

# Parent/Student Handbook



2013-2014

Revised August 2013

# CSB FUN FACTS!

## SCHOOL COLORS:

Silver (Gray)  
Maroon

## MASCOT:

Cheetah

**CSB was founded in 1860, so this is our  
153<sup>rd</sup> Birthday!**

## ADMINISTRATION:

Stuart W. Wittenstein, Ed.D.  
Superintendent

### Principals:

Debby Kreuzer, Ph.D.  
Director of Education

Sharon Sacks, Ph.D.  
Director of Curriculum, Assessment, & Staff Development

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Jamie Rizzo, M. A.

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CALIFORNIA SCHOOL FOR THE BLIND

Parent/Student Handbook 2013-2014

Please review this handbook carefully with your child. Following a discussion of its contents, please sign and return this page to your child's counselor or teacher.

I have read and discussed the contents of the Parent/Student Handbook with my child. We both understand the contents including our responsibilities.

Initial

- \_\_\_\_\_ All individuals are to treat each other with respect and consideration.
- \_\_\_\_\_ Student will comply with school rules and the directions of their school supervisors.
- \_\_\_\_\_ Parents and/or adult students will have the student's doctor notify the Student Health Unit (SHU) of changes in medication.
- \_\_\_\_\_ If a student has an absence of more than three (3) days for medical reasons, illness or injury, the parent will provide the SHU a doctor statement that the student is fit to return to school.
- \_\_\_\_\_ Should there be a need for a student to return home, illness, suspension, etc., the parent is responsible for transportation.
- \_\_\_\_\_ Students and their family are responsible for all personal items they bring to the dormitory or school.
- \_\_\_\_\_ Students and their family are financially responsible for all items they have checked out of the library, the low vision clinic and/or the AT lab.

I have read and discussed the contents of this Parent/Student Handbook with my child.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

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## **WELCOME**

Welcome to the California School for the Blind. We are looking forward to working with you and your child during this school year. This handbook explains the rules, policies, procedures and expectations for behavior and school/dorm performance that govern all CSB students. We urge you and your child to become thoroughly familiar with its contents. The school program is designed to challenge and motivate your child to enjoy the process of learning.

Your child's stay at CSB can be a very rewarding experience. There may be academic, social and emotional challenges along the way. Our goal is to provide a program that will assist your child to develop those skills you and his/her school district have identified as reasons for CSB enrollment.

All students enrolled at CSB have a responsibility to work to the best of their ability. Understanding the rules and regulations of a school and learning the elements of good citizenship are an important part of what will be learned at the California School for the Blind. The policies and procedures contained in this Handbook were designed to assist your child in becoming a part of the CSB community.

We welcome each student and family, both new and returning, and hope to maximize his or her opportunities to have a memorable year. We know that the real key to success in school lies within each student and with the direct participation of each family.

## **SCHOOL PHILOSOPHY**

Our goal is to create an environment for the California School for the Blind community that will promote positive social, emotional, physical, creative, and academic success.

This will be achieved by:

- Students expanding their academic abilities through a sequential functional curriculum
- Students mastering basic life skills as well as being exposed to meaningful exploratory and enrichment programs
- Students increasing their self-esteem by learning, enjoying, participating, and growing in a safe, clean environment
- Students appreciating one another's differences and respecting and valuing the rights of all, including people of different genders, ethnicity, race, and value systems
- Students learning to manage conflict effectively
- Students demonstrating responsible and resourceful behavior
- Students continuing to progress toward completion of annual IEP or ITP goals and objectives, including participating as an active member of the IEP or ITP Team when appropriate.

## **PARENT ORGANIZATIONS AND CSBEF**

In addition to state and national organizations available for parents of visually impaired children, CSB invites parent participation in the Community Advisory Committee and the Parents and Friends Association.

### **Community Advisory Committee**

The Community Advisory Committee (CAC) is an organization of parents, CSB staff, and community members who play an important role in an advisory capacity to the school. This committee meets throughout the school year. All parents are encouraged to participate. For parents unable to attend these meetings, minutes are available. Refer to quarterly publications for scheduled meeting dates.

