistant- Ma-Ling Chiou.....	794-2417	mchiou@csdf-cde.ca.gov	866-790-4035
Outreach Director- Bridgetta Bourne-Firl		bfirl@csdf-cde.ca.gov	866-809-9424
Parent Ed. Coordinator- Lilly Crisman.....		Lcrisman@csdf-cde.ca.gov	866-432-0484
Volunteer Coordinator- Annette Ng	794-3709*	ang@csdf-cde.ca.gov	866-756-5650
FAX	794-2577		

Pupil Personnel

PPS Office- Josie Gana-Spalding, OT	794-3689*	jpgana@csdf-cde.ca.gov	
Director of Pupil Personnel- Dr. Debra Guthmann	794-3684*	dguthmann@csdf-cde.ca.gov	510-344-6095
Supervisor of Assessment and Admissions- Lisa Viall.....	794-3987*	Lviall@csdf-cde.ca.gov	510-344-6056
Supervisor of Counseling Services- Nancy Moser.....		nmoser@csdf-cde.ca.gov	510-344-6054
School Audiologist- Tracy Kuerbis.....	794-3703*	tkuerbis@csdf-cde.ca.gov	
School Social Worker- Lindsay Gimble.....	794-2420*	Lgimble@csdf-cde.ca.gov	510-344-6055
FAX	794-3653		

Student Health Unit

SHU Office	794-3747*		866-210-5884
PPS/SHU Office- Gwen Moss, OT.....	794-3688*	gmoss@csdf-cde.ca.gov	
Supervising Nurse- Cherie Boulton.....	794-3748*	cboulton@csdf-cde.ca.gov	510-344-6111
FAX	794-2408		

Student Life

Student Life Office- TJ Kahn, OT	794-3795*	tjkahn@csdf-cde.ca.gov	866-278-6618
Dean of Students- Ethan Bernstein.....		ebernstein@csdf-cde.ca.gov	866-320-2535
FAX	794-3790		

Student Life Supervisors

Day/Night/Transportation SRP- Lee Ann Dreffs	794-3792*	ldreffs@csdf-cde.ca.gov	866-449-6784
Elementary/Middle School SRP- Justen Burns.....		jburns@csdf-cde.ca.gov	866-276-1397
High School SRP- Noah Kessler.....		nkessler@csdf-cde.ca.gov	866-605-8256
Special Needs/ILS/WRP SRP- Derek Johnson		djohnson@csdf-cde.ca.gov	866-947-8826
Day Counselor SC- Cindy Martin		cmartin@csdf-cde.ca.gov	866-246-9956
Night Counselor SC- David Ott-Bales	794-3925*	dbales@csdf-cde.ca.gov	866-422-1688
Cottage 1/2 (SN) SC- Mary Mesa	794-3903*	mmesa@csdf-cde.ca.gov	866-585-8624
Cottage 3/4 (HS Girls) SC- Michele Malcolm.....		mmalcolm@csdf-cde.ca.gov	866-932-3965
Cottage 5/6/9 (Seniors & WRP) SC- Monica Har.....		mhar@csdf-cde.ca.gov	866-686-3154
Cottage 7/8/10 (HS Boys) SC- Sheila Korolev.....		skorolev@csdf-cde.ca.gov	866-271-0631
Cottage 11/12/13/14 (MS) SC- Alex Ash.....		aash@csdf-cde.ca.gov	866-545-8619
Cottage 16/17 (Elem.) SC- Collin Hillenbrand.....		chillenbrand@csdf-cde.ca.gov	866-932-4313

Transportation

Transportation Office- Linda Cease, OT	794-3794*	Lcease@csdf-cde.ca.gov	866-601-1066
Transportation Supervisor- Lee Ann Dreffs	794-3792*	Ldreffs@csdf-cde.ca.gov	866-449-6784
Transportation Coordinator- Laurolyn Bennett.....	794-3793*	Lbennett@csdf-cde.ca.gov	866-601-1066
FAX	794-3918		

Cottages

Cottage... Residents.....	TTY/V	Videophone	Cottage... Residents.....	TTY/V	Videophone
1..... SN Girls.....	794-3902	866-932-3924	9..... HS Boys - ILS	794-3917	866-665-1026
2..... SN Boys	794-3904	866-731-4509	10..... HS Boys	794-3920	866-697-3431
3..... HS Girls.....	794-3906	866-264-9944	11..... MS Boys.....	794-3922	866-457-8484
4..... HS Girls.....	794-3908	866-585-5057	12..... MS Girls	794-3924	866-437-5112
5..... HS Girls - ILS	794-3909	866-297-5166	13..... MS Girls	794-3926	866-281-9650
6..... HS WRP.....	794-3912	866-947-6826	14..... MS Boys.....	794-3928	866-455-8780
7..... HS Boys.....	794-3914	866-248-9407	16..... Elem. Girls	794-3930	866-936-4370
8..... HS Boys.....	794-3916	866-429-8771	17..... Elem. Boys.....	794-3934	866-749-9651

CSD Information

Enrollment: Approximately 470
School Colors: Black and Orange
Mascot: Eagle

The California School for the Deaf was founded in 1860 and was the first school for the Deaf established in California. Begun in San Francisco, the first class had three students. In 1869, the school moved to a new campus in Berkeley with approximately fifty students. A vocational component was added



San Francisco Campus

to the curriculum in 1871. By 1915, the school's enrollment had grown to 215 students and the campus was enlarged for the second time. Dr. Stevenson, who was the 7th Superintendent at the time,

also emphasized that since language is the core of the deaf child's education, teaching of written language would begin in the child's first year of schooling.

In 1969, the first academic mainstreaming program began with five CSD students taking world history and geometry at Albany High School. The student population numbered about 496 and a parent education program had been established to provide support, information and education for parents/guardians of deaf students.

In 1970, the California School for the Deaf officially adopted the philosophy of Total Communication. In 1973, CSD was giving accreditation for its secondary program by the Western Association of Secondary Schools and Colleges and was granted accreditation for both the elementary and secondary programs by the Conference of Educational Administrators Serving the Deaf (CEASD).

In 1975, Dr. Henry Klopping was appointed Superintendent and the Special Unit program was established for deaf multi-handicapped students. In 1977, with an enrollment of 481 students, ground was broken in Fremont for the new campus. Enrollment rose to 518 in 1978,

the same year the annual new student/parent orientation program was established. The 1980-81 school year began at the new campus in Fremont with an enrollment of 527 students.



Berkeley Campus

Up until this time, children were able to enroll at CSD starting at the age of five. Realizing that language development skills, positive self esteem and the need for Deaf role models needed to start at a younger age, a preschool program was established. This now enabled CSD to serve Deaf students from birth to 21. Early Childhood Education was expanded to include home visits, parent support groups, play groups, and parent/family workshops.



CSD's most recent history is filled with cultural advances and student opportunities. Teachers participate in staff development related to bilingual education. A variety of competitions, field trips, guest speakers, and learning activities allow students to develop ASL, English, academic, social, character,



Fremont Campus

performance, athletic and career skills.

The career center offers support with transition to life after graduation.

The school continues to grow as a community

resource. It offers completely accessible communication, and Deaf role models are bountiful, as over 50% of its staff are Deaf. All staff members who have direct contact with students are required to be fluent in American Sign Language. Signing is required at all times on campus.

In 2007, CSD received a coveted six-year accreditation from the Western Association of Schools and Colleges (WASC). The school is also accredited by the Conference of Educational Administrators of Schools and Programs for the Deaf (CEASD).

Attendance Policy

Good attendance is important to a student's success at the California School for the Deaf. California law requires students to attend school every day and to arrive on time for classes. Making sure their child attends school is a parent/guardian's legal responsibility. Educational neglect takes place when parents/guardians willfully allow or keep their children out of school for inappropriate reasons. (EC 49067)

Parents/Guardians support the learning environment of their children by monitoring their children's attendance; ensuring that homework is completed and turned in on a timely basis; participating in extracurricular activities; monitoring and regulating their children's television, Internet and pager usage; and working with their children at home on learning activities.

Students who arrive to school more than 5 minutes late for the first period must report to the office of their department.

Reporting Absences

Parents/Guardians are to call or email the school office before 9:00 am on the morning of the absence.

High School 866-612-2344 VP/V
510-794-3738 TTY
HSOffice@c sdf-cde.ca.gov

Middle School 866-440-9168 VP/V
510-794-3755 TTY
MSOffice@c sdf-cde.ca.gov

Elementary School 866-319-9259 VP/V
510-794-3713 TTY
ElemOffice@c sdf-cde.ca.gov

Early Childhood Education 866-244-1311 VP/V
510-794-2536 TTY
ECEOffice@c sdf-cde.ca.gov

If it is not possible to call or email, or if the parent/guardian forgets to call or email, the following procedure should be followed:

Upon returning to school, the student must immediately bring a note to the school office. The note should include the student's complete name, date(s) of absence and reason for absence. The note should be signed and dated by the parent/guardian.

Example Absence Note:

[Date]

Dear Office,

My daughter, [Name], was absent from school all day on [Day], [Date], due to illness.

Sincerely,

Parent/Guardian signature (required)

Disciplinary action will be taken at the Principal's discretion when absences are not cleared by a parent/guardian after five days.

After an Absence

Students must come to the office for a pass before returning to class.

The HS secretary, the Middle School/Elementary secretary or the principal will examine the excuse note for the student's reason for absence and give the student an excused or unexcused absence pass based on the California Education Code definition. If the reason for absence does not satisfy the Education code, the student **automatically** gets an **unexcused absence** pass. All of the student's teachers will sign the student's pass when he/she returns to class.

According to the EC 48205, students may be excused for the following reasons:

- **Counseling**
- **Court appearances**
- **Dental appointments**
- **Doctor appointments**
- **Field trips (school-sponsored)**
- **Funerals**
- **Job meetings**
- **Quarantine**
- **Religious holidays**
- **Religious exercises or instruction (EC 46014)**
- **Sports games (school-sponsored)**
- **Sickness**

Note: Parents/Guardians may not keep students home to baby-sit, run errands or for any non-emergency family business. Such absences are unexcused. **Doctor appointments should be made after school or on the weekend if possible. For DMV or Social Security Administration appointments, permission to miss school must be received from principal.**

School authorities may excuse any students in grades 7 to 12 from the school for the purpose of obtaining medical services without the consent of the students' parent/guardian. (EC 46010.1)

Student-Athletes Attendance on Game Day

All student-athletes must attend at least six class periods or three block periods on a game day to be allowed to play. Poor attendance in school may result in poor grades, resulting in athletic ineligibility.

Taking Students Out of School

All students are expected to remain at school for the entire day. Parents/Guardians must contact the school office first to take their child out during the instructional day for any reason.

Students will only be released to a parent/guardian.

If the parent/guardian wishes to have another adult pick up the child, a written signed permission is necessary or if by phone/email, they must communicate directly with a school secretary or administrator.

Parents/Guardians must go to the school office to sign their child out. Students who are 18 years old must get permission from the school secretary or administrator and sign out at the HS office. After their appointment, students must sign in at the office with a note from a doctor, dentist or parents/guardians.

Visiting parents/guardians or relatives are not encouraged to take their children out of classes for any reason other than those approved by the California Education Code except during the lunch period. If so, they are required to sign out with the school office. Their children must return on time for class after lunch.

Excused Absence Pass

When students return to school after an excused absence, they are responsible for making up all work, assignments and tests. Students must see their teachers to get their assignments and/or set dates for tests or work. If students do not complete assignments or tests within a reasonable time period determined by the teacher, they will receive grades of zero. (EC 48205)

Unexcused Absence Pass

If a student's absence is unexcused, he/she **will not** be allowed to get make-up schoolwork or homework and **will not** be allowed to take any tests or quizzes that were given on the day of his/her unexcused absence.

Prearranged Unexcused Absences

If a student needs to be absent for any reason other than those in the California Education Code (for example, a wedding or graduation of a relative), he/she must get a Prearranged Unexcused Absence Form from the HS or MS office at least two weeks in advance. The student must get a parent/guardian's signature before he/she gets the High School Administrative Principal or Middle School Principal's signature for approval. The student must contact all of his/her teachers to sign the form, then give the completed form to the department secretary. Students are expected to make up all missed work by the deadlines set by teachers.

Cutting Classes

CSD views cutting class as a very serious offense. The school is responsible for the safety and welfare of the students. When a student cannot be found, this is a serious safety concern. Disciplinary consequences will be assigned on a case-by-case basis after the second cut. After a student cuts class for less than 15 minutes, he/she will attend after-school detention

hall. If a student cuts more than 15 minutes and it is his/her first time, he/she may be suspended from a major school-sponsored event or a game if on an athletic team, whichever comes first. For the second or more cut, the student may be suspended from either two major school-sponsored events, or a major event and a game if on an athletic team. In addition, the student may be suspended from school for one or more days. Moreover, he/she may be removed from participating in one or more activities sponsored by school organizations and/or be removed from the school play, Academic Bowl Team and/or other special school groups. For HS students, he/she may be referred to the HS Team after cutting more than twice. (EC 48260)

Tardiness

If a student is more than five minutes late for his/her first class, he/she is required to get a pass from the secretary. He/she is also expected to bring a note from his/her parent/guardian, cottage counselor or school staff explaining the reason for being tardy. If a student is late for class any time after the first class, he/she must get a pass from his/her teacher or staff with the reason for being tardy or he/she will get an unexcused tardy.

Unexcused Tardiness

High School: When a student receives a tardy the third time from the same teacher in any one-semester period, he/she will serve one hour of detention hall after school with that teacher. If the tardy is for the 4th and 5th time, the student will meet with the Adjustment Teacher. With the 6th and subsequent tardies, the student may: 1) serve on-campus suspension, 2) serve up to 6 hours in Conference Time, including community service, or 3) be referred to the principal. A behavior plan may be arranged to deal with the student's tardiness.

Middle School: When a student receives a tardy the fifth time from the same teacher or ten tardies for all classes in total in any one-semester period, he/she will serve one hour of detention hall after school with Adjustment Teacher. With the 6th and subsequent tardies, the student may: serve a Self Improvement Time, including community service. A behavior plan may be arranged to deal with the student's tardiness.

Excessive Absences

CSD considers absenteeism excessive when it significantly interferes with a student's academic performance. Excessive absences include excessive tardies. The school becomes very concerned anytime a student misses 5 days of school or 5 class sessions during one semester. The school may request a physician's verification of illness for excessive absences if deemed necessary. The school will inform the LEA if a student has excessive absences. (EC 48260)

Academic Grading Standards

Academic Grading System

High School: Students receive their report cards two times a year at the end of each semester. Required academic class grades are calculated as follows: (EC 49066-67)

Calculated Academic Grade

- 40% classwork/homework
- 30% class tests/quizzes
- 30% final examination

GPA — Grade Point Average

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 point

Grade Point Average is totaled from all classes, including PE, then divided by the number of classes (8).

Note: The Career/Technical Education (CTE) and PE programs have different grading systems.

Middle School: The grading system for students is included in each teacher's syllabus and mailed to parents/guardians at the beginning of the school year.

Progress Reports

Middle School & High School: students' academic progress is monitored and reviewed every three weeks throughout the academic year along with the nine-week mid-semester progress reporting. Reports are mailed to students' homes and to Student Life every three weeks if students have grades of D or F. Mid-semester progress reports are mailed to all parents/guardians. Student-athletes' grades are calculated on each APSP grading period (see next page for dates of probationary periods). Positive efforts are made to assist students in maintaining high standards in their academic work. (EC 49067)

Elementary reports to parents/guardians through weekly teacher letters, report cards at the end of each semester and IEP meetings in May. Parents/Guardians are welcome to contact teachers anytime regarding student progress.

Incomplete Grades

A student may get an incomplete grade (INC) for a very specific reason, such as being ill during final exam week. The student's teacher will do an *Incomplete Grade Contract* with a list of assignments and/or tests, each with a due date that requires assignments to be completed within the first 9 weeks of the next semester. The student must complete assignments by each due date to avoid a failing grade. At the completion of the contract, the

teacher will submit the final grade to the principal. An updated report card will be mailed home.

Honor Roll: High School/Middle School

Students who earn a GPA of 3.5 or better are placed on the *Gold Honor Roll* for HS students or *Principal's Honor Roll* for MS students at the end of each semester. The *Silver Honor Roll* for HS and *Honor Roll* for MS are for students with a GPA between 3.0 and 3.49. The Honor Roll is posted around campus. An Honor Roll Assembly is held shortly after the end of each semester. These students receive certificates and recognition from their departments. A special luncheon is served to the MS Principal's Honor Roll and the HS Gold Honor Roll students each quarter.

Graduation/Promotion

Speakers

High School:

Valedictorian/Salutatorian

The Director of Instruction, Dean of Students, the High School Team (HS and CTE principals, Career Center/Transition Supervisor) and SRPs determine the nomination of the Valedictorian and Salutatorian for seniors. The nomination is based on at least a cumulative GPA of 3.5 for sophomore through senior years. Citizenship and character may be considered. Eligible students must take four high-level academic subjects each semester during their junior/senior years and they must have been enrolled at the school for the last two years prior to graduation.



High School Academic Probation (AP)

At the end of each quarter period, students with a GPA below 2.0 or possessing more than one grade of F are put on academic probation.

While on academic probation, students **cannot**:

- Play competitive sports games including scrimmages.
- Serve as an officer in an organization.
- Take part in the school play or participate in other special activities like the Academic Bowl Team.
- Go off-campus.
- Participate in any party/event sponsored by school/cottage, including the prom.

Students on AP are required to use the agenda book to record assignments. Cottage students on AP or those who receive progress report cards have extra supervised study time. If student-athletes are on AP, they are expected to participate in required weightlifting for up to 30 minutes per night and are not

allowed to participate in games, wear game uniforms or attend away games. If a student-athlete's GPA is below 2.0 or has F's twice during the same sports season, he/she will be moved back to the AP and be permanently off the team including the loss of any awards, recognitions, and team dinner. If they are moved to APSP, they are eligible to play on the following Monday after the three week period. Students may attend organization meetings but not serve as officers. They may attend end of the year banquets and awards events. (EC 35160.5)

Academic Probation Support Program (APSP)

After three weeks, students on academic probation (AP) are allowed to participate in the activities stated previously if they maintain a GPA of 2.0 and above and have no grades of 'F'. In order to remove themselves from AP, at the end of each 3 week period, the students are required to print out their grades from PowerSchool and submit to the Adjustment Teacher for GPA verification. The student is responsible for turning in grades by the assigned deadlines to be considered for removal from AP. If a student's GPA is below 2.0, he/she will move back to AP and his/her privileges are taken away. Student-athletes on AP can still practice with teams but cannot play in games or scrimmages. Please note that the last APSP period is more than three weeks. See dates below.

APSP Probationary Periods

First Semester

1st Quarter

- 1st 3 Week Period ... Aug. 29 –Sept. 18
- 2nd 3 Week Period ... Sept. 19 –Oct. 9
- 3rd 3 Week Period ... Oct. 10 –Oct. 30

2nd Quarter

- 1st 3 Week Period ... Oct. 31 –Nov. 20
- 2nd 3 Week Period ... Nov. 28 –Dec. 18
- 3rd 3 Week Period ... Dec. 19 –Jan. 15

Second Semester

3rd Quarter

- 1st 3 Week Period ... Jan. 16 –Feb. 5
- 2nd 3 Week Period ... Feb. 6 –Feb. 26
- 3rd 3 Week Period ... Feb. 27 –Mar. 18

4th Quarter

- 1st 3 Week Period ... Mar. 19 –Apr. 8
- 2nd 3 Week Period ... Apr. 16 –May 6
- 3rd 3 Week Period ... May 7 –Jun. 8

Middle School Academic Probation Support Program

Middle School's Academic Probation Support Program (APSP) is designed to support student achievement and growth in academic and extracurricular programs. The purpose of the program is to support and keep track of the progress of students who have a GPA lower than 2.0. AP **will** impact a student's ability to participate in sports and attend monthly cottage parties (with the exception of the Welcome Back party and the Jr. Eagle Banquet).

After a student has received below a 2.0 GPA in a quarter grading period, the student is placed on AP. A student on APSP will have his or her grades checked every three weeks for a quarter. For the first three weeks on AP, a student who is a member of a middle school sports team can practice with the team but cannot participate in games. If a student is an elected PAC leader or chosen class representative, he/she is not allowed to serve on the council. PAC leaders and class representatives serve from November to November of the following year. A student on AP also cannot attend monthly cottage parties, with the exceptions noted previously.

After three weeks, a student on APSP will have a grade check. If the student's GPA has improved to 2.0 or better, he or she can fully participate in sports and attend monthly cottage parties. The student will be designated an APSP student with privileges. Grade checks will continue every three weeks to track progress and make sure the student maintains good grades. If after three weeks a student does not improve his/her GPA to 2.0 or better, the student will be designated an AP student without privileges. An AP student without privileges will continue to receive grade checks every three weeks. These students can practice with their team but cannot participate in games, nor can these students attend cottage parties (with exceptions noted previously) until he/she improves and becomes eligible to earn privileges back. If a student-athlete's GPA is below 2.0 or has F's twice during the same sports season, he/she will be moved back to the AP and be permanently off the team including the loss of any awards, recognitions, and team dinner. If they are moved to APSP, they are eligible to play on the following Monday after the three week period. (Please note: Jr. Eagle Officers must earn their activity privileges back at the first grade check in three weeks. A second occurrence of grades falling below expectations will make the students ineligible to continue his/her role as Jr. Eagle Officer. Jr. Eagle Officers serve from April to April of the next year.)

