

# CARLMONT HIGH SCHOOL

## Home of the Scots

1400 Alameda de las Pulgas

Belmont, CA 94002

(650) 595-0210

## SCOTS HANDBOOK 2025-2026

### ADMINISTRATION

Gay Buckland-Murray, Principal x30011, [gbuckland@seq.org](mailto:gbuckland@seq.org)

Jennifer Lang, IVP, x30020, [jl原因@seq.org](mailto:jl原因@seq.org)

\*Gregg Patner, AVP, 9th & 11th, x30032, [gpatner@seq.org](mailto:gpatner@seq.org)

Grant Steunenbergr, AVP, 10th & 12th, x30030, [gsteunenbergr@seq.org](mailto:gsteunenbergr@seq.org)

### COUNSELING DEPARTMENT

Theresa Torres, **Head Counselor**, x30092, [ttorres@seq.org](mailto:ttorres@seq.org)

Ahn Troung, Intervention Counselor, x34310, [atroung@seq.org](mailto:atroung@seq.org)

Akia Washington, Counselor, x30090, [awashington@seq.org](mailto:awashington@seq.org)

Cielo Calpotura-Wagner, Counselor, x30099, [cwagner@seq.org](mailto:cwagner@seq.org)

\*Connie Dominguez, Counselor, x30094, [cdominguez@seq.org](mailto:cdominguez@seq.org)

\*Jeannette Gomez, Registrar, x30095, [ragomez@seq.org](mailto:ragomez@seq.org)

Julia Smith, Counselor, x35004, [jsmith@seq.org](mailto:jsmith@seq.org)

Kim Miller, Counselor, x30091, [kmiller@seq.org](mailto:kmiller@seq.org)

\*Kristin Vernon, Counselor, x30093, [kvernon@seq.org](mailto:kvernon@seq.org)

\*Maria Ibarra, Counselor, x30098, [mibarra@seq.org](mailto:mibarra@seq.org)

Matthew Ledesma, Counselor, x30088, [mledesma@seq.org](mailto:mledesma@seq.org)

### ATTENDANCE OFFICE

Attendance Line Available 24/7 to Clear Absences

Attendance (650) 595-0210 x30000 / x30001\* (Spanish) Attendance

Office hours: 8:00 am - 4:00 pm.

Attendance Team: [caattendance@seq.org](mailto:caattendance@seq.org)

\* Spanish Speaking

## This agenda belongs to:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_

# CARLMONT HIGH SCHOOL

## Vision Statement

Our vision is to provide all students with a relevant education in a collaborative and supportive environment that inspires excellence in learning.

## Mission Statement

The Mission of Carlmont High School is to provide a supportive learning environment that allows all students to achieve success in academics and careers. A Carlmont education fosters a community of creative thinkers who are confident and collaborative in a rapidly changing society. Above all, we aspire to provide students with the skills they need to make positive contributions to their community and world.

## School Goals

**Goal 1:** Improve academic achievement for underperforming groups (esp. ELL, SpEd, SED)

- Use data analysis to guide conversations and inform decisions

**Goal 2:** Improve preparation of students for postsecondary life (career and adult responsibilities)

**Goal 3:** Improve overall student mental health.

- Continue to implement and improve practices and policies
- Teach students to manage stress

**Goal 4:** Implement, employ, and ultimately transition out of Distance Learning

## ATTENDANCE

**24 HOUR ATTENDANCE OFFICE LINE:** (650) 595-0210 x30000/x30001\* (\*Spanish)

## How to Excuse an Absence or Tardy

- Do not call to excuse tardies. Tardies are not excusable.
- Call, email, or send a note excusing an absence within **5 five days**.
- Administrative Vice Principal's approval is required to clear absences after five days. All notes must have a parent/guardian signature and date.
- Students should check Infinite Campus (**portal.seq.org**) to access attendance records and clear all errors with their appropriate teacher within 5 days.
- **YOU MUST NOT EXIT THE CAMPUS WITHOUT A "PERMIT TO LEAVE"**.
  - Obtain a "Permit to Leave" slip by bringing a note or email, from your parent/ guardian to the Attendance Office **BEFORE SCHOOL** or **AT LUNCH**. Students may not leave campus without a "Permit to Leave."
  - Absences not cleared prior to exiting campus **WILL NOT** be cleared.
  - Phone calls from parents/guardians will not clear the absence unless the student picks up the "permit to leave slip" from attendance prior to leaving the campus.
- If you are ILL, proceed immediately to the Health Aide office. **DO NOT** call a parent/guardian from a cell phone or from a classroom. The health aide will call home to obtain parent/guardian permission to leave campus and issue you a "Permit to Leave" slip.
- Any classroom attendance errors must be cleared by the appropriate teacher.

**EXTENSIONS YOU WILL NEED TO KNOW**  
**(650) 595-0210**



Activities Director	x30108	Jim Kelly
AP/SAT Testing	x30029	*Kat Ortiz
Athletic Director	x33709	Patrick Smith
Attendance	x30000	*Esther Hernandez
Asistencia en español	x30001	caattendance@seq.org
AVP Ad. Asst./Facilities	x30031	*Irma Abelt
AVP Ad. Asst. Sports/Lockers	x30033	Anne Egli
College & Career Asst.	x33100	Stephanie Jacobovitz
Guidance Info. Specialists	x30096	Elizabeth DeSpain
	x30097	Michelle Kelley
Instructional VP Ad Asst.	x30021	*Brenda Gildo
Intervention Counselor	x34310	Anh Truong
Library	x34204	Alice Laine
Psychologists	x30025	Andrea Harris
	x34305	Melissa Lamb
Principal's Admin. Asst.	x30011	Sharon Bologna
PTSA President	president@carlmontpts.com	Kaori Kobayashi
Registrar	x30095	*R Jeannette Gomez
Special Ed. Department	x34301	Jason Selli
SOS Coordinator	x30063	*Shelley Bustamante
Student Health Center	x34001	*Erika Quintana
Student Store (quad kiosk)	x34001	Parent Volunteers
Textbooks	x34205	Allegra Ferme
Treasure/Student Parking	x30050	Shawn Gillogly
Work Experience	x39600	Roxanne Seliger