### **Parent and Friends Association**

CSB's Parents and Friends Association is committed to promoting closer relationships among parents and to enhance educational and after school opportunities for students. Through general membership meetings, the Parents and Friends Association provides a forum for dealing with issues that may affect the school and provides many fund-raising activities. In addition, the Parents and Friends Association provides parents with the opportunities to meet and discuss issues relating to raising a visually impaired child. All parents are encouraged to participate. This association meets throughout the school year. Refer to quarterly publications for scheduled meeting dates and further information.

## **CALIFORNIA SCHOOL FOR THE BLIND EDUCATION FOUNDATION**

The California School for the Blind Education Foundation (CSBEF) received IRS recognition as a California not-for-profit organization in 2012. The purposes of the foundation are "the solicitation and receipt of gifts, grants, bequests, and contributions from individuals, groups, corporations and such other sources, public and private, and the use of such funds to assist and support financially and otherwise the California School for the Blind and programs for visually impaired/blind students within the State of California; to supplement and not supplant monies provided by the State of California to the California School for the Blind; and to engage in any and all activities which advance the education of visually impaired/blind students of the State of California."

The foundation has made grants on behalf of CSB and its students beginning in 2012.

## **CODE OF CONDUCT**

### **Philosophy**

The Code of Conduct, along with its enforcement, is designed to provide an atmosphere

conducive to learning in a safe environment for all students and staff. It is expected that students will conduct themselves in such a fashion that everyone will feel safe and free from harassment, both physical and emotional.

The Code of Conduct will apply to students while on school grounds, while going to and from school, during or while going to any school sponsored activity, and/or during any other event related to school activities or attendance. Respect and courtesy for persons and property is expected at all times.

Violations in conduct will result in application of CSB's Discipline Policy (Appendix A).

### **Classroom Behavior**

Teachers have the right to establish their own set of classroom rules. Teachers are responsible for clearly communicating these rules and other behavioral expectations to students and families. Although classroom rules may differ slightly from teacher to teacher, the overall school expectations are:

- Come to class prepared to work, with both materials and a positive attitude
- Come to class on time, remain in class unless dismissed by the teacher
- Respect and obey all CSB rules
- Leave personal belongings that are inappropriate for class either at home or in the dormitory (i.e., iPods, radios, walkmans, electronic equipment). CSB is not responsible for items students bring to school
- Comply with Orientation and Mobility License Guidelines (see Appendix J)
- Remain on campus unless authorized (authorization must be in writing)

### **Residential Behavior**

Each dormitory has established its own set of behavioral expectations consistent with the age and maturity of the students served. These will be clearly communicated to the students and their families. Although these rules may differ slightly, according to the age of the student, the overall expectations are:

- Show respect and tolerance for all staff and students, respecting individual differences in gender, ethnicity, race, sexual orientation, and values
- Follow counselors' directions
- Protect personal belongings and respect those of others
- Demonstrate good citizenship/respect the privacy of others
- Respect and obey all CSB rules
- Not leave campus without permission

## STUDENT SERVICES

### 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.”
- A long-term care facility. Students who are sick will be sent home.

#### Parent/Guardian Responsibilities for:

##### New Students:

- Current phone numbers, email and pager addresses (home, work and emergency) (EC 49408)
- All forms below must be written in English:
- 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)
  - Each medication required to have current Dr. order on label and/or on a recently completed Authorization form, signed by a doctor, in English.

##### Returning Students:

- Current phone numbers, VP, email and pager addresses (home, work and emergency)
- Complete physical exam for all new students and those entering first grade, written in English.
- Each medication required to have current doctor's order on label and/or on a recently completed Authorization form, signed by a doctor in English.

##### Student-athletes must have an annual physical:

- Consent forms signed (Signed by student if over 18 years of age) every year
- Insurance/medical information written in English.
- Current immunizations (EC 48216)

### **Throughout the School Year:**

- **Keep your child home when ill**
- **Pick up your child as soon as possible (preferably within 24 hours) 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 M.D. release to return to residential school.**

### **Medications in Dorms**

All medications, vitamins/supplements and other over the counter medications MUST be brought to the Student Health Unit when students arrive at school. Students are NOT allowed to have any medications in the dorm, 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 dormitory. 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, the student and the nursing supervisor, on a yearly basis. (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, 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.