Academic Intervention

Students on Academic Probation (AP) who have a GPA below 2.0 within a quarter will be reviewed on a case-by-case basis and support will be provided to those students. Students with a sudden or chronic drop in GPA may also be monitored. In this case, grades may be collected more frequently, possibly resulting in a contract developed by a team that must include the student, department principal, adjustment teacher, teacher representative, student life representative, and athletic/student organization representatives. If additional consequences for poor academic performance are to be instituted, all parties must sign the contract and a meeting will occur with parents/guardians. After three weeks during any quarter, if a student's GPA falls below 2.0 for the first time, he/she will be placed on APSP and receive support from the teaching staff. If the student's GPA continues to be below 2.0 after the 3 week APSP period, he/she will be placed on AP.

Homework/Classwork Expectations

Students are expected to meet teachers' deadlines and turn in their completed homework, classwork and/or projects. The quality of the work is expected to meet the teachers' satisfaction. If a student fails to do that, a teacher can:

- Keep a student after school to make up work or get help (or during part of the lunch period if the student is a day student and rides a school bus home after school)
- Remove points from homework or projects on each day
- Give a student a "F" or zero grade and require the student to complete the assignment
- Refer a student to the Study Hall (High School) for one or more days
- Refer a student to the Adjustment Teacher or Principal's office
- Recommend an academic contract for a student

For every unfinished homework, data will be recorded in the Student Behavior Reporting System (SBRS) for Middle School only.

Appointments with teachers can be scheduled as needed.

Elementary Homework Expectations

Homework can be defined as any assigned activity that is primarily accomplished outside of regular classroom time and that has a relationship to the instructional program.

Homework results directly affect a child's experience in the classroom. Homework assignments encourage the child to want to investigate concepts further, learn more, follow up on interests and de-

velop creativity, as well as become responsible about conducting research. This is done with the guidance and cooperative effort of the parents/guardians and/or cottage counselors. It is the desire of the Elementary School to encourage experiences outside the classroom that are of intellectual and cultural value. These experiences need not be an extension of the school program. Homework may mean a visit to an art museum, science museum, building projects, reading magazines and/or guided reading.

Children should understand thoroughly the nature of their homework assignments so they are able to proceed with a minimum amount of help. Homework is assigned on the basis of pupil need; that is, in such circumstances as when there is need to broaden pupil understanding and when specific abilities need developing.



Agenda Book Program

Agenda books are distributed to all students at the beginning of the academic year. In Elementary and Middle School, every student is required to use his/her book to record daily homework assignments. Students are responsible for bringing the book with them to school and cottage/home. Teachers are expected to review their students' books on a regular basis. Cottage counselors and parents/guardians need to check the students' agenda books in the evenings and weekends. If used correctly, the agenda book is an excellent communication tool for teachers, cottage counselors and parents/guardians to improve students' homework habits and organizational skills. Parents/Guardians, please note that all agenda books include basic information about the child's respective department, such as important telephone numbers, policies and guidelines and the school calendar. Agenda books are mandatory for all students and if a student loses his/her book, s/he can replace it for \$8. In High School, students are responsible for using the agenda book to record homework assignments, projects, test dates and appointments. Some students' behavior contracts or their teacher's discretion may require them to record assignments in their agenda books.

Study Hall for High School Students

The Study Hall is available to all high school students who need assistance in an assigned room of the High School building after school every day except on Fridays. The teaching assistants and the adjustment teacher are available from 3:15-4:30 PM. This program is available to students who need help with homework assignments, preparing for tests or with organizing binders. In addition, teachers have posted the hours when they are available to see students for conferences or to provide assistance.

Block Schedules for High School

Schedule A

Monday	Tuesday	Wednesday	Thursday	Friday
1st Period	2nd Period	1st Period	2nd Period	1st Period
				2nd Period
3rd Period	4th Period	3rd Period	4th Period	3rd Period
				4th Period
Lunch				7th Period
7th Period	6th Period	7th Period	6th Period	6th Period
				Lunch
9th Period	8th Period	9th Period	8th Period	8th Period
				9th Period
Prep Seminar	Prep Seminar	Prep Seminar	Homeroom	

Schedule B

Monday	Tuesday	Wednesday	Thursday	Friday
2nd Period	1st Period	2nd Period	1st Period	1st Period
				2nd Period
4th Period	3rd Period	4th Period	3rd Period	3rd Period
				4th Period
Lunch				7th Period
6th Period	7th Period	6th Period	7th Period	6th Period
				Lunch
8th Period	9th Period	8th Period	9th Period	8th Period
				9th Period
Prep Seminar	Prep Seminar	Prep Seminar	Homeroom	



High School Block Schedule A/B Weeks

Week of First Semester	
Aug. 29–Sept. 2	A
September 5–9	B
September 12–16	A
September 19–23	B
September 26–30	A
October 3–7	B
October 10–14	A
October 17–21	B
October 24–28	A
Oct. 31–Nov. 4	B
November 7–11	A
November 14–18	B
Nov. 28–Dec. 2	A
December 5–9	B
December 12–16	A
December 19–23	B
January 9–13	A

Week of Second Semester	
January 16–20	B
January 23–27	A
Jan. 30–Feb. 3	B
February 6–10	A
February 13–17	B
February 20–24	A
Feb. 27–Mar. 2	B
March 5–9	A
March 12–16	B
March 19–23	A
March 26–30	B
April 2–6	A
April 16–20	B
April 23–27	A
April 30–May 4	B
May 7–11	A
May 14–18	B
May 21–25	A
May 28–June 1	B
June 4–8	A



Graduation Requirements for High School

Subject	
Reading/Writing	50
Fundamentals of English.....	10
Mathematics*	30
Science**	20
Health	5
History/Social Studies.....	30
Physical Education***	20
Foreign Language (ASL).....	10
Career Awareness/Study Skills.....	10
Service Learning/Work Experience.....	10
Career/Technical Education	40
Career Exploration.....	10
Electives****	55
Total	300

*Students must have completed at least Algebra II and when mandated passed the Math part of the CAHSEE in order to meet the 30 required math units.

**Science majors will take at least 30 units of science classes

***Students may have to take an additional year of PE if they do not pass the Physical Fitness Test (PFT).

****Electives – Art, Drama, International Studies, any of above subjects over their required units. 10 units in Visual Performing Arts required for college bound.
EC 51224-51228, 60618

California High School Exit Exam (CAHSEE)

Students with IEPs are waived from the CAHSEE requirement at this time. The school continues to administer the exam and encourages students to do their best.

Career Center & Transition for High School

Career Counseling

Career Counselors help students:

- Learn about their abilities and interests.
- Choose career goals.
- Be aware of which classes to take.
- Learn about their work habits.
- Visit work sites to learn about jobs.
- Visit colleges and training programs.
- Make career plans after graduation.
- Prepare and monitor Individual Transition Plans (ITP).
- Apply for scholarships.

Transition Partnership Program

The Transition Partnership Program (TPP) is for juniors and seniors who demonstrate the ability to work in competitive employment. The Department of Rehabilitation (DR) sends a counselor to the school to assist these students in planning for future careers. The DR counselor works closely with the Career

Center staff and will continue to help students after graduation until they become employed. The Transition Specialist follows up on graduates and assists them in implementing their transition plans. (EC 56460-56472)

Student Work Permit Requirements

Students who want to work in the community and are under the age of 18 must have a work permit. Students or parents/guardians may contact the Job Placement Specialist in the Career Center to obtain information about obtaining a work permit and regulations. The parents/guardians and employer complete the *Statement of Intent to Employ Minor and Request for Work Permit* form and give this completed form to the Job Placement Specialist. If all information is in accordance with federal and state laws, the Job Placement Specialist will approve the permit and sign as the verifying authority and issue the work permit to the student.

Dress Code

Reason for the Dress Code

The California School for the Deaf strives to create a safe and secure educational and residential environment that allows for optimal learning experiences for all students. It is the CSD Cabinet's and administration's belief that school dress influences student behavior. Students are expected to be neat and clean at all times and to dress and groom themselves in a manner that demonstrates respect and modesty. Therefore, the following dress code is in effect at school and at the cottage. (EC 32282, 35183, 35183.5; 35294.2)

Note: The school reserves the right to take action, if necessary, if clothing or other items affect the safety, security, or appropriate learning environment of the school.

Appropriate Clothing

Clothing must be neat and suitable for school, activities and student organization meetings. In some Career/Technical Education classrooms, students must wear clothes and shoes that meet safety standards. In Elementary, students must wear clothes appropriate for the weather. **Students must also wear clothes that allow them to walk, sit, bend and stretch safely and modestly.**

School Spirit Days

Every Thursday, students are encouraged to wear orange and black clothing to promote school spirit. Announcements will be made to encourage students to wear special clothes to promote school spirit, the Character Counts program and other special activities.

On other school days, the Dress Code prohibits students from:

- Wearing or having possession of clothing, jewelry or accessories, or any manner of grooming, which by nature of its color, arrangement, trademark or any other attribute, shows membership or identification with a gang.
- Wearing clothing or jewelry that shows or promotes drug or alcohol use, violence, profanity, bigotry or intolerance against people on the basis of their race, ethnicity, national origins, religion, sex or sexual preference.
- Wearing clothing designed or altered to expose undergarments, or undergarments worn as outerwear.
- Wearing clothes with unnecessary holes in them.
- Wearing hats, bandanas and headbands in class except on special days approved by the principals.
- Wearing clothes designed or altered to show the stomach and midriff or to expose shoulders or body, such as tank-tops (less than one and one-half inch straps for female students), off-the-shoulder or short blouses/shirts, tube-tops, muscle shirts, see-through or fishnet fabrics, halter-tops* or

spaghetti-strapped clothing.*

- Wearing pajamas or other sleepwear.
- Wearing shorts or mini-skirts that are higher than mid-length (halfway): MS and Elementary
- Wearing shoes with built-in wheels.
- Wearing shower shoes or bedroom slippers.*
- Wearing thong shoes or flip-flops.*
- Wearing shoes without heel straps or shoes with high heels in elementary school.
- Wearing sunglasses indoors.*
- Wearing chains, spikes or other potentially dangerous objects.
- Wearing cutoffs of any kind.*
- Wearing imprints of military figures, guns, explosives, and violence.

(*Allowed after school in cottages only)

Hair Styling

Hair styling products such as brushes and combs are discouraged and should not be used in class. All students are not allowed to dye or perm their hair in school, at the cottage or while under the care and supervision of CSD staff. No haircutting is allowed in school or cottages by students or staff. Elementary and middle school students are not permitted to have their hair dyed in unnatural colors.

Body Piercing

Students are not allowed to pierce any body part, make new piercings or expand gauges in school, at the cottage or while under the care and supervision of CSD staff. Student-athletes may not participate in practice or games with body piercings.

Violation of Dress Code

Students who wear clothes that are in violation of the Dress Code will be sent immediately to the Principal's office and cottage counselors or parents/guardians will be contacted. Day students in violation may be sent home and residential students to the cottages to change. Parents/Guardians may need to bring appropriate clothing. Students who repeatedly violate the Dress Code may be subject to suspension. Any inappropriate clothing articles may be confiscated and returned at the end of the school year.

Sun-Protective Clothing

Students may wear sun-protective clothing including hats outdoors. They may also use sunscreen indoors or outdoors without a physician's note or prescription. (EC 35183.5)

Dress Code Guidelines for Athletes

The Athletic Department reserves the right to require students to follow a dress code established by their coaches during the season. Athletes are not allowed to have their hair dyed with unnatural colors. Removal of any pierced loops or studs from an athlete's body will be required. (EC 32282; 35183; 35294.2)

School Information

Change of Address or Status

The school cannot impress strongly enough to parents/guardians the necessity for keeping both Transportation Office and Admission Office informed of their address, phone number, email, pager or videophone address changes.

If parents/guardians have a change in their child's information, including name, address, phone number or emergency contacts, or a change in student's status, such as their child becomes a residential or day student, withdrawal from school or any information affecting the child, parents/guardians need to inform the admission office, transportation office, the child's school office and the child's cottage immediately. (EC 49408)

Closed Campus Policy

The CSD Cabinet has determined that the school will operate as a closed campus to promote student and school safety. This means that students are required to stay on campus at all times during the school day including lunch. The only students exempt from this policy are seniors. In an effort to support their independence, seniors may leave campus for lunch. Prior to leaving campus, seniors are required to sign out with one of the day shift cottage counselors. Seniors under 18 years old must have written permission from their parent/guardian. (EC 44808.5, 48980)

Communication Department

The Communication Department provides assessment and intervention services for language development (English and ASL), spoken English, speechreading and communication strategies. The department serves students in the Early Childhood Education, Elementary School, Middle School, High School and Special Needs Departments. Services are provided through consultation, small and large group instruction and/or pullout. The length and frequency of sessions vary.

Spoken English development is emphasized in the ECE and elementary programs, while maintenance of existing speech skills is usually the focus of middle school and high school services. Students are considered for spoken English instruction based on a variety of factors including basic language and articulation skills, the potential for further improvement and use of amplification. Sessions may include auditory learning, teaching pre-speech and articulation skills, speechreading and use of communication strategies when appropriate.

Spoken English instruction at the middle and high school levels provides an opportunity for students who have some intelligible speech to use and refine their skills. Students are recommended for the program based on their potential for improvement. Sessions involve developing vocabulary, pronouncing

new words, improving English grammar and conversational skills and practicing speechreading and other strategies for communicating with non-signers.

Instruction in ASL is provided for students who are new ASL learners. Those who are demonstrating difficulty accessing classroom information presented in ASL may also be enrolled. Areas addressed include the appropriate use of vocabulary, grammar, sign production, fluency and conversational performance. (EC 56363)

Drama

High school students are eligible for participation in the annual spring play. Auditions are held for acting parts, and actors are screened by the director and assistant director. Crew assistance is another way of being involved with the production — backstage, costume, makeup, or props. Student-athletes must choose between participating in athletics or the play.

Elementary Student Guidelines

- Lost articles and other items (eyeglasses, etc.) are displayed in the building.
- Please label all items (clothing, lunch boxes, etc.) for easy identification.
- Do not allow your child to bring any kind of toys, games, or pagers to school during school hours.
- Lip balms with glitter or lipsticks are not allowed.
- Day students are to be picked up by parents in the Bear Hunt Statue area. If it rains, they are to be picked up in the lobby of the Elementary Building.
- Any homegoing changes must be emailed no later than 30 minutes before dismissal time. Send email to principal, secretary, student's teacher, adjustment teacher and transportation (if applicable).

Guidance Counseling

The Guidance Counseling Department provides counseling services to students in all departments from Pre-Kindergarten to High School. Counselors work with students and families to promote emotional growth, well being and educational success. Services are provided as short-term personal growth and also can be documented on the students' Individual Education Programs (IEP). Additional services and roles of counselors include:

- Group counseling on topics such as peer relationships, conflict resolution, coping skills and anger management
- Family counseling and family collaboration, with linkage to community resources when necessary
- Support groups and preventative education on topics such as abuse prevention and Usher Syndrome.
- Crisis intervention and assessment of risk
- Assistance facilitating the Peer Advisor Program with high school students
- Assistance for students addressing normal devel-

opmental issues such as peer pressure, self esteem and relationship issues

- Consultation to CSD staff and faculty regarding issues of mental health and development
- Collaboration with school-wide character education and Character Counts
- Collaboration with families and our school social worker regarding community resources
- Supervision of training interns who provide counseling services while attending university graduate programs
- Mandatory Substance Abuse Prevention (SAP) counseling for students who violated CSD's substance abuse policy

For emergency appointments or new referrals, students must first see a Principal or SRP for permission. (EC 49602, 56363, 72621)

Family Directory

The school distributes the CSD Family Directory to all CSD families. The directory includes parent/guardian and student names, addresses and phone numbers. If parents/guardians are interested in being listed in the directory, please so indicate on the *Student Information Form* in the registration packet. (EC 49073)

Family Life Education

The Education Code requires that parents/guardians be notified in advance of any course in which family life education is to be discussed. CSD offers family life education at different times throughout the academic year to K-12 students.

Occasionally, family life issues of special interest occur in the language arts and social science classes. Parental permission or denial for every student is needed before teachers discuss the following topics: Growing up Sexually (Adolescence and Growth), Anatomy and Physiology, Sexually Transmitted Diseases, Beginning of Life (pregnancy and birth), Decisions about Parenthood (Family Planning and Birth Control), Expressing Sexuality (Molestation, Laws, etc.), Teenage Medical Problems, Substance Abuse and AIDS. Each school department is responsible for sending letters to parents/guardians. Some topics such as self-esteem, decision-making, relationships and communication may be covered in other classes such as the CTE Career Exploration Class. (EC 51930-51939; 51240)

PLEASE SEE PAGE 59 FOR MORE INFORMATION.

Freedom of Expression

All students have the right to freedom of speech and press within the school environment, including, but not limited to, the use of bulletin boards, the distribution of printed materials or petitions, the wearing

of buttons, badges, backpacks and other insignia and the right of expression in official publications, whether or not these publications are supported financially by the school. Prohibited expression is that which is obscene, libelous or slanderous, or incites students to create a clear and present danger, or the commission of unlawful acts on school premises, or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school. (EC 48907; 48950)

Hearing Aid Upkeep and Repairs

Minor repairs of amplification equipment may be made on campus. A hearing aid that requires major repairs will be sent home with the student so that the parents/guardians may arrange for repairs with their local hearing aid dispenser. Arrangements to obtain ear molds can be scheduled through the Audiology Office with parent/guardian's permission. An appointment will be made and parents/guardians will be advised of approximate costs (currently about \$30 per mold). Parents/Guardians will be asked to provide payment in advance to CSD.

If parents/guardians become aware that a student needs batteries, they may send cash or a check payable to California School for the Deaf. The payment should be sent to the attention of the Audiology Office. Upon receipt of these funds, batteries will be provided to the student. (Batteries are currently 75¢ each.)

If parents/guardians have questions regarding repairs, ear molds or batteries, please call the audiologist in the Audiology Office on school days between 8:00 am and 3:15 pm at 510-794-3703. (EC 56363)

High School Student Behavior Guidelines

High school students are expected to demonstrate proper behavior at all times and use good judgment when socializing with younger students. Behavioral guidelines are explained to each student, and each high school student, parent/guardian and Supervising Counselor must sign the form.

International Studies Trip

Incoming 10th, 11th and 12th grade students who wish to be considered for the trip need to submit:

1. A student application
2. An EF application with \$95 application fee*
3. Two letters of recommendation from teachers

* Application fee is refundable if your child is not chosen for the trip.

Students will be evaluated and chosen for the trip based on:

- A cumulative GPA of 2.75 or better
- An evaluation of the students' conduct during the present year by the committee (in compliance with the student code of conduct)

- Completed application forms and receipt of recommendation letters
- 10-15 minute interview (one interview per applicant; no repeat interviews will be scheduled)

Priority will be given to those students who rank highly in the above categories.

Students will be removed from participating in the trip for any of the following reasons:

- Failure to maintain a 2.5 GPA (each semester) through the year
- Put on Academic Probation at anytime
- Students are expected to display appropriate behavior during the school year and follow the school and cottage rules. If a student is suspended from either the school or the cottage for two or more days, he/she will not be allowed to go on the trip. The student will not be allowed to negotiate for a disciplinary waiver, a disciplinary postponement, or a disciplinary consequence substitution to remain on the International Studies Trip. Special exceptions will not be made
- If students are involved in an illegal activity during the trip, the sponsors will notify the parents/guardians. The parents/guardians will have to come to the foreign country to get their child out of jail and deal with the legal authorities, as the sponsors must continue on the trip

Refund of payment is NOT guaranteed to students who leave the program. Parents/Guardians must deal directly with the tour company to obtain a refund.

Library Media Center (LMC)

The mission of the library media center is to assist students in the development of skills necessary to become independent life-long learners. Emphasis is placed on the appreciation of literature and motivation of reading for pleasure as well as information.

Students have access to books, periodicals, videos and electronic resources, including the Internet. They can use the LibraryWorld cataloging system to locate materials in the LMC. Students can use the three Accelerated Reader (AR) computers to take quizzes.

LMC Hours:

Mondays–Thursdays: 8 am to 4 pm

Fridays: 8 am to 2 pm

Students will need to use their CSD ID card to borrow books and other materials. They can check out up to four books for a two-week period. If additional books are needed, special arrangements can be made with the library media staff.

Students are to be accompanied to the library media center by their teachers. A limited number of students may use the library with a pass from their teacher.

Students will receive notice if books are overdue. They will not be allowed to check out any more books until the overdue item is returned. Students are responsible for the replacement cost if books are lost or damaged. Letters will be sent home and department principals will determine the appropriate consequences for damaged or lost books. This may include withholding yearbooks for seniors or not being able to attend special events in the department. Please contact your child’s principal for more information.

Outreach Division

The Outreach Division is responsible for a variety of areas that provide support to families, the community, the educational program and to other public school educational programs in Northern California. The major areas within this division include family education, community education, support for parents/guardians of newly identified Deaf babies, research, the volunteer program, technical assistance to school districts, campus tours, scheduling of school facilities, press/media relations and a weekly publication of the *California News* that is mailed to parents/guardians and subscribers. Interested subscribers may contact the Outreach Division to have the *California News* publication sent to them.

Outside Media Access

The California School for the Deaf sometimes encounters situations where outside media such as local/national television and newspapers are interested in having photographers or reporters photograph or interview students. Because it is in the best interest of students at CSD, the Deaf community and the community-at-large to be informed about the wonderful programs at our school, the Outreach Division is encouraged to welcome media representatives to school as long as their presence does not cause a disruption. In addition, CSD may use student photos and/or interviews for *California News*, the school website or other school-related publications. CSD requests that parents/guardians who do **not** want to permit news photographers or reporters to photograph or interview their children complete the *Outside Media Access Form* that is sent home.