## **Department Chairs Voicemail Extensions**

Arts-Performing	x35035	Genevive Tep
Arts-Visual	x30660	Tina Condos
AVID	x39602	*Addison Gaitan & Andrew Ramroth
BTI	x35040	Jaime Abdilla & Susan Gold
Computer Science	x39684	Melissa Hero
English	x39655	Justin Raisner
Counseling	x30092	Theresa Torres
Math	x39681	Matthew Miskelly
Physical Education	x30713	David Heck
Science	x39659	*Sara Shayesteh
Social Studies	x39643	Jayson Waller
Special Education	x34301	Jason Selli
World Languages	x39703	*Rosa Pissani Medina
Bilingual Resource Teacher	x30018	*Jennifer Lord

## **Sequoia Union High School District and Carlmont High School STUDENT BEHAVIOR POLICY**

The staff of Carlmont High School is committed to providing an educational and productive environment. If we are to attain positive outcomes, all members of the Carlmont High School community, the staff, the students, and the parents, need to cooperate and interact with one another in a responsible, controlled and respectful manner.

The Student Behavior Policy of Carlmont High School was developed and revised with input from students, parents and teachers. This general summary is not all-inclusive, nor is it intended to alter in any way the Sequoia Union High School District Behavior Policy. If any difference of interpretation shall occur, the actual Board Policy shall prevail.

### **THE POLICY'S PURPOSE:**

The Carlmont High School Student Behavior Policy is intended to provide guidance to students, parents, teachers and administrators regarding the responsibilities and rights of each in contributing to a desirable school atmosphere.

### **EXPECTATIONS OF PARENTS:**

Parents are expected to support their students through cooperation with school personnel and by assuming responsibility in assisting their students to maintain appropriate standards of behavior and attendance.

### **EXPECTATIONS OF STUDENTS:**

Students at Carlmont High School are expected to exert the self-discipline necessary to conduct themselves in a manner that shows respect for themselves and other members of the school community.

Any behavior that interferes with the educational program of Carlmont or that is adverse to the welfare of other students will not be tolerated and will be dealt with according to the rules and regulations of the Sequoia Union High School District and the state laws regulating students' behavior and discipline.

### **NON-DISCRIMINATION STATEMENT:**

The Sequoia Union High School District does not discriminate on the basis of race, color, national origin, sex or disability in its educational programs or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, respectively. In addition, the lack of English language skills will not be a barrier to admission and participation in any educational program. Students, parents, or guardians of students who have concerns about these regulations should contact: Mrs. Jacqueline McEvoy, Title IX Coordinator or Mr. Jarrett Dooley, Section 504 Coordinator, Sequoia Union High School District, 480 James Avenue, Redwood City, CA 94062-1098, (650) 369-1411.

### **UNIFORM COMPLAINT PROCEDURES:**

The Sequoia Union High School District Board of Trustees recognizes that the District has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The District will investigate and seek to resolve complaints at the local level. The District will follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in all education programs. Complaints should be filed with the District superintendent. See your school principal to review regulations for procedures in filing a complaint, to get information relating to complaints that are investigated directly by state agencies, and to receive information regarding your legal rights.

# EXPECTATIONS OF A CARLMONT STUDENT

1. Attend school until age 18 unless they have graduated or law has terminated their enrollment.
2. Report to class regularly and on time.
3. A student who is in the halls during class time MUST have a pass from a staff member. Violation of this rule can result in disciplinary action.
4. Students are NOT permitted to loiter in any parking lot, the gym area, Happy Campers area, the softball diamond, the upper field, or Highland Road
5. Bring required materials to class, participate and complete ALL class work and assignments.
6. Respect the rights and property of others.
7. Comply with ALL classroom rules and regulations.
8. Skateboards/roller-blades/bicycles & scooters (motorized or not), ARE NOT TO BE RIDDEN on campus at any time, and are subject to being confiscated. Bikes are required to be locked in the bike cage, which is under video surveillance and will be locked for the majority of the day.
9. Electronic devices (not limited to: cell phones, laptops, chromebooks, earbuds, headphones, etc.), must be off and away during class time, unless permission is given by the teacher.

***NOTE: Carlmont High School CANNOT be held RESPONSIBLE for the replacement of items that have been lost or stolen! (Example # 8 and 9)***

10. Students must have their student ID on their person at all times while on campus.
11. Identify him or herself when asked to do so by a staff member.
12. Comply with ALL reasonable requests of a staff member.
13. Dress and groom in a manner which is neither disruptive to the learning environment nor hazardous to the health or safety of others or themselves.
14. Register vehicles and obey all driving regulations. Any violation of driving regulation (i.e., not registering and/or driving recklessly) may result in suspension from school and/or revoking of driving privileges.
15. Neither possess nor use drugs, alcohol, or any products containing tobacco or nicotine, nor be in the vicinity when drugs, alcohol, or any products containing tobacco or nicotine are being used.
16. Do everything in their power to safely avoid involvement in a physical altercation or fight.
17. To report to an ADULT any information about a possible dangerous situation.

## INFINITE CAMPUS ONLINE BEHAVIOR MANAGEMENT SYSTEM

Student behavior, both positive and negative, can be monitored online. Consequences for student behavior may vary based on the frequency and severity of the infraction. Parents and students have access to this via Infinite Campus's portal at [portal.seq.org](http://portal.seq.org) If you need or lose your IC access information, contact Michelle Kelley at (650) 595-0210 x30097 or [mikelley@seq.org](mailto:mikelley@seq.org)

## CLOSED CAMPUS GENERAL RULES

**STUDENTS MAY NOT LEAVE CAMPUS DURING SCHOOL HOURS WITHOUT PRIOR PERMISSION.** A "Permit to Leave" can be obtained from the Attendance Office, the Health Office or the Administrative Vice Principal's Office.