### **Food Services**

CSB's Food Service Program is staffed by highly qualified and dedicated individuals. Hot meals and snacks are prepared daily in compliance with State and Federal guidelines. The dining room is located in the middle of campus, opposite the theater. Meals are provided for both Residential and Day students. In order to assure consistent standards of the foods served and the nutritional balance, students are asked to consume only food prepared by the food service staff in the dining room.

Mealtime should be a pleasant time to enjoy the food and the company of friends. Students should enter the dining room quietly and speak only in conversational tones. Students are expected to display good table manners, be polite, courteous, and respectful of others. Students who have suggestions regarding the dining room or menu offerings should discuss them with a student council representative. The Student

Council will then, in turn, relay suggestions to the Food Service staff. Parents of students with special menu concerns should consult with the Supervisor of Residential Programs. Special diets require a physician's note on file with Student Health Services and Food Services. The campus dietician can be reached at (510) 794-3770.

### **Library/Media Center**

The Library/Media Center is open to all students and staff from 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 2:00 p.m. on Fridays. The library offers a large collection of materials in print, large print, braille and audio. In addition, a "Parents Corner" and Professional Library has been established. To see what materials are available, go to <http://csb.booksys.net/opac/csb/> to view the library catalog. To check out materials students and staff must register with the librarian. Students who have overdue library materials will not be allowed to check out additional items until overdue materials have been returned. **Students who check out library materials accept financial responsibility for lost or damaged items.**

### **Computer Technology Center**

A Computer Technology Center is available to all students and staff. It provides opportunities to reinforce and extend academic skills, learn new skills, and explore vocational opportunities related to technology.

### **Counseling and Guidance Services**

Counseling and guidance services are available to every CSB student. Parent approval is sought for those students under the age of 18. When a student is receiving services, they may rely (with some exceptions) on confidentiality between the student and the counselor. Students may self-refer or be referred by a CSB staff member. These services include assistance with educational planning, interpretation of test scores, help with home, school and/or social concerns, student conflict resolution, implementation of behavioral intervention, and family life education. Parent education and agency resource information and referral services are provided. Ongoing individual and family therapy services are not provided. However, CSB staff will assist the student and/or family in locating services.

### **Transition Services**

For those students 16 years and older, Transition Services are available. An Individual Transition Plan (ITP) will be written for each student starting at the age of 14. The Transition program has been designed to assist the student with those skills necessary for successful entry into adulthood.

### **Family Life Education**

A Family Life Education Program is available. Parents will have the opportunity to view instructional materials. For students under the age of 18, parental permission is required to participate.

## **Assessment Services**

Assessment services are available to all CSB students. Parent approval is requested for those students under the age of 18. Individual assessment plans will be developed with the parent and may include assessment in the areas of:

- Social/emotional (including behavior)
- Cognition
- Academic
- Transition
- Orientation and Mobility
- Speech and language
- Gross and fine motor skills
- Daily living skills
- Audiology
- Low Vision
- Adaptive physical education
- Other areas as identified on the assessment plan

## **Designated Instructional Services and Related Services**

Designated Instructional Services and Related Services are those services determined by the IEP team to be necessary in addition to classroom instruction. Services are identified through the assessment process on an individual student basis. Services can be provided at CSB, by the local school district, or by the local community agencies. These services may include:

- Speech and language therapy
- Adapted physical education
- Orientation and mobility services

## **Transportation Services**

**Day student transportation** is arranged by the district of residence; questions should be directed to the district transportation coordinator.

**Residential student transportation** is provided by CSB according to the following procedures. A transportation calendar is established annually (see Appendix C). CSB will transport students to and from school according to this calendar. When students are ill or not at school, please call the school to report your child's absence at 510-794-3832. Parents are required to come to CSB both the first and last days of school. Absences due to family vacations, emergencies, ill students or suspended students will require the family to provide transportation. CSB does not provide transportation to medical, dental, or counseling appointments that have been arranged by the parent. Individual Transportation Plans will be developed by the Transportation Coordinator and

parent each year. These plans will reflect the mode of transportation, and student/family and school responsibilities will be outlined. Any changes in weekend transportation requested by a family must follow the time lines and procedures outlined in Appendix D.