If CSD is notified in writing that a particular student should not be photographed or interviewed, staff will make every effort to ensure that the request is honored, but cannot guarantee that a student will not appear in the background of a photo. If parents/guardians request that students not be photographed or interviewed, they also should tell their children that they should not talk to reporters or allow themselves to be photographed.

If CSD does not receive a completed form from parents/guardians, CSD will continue to include their children in these opportunities when it is appropriate.

Permission for Release of School Records for Parents/Guardians

Although the school has authority to release the school records of your child to other schools and the state superintendent, or by judicial process as permitted by state law, a federal law requires that CSD not release information or records concerning your child to non-educational organizations or individuals without your consent.

The release of certain information to these organizations may benefit the student; for instance, information on athletics or academic awards, information for press releases, or information to organizations and institutions offering educational or career opportunities to graduates. Consent is required for release of such information. Parents/Guardians need to indicate permission on the ***Student Permission Form***.

As a matter of policy, the school will not release information of a medical or psychological nature to non-educational organizations without your prior written consent in every specific case.

Parents/Guardians of a child below the age of eighteen must give consent to release those records specified; such consent may be revoked by parents/guardians at any time by notifying the Director of Pupil Personnel Services in writing. According to the federal law, if a child is eighteen years or older, parental consent is not needed; instead, the consent form must be signed by the student. (EC 49060-49079)

Permission for Release of School Records for Students

During the time a student is enrolled at the California School for the Deaf, the school will keep necessary records. If the student is sixteen years of age or older, he/she has the right to review the information that is in his/her file by making a written request to the Superintendent. If the student's parents/guardians have any concern about the accuracy of the information in the school records, they should inform the Director of Pupil Personnel Services of their concern.

If the student is eighteen or older, he/she needs to sign the ***Student Information Form*** regarding releasing his/her school records. Although the California School for the Deaf has authority to release school records to other schools and the state superintendent, or by judicial process as permitted by state law, a federal law requires that CSD not release information or records concerning the student to non-educational organizations or individuals without his/her consent. The release of certain information to these organizations might benefit the student. For instance, information on athletic or academic awards, information for press releases, or information to organizations and institutions offering educational or career opportunities to graduates.

Student consent is required for release of such information. Please indicate permission on the ***Student Information Form***.

As a matter of policy the California School for the Deaf will not release information of a medical or psychological nature to non-educational organizations without parent/guardian's or adult student's prior written consent in every specific case. (EC 49060-49079)

Participation in Religious Education

Children may attend off-campus religious education classes and/or religious services if parents/guardians give permission. The school is not responsible for a student's care during times that he/she is absent for the purpose of attending religious activities. The place of worship is responsible for providing transportation and personnel to supervise the children during their absence from the school and while they are en route to and from the school and place of worship facility.

It is the parent/guardian's responsibility to inform the place of worship if they want their child to participate in services and activities, and also to inform the place of worship of their address and phone number so that they can be contacted about the religious activities. In the event that parents/guardians' desire to cancel permission for their child's attendance at the religious functions of the place of worship, it shall be their responsibility to inform both the place of worship and the school of the change. The place of worship also informs the school.

If parents/guardians permit their child to participate in religious activities, please so indicate, along with the name of the place of worship, on the ***Student Information Form***. (EC 49091.12; 51240; 51511; 51513)

Physical Education Program

The Physical Education grading system is based on full participation and maximum effort.

Doctor's Note

Students who provide a doctor's excuse are not allowed to participate in any PE activity. Excused students must still change into CSD PE clothes and follow their PE teacher's instructions. Excused students may be assigned written work during the time they are not participating in PE activities.

Jewelry and Gum

Due to safety reasons, the PE department reserves the right to require students to remove loop earrings, studs and jewelry. Gum is not allowed in the PE area or gym at any time.

Lockers

Each student has an assigned PE locker. Students cannot share lockers with other students. Students

are required to store their PE uniform in their locker any time it is not being worn. The PE department is not responsible for lost or stolen PE uniforms. Students are to change from school clothes to CSD PE uniforms in the locker room when their PE class begins.

CSD requests that students purchase PE uniforms and that students in 5th grade and above change from their school clothes and shoes into CSD PE clothes and non-marking gymnasium shoes that tie snugly (i.e., basketball, tennis or cross-training shoes that are comfortable and non-restrictive for movement). Popular skateboarding shoes or any other kind of shoe without ties are not allowed.

CSD PE uniforms are to be worn only during PE class. Students are responsible for uniform upkeep and are required to wash their uniforms weekly. Students can add their names to their uniforms for identification purposes.

Students are not permitted to wear PE uniforms for swimming. They must bring their own proper swimsuit and towel when their swim lesson is scheduled. CSD PE uniforms are any combination of the following items.

- Gray t-shirt with Eagle lettering on the front
- Orange shorts with Eagle lettering on the front bottom left leg
- Gray sweatshirt with “CSD PE” under a bold “C” on the front
- Gray sweatpants with “CSD PE” under a bold “C” on top left pant leg

Students are encouraged to wear the CSD PE sweatshirt and sweatpants during cold or inclement weather. Students are not permitted to wear school clothes under their CSD PE uniforms. Should a family elect not to purchase, student must wear a gray t-shirt and orange shorts for PE. (EC 35183, 49066[c])

Preparatory Seminars

In order to provide support for students, the teachers from the High School, Career-Technical Education, and Career Center Departments have established prep seminars, or PS, that occur Mondays through Thursdays at the last 30 minutes of the school day. Students are assigned a PS teacher based on learning needs and requests. PS teachers are assigned to focus on one of the following topics: high school exit examination English, high school exit examination mathematics, organization and study skills, ASL development, vocabulary expansion, or guidance for at-risk students. Students receive grades of Satisfactory or Unsatisfactory for these mandatory instructional meetings.

Public Display of Affection

Students are to refrain from any public display of affection. Consequences of displaying such actions on campus may result in disciplinary actions including parent/guardian contact and/or suspension from school.

Release of Information to Parent Organizations

From time to time, the Association of Parents, Teachers and Counselors (APTC), our parent organization, as well as parent organizations of various local school districts, may wish to contact parents/guardians of students enrolled in the California School for the Deaf for the purpose of informing them of outside programs and opportunities available to their children. By state and federal law, your consent is required for release of your name, address and phone number. Please indicate your permission on the Student Permission Form. (EC 49073)

Rights of Parents/Guardians and Adult Students

CSD staff appreciates and respects the important role of parents/guardians in the lives of adult students. Parents/Guardians of adult students will be informed about the situations identified in Category 1. California law prevents CSD staff from notifying parents/guardians of adult students about the situations identified in Category 2. Expectations related to parents/guardians communicating information with the school are identified in Category 3.

Category 1

Student has been:

- Missing from campus under circumstances requiring police notification.
- Determined to be at serious risk for harming him/herself.
- Suspended for an incident that involves drugs or weapons. The reason for the suspension and number of days will be given. If a student is suspended for any other reason, parents/guardians will only be informed about the number of days the student is suspended.
- Removed from the school by the police.
- Brought to the hospital for a medical emergency.
- Making an allegation that a staff member mistreats him/her and the accusation is substantiated.

Category 2

California law prevents CSD staff from notifying parents/guardians of adult students about the following situation when an adult student:

- Requests to be released from school to receive confidential medical services.
- Seeks medical treatment for the prevention or treatment of pregnancy.

- Seeks medical treatment of an infectious, contagious or communicable disease.
- Seeks medical treatment related to the diagnosis or treatment of rape or sexual assault.
- Receives medical services for HIV testing.
- Consents to the diagnosis or treatment of drug-related or alcohol related problems.

Category 3

To ensure the safety of adult students, CSD expects parents/guardians to communicate the following with CSD staff when an adult student:

- Is not intending to return home for the weekend. Staff will need to have confirmation directly from the parent/guardian.
- Invites a younger student or an adult student to their parent/guardian's home. Parents/Guardians are required to sign the Weekend Host Form.
- Threatens to harm him/herself or others.
- Does not return to school.
- Is brought to the hospital when under parents/guardians' supervision for a medical emergency. All medical records are kept confidential from the adult student's parent/guardian unless the adult student consents to such disclosure.

As a part of their responsibility, adult students will be expected to continue to follow school rules and regulations.

Legal Reference:

EC 46010.1: Confidential medical services without consent of parents/guardians, EC 48908: Duties of Pupils

Rights of Parents/Guardians of Students 17 Years of Age

School staff will meet with 17- years old students at their IEP meetings to discuss the legal rights and responsibilities they will assume at the age of 18. The option of ongoing parental involvement will be discussed with the students. Also, parents/guardians are responsible for discussing these issues with their adult students. Refer to the California EC website for additional information.

Refer to Series 1003 and 1004 about providing confidential information to law enforcement officers.

Legal References

EC 56026: Individual with exceptional needs

EC 56041: Education and related services to pupils between ages 18-22

EC 56041.5: Transfer of rights to children reaching age 18

Sign Language Classes for Parents/Guardians

Each year, the California School for the Deaf offers sign language classes to parents/guardians and siblings. The classes are held on the CSD Campus and are generally on Thursday evenings from 6:30

to 8:30. Classes are offered at no cost to families. Additionally, a separate class is offered on the same evening and at the same time for siblings aged 5–12. These classes are designed specifically for young children and have been very helpful in the development of communication between the Deaf child and the Hearing sibling. Typically, the first semester classes start in September and run for 10 weeks. The second semester begins after the New Year and runs for another 10 weeks.

Additional information is available on our school website (www.csdeagles/outreach) or you may call the Outreach Division at 510-794-3707.

School Pictures

The school schedules one day for a professional photographer to be on campus for student school pictures. Picture day normally takes place during the first month of school. Each student receives a packet to bring home that contains a price list for various package selections as well as the date for the upcoming picture day. Students must give their package selection along with payment in the envelope to the photographer at the session. If the student or parents/guardians find the picture to be unsatisfactory, the entire package must be returned to the office uncut and unaltered in any way. A makeup date will be announced, usually a few weeks after the pictures are distributed. Please note that since a professional photographer on contract handles photography sessions and photography development, the school assumes no responsibility for students' school pictures. Student identification/library cards are provided free of charge to all students. Replacement cost for a lost ID card is \$5.

Take-Home Reading Program

All ECE and elementary students are encouraged to read at home and in the cottages by participating in the Take-Home Reading Program. For more information, contact the ECE and Elementary Principals.

Visiting on Campus

Relations with School Visitors: The CSD Cabinet encourages parents and community members to visit the school. The CSD administration and staff are expected to make visitors feel welcome and provide appropriate hospitality.

Visitation Policy and Procedures: To ensure minimum disruption of the instructional program, the Superintendent or designee shall:

- Establish procedures to facilitate visits during the school day.
- Invite parents and the community to an annual open house activity.

- Schedule parent/teacher conferences.
- Provide tours of the school to prospective parents and when possible, to community members.

School visitors are required to go to the Administration building and obtain a visitor's pass. The receptionist may phone the supervisor of the respective department to confirm the visit. After 4:00, visitors are required to go to the Student Life office to request a visitor's pass. Parents need to check-in at the department principal's or supervisor's office when they arrive on campus and make a request to visit their child's classes. It is helpful if parents notify the principal/supervisor in advance as parents will not be allowed to observe during state achievement testing sessions and at other times that may be disruptive to the educational process. Parent conferences should be scheduled during non-instructional time or during department scheduled parent/teacher conference sessions. Visitors may not use any electronic recording devices in the classroom without the principal's permission. Parents may go directly to their child's cottage. Parents do not need to go to the Administration building to get a visitor's pass. Parents must notify the cottage counselor on duty upon their arrival and departure

Visitor's/Parent's Conduct on Campus: Parents, relatives and visitors are expected to conduct themselves in a respectful manner and comply with directives from school staff while visiting the school campus. EC sections 32210-12 and 44810-11, state that any parent, guardian or other person who disrupts school or extra-curricular activities or fails to leave a school building or school grounds promptly upon request of the Superintendent or designee could be charged with a misdemeanor. If warranted, the school shall contact the police. Anyone who causes a disturbance or exhibits disorderly conduct is subject to prosecution in accordance with law. The appeal process is included in the EC sections.

Wellness Policy

The California School for the Deaf (CSD) shall be committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. The CSD Cabinet approved the following policy and goals recommended by the CSD Nutrition Committee:

- CSD shall engage students, parents/guardians, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing school wide nutrition and physical activity policies.
- All students in grades K-12 shall have opportuni-

ties, support, and encouragement to be physically active on a regular basis.

- All foods and beverages sold or served at school shall meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified professionals shall: provide students with access to a variety of affordable, nutritional, and appealing foods that meet the health and nutritional needs of students; accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; provide clean, safe, and pleasant settings; and give students adequate time to eat.
- To the maximum extent practicable, CSD shall participate in available school meal programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks], Summer Food Service Program, and the Fruit and Vegetable Snack Program.
- CSD shall provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.
- CSD shall establish linkages between health education, school meal programs and with related community services.

To achieve the wellness policy goals:

I. A Nutrition Committee shall be established.

CSD Cabinet shall work with the chairpersons of the Wellness Committee and the Nutritional Committee to monitor and revise school nutrition and physical activity policies. The committees will also serve as a resource to CSD when implementing the policies. The committees may consist of a group of individuals representing the school and community including: parents/guardians; students; Nutritional Services, the Student Life Division, the Pupil Personnel Services Division, physical education, school administrators, health and science teachers, and members of the CSD community.

II. The Nutritional Quality of Foods and Beverages Sold and Served on Campus shall be monitored.

a. School meals served through breakfast, lunch and dinner will:

- Be appealing and attractive to children.
- Be served in clean and pleasant settings.
- Meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations.
- Offer a variety of fruits and vegetables¹.
- Serve only low-fat (1%) and fat-free milk² and nutritionally- equivalent non-dairy alternatives (to be defined by USDA).
- Ensure that 75% of the served grains are whole grain³.

CSD Nutritional Services shall engage students

and parents/guardians, through taste-tests of new entrees and surveys, in selecting food served through the school meal programs in order to identify new, healthful, and appealing food choices.

In addition, CSD Nutritional Services shares the menu with parents/guardians and students on the school website. Such information could also be made available on menus, a website, and, on cafeteria menu boards.

b. Food of Minimum Nutritional Value (FMNV) shall not be sold or provided during the school hours.

c. Breakfast: To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn CSD may:

- encourage parents/guardians to provide a healthy breakfast for their children through newsletter articles, take-home materials, or other means.

d. Meal Times and Scheduling may:

- schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 am and 1 pm.
- schedule lunch periods to follow recess periods in elementary school.
- provide students access to hand washing or hand sanitizing before they eat meals or snacks.

e. Qualifications of School Food Service Staff: Qualified nutrition professionals shall administer the school meal programs. As part of the CSD's responsibility to operate a food service program, the school may provide continuing professional development for all nutrition professionals in schools. Staff development programs may include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, in accordance with their levels of responsibility.

f. Sharing of Foods and Beverages: In order to prevent illness and given concerns about allergies and other restrictions on some children's diets, CSD shall discourage students from sharing their food or beverages with one another during meal or snack times.

g. Food and Beverages sold individually by vending machines, fundraisers, organizations, and clubs during school hours.

1. Beverages allowed: Water or seltzer water⁴ without added caloric sweeteners; fruit and vegetable juices; fruit-based drinks that contain at least 50% fruit juice and do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk; and nutritionally-equivalent nondairy beverages (to be defined by USDA)

2. Beverages not allowed: Soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

3. Food items sold individually will:

- have no more than 35% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10% of its calories from saturated and trans fat combined.
- have no more than 35% of its weight from added sugars.⁵
- contain no more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.

A choice of at least two fruits and/or non-fried vegetables will be provided at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).⁶

4. Portion Sizes of foods and beverages sold individually from snack bars shall be limited to:

- One and one-quarter ounces for chips, crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, or jerky.
- One ounce for cookies.
- Two ounces for cereal bars, granola bars, pastries, muffins, doughnuts, bagels, and other bakery items.
- Four fluid ounces for frozen desserts, including, but not limited to, low fat or fat-free ice cream.
- Eight ounces for non-frozen yogurt.
- Twelve fluid ounces for beverages, excluding water.

5. Fundraising Activities: To support children's health and school nutrition education efforts, school fundraising activities shall promote the use of foods that meet the above nutrition and portion size standards for foods and beverages sold individually during school hours. CSD shall encourage fundraising activities that promote physical activity. The Director of Instruction and

the Dean of Students shall make available a list of ideas for acceptable fundraising activities. All fundraising activities must be approved by the Director of Instruction and the Dean of Students.

6. **Snacks:** Snacks served during the school day or in after-school care will make a positive contribution to children's diets and health. An emphasis will be placed on serving fruits and vegetables as the primary snacks and juice, milk and water as the primary beverage. CSD will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. Nutritional Services shall disseminate a list of healthful snack items that are available to teachers, cottage counselors, and parents/guardians.
7. **Rewards:** CSD staff are encouraged not to use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages, sold individually (refer to #4 – portion sizes), as rewards for academic performance or good behavior.⁷ Staff shall not withhold food or beverages (including food served through school meals) as a punishment. Students are allowed to take a school trip to a restaurant (healthy place preferred) for academic purposes, school functions, and for meetings with their teacher, principal and other appropriate staff.
8. **Celebrations:** CSD staff/departments will strive to encourage the use of healthy food choices at after school functions such as birthday parties and celebrations such as Halloween and Valentine's Day. Nutritional Services shall disseminate a list of healthy party ideas to parents/guardians and teachers.
9. **Take-Out:** Students will not be allowed to bring fast food meals to school during lunch time. They must finish their off-campus meals before coming back to campus. This policy includes take-outs or deliveries for friends or

by parents/guardians for their children. Elementary day students may bring their lunch to school. Seniors may leave campus to purchase take-out lunches during the school day and eat before returning to campus.

10. **School-sponsored events such as, but not limited to, athletic events, dances, or performances:** Every organization and club shall be strongly encouraged to make healthy food choices.

¹ To the extent possible, schools will offer at least two non-fried vegetable and two fruit options each day and will offer five different fruits and five different vegetables over the course of a week. Schools are encouraged to source fresh fruits and vegetables from local farmers when practicable.

² As recommended by the Dietary Guidelines for Americans 2005.

³ A whole grain is one labeled as a "whole" grain product or with a whole grain listed as the primary grain ingredient in the ingredient statement. Examples include "whole" wheat flour, cracked wheat, brown rice, and oatmeal. ⁴ Seltzer water may not be sold during meal times in areas of the school where food is sold or eaten because it is considered a "Food of Minimal Nutritional Value" (Appendix B of 7 CFR Part 210).

⁵ If a food manufacturer fails to provide the added sugars content of a food item, use the percentage of weight from total sugars (in place of the percentage of weight from added sugars), and exempt fruits, vegetables, and dairy foods from this total sugars limit.

⁶ Schools that have vending machines are encouraged to include refrigerated snack vending machines, which can accommodate fruits, vegetables, yogurts, and other perishable items.

⁷ Unless this practice is allowed by a student's individual education plan (IEP).

Technology Use

The CSD Cabinet recognizes that advances in computer and pager technology allow students to reach out to new sources of knowledge and to have better communication access with others. However, the use of technology has resulted in complex issues for parents/guardians and schools to manage. In an effort to promote student safety, to reduce learning distractions and student-to-student problems, the school has adopted the following policies:

Digital Cameras, Video Cameras, Electronic Games or Music Devices

Digital cameras and video cameras are not permitted during school hours without students' teachers or principal's permission. Electronic games, music devices and other entertainment equipment are not permitted at school and after lights-out in the cottages. These items include, but are not limited to: hand-held electronic games; portable TVs; portable DVD players equipped with LCD monitors; radios; CD players; stereo boxes; MP3 players; and other electronic devices. When these devices are brought to the school instructional program, they will be confiscated and returned to the student at the end of school day. Repeated offenses will result in either the item being confiscated for at least 24 hours, or picked-up by parent/guardian, or mailed home.

Pagers, Cell Phones and Communication Devices

In accordance with EC 48901.5, the governing board of each school district may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school –sponsored activities, or while under the supervision of school district employees.

Usage of such devices is banned during school hours, including during study hall and detention hall, and while students are on school-sponsored field trips. Due to the severity of problems related to students using pagers or cell phones during the school day, students must turn off their devices during the school day and keep their devices out of sight of the instructional staff. Pagers or cell phones that are seen by school staff will be confiscated.

Coaches may determine whether the use of devices is appropriate during athletic activities and away-game trips. The usage of devices is permitted after school. Only high school students may use devices during lunch time. Residential students may use these devices until bedtime except during study time. At bedtime, they must be placed in the pager holder in the cottage. The pager holder has the students'

names on the pocket of the holder.

Students cannot share or borrow pagers. CSD is not responsible or liable for the loss or damage of any electronic signaling device.

Consequences for violating this policy:

1st offense– Device taken and returned to student at the end of the day. Cottage: kept for 24 hours

2nd offense– Device taken and returned to student at the end of the week and one hour detention at school. Cottage: kept for one week

3rd offense– Device taken and returned to student at the end of the next week (2nd week) and two-hour detention at school. Cottage: kept for two weeks

4th offense– Device returned at parent/guardian conference and three-hour detention at school. Cottage: returned at parent/guardian conference.