- School hours are defined as the time classes are in session, including lunch.
- You can obtain a "Permit to Leave" by bringing a "note" from your parent/guardian to the Attendance Office BEFORE SCHOOL. Present the permit to your teacher before leaving class, and show to campus security/or/a staff member, if requested.
- If ill, proceed to the Health Office. If necessary a call home will happen and a permit to leave will be issued.
- Cars MAY NOT be used for book/material storage.
- Students may not be in off-limit areas unless participating in a supervised activity by an adult. Students found in an off-limit area are subject to search.
- Closed campus includes all parking lots, the Happy Campers area, Highland Road, Softball field and upper baseball field.
- Students returning to campus without permission are subject to search.

## CALIFORNIA STATE EDUCATION CODE 48900

**A pupil may not be suspended from school or recommended for expulsion unless the superintendent, principal of the school or the principal's designee in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (p), inclusive:**

- (a)(1)** Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2)** Willfully used force or violence upon the person of another, except in self-defense.
- (b)** Unlawfully possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c)** Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with 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 any 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 then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e)** Committed or attempted to commit robbery or extortion.
- (f)** Caused or attempted to cause damage to school property or private property.
- (g)** Stole or attempted to steal school property or private property.
- (h)** Unlawfully possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i)** Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j)** Unlawfully possessed or offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k)** (1) 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.

**Not limited to the following:**

- failure to identify self to staff
- littering
- violation of dress code
- visiting other schools without permission
- gambling
- failure to abide by parking rules
- hazing
- creating a disturbance en route to or from school
- forgery
- possession of ANY

**ELECTRONIC DEVICES:**

- cheating/plagiarism
- cell phone, MP3/Ipod, radio, pager, CD/tape player,
- refusal to attend class
- skateboard, matches
- cigarette lighter
- loitering in restrooms/ODA out-of-designated area

- (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 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 as defined in Section 32050.
- (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 Sec. 32261, directed specifically toward a pupil or school personnel.
- (s) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts 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 suffer suspension, but not expulsion, pursuant to the provisions of this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

**This is a general overview of the Carlmont Discipline Policy and does not fully explicate all prescriptions of the California State Education Code. A complete excerpt is available in the administration office upon request.**

**48900.2** In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

**48900.3** In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.



**48900.4** In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has 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 class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

**48900.7** In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

In addition, the Sequoia District Student Behavior Policy provides that pupils are subject to disciplinary action for the following offenses: being abusive to others; presenting unacceptable appearance; participating in gambling on school grounds, hazing, forgery, or sit-ins; refusing to attend class while on campus; loitering in the rest rooms; violating or inciting others to violate school laws and regulations on any campus within the district; possession or use of laser pens, shocking device, or any electronic signaling device, including paging equipment, except as deemed essential by a licensed physician for the health of a pupil; interfering with school activities; and any other rules and procedures developed by school sites consistent with the provisions of Education Code 35291.5.

## STUDENT - TEACHER - PARENT COMMUNICATION



Parents, students and teachers work as a team with the goal of ensuring student success.



While students are developing communication and self-advocacy skills, parents are encouraged to support their student in learning how to use printed and online resources, write emails, and arrange meetings.

COMMUNICATION TOPICS		<b>STEPS OF COMMUNICATION FROM STUDENTS AND PARENTS TO TEACHER AND/OR COUNSELOR</b>  1. Class <b>support systems</b> (class binders, Canvas, websites, syllabus, etc. ) 2. Student attends <b>office hours</b> 3. <b>Emails</b> and Canvas Conversations ↓ Student writes email Student writes email with help from parent Parent writes email 4. <b>Phone Calls and Meetings</b> - via email, parent requests time for phone or in-person conversation.  <i>Counselors, Department Chairs, and Administrators can provide support when above methods have failed.</i>
<b>ROUTINE ISSUES</b> <i>(student-teacher)</i>	<b>EXTENSIVE ISSUES</b> <i>(student-parent-teacher-counselor)</i>	
<ul style="list-style-type: none"> <li>• Absences</li> <li>• Assignment Grade</li> <li>• Assignment Clarifications</li> </ul>	<ul style="list-style-type: none"> <li>• Overall Grades</li> <li>• Social/ Emotional/ Physical Health</li> <li>• Extended Absences</li> </ul>	
<b>For these items, students are expected to communicate with teachers first.</b>	<b>For these topics, communication with parents is more likely to occur and is welcomed.</b>	

## CELL PHONE POLICY

During class time, all phones will be silent and put away unless directed otherwise by the instructor. At instructor discretion, students may be required to place cell phones/devices in storage tubs or pockets for the duration of class.

## ON CAMPUS STUDENT PARKING

On campus student parking is limited to the STUDENT PARKING LOTS ONLY. You **MUST** be registered with the school and **MUST** display a **CURRENT** student parking permit.

**Any student vehicle parked illegally is subject to ticketing and/or booting and may be towed at your expense. Student parking citations range from \$10-\$80 depending on the offense.**

See the "STUDENT PARKING REGULATIONS FORM" online for a complete list of student parking guidelines.



**2025-2026 STUDENT PARKING PASSES: \$125.00**

## TRANSPORTATION

Transportation to and from a sports activity or to and from school is a privilege the Sequoia Union High School District provides for its students. While riding in a district vehicle, students are expected to maintain appropriate behavior. No food or drink is ever allowed in district vehicles.

If students abuse this privilege, Board Policy 5131.1 gives the schools and the district the right to deny transportation to any student. In the event that students get a ride with a coach or other district employee, he / she **MUST** fill out the appropriate forms that authorize district personnel to transport students.

Bus schedules can be found in the Administrative Vice Principal's office and on the Carlmont website.