Parents of residential students must plan to arrive at the bus stop 15 minutes prior to departure in order to avoid unforeseen traffic or other hazards. If a parent is not at the meeting place, the transportation department will immediately attempt to contact the parent or another family member. CSB bus drivers are instructed to leave on schedule so as not to inconvenience other students and their families. If no contact is established, the most reasonable appropriate action will be taken. This may include returning the student to CSB. In this case, the parents will need to come to CSB to pick up the student. Another possibility is that the student will be remanded to the custody of the local authorities for their protection. If situations consistently arise in which the student is not met at the appropriate time and place, CSB may require parents to provide transportation until such time as a dependable transportation arrangement can be made.

If the bus has not arrived 20 minutes after the scheduled time, call the Transportation office at (510) 794-3864. All transportation arrangements will be within State guidelines and will be as cost-effective as possible. Parents of students who fly are required to remain with their child until plane has boarded and at the airport until the flight has left the gate. No student is to be dropped off and left unattended at any transportation stop, including the airport.

### **Disaster Preparedness Plan**

CSB has developed a school-wide plan to deal with disasters such as fire and/or earthquake. Emergency drills are held monthly. In the event of a disaster and communications systems to/from CSB are unavailable, you may be contacted by staff of the California School for the Deaf Riverside (CSDR). If contacted, CSDR will inform you of the emergency, your child's status, and of plans that have been made to send your child home. It is critical that you keep the school informed of any changes in your emergency phone numbers.

### **Outreach and Follow-Up Services**

CSB provides outreach services to visually impaired children, their families, alumni, private and public agencies and other persons interested in the education of students with visual impairments. These services take many forms, from developing publications and providing tours through coordinating volunteer efforts and providing internship and student teaching opportunities for college and university students.

Follow-up services are available for those students who have left CSB. These services include on-site visitation, consultation, referral and resource information. Parents of students who have left CSB or students over the age of 18 may contact the Outreach Department for more information. Formal follow-up services are available to students through age 22.

## **STUDENT ACTIVITIES**

Extracurricular activities are an integral part of school life. Students are encouraged to participate in the activities offered at CSB. Participation in school activities develops leadership skills and builds long-lasting friendships. Age-appropriate activities are offered both on and off campus and are supervised by CSB staff.

### **Residential Activities**

The Residential Activities Programs offer a wide variety of age-appropriate leisure and recreation opportunities for students who attend CSB. These activities are developed by counselors and community volunteers. Students choose which activities, classes or clubs in which they want to participate. Day students are invited to participate in regularly scheduled activities that take place after school and before dinner. Parents are to make transportation arrangements for late pick-ups on those days. The dorms must be notified when a day student is staying after school to participate in a scheduled activity. Please contact Supervisors of Residential Programs for more information.

Please encourage your child to participate in activities. Students learn new skills and improve existing ones. If a student has a special interest or talent please let the residential staff know. If family or friends have an interest in these activities, can assist with supplies or volunteer, please contact the Supervisors of Residential Programs.

### **Student Council**

CSB's Student Council is composed of elected students of junior high and high school age. The purpose of the council is to address the needs, concerns, and ideas of all students. Participation on Student Council:

- Provides a channel for student expression in the development of school policies and regulations
- Encourages students to exercise responsible decision-making skills
- Promotes effective student/staff/administration relationships
- Promotes citizenship by providing experiences in the process of democracy
- Develops leadership skills

Students must maintain a 2.50 GPA to hold an office on the Student Council.

### **Clubs**

CSB provides many different types of clubs for interested students. Joining a club is an excellent way to explore new ideas and provide services to the school. Clubs organize fund-raisers, take field trips and provide many exciting and interesting programs throughout the school year. Each club is supervised by CSB staff. Information about existing clubs or starting a new one may be obtained from the Supervisors of Residential Programs.

## **Scouts**

Joining the Scouts is an excellent way to develop leadership skills and to participate in this national organization. The Boy Scouts of America has provided CSB with a troop and adult leadership for many years, and all students (male and female) are encouraged to participate. Contact the Supervisors of Residential Programs for more information.