5th offense– Suspension. Cottage: Suspension for one day

Student Usage of Computers on Campus

Using computers is a privilege, not a right. All students shall follow the school policies as they relate to computer usage. Failure to do so may result in the loss of technology privileges.

Before students may use any school computer on campus, they will receive instructions on acceptable use of technology and the Internet by their teachers, and they must sign the Technology Acceptable Use Policy.

Students will be given an account on the server that will allow them to use any computer in classrooms, computer labs and cottages.

- Food, snacks, and drinks cannot be consumed or stored near any computer areas
- It is expected that students are in Computer Assisted Learning Lab (CALL) to do class assignments, homework or assigned projects. Students are to use their time wisely. Socializing is not allowed in the CALL
- Students must be ecologically sensitive by conserving paper and printer ink/toner. Students need to do a "Print Preview" before printing. They are to ask their teacher, cottage counselor, or the CALL coordinator if assistance is needed
- Students will not share their passwords with other students. If one does, he/she is fully responsible for whatever happens to his/her files, which may be changed or even deleted
- Students will not try to open or use another student's account
- Students must save files on their own removable storage media or on the network if available
- Students must be accompanied by their teacher or a teaching assistant in CALL
- This policy is in effect as long as the student is enrolled at CSD.

Computer Use Policy for Cottage Students

The cottage computers are available to students primarily to support academic performance. The computers are used for homework first, personal/entertainment use second and on a limited basis. The use of the cottage computers is a privilege, not a right. Students are not allowed to: make copies of software and give, lend, or sell copies of software to others; bring games or CD-ROMs from home and use them on the cottage computers; download any information; try to learn other's passwords; copy, change, read, or use files from another user; attempt to get access to system programs or computer equipment; use the computers to disturb or harass others; use inappropriate language on the computer; use threatening or obscene language on the computer; use instant messaging, electronic bulletin boards, or chat lines or social networking websites (e.g. Facebook, MySpace) for personal use unless explicitly permitted to do so by school administrators; type their home address or personal phone number on the computer; type the home address on the computer of any other person on the computer; or look for websites with inappropriate jokes, pictures, or discussions.

Students will permit the counselors to see what they have typed or what they are viewing on the computer anytime they want to see the screen.

If a student uses the computer, web camera, digital camera, video camera, or other devices illegally, the incident can be reported to the police.

Students are to save all work on a disk and erase files if needed to save disk space. Student work may also be saved on the Eagle student network server. Vandalism or intentional modification of the computer will result in disciplinary consequences. Parents/Guardians/Students will pay when computers have been vandalized or when students have purposefully tried to change the system settings. All students, except for seniors, are to stop using the computer 30 minutes prior to bedtime.

For middle school cottage students only: After homework completion, students are allowed to check email, surf the web, or play computer games 15 minutes a day on the cottage computer.

Counselors will explain the policy, rules, requirements, and consequences to students, and students are to sign forms stating they will follow the policy and rules about computer use in the cottages. Students who break the policy or rules are denied access to cottage computers for one to four weeks, and parents/guardians are informed. Serious or repeated infractions can lead to suspension. Parents/Guardians may be asked to meet with staff regarding serious or repeated infractions that can lead to complete loss of computer privileges in the cottage for the rest of the school year. (EC 48901.5)

Signal or Laser Devices

Students are not allowed to bring any signal or laser devices to school or any school-sponsored activities or to use these devices while under the supervision and control of a school employee. The devices will be confiscated and not returned to students. (EC 48901.5)

Videophone Usage Guidelines in Cottages

- Permission to use the videophone is required from cottage counselors on duty and students must have valid passes
- Appropriate language must be used at all times.
- Calls are not permitted between school and cottages
- No lewd acts or behaviors are allowed while using the videophones or web cameras
- There is a limit of 15 minutes per call
- Only one person may use the videophone at a time.
- No videophone calls are allowed during study hour and in the morning
- In order to use the videophone, permission must be obtained from the counselor on duty
- Anyone wishing to use the videophone must demonstrate permission by having a valid "pass"
- **All students are to stop using the videophone 30 minutes prior to bedtime**

Technology Acceptable Use Contract

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending California School for the Deaf (CSD).

1. I recognize that my use of the Internet, network and computing resources at CSD must be for educational and research consistent with CSD's educational objectives. I will not use instant messaging, electronic bulletin boards, chat lines or social networking websites (e.g. Facebook, MySpace) for personal use unless explicitly permitted to do so by school administrators. In addition, I will not reveal my personal information, home address, personal phone number, or those of other students, teachers, or staff members.
2. I recognize that transmission of any material in violation of federal or state regulations is prohibited. This includes acts of sexual harassment, hate violence, severe or pervasive intentional harassment, threats or intimidation that are committed by means of an electronic communications device or system (known as cyberbullying). It also includes, but is not limited to: copyrighted materials, materials protected by a trade secret, using school computers and networking resources for commercial activities, product advertisement or political lobbying. Due to the nature of the Internet, students are able to access inappropriate information through the Internet such as: vulgar jokes, indecent or obscene pictures and participate in related discussions. Students can also use computer systems to disturb or harass other computer users by using inappropriate language and media in communications on e-mail, the Internet and other electronic devices. CSD does not approve of any of the identified inappropriate actions. In signing this agreement, I agree to not use the school computers for any of these inappropriate or illegal purposes.
3. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend or sell copies of software to others. I understand that I will not be allowed to bring software applications, games or CD-ROMs from home or cottages to be used on school equipment, without proof of license and prior approval of appropriate school personnel.
4. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn passwords. I will not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to system programs or computer equipment. I will not breach network security.
5. I recognize that privacy of electronic mail (e-mail) is not guaranteed. People who operate computer systems have access to all e-mail. Messages relating to or supporting illegal activities may be reported to the authorities.
6. I will honor my school's procedures for the storage of information. I understand that I am expected to save files that I want to keep on my own removable media (e.g. floppy disk, CD disk, USB flash drive). I realize that, after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer hard drive.
7. I recognize that the use of the computer is a privilege, not a right. Vandalism or intentional modification of system settings will result in school disciplinary action. The school reserves the right to seek financial restitution for any damage I cause. Teachers or supervisors will deem what is inappropriate use, and their decision is final. Violations of the Rules and Code of Ethics described above will be dealt with seriously.

Student Life

The Student Life staff is responsible for the care and welfare of students whether the students are on campus or off campus after school until students go to classes in the morning and on the weekends if there are special events.

The Student Life Office hours are 8 am to 9 pm. The Dean of Students, Supervisors of Residence Programs (SRP) or office technician are available to assist parents/guardians and students during these hours. Supervising Counselors' (SC) offices are stationed at different cottages and their hours are varied to cover our 24 hour program. Most SCs are available from 6:30 to 10:30 pm on Sunday and between 2:00 to 11:30 pm Monday through Thursday. Please contact your child's SC for their hours.

Parents/Guardians of day students are responsible for their children before and after school unless they arrange with their SCs to have them participate in after-school activities, including athletics.

After-School Programs

The Student Life cottages coordinate a variety of activities after school that are designed to keep students occupied as well as for learning experiences. The program includes intramural and recreation programs in which boys and girls can participate as they choose.

Day Student Staying After School

With approval from Supervisor of Residence Programs (SRP), day students who stay after school for various activities such as athletics, high school after-school programs (ASP), organization meetings, Scout meetings or other activities must sign in at their assigned cottages. Elementary and middle school day students must be signed out by their parents/guardians when the parents/guardians come to pick up their child. For evening activities, day students are to go home after school and be brought to school for the activity and be picked up immediately afterwards.

On Sunday (or Monday on holiday) evenings, high school day students with notes from teachers are allowed to work on assignments or class projects with residential students, not to socialize.

Day students who are not participating in after-school activities are to go home right after school; there is no loitering on campus. If their teachers give them detention, they still need to go home afterwards. Students not in compliance of this policy may face consequences.

Study Hours

Structured study hours are provided to our students in cottages. In Student Life cottages, the students generally have an hour and a half study hour. High school students whose GPAs are 3.0 or better from the last semester are free to study on their own. Students with GPAs below 2.0 are required to study in designated areas in the cottages and may have extra study time. ILS students designate their own study time. Middle School study hour is generally 60 minutes. Elementary study hour is from 30 to 60 minutes. All students needing more time to study can have more time as needed. Parents/Guardians are welcome to call counselors to find out their study hours as they vary from one cottage to another.

Cottage Activity Expenses

Supervising Counselors will maintain student accounts for elementary, special needs and middle school students. Parents/Guardians may send money directly to a designated counselor of each cottage on Sunday evenings or by mail.

Elementary:	\$45 monthly
Middle School:	\$50-60 monthly
High School:	\$50-100 monthly

Parents/Guardians are asked to send only cash or money order made to CSD to a designated counselor. Parents/Guardians are encouraged to request that their student give the cash or money order to the counselor immediately upon return to the school on Sunday evening. The money will be secured in each department's safe box. The counselor will handle student accounts and distribution of funds. Counselors will communicate with parents/guardians regarding extra money for field trips, school property damage costs and other items. Cottage monies are used for cottage recreational activities only.

High school students are responsible for their own spending money, but they are encouraged to permit the counselor to hold any large sums of money in a safe place for a period of time.



Dining Room Expectations

All students are expected to behave appropriately during mealtimes.

- Hats and hoods are to be removed before sitting at tables
- Students are to remain seated while eating
- Students are not to pound on tables
- Students should use good manners while sitting at their tables
- Trays and eating area should be cleaned up when finished eating

Chairs should be pushed in before leaving table

Students are not encouraged to share food

All food is to be consumed in the dining room

Elementary Students

- Four students at a time are allowed to receive their trays from the food service line
- Students should raise their hands if they wish to get up

Day Students

- Day students are provided a free lunch everyday
- Day students who bring their own lunch from home may not take food or dessert from the cafeteria. They can have milk, water or drinks
- Parents/Guardians of Middle school day students will be notified each time their child's behavior is serious enough to be recorded as a "strike." Any student receiving three strikes within one month will not be allowed to attend that month's cottage party
- Students who are disruptive or defiant toward staff may be asked to sit separately from other students and be given a bag lunch the next day, or restricted from future activities

Bedtimes

The following bedtimes have been set:

High School

- 10:00 pm – 9th graders
- 10:30 pm – 10th graders
- 11:00 pm – 11th graders
- 12:00 am – 12th graders
- 1:00 am – WRP students



Students with GPA of 3.5 and above may stay up 30 minutes past scheduled bedtimes.

Middle School

- 9:30 PM – all students

Elementary

- 8:30 PM – Younger Elementary
- 9:00 PM – Older Elementary

Cottage Progress Reports

Parents/Guardians of residential students will be informed of their child's progress in the cottage and after-class activities. Since each child's personal development is an important aspect of the 24-hour educational program at the school, progress reports will assist us in helping your child to become a well-rounded individual before completion of his/her education. Reports are in the following form:

- Elementary – weekly written reports
- Middle School – monthly written reports and monthly telephone contacts
- High School – monthly telephone contacts
- Special Needs – weekly contacts
- ILS – two yearly contacts

Middle School Homework

Procedures

1. Write down homework assignments in the agenda book given by their teachers
2. Monitor assignments via PowerSchool
3. Ask the cottage counselors to assist students with their homework assignments if needed
4. Make an appointment with teachers as needed.
5. Turn in their homework to their teachers on time

Middle School Study Time Expectations

- Students are not allowed to have their pagers with them during the study time
- Students sit at their assigned desks
- Students raise their hands and ask permission to get up before leaving their seats
- Students show cottage counselors their assignments via PowerSchool
- Students show cottage counselors their agenda books and ask for a signature
- Students are not to do homework in their bedrooms
- Students are not to socialize during the study time
- Students ask their teachers for a note if the teacher says to study with a partner

Middle School Homework Policy

1st and 2nd Time:

- Call parents and inform them about unfinished homework with guidance from a counselor
- An additional 30 minutes of study time
- Lose daily privilege for the day

3rd Time and Beyond:

- Call parents and inform them about unfinished homework with guidance from the counselor
- An additional 30 minutes of study hour
- Lose daily privilege for the day
- Lose the Wednesday Movie Night or Pillar Trip privilege
- Student Review Team Meeting with the Supervising Counselor

Note for parents/guardians: On Sunday evenings, students who arrive back on campus without finishing their homework often do not have time to complete it before school the next day and can be marked with incomplete homework.

Medical Emergency

Counselors or staff members shall transport students to the hospital in case of emergencies only. CSD does not provide transportation for routine medical appointments.

Middle School Cottage Visits

Middle school students are not allowed to visit other cottages on scheduled days of return to school, whether that is a Sunday or a Monday evening. During the week, a middle school student may ask their counselor for a pass to visit a friend of the same sex at their cottage until 8:30 PM.

Movies and Video Games

For movies to be shown in cottages, they must be rated no higher than "PG" for elementary and "PG-13" for middle school and high school.

For video games, they must be rated no higher than "E" for elementary and "T" for middle school and high school as recommended by the Entertainment Software Rating Board (ESRB).

Off-Campus Activities for HS Students

High school students may only go off campus to designated, supervised town visits on scheduled dates (usually on Wednesdays). Under no circumstances, except for students who work off-campus, is any student allowed to go off campus alone.

Seniors can go off campus at any time after school, provided they get permission from the SC or SRP. The curfew hour for all seniors, regardless of age, is 8:30 PM.

Town Visits Rules

High school students on town visits are expected to follow these rules.

Students will:

- Inform their cottage counselors and sign out in order to be allowed to go off campus.
- Leave for town after 3:15 pm and must return by 5:15 pm.
- Cross streets using crosswalks.
- Leave their coats and backpacks behind in a cart before entering the grocery store.
- Be on their best behavior at all times.
- Not loiter around in any store.

- Not deface the tunnel on Mission Blvd. at any time.
- Walk or ride in state vans.
- Lose their next town visit privilege if they return past 5:15 pm.
- Lose town visit privilege for one month if caught stealing.
- Not go off campus at any other time unless they are with their counselors.

For any school-related events either on or off campus, all students are to follow the allocated time of the event. If students want to be on their own after an event, they must be released to their parents/guardians first. If adult students choose to leave on their own, they must sign a release form and get signed permission from SC or SRP.

Parents/Guardians making special requests must check with the students' SRPs for approval. Only seniors can go off campus at lunchtime with the Day Counselor's approval. Seniors must sign out with staff before leaving the campus and sign in when they arrive.

Sober Graduation

All seniors are **required** to attend the Sober Graduation program; otherwise, they are not allowed to participate in the prom and the senior sneak trip, or other senior events if the Sober Graduation program happens after the prom or senior sneak trip. Seniors who miss the Sober Graduation program will be allowed to meet with the SRP to do a make-up session and then be allowed to attend these events.

Student Identification Card

Replacement for a damaged, stolen or lost ID card will be \$5.00. Cash will only be accepted. Contact the office of the Dean of Students for a replacement card.

Academic Probation for HS Cottage Students

Students who are on Academic Probation:

- Must study in a designated area
- May attend any sporting or other event on campus until 6:30 pm
- Shall participate in an after-school program**
- May use computer during study hour**
- May attend social time at High School Activity Center
- May study with other students at their own cottages only. If these students need to study with other students at their cottages, they must have written permission from their teachers or counselors
- May use the phone or Videophone only for parent/guardian contact or emergencies**
- May not go off campus for any activity
- Shall remain in their cottage after 6:30 pm every

school night

- May not serve as an officer or committee member in the FAA, Jr. NAD and/or SBG organizations during probationary period

Grounding for HS Cottage Students

Students who are grounded:

- Shall remain in their cottage or on campus
- Shall participate in an after-school program or athletic practice/game
- May use computer only during study hour**
- Use the phone or Videophone only for parent/guardian contact or emergencies**
- Shall refrain from playing video games and watching movies on DVD or other media**

** *This rule does not apply to seniors*

Students who are suspended for drug or alcohol violations are not grounded. Instead, they are required to attend drug/alcohol sessions and perform community service. In addition, they will miss the number of activities defined in the contract for this infraction.

Missing or Stolen Items at Student Life

If students or their parents/guardians report missing or stolen items that happen while in the care of Student Life, staff members will investigate and make a report to supervisors, parents/guardians and/or police. We are not responsible for replacing any missing/stolen items.

Bicycles, Scooters, Skates and Skateboards

The Middle School and High School Student Life Programs allow students to bring their bicycles, scooters, skates and skateboards or similar devices on campus. Motorized scooters or similar devices are not allowed.

Students are allowed to ride their bikes only at certain times and with counselor permission. There are conditions to follow and all students are expected to comply.

The students are expected to:

- Ride bikes, scooters or skateboards on the campus in a safe manner at all times.
- Park and lock their bikes at designated bicycle racks.
- Wear a helmet at all times when riding bikes, scooters or skating, according to state law.
- Ride their bicycles off-campus at specified times given by the counselors. We must have parent/guardian's consent prior to this.
- Not loan his/her bike, scooter, skates or skateboard to another student.

Violation of any of these rules will result in the following penalties:

First Offense: vehicle or equipment taken away for one week.

Second Offense: vehicle or equipment to be left home for one month.

Third Offense: vehicle or equipment to be left home for the remainder of the school year.

Elementary students are not allowed to bring their bicycles on campus. Bicycles are not permitted to be brought on school buses. Elementary cottages do have their own bicycles for students to use after school hours.

Swimming Pool

Student Life provides certified Red Cross lifeguards to monitor the pool at all times.

Swimmers must wear their own swimsuit and have a towel. Only proper swimming suits allowed. Cutoffs must be hemmed. No T-shirts or PE uniforms allowed.

- No running, playing, pushing on the deck or diving board
- No standing or sitting on other people's shoulders.
- No bobby pins, hair clips or other metal objects in the pool
- Only one person allowed on the diving board at a time
- Only one bounce per dive from the board
- Diving area must be kept clear of other swimmers
- No diving in the shallow end of the pool
- No splashing on the deck
- No dunking
- No pretend drowning
- Do not distract lifeguards or standbys.
- No hanging or climbing on diving board, ropes or fences
- No food, drinks or glass containers are permitted in any part of the pool area

Disobeying minor rules will result in a warning (first time), sitting on the bench for 5-10 minutes (second time), or no more swimming for the day (third time.) A serious refusal to obey could cause immediate removal from the pool.

**THE LIFEGUARD'S DECISION IS FINAL
AND MUST BE OBEYED BY ALL!**

Vehicles

To assure students' safety in regard to driving and bringing vehicles to school, the following procedures have been developed.

- Students with valid driver's licenses are permitted to bring and drive vehicles to school after the student and the ILS/WRP Supervisor of Residence Programs (SRP) have signed a contract. This contract includes a list of consequences that will be given depending on the number of times a rule has been broken and/or the severity of the incident
- Seniors may use their vehicle to go grocery shopping for the ILS program on Sundays or Mondays and only seniors can go off campus for lunch or for a special purpose with prior approval from a counselor. They must have a pass to go off campus, especially during the lunch period
- This permission may be revoked if any rules are abused, such as speeding on campus or transporting other students without permission.
- Vehicles are not to be used during the school day
- Students will park their vehicles in designated parking areas only at the front of the school. The car will be towed away if parked in the wrong place after first warning. The school accepts no responsibility for any damage done to students' cars that are parked on campus
- Because of liability, no student under 18 may transport any other student from the school premises for any reason. Special requests for educational purposes (for example, taking classes at Ohlone) must be submitted to the Director of Instruction or Dean of Students for approval
- Student drivers must have insurance coverage to meet the minimum state liability requirement. A copy of the document must be given to the ILS/WRP SRP for his/her approval
- Parking permits can be obtained from the Student Life Office through the ILS/WRP SRP
- All drivers must not be on Academic Probation
- Students are not allowed to drive school carts at any time.



Independent Living Skills (ILS)

The Independent Living Skills Program provides students with the experience of maintaining and operating an apartment residence as they simultaneously receive daily living skills training from cottage counselors. The opportunity is subject to prerequisites and is primarily for seniors in High School only. If any senior is on Academic Probation, they may remain in regular cottages only if space is available. When students are not on AP, they may participate in the ILS program.

This program allows students to have first-hand experience living on their own/sharing an apartment and will prepare them for the various responsibilities and obligations that are involved in the transition from high school to the 'real world' of work or post-secondary training. All ILS students are required to serve 10 hours of community service in order to participate in this program and must complete those hours to graduate.

Students chosen for the program must agree to these following rules:

Apartment Deposit: Students must pay a \$125 security deposit for apartment and keys within two weeks of moving into their apartments. The deposit is required before entering the ILS program.

Bedtime: Students in Cottages 5 and 9 must be in their respective cottage area by 10:00 PM. They must be in their individual apartments by 11:15. Lights are out at midnight. These hours can be extended only at the counselor's discretion and consideration is given if the student needs more time to study.

Duties: Morning chores are mandatory for students and should be completed by 7:30 AM. Evening duties are also mandatory and should be completed as directed by the cottage staff. ILS students must clean their kitchens each day after breakfast and dinner. If this is not done, the student responsible for cleaning in that apartment will be grounded and will not be allowed to socialize in the High School Activity Center nor visit other cottages.

Privileges: Seniors may visit another apartment each day from 3:30 to 5:00 pm and again from 7:00 to 10:00 pm. Students may go to town on Wednesday with other high school students. Any special requests to go to town need the approval of the ILS SC. The vehicle use contract must be followed if seniors wish to use their own cars. Students who are on the Passenger Safety Program (PSP) list will be grounded for one day.

Visitation: No cottage visitation is allowed on Sundays from 7:00 to 11:00 PM. On Mondays, Tuesdays, Wednesdays and Thursdays, students need a pass to visit other cottages from 8:30 to 10:00 PM, but do not need a pass to visit another apartment. No visits

are allowed during meal times, which are Monday through Thursday from 5:00 to 6:30 PM.