## FOOD DELIVERY POLICY

All food brought to school by an outside vendor or a parent/guardian must be delivered to the office where it can be picked up during lunch. Students **MAY NOT** meet outside vendors or parents on school grounds for food delivery (this includes school entrances, parking lots, and roundabout areas on campus). Students not following these procedures may be subject to having their food delivery confiscated and placed in the office for pick up by the end of the day.



## LOCKERS

Hall lockers are assigned to 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students. 12<sup>th</sup> grade students may request a locker in the office with Ms. Eggli. **LOCKERS ARE NOT TO BE SHARED WITH ANOTHER STUDENT.**

**SCHOOL LOCKERS ARE THE PROPERTY OF THE SCHOOL.** Any misuse or abuse of lockers will result in the student losing the privilege to use a locker.

## BELL SCHEDULES

Please check the [carlmonths.org/About/Bell-Schedule](https://carlmonths.org/About/Bell-Schedule) website frequently, and check Canvas Announcements for current or special bell schedules.

# SUHSD STUDENT RESPONSIBLE USE OF TECHNOLOGY AGREEMENT

**Overview.** The Sequoia Union High School District (“SUHSD” or “District”) makes a variety of electronic communications systems and information technologies available to students for educational purposes. When properly used, these technologies promote education by facilitating research, innovation, collaboration, communication, and resource sharing. With this educational opportunity comes responsibility. Illegal, unethical, or inappropriate use of technologies can harm the District, its students, and its employees. This Student Responsible Use of Technology Agreement (“Use Agreement”) is designed to ensure that the advantages gained from the use of technological resources consistently outweigh any disadvantages. The Use Agreement does this by setting and communicating to students and parents the District’s minimum standards for the use of district systems and technology.

**Mandatory Review.** Each school year, each student and their parent, guardian, or legally responsible care provider must review the guidelines and disclosures contained in this agreement, as well as District Board Policy and Administrative Regulation 6134.4, found at [www.seq.org](http://www.seq.org). Each student and their legally responsible care provider will be asked to sign the Use Agreement acknowledging receipt, understanding, and agreement to its terms.

**District Technology System.** The District’s electronic communication systems and information technologies (“system” or “network”) include any configuration of District owned, controlled, or used hardware and software. The system includes, but is not limited to, the District’s network, servers, computers, mobile devices, peripherals, applications, online resources, internet access points, email accounts (e.g., a Google Workspace for Education account), software, digitized information, internally or externally accessed databases, telecommunications technology, and any other technology designated by District administration for student’s use.

**Student Use Standards and Expectations.** The system is provided for educational and instructional purposes. If you have any doubt about whether a contemplated activity is acceptable, students or their care providers should consult a District teacher or an administrator before going forward with the activity. In all cases, students must strictly adhere to the standards and expectations described below, the standards set forth in District Board Policy and Administrative Regulation 6134.4, and all other applicable District policies and laws. The District reserves the right to determine which uses constitute acceptable use and to limit access to such uses. Use of the District’s systems and technology is a privilege, not a right.

- A. Students shall use only their own accounts and access credentials.** Students are personally responsible for the proper use of their accounts and access credentials (password or login). To ensure proper use, students must never allow anyone else to use their account or their access credentials. Students must not share their access credentials or allow others to use their account while already logged on. It is a violation of this section for students to use, attempt to use, or facilitate access to another student’s account or access credentials, even if the other student permits or facilitates the use.
- B. Students shall only use the system for educational and instructional purposes.** Students shall use the system to promote their education and the education of other students. Students should not misuse school resources through non educational uses. For example, unless directly related to a staff directed school activity, students should not use the system to play video games, download music, watch videos, or participate in chat rooms.

**C. When using the system, students shall follow the law, District policy, and school rules.**

All District policies and regulations and all school rules related to student activities, conduct, and speech apply with full force to a student's use of the system. A few specific policies bear special mention:

- **No inappropriate content.** Students must not create, publish, submit, access online, or display any information that is abusive, obscene, libelous, slanderous, or illegal. District Board Policy and Administrative Regulation 5145.2, prohibits students from posting materials which are obscene, libelous, or slanderous, or which demonstrably incite students to commit unlawful acts on school premises, violate school rules, or substantially disrupt the school's orderly operation. Violations of this section include, but are not limited to students using the System to encourage the use of drugs, alcohol, or tobacco, students using the System to cheat, and students using the System to gamble.
- **No bullying.** When using the system, students shall not bully, threaten, or intimidate. District Board Policy and Administrative Regulation 5131.2 prohibits the bullying, harassment, discrimination, and intimidation of District staff and students. This prohibition extends to actions taken using the system. Because of this, the prohibition against bullying includes, but is not limited to, cyberstalking and cyberbullying.

**D. When using the system, students shall protect their privacy and the privacy of others.**

Unless directly related to a staff directed school activity, and unless the student follows the guidelines established by staff, students shall not use the system to distribute their private information or the private information of others. Private information includes, but is not limited to, account numbers, access credentials, home addresses, telephone numbers, and student records. It is a violation of this section to use the system to publish pictures, videos, recordings, or copied text of other students or staff, without prior written approval of the person whose image is being used.

**E. Students shall respect and protect the integrity and security of the system.**

Students shall not, and shall not attempt to, damage, destroy, or bypass the system. shall not, and shall not attempt to, vandalize, steal, or intentionally damage the System, any component of the System, or any District equipment. For example, students must not upload, download, or create computer viruses, send mass emails or spam, or intentionally cause a disruption of electronic services. Unless given express permission, students shall never attempt to access, modify, download, or manipulate private District data or the data of any other user. Students guilty of hacking, vandalism, theft, or intentional damage are liable for the full extent of harm caused and damages may far exceed the cost of repair, replacement, and remediation.