## **Athletics**

CSB provides opportunities for students to train and compete in a variety of events. Students may participate in organized competitions annually. CSB staff provide on-going training and coaching at events. As athletes, students have the responsibility to themselves, their coach and the school for exemplary conduct both in and outside of school. Students failing to demonstrate good citizenship may not be allowed to participate in training, activities and/or events. Students who check out athletic equipment accept financial responsibility for lost or damaged items. For more information about athletic participation contact the Supervisors of Residential Programs.

## **Fine and Performing Arts**

CSB offers a variety of classes in the fine and performing arts areas. Student artwork is displayed annually. Instrumental and vocal music performances are scheduled annually. For more information about participating in fine arts and/or music classes contact the Director of Education.

## **POLICIES**

### **Reporting to Parents**

CSB enters into a partnership with parents when a student enrolls. A component of this partnership is our commitment to on-going communication. Effective home/school communication has been identified as one of the most critical elements of educational success. To maintain an open system, reporting contacts will be varied and frequent. All forms and methods of communications, such as parent/teacher conferences, U.S. mail, e-mail, telephone, and school visitations by parents will be utilized. Some teachers provide a weekly class newsletter, other staff telephone weekly. Parents should feel free to contact the school whenever necessary to relay concerns, questions, or information:

- About classroom - contact your child's program Director
- About dormitory - contact Supervisor of Residential Programs
- About transportation - contact Transportation Coordinator
- About Student Health Services - contact Supervising RN at (510) 794-3747
- About Food Services - contact Director of Food Services at (510) 794-3770
- About Student Records - contact Director of Student Information Services, at extension 311.

### **Attendance**

California Education Code 48200 provides for compulsory full-time education. Regular, full-time attendance at CSB directly supports the individual education plan for each student enrolled here. Parents/guardians/adult students are to call or email the department office before 8:30 a.m. on the day of the absence. Written notes must include the date, reasons for absence, and the parent's signature. School staff examine the reason given for the absence to determine if it is excused or unexcused based on California Education Code definition. If the reason for an absence does not satisfy the Education Code, the absence is considered unexcused. Parents/guardians may not keep students home to babysit, run errands, or for any non-emergency family business. Such absences are unexcused.

Medical/dental appointments should be made after school or on the weekend when possible. The school may request a note from medical/dental office when an appointment occurs during school hours.

### **Excused Absences**

According to Education Code 48205, students may be excused for:

- Personal illness
- Quarantine under the direction of a county or city health officer
- Medical, dental, optometric, or chiropractic appointments
- Attendance at funeral services for a member of the immediate family
- Jury duty

- Other justifiable reasons with written requests approved by the principal or designee
  - Appearance in court
  - Attendance at a funeral service for a non-family member
  - Observation of a personal religious holiday
  - Attendance at religious retreats for no more than four hours per school term
  - Employment interviews or conferences
  - Illness or medical appointments for a child when the student is a custodial parent

For DMV or Social Security Administration appointments, permission to miss school must be received from the student's 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)

### **Taking Students Out of School**

All students are expected to remain at school for the entire day. If a student must leave school for an appointment, the parent/guardian must sign out the student in the school's Administration office. Students are only released to a parent or legal guardian. If the parent/guardian wishes to have another adult pick up a student, a written signed note is required. If a parent/guardian requests early dismissal, the parent/guardian must contact the department office directly. Students over 18 must receive permission from the principal or designee and sign out in the office. Students who fly between home and school are expected to make return travel arrangements so that they return to school promptly after illness or other excused absence.

### **Tuancy**

CSB views truancy as a very serious offense. The school is responsible for the safety and welfare of students. When a student cannot be found, this is a serious safety concern. Consequences for truancy are determined based on the California Department of Education truancy policies.

### **Tardiness**

Students who are five or more minutes late for school must get a pass from the Education Office. Students are expected to bring a note from a parent/guardian, dorm counselor, or school staff member explaining the reason for being tardy. Students who are late for class any time after the 1st period, must get a pass from their teacher or program administrator. Students who do not have a pass will be given an unexcused tardy. If a student is more than 20 minutes tardy to class, it is considered an unexcused absence.