Study Time: Students are allowed to structure their own study time. Students who are on academic probation (AP) will have a structured study time.

Grocery Shopping/Food Preparation: An ILS counselor from Cottages 5 and 9 will take students grocery shopping in a school van each Sunday from 8:30 pm to 11:00 pm. Seniors may also use their own vehicles for grocery shopping.

Incomplete Homework: If the cottage staff receives a report from a teacher indicating that the student did not complete his/her homework, he/she will not be permitted to attend any extra-curricular activities except for sports participation after school or during the evening. The student must stay in the cottage to finish the homework assignments.

Off-Campus Permits During Lunch Hour: Any senior who wishes go off campus for lunch must sign out with the day counselor or SC on cafeteria duty. They must return in time for their classes after lunch.

Any violation of these rules will result in the following consequences:

First Offense– Warning

Second Offense– No off-campus lunch privilege for one week

Third Offense– No off-campus lunch privilege for one month

Fourth Offense– No off-campus lunch privilege until the end of the school year

Work Readiness Program (WRP)

Students over the age of 18 may remain on campus by participating in the Work Readiness Program. Students in this program either are remaining on campus to complete their High School Exit Exams (CAHSEE), receive vocational training, or attend college courses while staying on campus.

Students in the WRP program must agree to several conditions in order to remain on campus and they include the following:

- Follow all school and cottage rules
- Show respect to all staff
- Respect the 10:00 pm curfew
- Leave their cottages by 7:25 in the morning
- Keep any contracted medications securely locked at all times
- Notify Student Life staff for any absence or late arrivals
- After passing the CAHSEE, complete all semester work
- Socialize only with other WRP students staying in the cottages. (Socializing with other CSD students is only permitted at school events and social times at High School Activity Center.)
- Keep bedroom neat and clean
- Complete all cottage duties as assigned
- Maintain a respectful tone and attitude with all other students and staff
- Respect and share common areas and things such as living rooms, kitchens, videophones and computers
- Do not take any CSD student in a vehicle at any time, even if the student is 18 years old

Residency Security Deposit: WRP students must pay a \$125 security deposit for their rooms at cottages and receive their keys before moving in.

The consequences for breaking any of the above rules are as follows:

- First Offense – Warning
- Second Offense – A meeting with Student Life and WRP staff, including a behavioral contract signed by the student
- Third Offense – An Individual Educational Plan (IEP) meeting to determine if the WRP program is appropriate for the student’s needs

Suggested Clothing List

Please mark all student's clothing and supplies with student's name. Sewn-in name tags on clothing items are very helpful; they are available in department stores. The school is not responsible for lost clothing or supplies. Elementary students must have sewn-in name labels on clothing items. PLEASE ADVISE YOUR CHILDREN THAT THEY SHOULD NOT LEND OR BORROW CLOTHING FROM OTHER STUDENTS! All combination locks or padlocks used in the cottages must be the property of CSD. Students should bring hangers and may bring their own pillows and linen.

ELEMENTARY - BOYS

1 Bathrobe (recommended for fire drills)
 1 pr. Slippers (recommended for fire drills)
 2 pr. Pajamas
 4 pr. Pants (school)
 4 pr. Jeans (play)
 5 Shirts (school)
 2 Sweat Shirts
 5 T-shirts (Undershirts)
 8 pr. Under Shorts
 2 pr. Shorts
 8 pr. School Socks
 5 pr. Socks
 1 Jacket or Coat
 1 pr. School Shoes
 1 pr. Gym Shoes
 1 pr. Shower Thongs
 2 Bathing Trunks (Cottage and PE)
 1 Beach Towel
 1 Belt
 2 Toothbrushes
 2 Toothpastes
 1 ea. Hair Brush & Comb
 1 Shampoo
 1 box Kleenex
 1 Deodorant
 1 Bar Soap
 1 Suitcase
 1 Laundry Bag

ELEMENTARY - GIRLS

1 Bathrobe (recommended for fire drills)
 1 pr. Slippers (recommended for fire drills)
 2 Pr. Pajamas or Nightgowns
 1 Dress
 6 Pant/Top Sets
 2 Sweatshirts
 3 sets Jeans and Tops
 2 sets Slacks and Tops
 3 pr. Shorts (play)
 8 pr. Panties
 1 box Kotex or Tampons
 7 pr. School Socks
 2 pr. Socks
 1 Coat or Jacket
 1 Sweater
 1 pr. ea. school shoes and dress shoes
 1 pr. Gym shoes
 1 pr. Shower Thongs
 1 ea. Swim Suit & Beach Towel
 2 Toothbrushes
 2 Toothpastes
 1 ea. Hair Brush & Comb
 1 Shampoo
 1 box Kleenex
 1 Deodorant
 1 Bar Soap
 1 Suitcase
 1 Laundry Bag

MIDDLE SCHOOL - BOYS

1 Bathrobe (recommended for fire drills)
 1 pr. Slippers (recommended for fire drills)
 2 pr. Pajamas
 1 Nice outfit for parties
 4 pr. Pants (school)
 4 pr. Jeans (play)
 5 Shirts (school)
 2 Sweat Shirts
 7 T-shirts (Undershirts)
 8 pr. Under Shorts
 8 pr. School Socks
 5 pr. Gym Socks
 2 pr. Shorts
 1 Umbrella
 1 Jacket or Coat
 1 pr. School Shoes
 1 pr. Gym Shoes
 1 Bathing Trunks
 1 Beach Towel
 1 Belt
 2 Toothbrushes
 2 Toothpastes
 1 ea. Hair Brush & Comb
 1 Shampoo
 1 box Kleenex
 1 Deodorant
 1 Bar Soap
 1 Suitcase
 1 Laundry Bag

MIDDLE SCHOOL - GIRLS

1 Bathrobe (recommended for fire drills)
 1 pr. Slippers (recommended for fire drills)
 2 pr. Pajamas or Nightgowns
 1 Nice outfit for parties
 2 Dresses
 6 Pant/Top Sets
 2 Sweat Shirts
 2 sets Jeans and Tops
 2 sets Slacks and Tops
 2 pr. Shorts (play)
 1 Slip
 3-5 Bras
 8 pr. Panties
 1 box Kotex or Tampons
 5 pr. School Socks
 2 pr. Gym Socks
 1 pr. Hose
 1 Umbrella
 1 Coat or Jacket
 2 Sweaters (School)
 1 pr. Gym Shoes
 1 ea. Swim Suit & Beach Towel
 2 Toothbrushes
 2 Toothpastes
 1 ea. Hair Brush & Comb
 1 Shampoo
 1 box Kleenex
 1 Deodorant
 1 Bar Soap
 1 Suitcase
 1 Laundry Bag

HIGH SCHOOL - BOYS

1 Bathrobe (recommended for fire drills)
 1 pr. Slippers (recommended for fire drills)
 2 pr. Pajamas
 3 pr. Pants (school)
 3 pr. Jeans (play)
 5 Shirts (school)
 2 Sweat Shirts
 7 pr. Under Shorts
 8 pr. School Socks
 5 pr. Gym Socks
 2 pr. Gym Shorts
 1 Umbrella
 1 Coat or Jacket
 1 pr. School Shoes
 1 pr. Gym Shoes
 1 pr. Shower Thongs
 2 Bathing Trunks (Cottage and PE)
 1 Beach Towel
 1 Belt
 2 Toothbrushes
 2 Toothpastes
 1 ea. Hair Brush & Comb
 1 Shampoo
 1 box Kleenex
 1 Deodorant
 1 Bar Soap
 1 Suitcase
 1 Laundry Bag

HIGH SCHOOL - GIRLS

1 Bathrobe (recommended for fire drills)
 1 pr. Slippers (recommended for fire drills)
 2 pr. Pajamas or Nightgowns
 2 Dresses for parties
 2 Sweat Shirts
 4 sets Jeans and Tops
 1 pr. Gym Shorts
 3 pr. Shorts (Play)
 1 Slip
 3-5 Bras
 7 pr. Panties
 1 box Kotex or Tampons
 7 pr. School Socks
 2 pr. Gym Socks
 2 pr. Hose
 1 Umbrella
 1 Coat or Jacket
 1 pr. ea. School Shoes & Dress Shoes
 1 pr. Gym Shoes
 1 pr. Shower Thongs
 1 ea. Swim Suit & Beach Towel
 2 Toothbrushes
 2 Toothpastes
 1 ea. Hair Brush & Comb
 1 Shampoo
 1 box Kleenex
 1 Deodorant
 1 Bar Soap
 1 Suitcase
 1 Laundry Bag

Transportation

Transportation Office Hours

Monday-Thursday: ... 7:30 AM - 5:00 PM

Friday: 9:30 AM - 8:00 PM

Sunday: 11:30 AM - 9:00 PM

Day Students

The transportation of day students at the school is primarily the responsibility of the child's **local** school district, including any cost incurred in the transportation of students to and from the school; this is true whether the child rides a minibus or uses public transportation. The school does not dispatch minibuses or plan their schedules. CSD also does not distribute free bus or BART tickets. The school encourages parents/guardians to keep their child's minibus driver's phone number handy at all times.

Please note: Parents/Guardians of students who are under three years of age must provide transportation to and from the school themselves. If the child is in the infant program or under age three in the preschool program, transportation is the responsibility of the parents/guardians or the school district.

Updating Student Address and Contact Information

In order to ensure that all students are traveling on correct transportation, it is crucial that the transportation office have the current parent/guardian's address and contact information and for emergencies. For day students, it may take minibus companies up to 5 to 10 working days to change their schedules.

Passenger Safety Program (PSP)

Students who do not behave properly on the bus will be put on the Passenger Safety Program list. They can have either a minor or a major infraction, depending on their behavior. A minor infraction may cause students to miss an afternoon activity or go to bed early on the following Monday. Students who have a major infraction will not be allowed to ride in the school's vans or buses for one week after they receive a PSP. Three minor infractions equal one major infraction. Four major infractions in any semester may result in at least one day's suspension of bus services. (EC 39831.3)

PSP for Middle School Cottage Students

Students who are not on the PSP list earn two points at the cottage. Students with a minor infraction receive one point and cottage grounding for one day. Students with a major infraction get zero points, cottage grounding for one day, cannot ride in buses or vans for that week and cannot be a guest or a host for a weekend visit using school transportation for one month.

Permission to Visit on Weekends

Students who want to visit a friend who rides the same bus as they do need to fill out the weekend guest form and weekend host form and give the forms to their cottage counselors one week prior to the visit. This ensures that our staff know at which stop the students are to get off the bus and it communicates parents/guardian's written permission that the child can be picked up by the other student's parents/guardians. If parents/guardians want to come to the school on Friday to pick up their child and their child's guest, this should be indicated on the signed guest/host forms.

To qualify for visit privileges, students must have shown appropriate behavior in the cottage, at school and on buses. No visitation is allowed during the first weekend of the school year and during the summer session.

SEE APPENDIX FOR WEEKEND GUEST/HOST FORMS.

Transporting Visitors

Students may have the option to visit other students on weekends. They must have shown acceptable behavior to qualify for the visit. Day students generally may not have friends ride on their mini-buses due to insurance liability. In some cases, some students may not be allowed to have visitors due to the limited amount of room in the bus.

Students using CSD transportation are allowed one visitor per weekend. Student Life must have signed permission from the parents/guardians of the host and the guest even when the students are picked up on campus by the parents/guardians. Students being picked up on campus must be signed out at school, the cottage or the transportation office.

The visiting student will be charged a \$5.00 visit fee if they use our transportation. Students using public transportation will pay their own fare.

Students 18 years old or older who host other students are required to have their parents/guardians' signature on the host form so that the host parents will know guests are coming to their houses.

Visit forms need to be turned in to the transportation department by the Monday prior to the visit.

Only in extreme circumstances will phone calls or emails be accepted in lieu of a signed form.

After-School Activities for Day Students

In some departments, day students may join after-school activities that will cause them miss their bus ride home. Parents/guardians will need to arrange a pick up after the activity.

Weekend Sports

If the child is active in a sport that involves weekend games, parents/guardians will need to contact the Athletic Department in order to obtain information regarding their travel plans. Their office number is 510-794-3766, VP 510-344-6023, or FAX 510-794-2534.

Changes in Transportation Plans

Parents/Guardians must notify the Transportation Office and the appropriate school office at least two days beforehand or as soon as possible.

First and Last Day of School

The State of California does not pay for student transportation on the first and last day of school or the first and last day of the summer session. If a parent/guardian is unable to transport his/her child by car, please contact the Transportation Office.

Sunday Dinner

CSD's dining room is not open on Sundays. Parents/Guardians may allow their children to bring food on the buses. Glass containers are not permitted. Drinks should be in plastic bottles. On some buses, there are restaurant stops where students can buy food. Students are responsible for cleaning their area after eating. On homegoing days, students are not allowed to buy food at any bus stop.

Holidays

Please refer to the school calendar to determine which holidays CSD is not in session. If the school is closed for a Monday holiday, transportation will resume on Monday evening instead of Sunday evening. If there is no school on Friday, students will go home on Thursday afternoon, following the Friday time schedules.

Student Behavior

The school encourages all parents/guardians to discuss travel etiquette with their children. Transportation companies can refuse service to students who do not behave properly. Parents/Guardians are encouraged to help their children understand the importance of their behavior on buses. Some examples to avoid are asking strangers for money, being too loud, changing seats while bus is moving, not sitting right, fighting with other students, throwing things, using laser pointers or cameras with flash, or any distracting behavior. Please advise your child to remain seated while the bus is in motion and to respect the aide that is assigned to their bus. (C.C.R. 14103)



Student Health Unit

The role of the Student Health Unit (SHU) is:

- Dispensing of medication.
- Providing minor first aid.
- Screening for referrals to school physician and/or outside specialists or for other medical care.
- Monitoring of medical conditions.
- Temporary care for students who are ill.
- Maintenance of school medical records.



The Student Health Unit is not:

- a substitute for the family physician. Students should not be sent back to school when they are sick so they may “see the doctor.” The school physician visits only one time a week.
- a long-term care facility. Students who are sick will be sent home.

Parent/Guardian Responsibilities for New Student:

- Current phone numbers, email and pager addresses (home, work and emergency) (EC 49408)
- Completed medical forms
- Completed physical exam - **required** (EC 49450-6)
- Insurance/medical information
- Consent forms signed - **required** (Signed by student if over 18 years of age)
- Current immunizations - **required** (EC 482116)
- Written instructions regarding ongoing medications

Returning Students:

- Current phone numbers, email and pager addresses (home, work and emergency)
- Complete physical exam for students entering kindergarten, middle school or high school
- **Student-athletes must have an annual physical**
- Consent forms signed (Signed by student if over 18 years of age) every year
- Insurance/medical information
- Current immunizations (EC 48216)

Throughout the School Year:

- **Keep your child home when ill**
- Pick up your child as soon as possible when requested to do so by Student Health Staff.
- When students are returning with medicine, send form completed by your family doctor or present a pharmacy bottle with a current label within 30 days.
- When students are returning from a hospital visit, please send a form from your family doctor with instructions for treatment and a release to return to school.

Medications in Cottages

All medications **MUST** be brought to the Student Health Unit when students arrive at school. Students are **NOT** allowed to have any medications in the cottage, including over-the-counter medications. The nurse will contact the parent/guardian to obtain permission for athletes to bring inhalers with them to games. (EC 49423; 49423.1)

High School Students

For high school students, on a case-by-case basis, the student may be permitted to keep an inhaler or certain topical creams in the cottage. If a parent/guardian wants this to be considered for their child, the parent/guardian needs to request a form from the SHU. The form needs to be signed by the child's doctor, parent/guardian and the nursing supervisor. (EC 49423; 49423.1)

Medication Responsibilities

Athletes who go home on Friday or Saturday after a game or tournament are responsible for taking their remaining medications or inhalers home. They are expected to bring the medications or inhalers back to the SHU on Sunday evening or arrival day to campus.

When athletes remain at school for the entire weekend (such as for the WSBC, Clerc or Hoy Tournaments), coaches will return the remaining medications or inhalers to the SHU after 3:00 pm on Sunday or on the arrival day to campus to assigned counselors before 3:00 pm.

Minors and Confidentiality Rights

There are laws in the California Education Code related to the medical treatment and confidentiality rights of minors. Contact the SHU Supervisor or the PPS Supervisor for more information about this, or check the California Education Code website. (EC 4601.1)

Student Organizations

Academic Bowl

High School - The Academic Bowl is an annual competition sponsored by Gallaudet University in which four-person teams compete against each other in answering a variety of questions. The team participates in the National Academic Bowl at Gallaudet University in Washington, D.C. in spring. The purpose of the Academic Bowl is to broaden students' knowledge in the areas of history, government, language, literature, science, nature, technology, geography, mathematics, fine arts, current events, Deaf studies, popular culture, leisure and sports.

After School Program (ASP)

High School - ASP normally occurs on Mondays and Tuesdays. After school, students participate in fun-filled and educational hobbies and recreational clubs. The array of activities includes field trips, community service, drama, cooking, crafts and games. Students choose a club they are interested in each season.

Cub/Boy Scouts

Elementary through Middle School - The Cub/Boy Scouts are organizations that teach boys to be good citizens and train them to become leaders. They practice citizenship by electing their own leaders and by learning to work together. As they work and play outdoors, they acquire skills in camping, first aid, mapmaking, outdoor cooking, signaling, swimming and woodcrafts. Troop 11 usually meets once a week at the school during the school year. One camp out is usually done each semester. A Court of Honor takes place in the spring, where Scouts receive merit badges and other awards and participate in Boy Scout rituals. All boys interested in joining Boy Scouts will be provided with a registration form and a letter explaining the cost of joining.

Class Organizations

High School - Each grade sets up a class organization with elected officers. The purpose of these organizations is to promote student leadership through periodic meetings and fundraising activities. Funds raised are used to support the senior trip and other activities and to purchase a senior class gift for the school. This is a CSD tradition.

Girl Scouts

Elementary through High School - Our Girl Scout troops belong to the Girl Scouts of the San Francisco Bay Area service area. The purpose of Girl Scouting is to inspire girls with the highest ideals of



character, conduct, patriotism and service, so that they may become happy and resourceful citizens.

Scouting opportunities are made available for our girls from elementary school through middle school. Our Brownies, Juniors and Cadettes meet weekly on various days during after-school hours to work on badges and to plan upcoming events. Each of our troops participates in at least one camping activity per year.

All girls interested in joining Girl Scouts will be provided with a registration form and a letter explaining the cost of joining. Scouts are expected to wear the uniform of their troop at all Scouting activities, to attend weekly meetings and to participate in Scouting activities.

Parents/Guardians are encouraged to participate in Scouting activities and to assist their daughters at home as they work on earning badges.

Jr. Eagles Associated Student Body

Middle School - Jr. Eagles ASB is an organization made up of 6th, 7th and 8th graders. The organization's goal is to promote the leadership skills of the middle school students. Each student is given an opportunity to develop a creative awareness of leadership through trial and error. The purpose of the organization is to teach how an organization can effectively serve the students.

The Junior Eagle ASB runs its own snack bar in the Middle School Activity Center and does most of the planning for four annual events: a theme party, Winter Fun, Aloha BBQ and dance, and the Junior Eagles Banquet and Awards Ceremony. Selected students participate in a one and one-half day team-building workshop, as well as a team-building workshop weekend. The Junior Eagles motto is, "You never know how high you can soar until you spread your wings."

Career Center Job Club

High School - Students who work in paid jobs off-campus throughout their senior year participate in a once a month Job Club. It is held in the evenings in the Career Center after students return from work. The club meetings are held for several different purposes. One of the most important is to get all the student workers to share problems that come up on the job and resolve issues. The Job Placement Specialist distributes information and gives mini lessons.

Catering Club

High School: The Catering Club is a club for students participating in the FEAST program. This club makes learning more relevant by providing real life experiences. Members participate in a variety of activities: leadership development, competitive events, occupational preparation and community outreach.

Foothills Athletic Association (FAA)

High School: See page 46.

Gay-Straight Alliance Club

High School: The mission of this club is to promote tolerance, increase awareness and eliminate hate. This club has faculty advisors and elected student officers. Activities are planned to foster awareness of AB537 (safe schools) and CSD's discrimination/harassment policy. This club promotes educational activities for students and staff about the need for a safe school climate for gay, lesbian, bisexual, transgender (GLBT) and other students. Respect for all is the focus.

Jr. NAD

High School: Junior NAD is a student-run organization under the auspices of the National Association for the Deaf, but at CSD, it is a unit of the Student Body Government. The meetings are held once a month. Jr. NAD focuses on student leadership in relation to regional or national needs.

Deaf Latin@ Club

High School: The purpose of the Deaf Latin@ Club is to promote fellowship and networking among Deaf Latin@ students. The club's social and educational activities help strengthen the entire campus' awareness of Deaf Latin@ Culture.

Peer Advisor Program

High School: The Peer Advisor Program is a student-run program with guidance from the CSD staff. Peer Advisors receive in-service trainings and attend biweekly meetings. All Peer Advisors provide presentations and activities; support students; and are available during lunch and after school hours. PAs are involved in making important decisions concerning students, events and issues. Students who serve as PAs have special privileges, including staying up 30 minutes past their scheduled bedtime and having extra computer time. In addition, those who received a positive evaluation during the second semester will earn \$50 towards the purchase of their prom ticket or Yearbook. They will also earn 50 reward points per semester.