**F. Students shall not alter the system without express authorization.**

Except as directed by an authorized staff member, students must not alter computers, networks, printers, hardware, software, or any other equipment or part of the system. For example, the District uses filtering technology, security technology, and protection measures to restrict access to inappropriate materials. It is a violation of this section for students to bypass or attempt to bypass these technologies and measures. This prohibition includes downloading or installing software, changing settings, or any other alterations, except as specifically directed by a staff member.

**G. Students shall respect the intellectual property rights of others.**

Students shall comply with all laws, District policies, and school rules related to copyright and plagiarism. For example, students shall not make illegal copies of music, pictures, images, videos, games, software, apps, files, or movies. Further, students shall always properly cite sources when using the work of others.

#### **H. Students shall respect the community.**

The District strives to create and maintain a positive school climate in which all students can feel comfortable and take pride in their school and their achievements. In furtherance of this goal, the District expects and requires that students demonstrate respect for each other and staff in their communications. Conduct, including the use of language, that is inappropriate in the classroom, is inappropriate when using the system.

#### **I. Students shall report any violations of the Use Agreement to Staff.**

**Consequences for Violation.** Violation of any of these standards and expectations may result in suspension or loss of the privilege to use all or a portion of the system. Violation may also result in disciplinary action pursuant to District policies and the California Education Code, as well as, criminal or juvenile delinquency prosecution.

**Student Access to the System and the Internet.** Though the District uses filtering and protection measures that are designed to restrict access to inappropriate materials, such measures cannot absolutely prevent access. Because of this, each student must follow the rules for appropriate and responsible use and report violations of the Use Agreement.

**Supervision and Monitoring.** A student's use of the system is not private. Administrators and staff may review files, messages, use history, and other records of use: (a) to maintain system integrity; (b) to ensure users are acting responsibly; (c) to further the health, safety, discipline and security of a student or other person; (d) to protect property; and (e) for any other lawful purpose consistent with District policies and school rules. Users should have no expectation of privacy with respect to their activities on the system and any system files stored on District servers or on offsite storage sites.

**Disclaimer of Liability.** The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system. Additionally, the District will not be responsible for roaming or data charges that may occur if a personal device detaches from the District's network. The District will not be responsible for any theft of a personal device. Network privileges, including Internet access, and a Google Workspace for Education account, will be granted only after the online registration signature page acknowledging the SUHSD Student Technology Usage Agreement is received.

## **STUDENT LOG-IN AND PASSWORD INFORMATION**

Students have a single sign on for all district accounts. Included are Canvas, Infinite Campus, and Google Workspace for Education.

- Canvas: Grades, Assignments, Exams, etc.
- Infinite Campus: Attendance, Transcripts, etc.
- Google Workspace for Education: Gmail, Google Drive, Google Docs, etc.

**USERNAME:** Student ID number. Ex: 812345

**EMAIL ADDRESS:** Combines student ID and @seq.org. Ex: 812345@seq.org

**PASSWORD:**

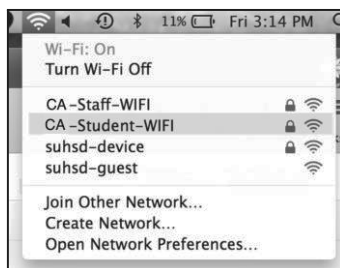
- If you are a **new student, as of Fall 2025**, your **default** password is your first and last initial (capitalized), and six digit birthday. Ex: MH072907
- If you already had a login and password, and are still using the default password, it was not changed.

- We recommend that **ALL STUDENTS CHANGE YOUR DEFAULT PASSWORD.** If someone knows your student ID number and your birthday, they can log in to your accounts. This is not safe. Go to [pwm.seq.org/pwm](http://pwm.seq.org/pwm) to create your own, more secure, password.

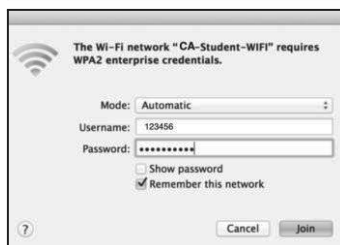
## ACCESS CHS WIFI FROM PERSONAL CHROMEBOOK/LAPTOP

### FOR SMARTPHONES (ANDROID AND IPHONE), PLEASE USE THE GUEST WIFI AS LISTED BELOW

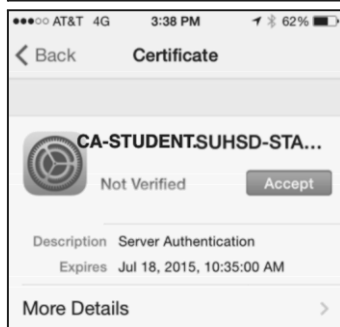
1. Go to your wifi settings.
2. Click on your "CA-Student-WIFI" network.



3. Type in your username (student ID number) and password (Canvas password) and press "join."



4. You may get a pop up asking you to authenticate or verify your account. If you see this, click "Accept."



5. If you are using your personal Chromebook or laptop, you may need to change the settings to match what you see in the images below.

**Personal Chromebook**

CA Student ID#

Identity

EAP method

PEAP

EAP Phase 1 authentication

MSCHAP2

Do not check

Identity

Student ID # (Don't include @SEQ.org)

Password

Password from SEQ Google Account

Save identity and password

Allow other users of this device to use this network

Cancel Continue

# ACCESS CHS WIFI FROM A SMARTPHONE (ANDROID AND IPHONE)

1. Select the “suhsd-guest” network.
2. Consent to the following to access the internet:

8:06 5G 99%

Sign in to suhsg-guest  
<https://na.network-auth.com>

Welcome to suhsg-guest

You must consent to the following to access the internet.

☒ Welcome to SUHSD's Guest Wireless!

NOTICE TO USERS

This network is the private property of SUHSD, whether individual, corporate or government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this network and all files on this network may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to your employer, to authorized site, government, and law enforcement personnel, as well as authorized officials of government agencies, both domestic and foreign.