### **Excessive Absences**

CSB considers absenteeism excessive when it interferes with a student's academic performance. Excessive absences include excessive tardies. The school staff become

very concerned anytime a student misses five days of school or five class sessions during one term. The school may request a physician's verification of illness for excessive absences. The school informs the Local Educational Agency when a student has excessive absences. (Education Code 48260) Excessive absences may result in a report to the LEA's SARB (School Attendance Review Board.)

### **Personal Items**

CSB does not assume financial responsibility for lost, damaged or stolen personal belongings.

### **Laundry**

Families of residential students should plan to send enough clothing to last throughout the school week. Because of the safety issues involved in carrying luggage and supervising students in the airport, students who fly home each weekend will launder their soiled laundry each week in the dorms. Please clearly label all garments. We cannot be responsible for misplaced items.

Parents of younger students or students with medical issues should consider sending a change of clothing daily.

### **Student Records**

Official student records are maintained in the Education Office. Student records are confidential and for educational purposes only. Parents of minor students will have access to these records by contacting the custodian of records, who is the Director of Student Information Services. Records of students under 18 will not be forwarded to any individual or agency without the signed consent of the parent except as permitted in the education code. For students 18 years and older, student signature is required.

The California School for the Blind (CSB) is participating with the mandated California Longitudinal Pupil Achievement Data System (CALPADS), the electronic transfer of student data for state reporting to the California Department of Education and to districts and/or public postsecondary institutions to which the student is transferring or applying for admission. All data maintained by CALPADS is in compliance with federal and state privacy and confidentiality requirements. Student information is encoded such that no personally identifiable information is available to the public.

The benefits of participation to the student and parent are that student records can be transferred much more promptly, and that information about student assessment and academic placement will be available at the time of transfer. Schools and districts will benefit from the streamlining and reduction of required state reporting.

Parents have the right to inspect student information maintained by the CALPADS program. Contact Annie Foyle, Staff Services Analyst at extension 211 to initiate this procedure.

## **Student Suggestions/Complaints**

Students are guaranteed avenues through which they may channel suggestions and/or complaints concerning CSB rules and regulations. Students are expected to voice their opinions in a courteous and respectful manner. A Student Suggestion Box is located in the Library. Suggestions or complaints may be written or verbalized, initiated individually or by a group of students and addressed to Student Council or through the established procedure detailed below:

- Discuss with teacher or counselor
- Discuss with Supervising Counselor
- Discuss with Director of Education or Transition, Supervisor of Residential Programs
- Discuss with Superintendent

## **Student Dress**

Recent legislation allows the school to dictate and monitor school dress. The purpose of a dress code is to promote a serious academic atmosphere. Individuality in clothing selection will be respected assuming that clothing is clean, maintained, not "in poor taste" or "inappropriate". Shoes must be worn at all times. Clothing must be free of vulgar or offensive language/graphics. Clothing should not be "see through," nor should clothing be too low cut or tight. No clothing that implies gang membership or affiliation, supports or advertises tobacco, alcoholic beverages, drugs and symbols that are illegal will be allowed. Students who violate the dress code will be required to change clothing. Repeated violations will result in disciplinary action. Students are not allowed to wear hats/caps at school, unless specifically recommended due to their eye conditions.

## **Disrupting the School Environment**

Interrupting and disturbing school activities, yelling, arguing, swearing, gambling, name calling, promoting a conflict or otherwise creating a situation that negatively disrupts the normal operations of CSB are unacceptable behaviors. The posting, distribution, creation or display of materials that are offensive is strictly prohibited. These behaviors and/or refusal to follow staff direction, disrespectful behavior toward staff and/or inappropriate language will result in disciplinary action. See discipline policy.