Principal's Advisory Council (PAC)

Middle School: Students are selected for the PAC through a formal election process and the Principal or Adjustment Teacher invites student(s) to balance the make-up of the group. The advisory council meets during lunch one or two times per month and is made up of approximately 6 to 9 students. The main goal of the council is to provide the students with opportunities to constructively voice their perspectives and ideas to the Principal and Adjustment Teacher. We believe that student participation and creativity are helpful in creating the best possible learning environment for every student that is enrolled in our program.

Student Body Government (SBG)

High School: The Student Body Government (SBG) is a student organization that meets once a month to discuss and vote on various school issues under the guidance of student officers and sponsors. Student leaders have the opportunity to propose changes to school rules to the CSD administrators and to discuss important issues. SBG provides information and supports students with campus activities, builds individual leadership skills and devises interesting activities for students to participate in. Those involved are responsible for making important decisions concerning dances, assemblies and events.

Web Page Development Team

High School: The web page development team creates and maintains the school's web site. Students interested in joining the team must fill out applications in the spring. Selection is based on the student's knowledge and skills in web design, citizenship, leadership and teamwork. The time and amount of work involved in this team is immense and often requires students to work after school and, sometimes, on weekends.

Yearbook Class

High School: The Yearbook Class is responsible for creating CSD's Bell Tower Yearbook. Juniors and seniors are eligible to apply for staff positions in the spring. Students selected have demonstrated talent, positive work habits and good grades in Graphics Technology, Business Office Technology or Art classes. The Yearbook class is a two-semester class.



Reward Point System High School After-School Activities

The point system is established to balance involvement in extracurricular activities for high school students. The purpose is to encourage and reward students' participation in activities.

Each student who participates will earn points after completion of an assigned duty, task and/or participation. Coaches and organization sponsors will be responsible for granting points. A cottage counselor is assigned the responsibility of maintaining the points system and posting the accumulated points of each student at the High School Activity Center.

Students with the most points have the choice of applying for a scholarship to the National Association of the Deaf's Youth Leadership Camp or the Junior National Association for the Deaf biannual conference.

The top 25 students with the most accumulated points are eligible for a reward activity.

Each point range is determined based on a completion of a duty/task/participation of each activity.

Organizations

President	0-5
Vice-President	0-4
Secretary	0-3
Treasurer	0-3
Cottage Representative	0-3
Student Council Representative	0-3
Sergeant-at-Arms	0-3
Activity Chairperson	0-20
Committee Chairperson	0-15
Sub-committee member	0-10

Attendance (per participation)

Drama Audition	3
General Meetings	0-3
Leadership Workshop (per day)	0-3
Student Council Meeting	0-3

Activities (per completion)

Academic Bowl	60
Athletic Team	60
Mr. & Miss. CSD Pageant	60
Peer Advisor (each semester)	60
School Play	60

Community Service (per each hour)

Special Event Volunteering	1
Cottage	1
Elementary student assistant	1
FAA snack bar	1
Off-Campus Community Volunteering	1
Orange Crew	1
Others	1

Fundraising Policy for Students

Fundraising activities will not interfere with the normal operation of the school. (EC 49932) The following guidelines are to be used by all classes and school organizations in connection with fundraising activities. The activities have been divided into two classifications, which are defined as follows:

- **Long-term project:** a fundraising activity that is not to exceed twelve consecutive months in duration (excluding July and August). For example: candy sales or t-shirt sales.
- **Short-term project:** a fundraising activity that is not to exceed two days in duration. For example: food sales at special sports events, or picture sales at a party.

Sponsors will be responsible for checking the wellness policy and make efforts to sell healthy foods.

Application for Fundraising Projects

An application for any fundraising project should be made two weeks prior to the date of activity and submitted to the Director of Instruction and Dean of Students. Arrangements shall be made through the Outreach Division for sales during Open House and Athletic Director for sales during athletic events. Applications can be acquired from any principal, Director of Instruction or the Student Life offices,

Foothills Athletic Association (FAA)

FAA shall be limited to snack bar sales including novelties at the High School Activity Center and at all athletic events.

Junior Eagle Organization

The Jr. Eagle organization shall be limited to two long-term projects in addition to snack bar sales at the Middle School Activity Center.

Other Established Organizations

Each organization shall be limited to one long-term project and two short-term projects unless approval is obtained from the offices of Dean of Students and Director of Instruction.



Athletic Programs

California School for the Deaf is a proud member of the Bay Counties League (BCL). We play volleyball, cross country, girls and boys basketball, swimming, baseball, softball, and track with this league. The website for the Bay Counties League is www.bacbcl.org.

BCL does not have football and wrestling so our football team is a member of the Bay Football League and our wrestling team is in the Bay Shore Athletic League.

As a member of the North Coast Section (NCS) of the California Interscholastic Federation (CIF) and the National Federation of State High Schools Association (NFSHSA), our school follows all CIF/NCS and NFSHSA regulations. The website for the NCS is www.nifncs.org. (E.C. 49020-49034) There are four important eligibility requirements for each student-athlete:

- **Grade Point Average (GPA):** Each student-athlete must have at least a 2.0 GPA from the previous semester and not be on Academic Probation (AP). According to EC 35160.5, satisfactory educational progress means maintaining minimum passing grades, which is defined as at least a 2.0 grade point average.
- **Age:** No student whose 19th birthday is prior to June 15th shall participate or *practice on any team during the following year*.
- **Number of years in High School:** Each student-athlete cannot have more than eight (8) consecutive semesters of attendance in high school.
- **Parental consent:** Parents/Guardians will receive an Athletic Clearance packet that includes the following forms: *Athletic Clearance, Authorization for Medical Care and Treatment, Physical Exam* and *Student-Athlete's Agreement*. A copy of insurance and a completed annual physical examination signed by a doctor are also required.

All forms must be completed and signed before a student can participate in the Athletic Program.

Permission for Interscholastic Athletic Participation

The HS Athletics Program at CSD plays an important role in the total education of the students enrolled. In order for the parents/guardians' student to be eligible to participate in interscholastic athletics at CSD, there are specific requirements that must be followed. As a member of the North Coast Section of the California Interscholastic Federation (CIF), our school must gather information on transfer eligibility

(if the child is a new student), physical health, health insurance coverage, age and previous playing experiences. As a North Coast Section member, our school is required to notify students and their parents/guardians that a student's eligibility to participate in interscholastic athletics may be affected by his/her transfer to the California School for the Deaf.

It is the responsibility of the parent/guardian and the student to contact our school's Athletic Director for a copy of the rules and forms dealing with transfer students.

As a member of North Coast Section (NCS) of the California Interscholastic Federation (CIF), the school is also obligated to abide by the NCS rule prohibiting recruitment of students for athletic purposes. For further information, please contact the Athletic Director.

If parents/guardians wish to have their child participate in interscholastic athletics, they must complete the *Athletic Clearance, Athletic Agreement, Physical Exam and Medical Authorization (must have insurance information)*. A child cannot participate in tryouts, practices or games until all three forms have been given to the Athletic Office. **All student-athletes must have an annual physical exam completed and signed by the doctor.**

Middle School Athletic Program

Our goals are to foster leadership, teamwork and sportsmanship through structured athletic competition. All CSD middle school sports programs adhere to CSD's handbook, including city league sports.

There are two important eligibility requirements for each student-athlete:

- Only student-athletes regularly enrolled in grades 6–8 shall be permitted to participate in sports.
- Student-athletes who are 15 years old or younger after September 1st of any school year will be eligible to compete in any game, meet or contest with another school. If the age of the student is protested, the burden of proof shall fall on the student and parents/guardians. The student must submit a birth certificate or other proof of correct age.

Tryouts

Student-athletes are required to participate in scheduled tryouts in order to make the team. A student-athlete who was cut from one sport may try out for a different sport during its tryout period only if he/



she did not get cut from the first sport for a serious disciplinary reason. 8th graders are expected to participate in spring tryouts for the following fall sports.

Sportsmanship Agreement

Each student-athlete **must** sign an annual *Sportsmanship & Participation Agreement* form before participating as a student-athlete in any athletic event.

Ejection and Steroids Policy

Each student-athlete must sign annual *Ejection* and *Steroids Policy* forms before participating as a student-athlete in any athletic event.

Weightlifting

Upon the athletic department's requirements, team members who take PE classes will participate in the weightlifting program during PE. The Athletic Director and Physical Education/Athletic Supervisor will coordinate the attendance record with appropriate staff. Student-athletes in PE will be required to lift at a different time as set by the head coach and Athletic Department. Failure to meet the weightlifting requirements will result in reduced playing time.

Dedication and Commitment

Each student-athlete must be willing to dedicate himself/herself to being a student-athlete and must stay on the team until the end of the season. Student-athletes should be aware that nothing worthwhile is accomplished without hard work and a sincere desire to succeed. Each student-athlete must also understand that this means making a commitment to attend all practices, contests and team meetings. Student-athletes must be willing to sacrifice their own desires for the good of the team. Quitting a team during season will result in losing all rights and recognition as a team member, including team photo, awards, letters and post-season honors. Students who quit, who are removed from the team for disciplinary reasons or who are asked to leave the team will face a possible suspension for games for sports they participate in the next season. Possible suspension of games will be up to one-quarter of the entire season at the discretion of the Athletic Director.

Varsity Sport Lettering Policy

Student-athletes who are on a varsity team for the first time in any sport will earn a varsity letter in the sport they participate in providing they meet all of these requirements stated below. Student-athletes will:

- Attend practices 90% or more during the season.

- Attend all games and play in at least 50% of all games.
- Demonstrate good sportsmanship, teamwork and attitude.
- Show respect to school staff and coaches.
- Follow the athletic policy as mentioned in the *Sportsmanship and Participation Agreement* form.

Special Lettering Award

If a student-athlete is a senior and did not meet the minimum of playing at least 50% of all games, he/she will earn a letter.

Coaches have the discretion of developing additional requirements to earn a varsity letter.

Tobacco, Alcohol and Drug Abuses

A student-athlete will refrain from the use of tobacco, alcoholic beverages and controlled substances (drugs) of any kind. Verification of substance abuse can result in dismissal from the team. If there is less than 30% of the season remaining, that student-athlete will miss 30% of the following season he/she participates in. If more than 70% of the season remains, the student-athlete will be removed from the team for the remainder of the season and cannot start the new season's sport until the current season ends. They will lose all rights and privileges, including any awards or post-season recognition. (EC 48900; 48901; 49030 et seq.)

Conference Time (CT): High School

If a student-athlete is assigned to after-school Conference Time (CT) on a practice or game day, he/she is expected to show up for CT first, then attend his/her practice or game. If he/she did not show up 30 minutes prior to the home game because of CT, then that he/she will not be allowed to play. If he/she has to miss a trip with the team to an away game because of CT, then that he/she will not go to the game at all.



Self-Improvement Time (SIT): Middle School

If a student-athlete has been asked to stay after school for Self-Improvement Time (SIT), he/she is expected to show up for SIT first, then attend his/her practice or game. If he/she has to miss the trip to an away game because of SIT, then that student-athlete will not play in that game at all.

Cut/Suspension

Any student-athlete who cuts school or misses one period of class may be suspended from the first upcoming game. Excessive cuts/suspension may be cause for removal from the team.

Vandalism

All student-athletes must treat all school property and facilities with respect at all times. A person breaking this rule will not be allowed to be part of any sporting event until he/she meets with and gets clearance from the PE/Athletics Supervisor.

Practices

Each student-athlete must attend all scheduled practices, meetings, special occasions and games regularly and on time. Student-athletes must receive prior approval from the coach to miss practice. Being late with no excuse is considered an unexcused absence and will be handled by the coaching staff. Any missed practice for any reason except due to unforeseen circumstances will lead to missed playing time during games.

Athletic Dress Code

The Athletic Department reserves the right to require students to follow a dress code established by their coaches during the season. Student-athletes are not allowed to have any hair dyed with unnatural colors. Removal of any pierced loops or studs from a student-athlete's body is required (CIF rule). (EC 32282; 35183; 35294.2)

Every Thursday is Orange and Black Day; all student-athletes are expected to wear Orange and Black to show school spirit and unity among all.

Attendance of Classes on Game Day

All student-athletes must attend at least six class periods or three block periods on a game day to be allowed to play. Poor attendance in school may result in poor grades, resulting in athletic ineligibility. It is strongly advised to avoid appointments on game days or immediately following a school-sponsored trip. Contact the Athletic Director for clarification if necessary.

Early Departure from Class

Team members are responsible for making arrangements with teachers to make up classwork and assignments. They are not to use athletic events as an excuse for not completing assignments or not doing quality work.

Road Trips/Travel to Other Schools

Student-athletes are required to travel to away games with the team and coaches. They travel back to school with the team and coaches unless if with their parents/guardians. No individual transportation is allowed. If a student-athlete misses a road trip with the team and coaches, then he/she is not allowed to play at all.

Due to increasing costs in traveling to other schools, parents/guardians must pay one-half of airfare. The Athletic Department will cover one-fourth from fundraising, and the endowment will cover the last fourth.

Attending School after an Extended School-Sponsored Trip

All team members are expected to attend school the day after a weekend or extended school-sponsored trip. If a student-athlete misses a school day after a trip for any reason other than absences listed in the Education Code (for sickness or medical appointment, a doctor's note is required), he/she is not allowed to play in the next game. Appointments after a school-sponsored trip are not advised. Student-athletes are expected to complete all homework/assignments given during trips or may receive detention hall on the day of return to school.

Tournaments/Other Deaf Schools

The host school determines the number of participants from each school in their tournament. The decision of selecting student-athletes who will attend the tournament will be made by each head coach. The head coach will consider whether the student meets the coach's and student-athlete's performance expectations. The selection criteria will be explained to the team at the beginning of the season.

Athletic Uniforms and Equipment

Athletic uniforms and equipment are loaned to team members for the duration of the season they play in and are to be worn or used only during games and practices. Student-athletes may wear uniforms or equipment at pep rallies or other special events with permission from their coach or the Athletic Director. Student-athletes must return all uniforms and equipment to their coach at the end of the season or any time they are asked to.

Student-athletes are required to pay for lost/damaged uniforms or equipment. Until they pay, they are not allowed to participate in any future sport and cannot attend the end-of-season banquet or team dinner. If these student-athletes are seniors, diplomas will be issued after all debts have been paid. (EC 48904)

Rules and Expectations

Coaches may establish rules and expectations for their respective teams. At the beginning of the season for each team, coaches will explain these rules to their players.

Participation on Community Teams

CIF regulations stipulate that student-athletes may not participate on community athletic teams during the school season of the same sport.

Conduct During Games

Proper conduct and displaying good sportsmanship are expected at all times, on or off the playing fields/courts. CIF and NCS rules require that athletes who are ejected from a game due to inappropriate conduct will receive a one-game suspension. If the same athlete acts inappropriately a second time during the season, he/she is automatically removed from the team. If that same athlete is involved in a similar incident during the year with a different sport, he/she is suspended from playing until he/she attends a meeting with the HS Team and the Athletic Director to gain permission to play again.

Foothills Athletic Association (FAA)

High School - The Foothills Athletic Association (FAA) promotes athletic activities for students at the California School for the Deaf. It is a vital part of the school's athletic program, providing support for CSD athletes, teams and events.

The FAA fosters goodwill, shows school spirit, encourages good citizenship/sportsmanship and upholds the good name of the school.

Students who become involved in the organization gain experience in managing financial matters and

conducting effective business transactions.

The FAA has contributed to the athletics program by providing scholarships to graduating athletes; support for Deaf Olympic participants (alumni and students); team dinners; the FAA Banquet; T-shirts for FAA members, summer camps and tournament championships; homecoming and spirit week expenses; small souvenirs at some big events; decorations for homecoming, banquets and other parties; jerseys and warm-up outfits for special needs participants in the Special Olympics; a sound system for parties; league or national champion banners; "C" letters; certificates; pins; awards; Dafus Organization supporting participants; snow trips; national or league champion patches; appliances in the FAA store; the FAA bronze emblem; booths in the Senior Activity Center; 100th anniversary expenses; flagpoles at the football and track fields; advertisements in various program books; and picture frames for the school's museum.

The FAA has been a part of CSD for many years and has a distinguished history. Dr. Winfield Runde, a 1896 CSD graduate, returned to become a teacher at CSD, Berkeley, after graduating from Gallaudet College in 1901. He founded the FAA, which he modeled after the Gallaudet College Athletic Association. In the beginning, the organization was only for boys. Several years later, girls became involved in athletics and organized their own Girls Athletic Association. Both organizations expanded and grew. Due to Title IX requirements that stipulate female athletes should have the same opportunities as male athletes, during the 1977-78 school year, the FAA and GAA merged to form a co-ed organization. The members decided to keep "Foothills Athletic Association" as the name for their new organization.



Student Discipline

Discipline - General

Students are expected to show respect toward others at all times. All students need to learn that good choices produce good results and poor choices, poor results.

Backpacks in Hallways

Students are responsible for their backpacks or contents inside them. Students are not allowed to leave their backpacks unsecured in the hallways or classrooms. Students should use school-provided lockers to store their belongings. If parents/guardians are concerned about the backpack weight, they should purchase a small suitcase with rollers for their child.

Students are not allowed to write on their backpacks the following items: any gang-like symbols or colors, offensive language, or any violation of discrimination/harassment policy.

False Fire Alarms

It is very serious when students pull the fire alarm as a prank. The Fremont Fire Department and paramedics may be called off other jobs in the community to rush to the school. Classes and after-school programs are disrupted. If the Fire Department bills the school, the parents/guardians will be responsible for this debt. In addition, the student who set off the false fire alarm shall be suspended. (EC 48900)

Locker Usage

CSD has purchased lockers for all middle school and high school students to store their belongings; therefore, the lockers are school property. Students need to see the Middle School secretary or the High School secretary to be assigned a locker. The lockers have built-in locks, so students are not allowed to put their own lock on the locker. It has been CSD's practice that when students need accommodations, the dial locks have been replaced with a lock that is easier to operate. Students are also not allowed to put stickers, make marks or do anything that defaces the inside or outside of their locker.

Middle School provides students with a locker without a lock. Students are not to use their own padlocks until they get approval from the principal. The school is not responsible for any article removed from the lockers without the students' permission. Students are prohibited from giving their locker combinations to other students.

Damage to School or Personal Property

The CSD Cabinet expects students to respect and take care of school property and the personal property of staff and others. Payment shall be required for accidental or deliberate damage. No distinction shall be made between accidental and deliberate damage as far as payment is concerned.

Students doing the damage shall have disciplinary consequences. Students may also have a loss of some privileges in addition to payment if the damage is clearly deliberate. Students will be deprived of activities until the payment for damage is collected. Grades, diplomas and transcripts will be withheld until payment has been made. Prior to withholding grades, diplomas and transcripts, the school will inform parents/guardians in writing of the student's misconduct and the payment that is due. Payments are expected in a timely manner and **must** be paid before the school year ends. (EC 48904)

Cost (in dollars)

Items	Materials/Labor
Window, plain glass	35.00
Drapes	50.00
Drape wand	10.00
Combination Lock	5.00
Door lock	150.00
Locker handle	35.00
Cork Board (small, oak frame)	20.00
Cork Board (large, oak frame)	30.00
Light bulb	5.00
Light switch	20.00
Shower head	30.00
Milk glasses	2.00
Kitchen utensils	15.00
Kitchen trays, plates	15.00
Comforter	43.00
Blanket	16.00
Mattress Pad	10.00
Towel	10.00
Washcloth	5.00
Towel Rack	25.00
Pillow	20.00
Pillowcase	8.00
Sheets	15.00
Wall (depending on labor)	20.00 to 50.00
Lampshade	25.00
Chair legs or arms, repaired	10.00
Broom	10.00
Dust pan	10.00
Shower curtain	10.00
Clocks (depending on models)	20.00 to 50.00
Pool cues - aluminum	9.00
Pool cue - wood	5.00
Computer equipment	Cost of repair/replacement
Miscellaneous	Cost of repair/replacement

School staff are responsible for filling out damage forms, contacting parents/guardians and collecting money for student damages. If items other than those listed are damaged or destroyed, the cost of repair or replacement will be determined and reported to the student, parents/guardians and Principal or Supervising Counselor.

Lost or Damaged Textbooks

Students are responsible for taking care of their assigned textbooks. Students are required to pay for lost books or those found damaged beyond reasonable usage, regardless of how the book was damaged or whose fault it was. (EC 48904)

Responsibilities of Students

According to Ed. Code 48908, all pupils shall comply with the regulations, pursue the required course of study and submit to the authority of the teachers of the schools.

Student Debts

Students with debts from school or Student Life will be denied participation in school-sponsored social events or after-school recreational activities until the debt is cleared. Graduating seniors must clear all debts before graduation. Parents/Guardians will be contacted right before graduation if seniors have an outstanding debt. Diplomas will be issued after all debts have been paid. (EC 48904)

High School Team

If a high school student continues to have problems following rules, such as being late to school, not doing homework or having behavior concerns in school or the cottage, he/she may be referred to a HS Team meeting. The members of the HS Team are the HS Instructional Principal, the HS Administrative Principal, the Career/Technical Education Principal and the Career Center/Transition Supervisor. Counseling or disciplinary consequences may be administered.

Tobacco Policy

The CSD Cabinet recognizes that tobacco use is one of the most hidden abuses confronting American Society today. Particularly susceptible are young students in their teens. The school recognizes its responsibility to protect its students from influences potentially dangerous to health and safety.

The prohibition of tobacco use applies to all individuals at any school or school-sponsored activity or event when students are present.