By using this network, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of such personnel or officials. Unauthorized or improper use of this network may result in civil and criminal penalties and administrative or disciplinary action, as appropriate. By continuing to use this network you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

Continue to the Internet

# CARLMONT DRESS CODE

CHS is a high school community that values diversity and promotes a spirit of belonging for all students.

To reflect that, the CHS dress code is intended for student comfort and personal expression while maintaining an environment conducive to learning. Behavior and dress should be appropriate to reflect and support the educational environment.

The primary responsibility for students' attire rests with the student and parent(s)/guardian(s). Carlmont High School is responsible to see that student attire does not interfere with the health and safety of any student and does not contribute to a hostile or intimidating atmosphere for any student.

Students must wear:

- A shirt (button down/polo/tee shirt/bandeau/off the shoulder or equivalent) and
- Bottom (pants/jeans/sweatpants/shorts/skirts/dress/leggings or equivalent) and
- Shoes (athletic shoes, sandals, etc.).

Students cannot wear:

- Images or language depicting/suggesting drugs, alcohol, vaping, paraphernalia (or any illegal item or activity)
- Accessories or attire that could be deemed unsafe (including, but not limited to: costume or full-face masks, weapons, blades, spiked jewelry)
- Clothing that demeans others with regard to gender, ethnicity, race, sexual orientation, religion, disability, etc.
- Images or language that create a hostile or intimidating environment (including hate speech, pornography, or violence)
- Visible undergarments (visible waistbands or visible straps are not in violation)
- Swimsuits (except as required for a class or athletic event)

These dress code expectations extend to school spirit days and special events (like Halloween).

If a student is in violation of the dress code (discretion of administration), the administration will

- Provide alternative garments (unless the student has an acceptable change of clothing), and
- Get the student back to class to minimize class time missed. CHS is a high school community that values diversity and promotes a spirit of belonging for all students.

**Carlmont themed spirit wear is always encouraged!**



## ACCEPTABLE PE CLOTHING

The P.E. Department staff has approved the following clothing items for participation in physical education classes:

- Plain GREY or WHITE T-shirts or T-shirts sold by the Freshman PSG- No tank tops permitted.
- BLUE/WHITE/GREY shorts-plain or with Carlmont logo.
- Light/Ash GREY sweatpants (no pockets)-plain with Carlmont logo.
- Light/Ash GREY sweatshirts (no pockets or hoods)-plain or with Carlmont logo.



Students may purchase and wear their own clothing from outside vendors as long as there are NO LOGOS or markings of any kind printed on these items. If you have additional questions, please ask the P.E. instructors.

**ALL PE LOCKERS MUST BE SECURED BY A PERSONAL COMBINATION “PADLOCK.”**

## Sequoia Union High School District and Carlmont High School STUDENT DRUG ABUSE POLICY AR5131.6

These regulations are intended to provide guidance to school personnel responding to drug/alcohol-related violations of Education Code 48900 and the District's Student Discipline Policy.

Specifically, these regulations relate to the violations listed below:

- Any student who unlawfully possesses, uses, furnishes, or is under the influence of any alcoholic beverage, or intoxicant of any kind, (or less than one (1) ounce of marijuana) is in violation of Education Code 48900 and the District's Student Discipline Policy.
- Any student who unlawfully possesses or offers, arranges, or negotiates to sell any drug paraphernalia, as defined in section 11014.5 of the Health and Safety Code, are in violation of Education Code 48900(j) and the District's Student Discipline Policy.
- Any student who sells any controlled substance, as defined in section 11007 of the Health and Safety Code, will be in violation of Education Code 48900(c), 48915(c)(3) and the District's Student Discipline Policy.
- Possession of a controlled substance as defined in section 11007 of the Health and Safety Code (does not include alcohol, or less than one (1) ounce of marijuana on the first offense), will be in violation of Education Code 48900(c), 48915(a)(3) and the District's Student Discipline Policy.

Whenever a staff member believes that a student is selling or is under the influence or is in possession of drugs or alcohol, that staff member shall immediately notify the administration; the administration will investigate the report and, if evidence is found to support the allegation, the administration shall notify the parent/guardian, suspend the student, and have the student removed from the school as soon as practicable. Depending on the circumstances, the student may be released to a parent/guardian, to medical personnel, to the police or to another responsible adult.

### STUDENT DRUG ABUSE POLICY AR5131.6

Following is the disciplinary procedure to be followed when dealing with violation of District rules (specific above as A, B, C, D) concerning drugs and alcohol use. Incidents of violation are cumulative throughout the student's enrollment in the District.

### **FIRST OFFENSE OF ITEMS A, B**

1. On the first offense, a five-day suspension will be assigned.
2. Police will be involved.
3. Student and parent/guardian will be given the option of having the student serve the five-day suspension or accepting a referral to a designated intervention program that will involve parent/guardian and student. The program will include an assessment and treatment recommendations.
4. If the student and parent/guardian accept the referral option, the suspension will be reduced to a one-day suspension with the remaining days held in abeyance pending the completion of the intervention program in a timely manner as specified in a contract developed by the school administration. If the student and parent/guardian successfully complete the program, the remainder of the suspension will be excused. Successful completion must be verified in writing by the agency providing the program.
5. If the first offense is committed in a flagrant, defiant, and/or dangerous manner, other responsible and appropriate measures may be applied including full-term suspension or expulsion.

### **SECOND OFFENSE OF ITEMS A, B**

1. On the second offense, the student will be suspended for five days.
2. Police will be involved.
3. The student and parent/guardian will be referred to an intervention program designed for second time offenders. The designated intervention program will involve parent/guardian and student. The program will include an assessment and treatment recommendations. If the student did not participate in the intervention program following the first offense, the student will be required to attend the first and second offense intervention programs. Failure to participate in both programs will result in a recommendation for expulsion.
4. *If the second offense is committed in a flagrant, defiant, and/or dangerous manner, other responsible and appropriate measures may be applied including full-term suspension or expulsion.*

### **THIRD OFFENSE OF ITEMS A OR B**

1. On the third offense, the student will be suspended pending a recommendation for expulsion.
2. Police will be involved.
3. School administration will meet with parents/guardians to provide a hearing prior to making expulsion recommendation. If the findings indicate a violation of the policy, expulsion will be recommended to the Director of Student Services for a district-level hearing.
4. A district-level hearing will be held to determine if the student should be expelled. If a finding is made for expulsion, and if the student and parent/guardian participate in a designated drug/alcohol intervention program, consideration will be given to suspending the expulsion as provided for in the Student Discipline Policy.

### **FIRST OFFENSE OF ITEM C**

1. On the first offense the student will be suspended pending a recommendation for expulsion.
2. Police will be involved.
3. School administration will meet with parents/guardians to provide a hearing prior to making expulsion recommendation. If the findings indicate a violation of the policy, expulsion will be recommended to the Director of Student Services, for a district-level hearing.
4. A district-level hearing will be held to determine if the student should be expelled.

### **FIRST OFFENSE OF ITEM D**

1. On the first offense the student will be suspended and a recommendation for expulsion will be considered.
2. Police will be involved. The Principal will meet with the parent/guardian and student and make a decision to recommend expulsion or consider other means of correction.
3. The Principal will meet with the parent/guardian and student and make a decision to recommend expulsion or consider other means of correction.

# Sequoia Union High School District Board Policy

## ANTI-BULLYING/ANTI-HARASSMENT POLICY

### **BP 5145.3(a)**

The Sequoia Union High School District Board of Education prohibits bullying, harassment, discrimination, intimidation, or cyberbullying of any student by any employee, student, or other person. Prohibited behavior includes physical, verbal, nonverbal, or written conduct that is so severe or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

### **Scope of Behavior Consequences**

Consequences may include but are not limited to the following:

- Verbal /Written Warning
- Parent Conference/phone contact
- Behavioral Contract
- Detention – before school, lunchtime & after-school
- Campus Beautification
- Loss of computer privileges
- Loss of school related privileges /activities
- Conflict Mediation
- Community Service
- Class Suspension by Teacher
- School Suspension
- Alternative to Suspension (Substance/Aggressive Behavior)
- Police Report & Involvement
- Referral to Principal Level Meeting
- Involuntary Transfer to another educational setting
- Recommendation for Expulsion from the Sequoia Union High School District

## ACADEMIC INTEGRITY POLICY

### **Philosophy and Purpose**

Academic integrity is about honesty. Thus, it applies to homework, class work, and assessments, regardless of point value. We care about your learning of the material taught, as well as your character development. Therefore, academic integrity violations will not be tolerated. Academic integrity is an integral component in fostering self-respect, achievement and positive relationships among all stakeholders in our District community. Our Academic Integrity Policy is intended to clarify the expectations we have for all students to maintain an ethical climate that values honesty, effort and respect for others. This policy also delineates the consequences for students if they do not meet the District's academic integrity expectations.

### **Definitions of Academic Misconduct:**

Cheating is a form of academic dishonesty in which an individual undermines the integrity of an assignment or exam.

Examples of cheating include, but are not limited to, the following:

- Copying an assignment or test
- Improper electronic capturing, recording or photography of exams and other testing materials
- Allowing others to copy an assignment or test
- Giving or receiving test information
- Using unauthorized resources during an assessment

- Submitting the same assignment or presentation more than once without prior teacher approval
- Working on and/or completing an assignment collaboratively with your teacher authorization
- Making up information (data, quotations, sources, citations)
- Stealing testing materials
- Pressuring or encouraging another student to violate this Academic Integrity Policy, or, planning with another to commit a violation of this policy

Plagiarism is a form of academic dishonesty in which an individual submits or presents the work of another person as his or her own. Plagiarism exists when:

- There is no recognition given to the original author for phrases, sentences, and ideas of the author incorporated in a paper or project
- A portion of a document is copied from an author, or composed by another person, and presented as original work

Examples of plagiarism include, but are not limited to, the following:

- Presenting another author's entire work as your own
- Copying a summary from another source and incorporating it into your work
- Submitting an essay or story written by anyone else
- Using another author's sentences or phrases without using quotations and/or citing your source

## **Procedures and Consequences**

### Procedures:

- When a student has violated the Academic Integrity Policy, these procedures will follow:
  - The Teacher gathers evidence of cheating, documents the violation(s), and reports it to the Administrative Vice Principal ("AVP").
  - The teacher meets with the student to explain that an alleged violation(s) has occurred.
  - The AVP contacts the student's parents to explain that a violation(s) is alleged to have occurred.
- If the AVP concludes that a violation has occurred:
  - Evidence of the violation(s) will be kept in the student's file.
  - The student's teachers and other staff will be put on notice of the violation of this Policy.
  - The AVP will record a summary of facts regarding the incident in the IC (student information system) behavior screen, along with the corresponding Education Code violation, if applicable.
  - The AVP will review the violation(s) and the student's disciplinary history to determine the proper consequence(s).
  - The AVP will notify the parent of the outcome of the investigation and any resulting consequence(s).

### Consequences:

- The severity of the consequence depends on the nature of the policy violation and the student's disciplinary history. The teacher will determine academic consequences, per their syllabi; in most cases the academic consequence will be a zero on the assignment. The AVP is responsible for determining any additional consequence(s).

For a *first* incident, if no Ed. Code violation transpired, the occurrence will be recorded in the student's behavior file as a non Ed. Code incident and state that the student was counseled. If an Ed. Code violation occurred in concert with the integrity violation, the Ed. Code violated will be included. Consequences for a *first* violation may include, but are not limited to:

- Detention
- School or community service
- Suspension from extracurricular activities
- Suspension if a violation of Ed. Code is determined to have occurred.
- Consequences for *subsequent* violations may include, but are not limited to, any of the above, as well as the following:
  - Suspension under violation of Ed. Code 48900(k), "Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel"
  - Exclusion from extracurricular activities
- A student may face consequences for prior violations of this policy that are discovered in the course of investigating a subsequent allegation.
- If a single incident of cheating encompasses more than one violation, the consequences for *subsequent* violations may be applicable.