In accordance with EC 48901:

- a) No school shall permit the smoking or use of tobacco, or any product containing tobacco or nicotine products by pupils of the school while the pupils are on campus, or while attending school sponsored activities or while under the supervision and control of school district employee.

- b) The governing board of any school district maintaining a high school shall take all steps it deems practical to discourage high school students from smoking.

Education and Prevention

The best way to combat tobacco use is to prevent initial use and experimentation. The following are used for this purpose: Tobacco education is provided in the Health classes or Student Life Program. Emphasis is on enhancing student education to develop healthy values. The tobacco use policy is discussed annually, particularly when orienting new students.

Procedures

A staff member who witnesses a student using tobacco shall write an incident report. Appropriate consequences are assigned by supervisors/principals, and parents/guardians are informed as deemed appropriate due to the age of the student.

Suspension

A student may be removed from regular school activities for up to five consecutive school days. If a student is suspended for a total of 10 school days in one year, parents/guardians are given their procedural safeguards and an IEP meeting is held within 10 business days to determine if a pattern exists and if a manifestation determination review will be conducted. Suspended students may not be present on school property or attend any school activity, whether at a public or private facility, during the entire period of suspension. Students are required to complete all assignments and tests missed during the period of suspension. After the suspension, students must meet with the Principal/High School Administrative Principal/Supervisor of Residence Programs for a policy-review session before returning to their classes. (EC 48900; 48903; 48910; 48911)



California Highway Patrol Contact

A California Highway Patrol (CHP) officer is assigned to the school. This resource officer assists with prevention activities and meets with students who are involved in serious incidents. School officials are required to contact the CHP if a student is alleged to be involved in any illegal activity or incident. Examples of situations that require CHP involvement include physical attacks towards students or staff, possessing or selling illegal drugs, possession of firearms or other weapons and illegal sexual activity. The CHP investigates alleged criminal activity by meeting with students who may have been involved and/or witnessed an incident. Upon completion of the interview(s), the CHP will determine whether the investigation should continue.

Parents/Guardians may be informed before or after a student is interviewed at the discretion of the investigating officer. (EC 48900.05; 48902; 48906)

Search and Seizure

In the interest of the overall welfare of students or when necessary to preserve good order and discipline at the school, the CSD Cabinet has authorized supervisors and designees to search a student's personal belongings. In the school environment and at school-sponsored activities, a search is permissible when a school official has reasonable grounds or suspicion based on the totality of the circumstances, for suspecting that the search will reveal evidence that the student has violated either the law or a school policy. As a result, it may be necessary for school officials to search a student's personal belongings (purse, backpack, pockets in clothing), locker, desk, or vehicle. (EC 49050)



Infraction	Suspension from School	Community Service	(Non-Athletic) Suspension from Major School Event(s)*	(CIF) Suspension from Sports**	Suspension from School Organizations or Clubs/ Committees**	School Play, Academic Bowl, or Other Special School Groups**	Police Notification	Required Drug Counseling w/ Guidance Counselor	Possible Referral for Administrative Hearing to LEA for consequence
Tobacco Possession/Use 1st Offense	No	5 hours	1 event	Removal from team	No	No	No	1 session	No
Tobacco Possession/Use 2nd Offense	No	10 hours	1 event	Removal from team	4 school weeks	No	No	3 sessions	No
Tobacco Possession/Use 3rd Offense	1 to 2 days	15 hours	1 event	Removal from team	Removal from organization	Removal from participation	No	3 sessions	No
Alcohol, Marijuana, Soma, Inhalants, Paraphernalia: Use, Possession, Influence 1st Offense	1 to 3 days	10 hours	2 events	Removal from team	Removal from office for 4 weeks	Removal from participation	Yes	3 sessions	Yes
Alcohol, Marijuana, Soma, Inhalants: Use, Possession, Influence 2nd Offense	3 to 5 days	15 hours	2 events	Removal from team	Removal from office for the duration of the year	Removal from participation	Yes	3 sessions	Yes
Providing alcohol, marijuana, Soma, inhalants or other substances and using or possessing hard drugs	3 to 5 days	15 hours	2 events	Removal from team	Removal from office for the duration of the year	Removal from participation	Yes	3 sessions	Yes
Selling any drugs, alcohol or other substances or providing/sharing any hard drugs	3 to 5 days	15 hours	3 events	Removal from team	Removal from office for the duration of the year	Removal from participation	Yes	3 sessions	Expulsion referral

*1 event = 1 immediate calendar activity (i.e., party); 1 weekend event (on campus) = 2 activities; 1 weekend event (off campus) = 3 activities

**If students do not participate in school activities or sports, community service hours can/will be increased. For school play, if no understudy, the student-actor may be allowed to remain in the play and be suspended from the next major activity.

***See page 18 for consequences related to the International Studies Trip.

Infraction	Suspension from School	CT/Student Life	Suspension from Major Event(s)*	Suspension from Sports**	Suspension from School Organizations or Clubs**	School Play, Academic Bowl, Other Special School Groups***	Preventive Behavior Intervention	Possible Referral for Administrative Hearing to LEA
Tardy (15 min. or less)	No	Up to 1 hour	Possible for repeating	Possible for repeating	No	No	No	No
Cutting class (More than 15 min.)	Possible	1 hour per class	Possible 1 event per cut	Possible 1 game per cut	No	Possible	HS Team referral for third cut or more	Possible
Cheating	Possible	Up to 3 hours	Zero grade on assignment and 1 event	1 to 3 games	No	Possible	HS Team referral	No
Stealing; possession of stolen property	Possible	Up to 5 hours	1 event	1 to 5 games	Possible removal from office	Possible Removal	HS Team, Return items or pay back	No
False fire alarm	2 days	5 hours - 10 hours	1 event	1 game	Possible removal from office	Possible	HS Team Possible and Pay fine	Possible
Minor vandalism	Possible	Up to 3 hours	1 event	1 game	Possible Removal from office	Possible removal from participation	Pay for Damage	No
Major vandalism	1 to 3 days	5 to 10 hours	2 events	Removal from team	Possible removal from office	Removal from participation	Yes	Yes
Minor assaulting or aiding/abetting fighting, threatening, hazing, Harassment and discrimination Policy	Possible	5 hours	1 event	Possible	Possible	Possible	No	Yes
Major assaulting or aiding/abetting fighting, threatening, hazing, Harassment and discrimination Policy	1 to 3 days	5 to 10 hours	2 events	Removal	Removal from office	Possible	N/A	Yes
Possession of or using weapons	5 days	10 to 15 hours	3 events	Removal for rest of season and following season	Removal from office	Yes	N/A	Yes
Committing minor sex/obscene acts	1 to 2 days	Up to 3 hours	1 event	1 game	No	Possible removal	Possible	Possible
Committing major sex/obscene acts, sexual harassment, or engagement in pornography	2 to 5 days	5 hours	1 to 2 events	Possible	Possible	Possible	Medical/ Counseling referral	Yes
Participation in gang-related activities	Second offense - 1 to 2 days	5 hours	1 event	1st offense: 1 game 2nd offense: removal for rest of season	Possible	Removal from participation	Yes	Yes

Middle School Consequences Guidelines

Infractions	Academics/ Physical Education/ Career Technology Education	Student Life/ After School Activities	Athletics	Police Notification	Parent Contact
Cutting a class	Possible 1 day suspension	N/A	1 st Time: half-game suspension 2 nd Time: 1 game suspension 3 rd Time: dismissal from team	No	Yes
Tardiness	SIT	Possible grounded for 1 day	No	No	Yes
Cheating/ Plagiarism/ Forgery	SIT; Possible 1 day suspension	Possible grounded for 1 day	1 game suspension	No	No
Stealing; Possession of Stolen Property	Pay or replace; community service; possible 1-2 day suspension	Pay or replace; possible 1-2 day suspension; grounded for 1-2 days	Possible 1 game suspension	Possible	Yes
False Fire Alarm	Possible pay fine; 1-2 day suspension	Possible pay fine; 1-2 day suspension	1 game suspension	Possible	Yes
Minor Vandalism	Pay or replace; SIT; community service	Pay or replace; Possible 1-2 day suspension; grounded for 1 day	Pay or replace; 1 game suspension	No	Yes
Major Vandalism	Pay or replace; community service; possible suspension	Pay or replace; 1-2 day suspension; grounded for 1-2 days	Pay or replace; 1 game suspension	Yes	Yes
Minor Assaulting or aiding/abetting, fighting; Discrimination/ Harassment Violation	SIT; possible 1-2 day suspension	Possible 1-2 day suspension; grounded for 1 day	1 game suspension	Possible	Yes
Minor Assaulting or aiding/abetting, fighting; Discrimination/ Harassment Violation	2-5 day suspension	2-5 day suspension; grounded for 2-3 days	Dismissal from team	Yes	Yes
Possession of or Using Illegal Weapon	2-5 day suspension; expulsion referral	2-5 day suspension; expulsion referral	Dismissal from team	Yes	Yes

Middle School Consequences Guidelines

Infractions	Academics/ Physical Education	Student Life/ After School Activities	Athletics	Police Notification	Parent Contact
Committing minor sex/obscene acts	SIT; Possible 1-2 day suspension	1-2 day suspension or grounded for 1-2 days	1 game suspension	Possible	Yes
Committing major sex/obscene acts, sexual harassment, engagement in pornography	2-5 day suspension	2-5 day suspension; grounded for 2-5 days	2 game suspension	Yes	Yes
Participation in gang-related activities	Possible 1-2 day suspension	Possible 1-2 day suspension; grounded for 2-5 days	Possible dismissal from team; 1 game suspension	Possible	Yes
Bus Minor Passenger Safety Program (PSP)	N/A	Loss of points; possible grounded for 1-2 days	N/A	No	Yes
Bus Major Passenger Safety Program (PSP)	N/A	Loss of points; grounded for 1 day; no state vehicle riding for 1 week; no guest/home visiting	Loss of state vehicle riding	No	Yes
Dress Code	Change immediately; possible SIT	Change immediately; grounded for 1 day	N/A	No	Yes
Defiance or Disruption	SIT; possible 1-5 day suspension	Grounded for 1-5 days; possible 1-5 day suspension	1 st Time: 1-quarter game suspension 2 nd Time: half-game suspension 3 rd Time: 1 game suspension	Possible	Yes
Drugs/Alcohol/Tobacco	Refer to HS Consequence Chart	Refer to HS Consequence Chart	Refer to HS Consequence Chart	Yes	Yes

Elementary Consequences Guidelines

Infractions	Academics/ Physical Education	Student Life/ After School Activities	Athletics	Police Notification	Parent Contact
Cheating/ Plagiarism	1 st time; discussion with teachers 2 nd Time: conference with parents	N/A	1 st Time: warning 2 nd Time: 1 game suspension	No	Yes
Stealing; Possession of Stolen Property	Pay or replace; community service; possible suspension	Pay or replace; 1 st Time: grounded for 1-2 days or loss of cottage privileges 2 nd Time: grounded for 1-2 days and loss of cottage privileges 3 rd Time: 1 day suspension	Possible 1 game suspension	Possible	Yes
False Fire Alarm	1-2 day suspension; conference with teachers and parents	1-2 day suspension; conference with staff and parents	1 st Time: warning 2 nd Time: 1 game suspension	Possible	Yes
Minor Vandalism	Pay or replace; community service	1 st Time: grounded for 1-2 days or loss of cottage privileges 2 nd Time: grounded for 1 day and loss of cottage privileges 3 rd Time: 1 day suspension	Pay or replace; 1 st Time: warning 2 nd Time: 1 game suspension	No	Yes
Major Vandalism	Pay or replace; community service; possible suspension	Pay or replace; grounded for 1 day and loss of cottage privileges	Pay or replace; 1 st Time: 1 game suspension 2 nd Time: dismissal from team	Possible	Yes
Minor Assaulting or aiding/abetting, fighting; Discrimination/ Harassment Violation	Loss of privilege; possible suspension	1 st Time: grounded for 1-2 days or loss of cottage privileges 2 nd Time: grounded for 1-2 days and loss of cottage privileges 3 rd Time: 1 day suspension	1 st Time: half-game suspension 2 nd Time: 1 game suspension	Possible	Yes
Minor Assaulting or aiding/abetting, fighting; Discrimination/ Harassment Violation	Suspension	2-3 day suspension; grounded for 2-3 days	1 st Time: 1 game suspension 2 nd Time: dismissal from team	Yes	Yes
Possession of or Using Illegal Weapon	Immediate guidance counseling	2-5 day suspension; expulsion referral	Dismissal from team	Yes	Yes

Elementary Consequences Guidelines

Infractions	Academics/ Physical Education	Student Life/ After School Activities	Athletics	Police Notification	Parent Contact
Committing minor sex/obscene acts	1 st time; discussion with teachers and guidance counselor 2 nd Time: loss of privileges 3 rd Time: conference with parents and guidance counselor 4 th Time: possible suspension	Possible grounded for 1-2 days	1 st Time: half-game suspension 2 nd Time: 1 game suspension	Possible	Yes
Committing major sex/obscene acts, sexual harassment, engagement in pornography	1-5 day suspension	1-5 day suspension	1 st Time: 1 game suspension 2 nd Time: dismissal from team	Yes	Yes
Bus Minor Passenger Safety Program (PSP)	N/A	Grounded for 10 minutes; reflection time	N/A	No	Yes
Bus Major Passenger Safety Program (PSP)	N/A	Grounded for 20 minutes; reflection time or loss of privileges	N/A	No	Yes
Dress Code	1 st time; change immediately 2 nd Time: conference with parents	1 st time; change immediately 2 nd Time: conference with parents	1 st Time: warning 2 nd Time: half-game suspension	No	Yes
Defiance or Disruption	1 st Time: discussion with teachers 2 nd Time: loss of privileges 3 rd Time: conference with parents 4 th Time: possible suspension	1 st Time: grounded for 1-2 days or loss of cottage privileges 2 nd Time: grounded and loss of cottage privileges 3 rd Time: suspension for 1 day	1 st Time: warning 2 nd Time: half-game suspension 3 rd Time: 1 game suspension	Possible	Yes
Leave Without Permission	1 st Time: discussion with teachers 2 nd Time: loss of privileges 3 rd Time: conference with parents 4 th Time: possible suspension	1 st Time: grounded for 1-2 days or loss of cottage privileges 2 nd Time: grounded and loss of cottage privileges 3 rd Time: suspension for 1 day	1 st Time: half-game suspension 2 nd Time: 1 game suspension	Possible	Yes

Parents Rights and Responsibilities

State of California, Department of Education
California State Special Schools and Services Division (SSS)
California School for the Deaf; California School for the Blind; and
California School for the Deaf, Riverside

This is a summary of your rights and responsibilities.

Introduction: The CSD staff welcomes parent/guardian involvement in their child's educational, residential and extra-curricular programs. Students experience increased academic achievement and more success in all aspects of their lives if there is a mutually supportive and respectful parent-school partnership. Communication will increase when parents/guardians observe classes, visit cottages, meet with staff and become involved in activities. Students feel a heightened sense of pride when their parents/guardians take an interest in their lives. There are numerous ways parents/guardians can become involved with the instructional and residential programs or participate in volunteer opportunities available through the Outreach Division. Parents can also take American Sign Language classes offered through the Outreach Division to develop more effective communication with their child.

As a parent/guardian of a child involved in the special education program provided by the State Special Schools, you and your child have specific rights and responsibilities regarding access to information, providing information, and making decisions about your child's education.

When you have a concern, it is important that you contact your child's teacher or administrators. This informal conversation often solves the problem and helps maintain open communication. This document summarizes your further rights. For a more complete account, please refer to the document titled, *A Parental Rights and Procedural Safeguards for Special Education Students with Disabilities*, which your child's school will provide.

Right to Receive Notice: When the SSS either proposes a change or refuses to initiate a change in your student's identification, assessment, educational program or placement, you have a right to receive written notice. The notice must be in your native language whenever possible and it must describe what the SSS plans to do, their reasons for doing it and the data to support those reasons. At that time you will also be referred to your procedural safeguards, which will explain due process rights, mediation and fair hearing.

Right to Access and Confidentiality: You have a right to receive copies and inspect and review records during regular school hours of your child's records no later than five business days after your request. You have a right to ask that inaccurate or misleading records be amended. If your request is not

granted, you have the right to a hearing and the right to add your statement to the record. The SSS will not permit other people to see your child's records without your written permission except as outlined in Federal Regulations, Education Code and State Regulations. The SSS may only release information from the student's record where it is necessary to protect student health and safety, for financial aid determination, for school accreditation purposes, for research that does not include personal identification of the student and to schools in which the student is enrolled or intends to enroll. In addition, students who are at least 16 years old or have completed 10th grade may access their own records. (EC 49069)

Right to Informed Written Consent: You must give written consent before there can be any formal assessment, placement or removal from a special education program. You may withdraw this consent at any time.

Right to Assessment: Whenever your student is referred for an assessment, for an IEP, or for placement in or removal from a special education program, you must be given the proposed evaluation plan in writing within 15 days of the referral. Evaluation may begin only after you have given your consent. This evaluation must be free of racial, cultural and sexual discrimination and be in your child's primary language. Tests must be administered by trained professionals. After the assessment, an IEP meeting will be held.

In addition, you have the right to the following: ask for an educational evaluation and give or withhold consent for any proposed evaluation activity (unless in a due process hearing or in certain disciplinary actions), receive the evaluation plan in your primary language, have 15 calendar days to give or withhold consent, obtain information about an independent evaluation, present this information to the IEP team and be given a copy of the evaluation results.

Your child will be reevaluated at least every three years. Your child's eligibility for special education must be reviewed every three years to determine if evaluations are necessary in order to continue to receive special education services and to determine if there needs to be modifications in their special education program.

Rights to an Individualized Educational Program (IEP): You are an essential member of the IEP team, which also includes the teacher, a repre-

Parent Rights and Responsibilities (cont.)

sentative of your district, an administrator, other individuals as needed and the child when appropriate. The IEP must address your child's educational goals and objectives, as well as the related services to meet your child's needs. IEP meetings must be held at least once a year. You or the school may request additional IEP meetings, which must be held within 30 days of the request. (EC 56341)

Right to Least Restrictive Environment: Your child has a right to a placement in a setting that provides access to a full continuum of services. One consideration is interaction with non-handicapped peers as appropriate to the needs of your child.

Right to a Surrogate Parent: In the absence of a parent/guardian for a disabled child, the local school district is responsible for appointing a surrogate parent.

Right to Mediation: You have the right to request mediation as an attempt to resolve disputes. If you choose not to use mediation, you have a responsibility to meet with an independent party to discuss the benefits of mediation. Information disclosed in mediation is confidential and may not be used in any subsequent hearing.

Right to Due Process: You have the right to request specific due process information and procedures from the school to resolve disputes. A due process fair hearing may be about identification as a special education student, assessment, placement or provision of a free, appropriate education. During this process you have the right to the following: review all records, be informed of all procedures, bring an attorney, present evidence, question witnesses, receive a record of the hearing findings and decision, have your child present, have the hearing open to the public, be informed of the issues and proposed resolutions, receive copies of all documents and receive a list of witnesses, have an interpreter provided, request an extension of the timelines and go to mediation at any time.

Right to Complaint: When you feel an IEP is not being fulfilled or a law is being broken, you have the right to file a written complaint with the Superintendent of your child's school, the Superintendent of State Special Schools or the State Superintendent of Public Instruction.

Rights Regarding Disciplinary Action: Regardless of the outcome of discipline proceedings, the school district must continue to provide a free, appropriate public education for your child. Students at the SSS may not be suspended or placed in an alternative educational setting for more than 10 days in any one school year. If the total number of days of suspension exceeds 10, an IEP meeting must be held. The school is required to develop an assessment

plan, or if your child has a behavior plan, the school may review and modify it. An alternative educational setting is one that allows the child to continue to participate in the general curriculum and continue the services identified on the IEP. A fair hearing officer may place your child in an interim setting if it is determined that the student is likely to cause injury to self or others and the school has made reasonable efforts to minimize the risk of harm in the current placement. The school may order a student to an alternative educational placement for up to 45 days if the student brings a weapon to school or in the case of certain drug-related activities.

The IEP team must also determine if the student's behavior is caused by the disability. If the IEP team decides that the behavior is not caused by the child's disability then the school may take disciplinary actions in the same manner as it would for a student without disabilities. If you disagree with the decision, you may ask for a due process hearing.

Right to Inspect Instructional Materials and Observe School Activities: All primary supplemental instructional materials and assessments, including textbooks, teacher's manuals, films, tapes and software, shall be compiled and stored by the classroom instructor and made available within a reasonable time frame for inspection by a parent/guardian. (EC 49091.10) A parent/guardian has the right to observe instruction and other school activities that involve his or her child in accordance with procedures determined by the school to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school personnel. Reasonable accommodation of parents/guardians and guardians shall be considered by the school. Upon written request by the parent/guardian, school officials shall arrange for the parental observation of the requested class or classes or activities by that parent/guardian in a reasonable time frame and in accordance with procedures determined by the school. (EC 32210; 32211; 44811)

Right to Stay Put: A student enrolled in an SSS will remain in the school setting during the due process procedures unless a change is agreed upon by the school and the parent/guardian.

This is a summary of the Parental Rights document. If you need further clarification, please contact the school for a copy of the complete Parents Rights.

Responsibilities

Parent Conduct on the School Campus: Parents/Guardians, relatives and visitors are expected to conduct themselves in a respectful manner and comply with directives from school staff while visiting the school campus. Ed Code sections 44811, 32210 and 32211 state that any parent/guardian, or

other person who disrupt school or extra-curricular activities or fails to leave a school building or school grounds promptly upon request of the principal or designee could be charged with a misdemeanor. The parent/guardian appeal process is included in the Ed. Code sections.