### **Letters of Recommendation:**

Letters of recommendation by District staff do not fall within the purview of this Policy. Any decision to rescind or amend a letter of recommendation is reserved for the independent discretion of the staff member who wrote it.

# RESPECT POLICY

For All Students and Staff

## THE COMMUNITY AT CARLMONT WILL PROVIDE A SAFE SPACE FOR ALL STUDENTS TO LEARN AND DEVELOP

<b>DEFINITION OF MISCONDUCT:</b> Any physical, spoken, electronic <ul style="list-style-type: none"><li>• abuse</li><li>• violence</li><li>• harassment</li><li>• Intimidation</li><li>• extortion</li><li>• vulgarity</li><li>• making remarks of a personally destructive nature toward any person</li><li>• restriction of free movement of an individual</li></ul>	Carlmont High School has zero tolerance for hate speech towards our Lesbian Gay Bisexual Transgender and Questioning community on campus.  Carlmont's administration has a legal responsibility, as defined by <b>AB 537</b> , to make sure that Carlmont is safe for all students and staff.  It doesn't matter how, why, or to whom you direct it, we will not tolerate homophobic language or anti-gay actions of any kind.  If you choose to be hateful or insensitive, you will face the consequence of possible suspension and other administrative actions.
<b>This policy applies whether the act is deliberate, intentional, or unintentional or if it is directed toward an individual or a group in regard to:</b> <ul style="list-style-type: none"><li>• race or ethnicity</li><li>• sex or sexual identity</li><li>• color</li><li>• Sexual orientation</li><li>• physical appearance</li><li>• Physical or mental disability</li><li>• national origin</li><li>• Political or religious ideology</li></ul>	

## Sequoia Union High School District and Carlmont High School SEXUAL HARASSMENT POLICY

**Carlmont High School and the Sequoia Union High School District (SUHSD) Governing Board are committed to maintaining a learning environment that is free of harassment.**

**The SUHSD Board prohibits the unlawful sexual harassment of any student by any employee, student, or any other person at the Carlmont High School campus or at any school-related activity.**

The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students will be assured that they need not endure any form of sexual misconduct or communication, including harassment, because of their sexual orientation. They shall further be assured that they need not endure, for any reason, harassment that impairs the educational environment or a student's emotional well-being while at school. Students who believe they are the victims of harassment should seek a Carlmont High School staff person who will immediately refer the matter to an administrator.

**Reports of harassment can be filed with an *Incident Form for Complaints of Harassment*, which can be obtained in the Vice-Principals' Office, Nurse's Office and the Guidance Department. Reports can also be made to any Carlmont High School staff member, who will document and report the Incident to the Principal or Principal's designee within twenty-four (24) hours of receiving the initial report.**

(Education code 212.6) Prompt action will be taken to remedy the situation once the incident has been submitted to one of Carlmont's administrators for investigation.

Any student who engages in sexual harassment of anyone at school or at a school-related activity shall be subject to disciplinary action, up to and including expulsion. (cf. **5144.1**)

Any employee who fails to report sexual harassment shall be subject to disciplinary action, up to and including dismissal. In addition, criminal and civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse. (cf. 4118; 4218; cf. **5141.4**)

Staff shall immediately report complaints of sexual harassment of students to the Carlmont Principal or one of the Vice-Principals. Staff shall also report any incidents of harassment that they observe, even if the harassed student has not complained.

The **SUHSD** prohibits retaliatory behavior against the person filing the complaint or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of a complaint shall not discuss related information outside of the investigation process.

This policy is in compliance with SUHSD Board Policy 5145.7 (a), Education Codes 212.6 and 48900.2.

#### **DISCIPLINARY ACTIONS MAY INCLUDE:**

1. Immediate Behavior Modification
2. Guardian Notification
3. Intervention Class
4. Referral To AVP's With **HATE CRIME** Notation On Student's Permanent Record
5. School Suspension/Possible Expulsion
6. Police May Be Contacted; Charges May Be Filed For A Hate Crime

**NOTE:** These disciplinary actions are not in any specific order. Each incident will be dealt with on a case-by-case basis.

**IF YOU ARE THE VICTIM OF A HATE CRIME OR HAVE WITNESSED A HATE CRIME, FIND AN ADULT ON CAMPUS WHOM YOU TRUST AND TELL HIM OR HER.**

# STUDENT ATHLETES



## Carlmont Student Athlete Checklist



### #1

#### When you get your sports schedule. . .

- ☐ Check your course calendars for assignments and tests.
- ☐ Cross reference the important dates for your classes with the important dates for your team.
- ☐ Develop and propose a plan to your teachers and coaches for handling conflicts.

### #2

#### The week/day before your game. . .

- ☐ Use the resources provided by your teachers for absences to determine what you may need to make up in advance. (Canvas)
- ☐ Set up a time to meet with teachers to make up tests, labs, or in-class material that you know you will be missing.
- ☐ Check the dismissal time for your game.

### #3

#### After your game/when you return to class. . .

- ☐ Use your resources to determine what you missed and what you may need to make up.
- ☐ Work with your peers to ask questions and find out what you missed.
- ☐ Attend any make-up sessions for tests, labs, or in-class material.
- ☐ If necessary, set up a time to meet with your teacher with a list of specific questions and clarifications about what you missed.
- ☐ After completing them, turn in any assignments that were collected while you were gone.

### General Tips

- ☐ Be proactive - as soon as you know that there may be some sort of conflict, communicate with your teacher.
- ☐ Communicate with your teachers and coaches about assignments, questions, deadlines, and expectations.



There are more options for how to go forward if everybody is on the same page early on.



The staff is here to support you, so make sure you are open to communication.