According to Ed. Code 49408, the school may require the parent/guardian of a pupil to keep current at the pupil's school of attendance, emergency information including the home address, home telephone number, business address and business telephone number of the parents/guardians or guardian and the name, address and telephone number of a relative or friend who is authorized to care for the pupil in any emergency situation if the parent/guardian cannot be reached.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents/Guardians or eligible students should submit to the CSD Superintendent a written request that identifies the record(s) they wish to inspect. The Superintendent (or designee) will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate.

Parents/Guardians or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent/guardian or eligible student, the School will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing

regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent/guardian or student of the records request unless it states in its annual notification that it intends to forward records on request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Appendix 1: Discrimination/Harassment Guidelines

At the California School for the Deaf (CSD), no one is allowed to insult or intimidate others. No one may treat others degradingly or abusively. Sexual harassment is not tolerated. Prejudice due to race or ethnicity is not permitted. Bullying or harassment of any kind are *forbidden* and are against both state and federal laws.

Kindergarten through twelfth grade students receive training from the PPS staff related to reporting harassment, discrimination and abuse.

Definition

I. CSD does not permit discrimination or harassment based on:

- Gender
- Mental characteristics
- Language usage
- Political Affiliation
- Heritage/National Origin
- Physical characteristics
- Sexual Orientation
- Religion
- Disability
- Bullying/Cyberbullying

II. Any behavior that is motivated by HATE is not permitted, including:

- Hurting someone physically or emotionally
- Destroying property
- Threatening to hurt someone or destroy his or her property
- Making demeaning comments or jokes
- Making bigoted insults, taunts or slurs
- Posting or giving out hate-group books or flyers
- Posting or giving out flyers or telling jokes that are offensive or demeaning
- Destroying or taking down posters or flyers put up by others without authorization
- Cruel teasing of students or staff members who cannot sign well
- Using electronic devices such as pagers or cameras, or using the Internet to harm another's reputation or to display hurtful pictures or messages about another person.

III. Sexual harassment and abuse are not permitted, including:

- Sexual assault — date rape or unwelcome sexual contact or rape
- Sexual/Physical abuse — any unwanted touching, wedgies, bra-snapping, fondling, unwanted hugging, kissing, or touching or grabbing private parts of the body
- Verbal harassment — dirty language, lewd comments, propositions for sex, talking about sex, talking about genitals, threatening forced sex, sexual taunting in view of others or commenting on someone's sexual preference
- Visual harassment — exposing oneself, flashing, panting, mooning, showing sexually offensive pictures, magazines or videos or showing sexual items such as condoms in a provocative way; using pagers, electronic media or computers to show pornography, sexual pictures or inappropriate sexual information
- Pressure for sexual favors — threatening harm if sex is withheld, threatening rape

Grievance Procedure for Students

If harassment, abuse or discrimination happens, students are responsible for following Steps 1 and 2:

Step 1: Discuss — Try to discuss the incident with the person who did the offense. If you are not comfortable talking to the person, discuss it with a staff member or a friend and ask for his/her help. If the result of the discussion is unsatisfactory, go to Step 2.

Step 2: File a Complaint — Ask your teacher, adjustment teacher, cottage counselor, guidance counselor, principal or Supervisor of Residence Programs (SRP), supervising counselor (SC) or staff to help you file a complaint right away. The staff member must prepare the incident report and give it to the principal, supervisor or SRP within 24 hours of the report. If the incident involves abuse, the staff member must follow the CSD policy for reporting abuse.

Step 3: Investigating — The principal, supervisor, SRP, SC, or Adjustment Teacher upon receiving the incident report, must investigate the incident within a reasonable amount of time. The investigator will interview those involved, including witnesses and others who may have been victims and also review previous incidents to determine if a pattern exists. The police may be called to conduct an investigation.

Step 4: Inform Parents/Guardians — The investigator will inform the victim's parent/guardian after the investigation has been completed unless there is serious injury to the student that warrants an immediate call.

Step 5: Complete Report — The investigator will complete the incident report and give the report to the Director of Instruction, the Dean of Students and Director of PPS. If the incident involves abuse, the investigator will distribute the report in accordance with the CSD policy, as confidentiality of students and staff must be maintained. Reports involving misuse of technology are sent to Director of Technology.

Step 6: Disciplinary Action — Departmental principals, SRPs, SCs, supervisors, and adjustment teachers will determine consequences based on the report. Consequences may include behavior plan, suspension and/or involvement of the police. Parents/Guardians will be notified of the outcome.

Step 7: Administrative Review if Necessary — If needed, CSD administrators will meet to determine whether or not referral to an expulsion hearing should take place. The students' LEA will be notified and when appropriate will be included in the process.

Appeal

If the victim or the accused student is not satisfied with how the incident was resolved, the student may appeal to the Dean of Students or the Director of Instruction.

Confidentiality

The person who investigates any complaints WILL protect the confidentiality of the victim and all others involved.

This policy applies only to situations that occur during school supervised hours.

Appendix 2: Suspension Or Expulsion Of Pupils
(California Education Code, Part 27, Chapter 6, Article 1; Section 48900-48927)

EDUCATION CODE SECTION 48900

48900. A pupil shall 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 any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an 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, a controlled substance listed in Chapter 2 (commencing with Section 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 a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a 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 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 drug paraphernalia, as defined in Section 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. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault 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 a 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 preinitiation 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, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that 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 Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to 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 of the school district or principal may use his or her 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 a pupil who is truant, tardy, or otherwise absent from school activities.

Additional infractions:

- (a) Students involved in sexual incidents while under school authority.
- (b) Students who have committed sexual harassment. (EC 48900.2)
- (c) Students in grades 4 to 12, who have caused, attempted to cause, threatened to cause, or participated in an act of hate violence, has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233. (EC 48900.3)
- (d) Students in grades 4 to 12 who have intentionally engaged in harassment, threats or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting

Suspension Or Expulsion Of Pupils (cont)

classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by an intimidating or hostile educational environment. (EC 48900.4)

- (e) Students who have made terroristic threats against school officials or school property, or both. (EC 48900.7)
- (f) Students leaving campus without permission

Appendix 3: California Education Codes

Education Code 51550 and 51551

Under the Education Code 51550 and 51551 states if classes are offered in public and secondary schools where human reproductive function and sexually transmitted disease or other topics related to sex education, it must be made known to the parents/guardians of each pupil. The notification must be in writing.

Such notice must be delivered via mail or other modes used to communicate individually to all parents/guardians of the participating pupils. Parents/Guardians must be given “reasonable” amount of time (at least 15 days) to be able to inspect the materials to be used and be able to withdraw their child from the class.

No child may participate in a class if a request from the parent/guardian to authorize a withdrawal in writing, has been received by the school.

Any written text or visual/audio materials that are to be used in class that examine the human reproductive processes or sexually transmitted diseases are to be made available for inspection by parents/guardians at a time that is convenient and reasonable prior to the conduction of the course.

He/she who knowingly and willfully fails to make any instructional material available for inspection may be revoked or suspended. Any person who willfully requires a pupil to attend class when the request has been made to excuse the pupil from the parent/guardian may be revoked or suspended.

*Parents/Guardians do not need to review curriculum guides or resource materials.

Supplement to Education Code 51551: Senate Bill 2394 – Russell Bill

All public primary and secondary schools that instruct sex education sessions that discusses sexual intercourse must also emphasize abstinence. It must incorporate the announcement that abstinence is the most effective form of birth control and protection with 100% success rate against unwanted teenage pregnancy, sexually transmitted diseases and HIV/AIDS. Furthermore, instructions shall be provided on the possible emotional and psychological consequences of preadolescent and adolescent sexual activity outside of marriage.

Education Code 60655 and 51240

Any test, questionnaires, survey, or examination containing any questions relating to the pupil’s personal beliefs, conviction, practices in sex, values, morality and religion or his/her parent’s/guardians’

beliefs, conviction, practices in sex, values, morality and religion will not be distributed to any pupil in primary or secondary school unless the parent/guardian has been notified in writing to authorize such test, questionnaire, survey or examination.

Assembly Bill 2900

Sexual Harassment in Schools

Sexual harassment will be forbidden in any education institution, whether it may be public or private preschool, elementary, or secondary school or institution: a public or private institution of vocational, professional, or post-secondary education.

For the purpose of clarification, sexual harassment means any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature, made by someone from or in the work or educational setting.

Assembly Bill 11

AIDS Prevention Education

Under this bill, it requires that students in from grades 7 to 12 receive AIDS prevention instruction at least once in junior high/middle school and once in high school.

Interagency School Safety Demonstration Act of 1985

Under this bill, it requires that students in from grades 7 to 12 receive AIDS prevention instruction at least once in junior high/middle school and once in high school.

SECTION 32260-32262

32260. This chapter shall be known and may be referred to as the Interagency School Safety Demonstration Act of 1985.

32261. (a) The Legislature hereby recognizes that all pupils enrolled in the state public schools have the inalienable right to attend classes on school campuses that are safe, secure, and peaceful. The Legislature also recognizes that pupils cannot fully benefit from an educational program unless they attend school on a regular basis. In addition, the Legislature further recognizes that school crime, vandalism, truancy, and excessive absenteeism are significant problems on far too many school campuses in the state.

(b) The Legislature hereby finds and declares that the establishment of an interagency coordination system is the most efficient and long-lasting means of resolving school and community problems of truancy and crime, including vandalism, drug and

alcohol abuse, gang membership, gang violence, and hate crimes.

(c) It is the intent of the Legislature in enacting this chapter to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses, and that address the safety concerns of local law enforcement agencies, community leaders, parents/guardians, pupils, teachers, administrators, school police, and other school employees interested in the prevention of school crime and violence.

(d) It is the intent of the Legislature in enacting this chapter to encourage school districts, county offices of education, law enforcement agencies, and agencies serving youth to develop and implement interagency strategies, in-service training programs, and activities that will improve school attendance and reduce school crime and violence, including vandalism, drug and alcohol abuse, gang membership, gang violence, hate crimes, bullying, including bullying committed personally or by means of an electronic act, teen relationship violence, and discrimination and harassment, including, but not limited to, sexual harassment.

(e) It is the intent of the Legislature in enacting this chapter that the School/Law Enforcement Partnership shall not duplicate any existing gang or drug and alcohol abuse program currently provided for schools.

(f) As used in this chapter, “bullying” means one or more acts by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4.

(g) As used in this chapter, an “electronic act” means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.
32262.

(a) There is hereby established the School/Law Enforcement Partnership, comprised of the Superintendent of Public Instruction and the Attorney General. The duties of the partnership shall consist of all of the following:

(1) The development of programs and policies necessary to implement the provisions of Article 5 (commencing with Section 32280).

(2) The administration of safe school programs and all training, procedures, and activities conducted pursuant to this chapter.

(3) Cooperation with other states and state and federal agencies on matters relating to school safety.

(b) As used in this chapter, the term “partnership” means the School/Law Enforcement Partnership established by this section.

Appendix 4: Drugs, Alcohol And Other Substances Policy

Index No. 11 Date: 06/04 (Rev.)

These procedures serve as the implementation of the State Special Schools policy related to the use of drugs, alcohol and other substances. These procedures apply to all students enrolled at the school.

Procedures for implementation of the policy

There will be immediate contact with the parents/guardians, including a conference and appropriate correspondence, after each incident of student involvement. The Dean of Students or his/her designee is responsible for initiating this contact.

The Dean of Students and/or the Director of Instruction with his/her designee will coordinate application of the policy when a student is involved with drugs, alcohol, or other substances. Other appropriate staff will be informed and involved, when needed.

The student's Principal or Supervisor of Residence Programs (SRP) is responsible for implementing and supervising the discipline and intervention.

The Principal or SRP is responsible for informing supervisors, Supervising Counselors, Adjustment Teacher, guidance counselor, organization sponsors and the Athletic Director of students who are involved with drugs, alcohol and other substances to implement the policy as it applies to their area of responsibility.

Notifying the police is at the discretion of the school administration.

NOTE: If it is determined that police involvement is needed because of the nature of the offense or because of ongoing involvement by the student, the police will be contacted immediately so they can do any needed investigation and obtain any needed evidence.

The policy consists of weighted offenses. The offenses and their weight are as follows:

Use/Possession/Influence of Alcohol/Marijuana/Inhalants or Paraphernalia

**** Each offense counts as 1 ****

First offense

- notify parents/guardians
- required attendance of three drug counseling sessions and up to three days suspension
- referral to appropriate support services
- involvement with community service for ten hours
- suspension from two big school events; specific events will be stipulated on the contract
For officers of a school organization, athletes/athletic helpers and committee members for a play:
- If an officer of a school organization, the student will be removed from his/her office for four weeks. He/she can attend organizational meetings during this time.
- If an athlete or athletic helper, the student will be suspended from interscholastic competition for four weeks.** The coach and Athletic Director may allow the student to attend practice sessions during this time.

- If the student is in a main role in the spring play and there is no understudy, the student may be allowed to remain in the play and be suspended from the next major activity.

Second Offense

- notify parents/guardians
- required attendance of three drug counseling sessions and suspension for three to five days
- referral to appropriate support services
- involvement with community service for fifteen hours
- suspension from two big school events; specific events will be stipulated on the contract
For officers of a school organization, athletes/athletic helpers and committee members for a play:
- If an officer of a school organization, the student will be removed from his/her office for the duration of the year. He/she can attend organizational meetings during this time.
- If an athlete or athletic helper, the student shall be suspended from interscholastic competition for eight weeks of athletic play.** The coach and Athletic Director may allow the student to attend practice sessions during this time.
- Spring play - same consequence as for First Offense.

**This could result in the student being suspended at the end of one season and the beginning of the next season.

Providing Alcohol/Marijuana/Inhalant or Other Substances, or Using or Possessing Hard Drugs

**** Counts as 2 ****

- First offense is same as second offense for using, possessing, or being under the influence of alcohol marijuana/inhalants.

Selling Any Drugs, Alcohol or Other Substance, or Providing/Sharing Any Hard Drugs

**** Counts as 3 ****

- Referral to an expulsion hearing.

Implementation

Any combination resulting in a total of **three** counts results in a referral to an expulsion hearing. The decision on the number of days of suspension will be made by the Dean of Students in collaboration with the Principal and other involved staff, when appropriate.

- The Dean of Students, the Director of Instruction, or the appropriate Supervisor of Residence Programs (SRP), will develop a contract with the student that outlines the consequences of the student's violation of this policy. The contract will be

signed by the Dean of Students and the student. The SRP, Principal and parent/guardian, or other staff involved with the student, may also be asked to be involved in developing the contract and to sign it. A copy of the contract will be provided to those indicated above. If attendance at a drug counseling session is required, the guidance counselor will be informed of the number of meetings the student is required to attend. Feedback on attendance will be provided to the Dean of Students and the appropriate SRP.

- If a student misses the required attendance at a drug counseling session, the student will be immediately suspended for the number of designated days and will also be required to attend the drug counseling sessions as specified in the policy.

- If a student who has already been suspended for violation of this policy misses a required drug counseling session, the student is still expected to attend the required number of meetings, as well as having other consequences as determined by the Dean of Students or his/her designee. If the student continues to refuse to attend the meetings, a suspension may occur for defiance of authority.
- Students in High School will not have previous offenses from Middle School, if any, counted as a part of their total. Students transferring between Fremont and Riverside will carry their count of offenses, if any, with them. Offenses are counted as part of the middle school count if the student is in Middle School or as part of the high school count if the student is in High School.

Appendix 5: Physical Abuse Policy: Index No. 21 1/90 (Rev.)

The California School for the Deaf is a community in which teachers, staff and students work together for the common goal of educating deaf youngsters. As a community, respect for the human person is essential. All staff that has direct contact with students shall be required to take a twelve-hour Crisis Prevention Institute (CPI) course. Four-hour CPI certificate renewal courses shall be scheduled by the school. The focus of the course is on preventing disruptive behavior by communicating with students respectfully and with concern for their well-being. Verbal and nonverbal de-escalation skills encompass the main intent of the training. This course helps staff manage disruptive, assaultive or out-of-control behavior in a safe manner.

The CPI physical restraint system shall only be used by staff as a last resort when verbal techniques have been exhausted or when a student displays behavior that presents a danger to self or others. Staff shall complete an Incident Report form and a Restraint Documentation form when physical restraint is required. Parents/guardians will be informed when the CPI physical restraint system needs to be employed. The police will be called when the student's behavior is beyond the control of the CPI physical restraint system.

Physical Abuse of Staff Members

Students should understand that physical abuse of a staff member, or threat of such abuse, will not be tolerated. If such abuse or threat of such abuse occurs, a report of the incident will be written immediately by the staff member(s) involved. The Principal or Supervisor of Residence Program (SRP) concerned will also talk to the student and write a report on the incident. The Principal or the SRP may suspend the student if abuse or threat of abuse has occurred. The suspension may be an "On-Campus

Suspension" or the student may be sent home. This decision regarding the type of suspension will be made by the Principal or SRP involved, the Dean of Students and the student and parents/guardians when appropriate. The usual action will be a one to three school-day suspension. When a suspension occurs from the residence area, the Dean of Students will complete and mail the suspension letter. In the academic area, the Principal is responsible for the suspension letter. Repeated instances of such behavior will cause even more firm action to be taken and may be referred to the Local Education Agency for an administrative hearing.

The Principal or the SRP has the authority to send the student home.

Physical Abuse of Students

Physical abuse of students, or threats of such abuse, is a very serious matter. However, since physical confrontation between students does occur with varying degrees of seriousness, this policy addresses itself to the more serious instances where flagrant disregard for the person of a student and/or serious injury to a student occurs. In such instances a report will be written immediately by the staff member(s) who learns of the abuse or suspected abuse. The report will be given immediately to the supervisor. The Principal or the SRP will talk to the students involved and write a report of the conference. If injury has occurred, the student will be accompanied to the SHU by the Principal or SRP immediately. An accident report should also be written as soon as possible. The Principal or the SRP will inform their supervisor immediately.

Sexual Abuse of Students or Staff

Sexual abuse of students and/or staff must also be reported. The same procedure is described in the policy on child and dependent abuse reporting.

Appendix 6: Weekend Guest Form

Weekend Guest Form

PARENTS: This is for your information. This form is to be used for weekend visits.

CALIFORNIA SCHOOL FOR THE DEAF
TRANSPORTATION OFFICE
39350 Gallaudet Drive
Fremont, CA 94538

510-794-3793 V / 510-344-6222 VP
510-794-3918 Fax

CSDF_Transportation@cddf-cde.ca.gov

PERMISSION TO VISIT ON WEEKENDS

This form should be filled out by the cottage counselor and approved by the SC/SRP before being submitted to the parent/guardian for signature. IT IS **DUE ONE WEEK PRIOR TO THE VISIT DATE**. We must have a form from both the host and the guest. Only one visitor allowed per visit.

STUDENT GUEST **COTTAGE**

STUDENT HOST **COTTAGE**

VISIT DATE _____
Month Friday Date Saturday Date Sunday Date

TO THE SUPERINTENDENT OF THE CALIFORNIA SCHOOL FOR THE DEAF, FREMONT

I give my permission for the student host to bring the student guest named above to our home for the weekend named above. I understand that I am assuming full responsibility for this child while he/she is away from school. I choose to host this visit and will not hold the California School for the Deaf liable. I also understand that visits are a privilege and are approved on the basis of student behavior; the State is only obligated to provide transportation for students to go home.

The student will travel by _____, at a cost of \$ _____.

Parent/Guardian's signature Date

Cottage Counselor's signature Date

SC/SRP's signature Date

To qualify for visit privileges, both the host and guest must have shown appropriate behavior in cottage, at school and on buses. **NO** visits are permitted during the first or last month of school or during the summer session.

Appendix 7: Weekend Host Form

Weekend Host Form

PARENTS: This is for your information. This form is to be used for weekend visits.

CALIFORNIA SCHOOL FOR THE DEAF
TRANSPORTATION OFFICE
39350 Gallaudet Drive
Fremont, CA 94538
510-794-3793 V/510-344-6222 VP
510-794-3918 Fax
CSDF_Transportation@cddf-cde.ca.gov

PERMISSION TO VISIT ON WEEKENDS

This form should be filled out by the cottage counselor and approved by the SC/SRP before being submitted to the parent/guardian for signature. IT IS **DUE ONE WEEK PRIOR TO THE VISIT DATE**. We must have a form from both the host and the guest. Only one visitor allowed per visit.

STUDENT GUEST	<input type="text"/>	COTTAGE	<input type="checkbox"/>
STUDENT HOST	<input type="text"/>	COTTAGE	<input type="checkbox"/>
VISIT DATE	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Month	Friday Date	Saturday Date Sunday Date

TO THE SUPERINTENDENT OF THE CALIFORNIA SCHOOL FOR THE DEAF, FREMONT

I give my permission for the student host to bring the student guest named above to our home for the weekend named above. I understand that I am assuming full responsibility for this child while he/she is away from school. I choose to host this visit and will not hold the California School for the Deaf liable. I also understand that visits are a privilege and are approved on the basis of student behavior; the State is only obligated to provide transportation for students to go home.

The student will travel by _____, at a cost of \$ _____.

_____ Parent/Guardian's signature	_____ Date
_____ Cottage Counselor's signature	_____ Date
_____ SC/SRPs signature	_____ Date

To qualify for visit privileges, both the host and guest must have shown appropriate behavior in cottage, at school and on buses. **NO** visits are permitted during the first or last month of school or during the summer session.

Note: Adult student hosting a student guest must have approval from parent/guardian.

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