## **Degrading and Inflammatory Statements or Behavior**

Degrading and/or inflammatory statements or behaviors are not allowed. These include any acts or attempted acts to cause injury, emotional suffering, or property damage. These may include acts that demean another person's ethnicity, national origin, religious beliefs, gender, sexual orientation, age, or disability. Such behaviors are subject to disciplinary action. Examples include:

- Possessing, creating, posting, or circulating demeaning publications
- Possessing, distributing, or posting “hate” literature
- Using racial insults, taunts, or slurs

## **Sexual Harassment**

Sexual harassment is prohibited and includes such behaviors as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of such a sexual nature that is intimidating, harassing, offensive or hostile. Such behaviors are subject to disciplinary action. Examples include:

- Graphic, verbal comments about an individual’s body
- Sexual jokes, drawings, pictures or gestures
- Spreading sexual rumors
- “Sexting” by text or email.

Sexual activity by students is prohibited. Students will be suspended for sexual activity on campus.

## **Tobacco**

Use of tobacco products includes smoking, chewing and/or dipping tobacco. CSB prohibits student use of tobacco products on campus or during school activities. Violation of this policy will result in disciplinary action.

## **Drug/Alcohol/Drug-Related Paraphernalia/Firearms or Weapons**

The sale, possession or use of any controlled substance, alcoholic beverage or intoxicant is strictly prohibited at CSB and is grounds for suspension and/or expulsion. Possession includes alcohol, drugs and drug-related paraphernalia. Students arriving to school while under the influence will be suspended. Definitions of controlled substances and drug-related paraphernalia are located in Chapter 2 of Division 10 of the California Health and Safety Code, and Section 11014.5 of the California Health and Safety Code respectively. In addition to school disciplinary action, the local law enforcement agency will be contacted. No guns, knives, or other weapons are allowed on campus. If such items are found, strict disciplinary action will be taken. The student may be suspended and may also be expelled from school.

## **Student Searches**

The school has the right to search students' personal belongings when it is necessary to protect life, well-being and/or property. Dorm searches will be conducted by the Supervisors of Residential Programs/designee with at least one other staff member present. School officials will impound stolen items or items forbidden on school grounds and may use them as evidence. Students must submit to interrogations when school officials have reasonable cause to believe that they are involved in activities that violate school rules or state/local laws.

## **Child Abuse Reporting**

CSB staff are required to report suspected incidents of child abuse and dependent adult abuse to the designated local agencies.

## **Physical Abuse**

Physical abuse or threat of such abuse of a CSB staff member or student is prohibited and is grounds for disciplinary action and may involve suspension and/or expulsion. In most cases, the local law enforcement agency will be contacted.

## **Vandalism**

Students who damage school property will be subject to disciplinary action. Students and their parents will be responsible for purposeful damage to school property. This responsibility applies to books and supplies, equipment, buildings and grounds.

## **Damage to Student or Staff Personal Belongings**

Students who steal or damage another student's or staff's personal belongings will be responsible for replacement of such and are subject to disciplinary action. Students should not borrow or lend personal belongings including equipment or money.

## **Instructional Materials and Equipment**

CSB furnishes instructional materials and equipment (including, but not limited to, electronic devices, chargers, CD's and players) to students. Because of their cost and extended use, they must be properly used and safeguarded. Any damage to books or equipment will result in fines to the student to whom the materials were checked out. Students who use braille note takers are responsible for the replacement cost of the device if it is lost, stolen, or damaged.

## **Fines**

Fines for lost or damaged books or equipment or damage to school property must be paid prior to the start of a new semester. Parents will be notified of outstanding charges.

## **Use of Telephones**

CSB telephones are primarily for state business. Public telephones are available and located in the dormitories. Parents are encouraged to telephone their children in the evenings. Students who have calling cards should not loan their cards to, or share pin numbers with, other students. Students and families are responsible for all telephone charges. In an emergency, students may use a school telephone if a telephone pass is

issued by the school secretary or teacher.

As with all personal items, CSB is not responsible for lost, damaged, or stolen cellular phones. Any student who repeatedly disrupts activities with the use of personal communication devices will receive appropriate consequences as outlined in the Cellular Phone Policy (Appendix E).

### **Computer Game Policy**

1. Computer games may be used in the computer lab during after-school computer club.
2. Students may bring their own computers to the dorms with the understanding that they and their families are responsible for them. CSB will not replace any missing or damaged computer parts.
3. Computer/video games can be played in the dorms with the following stipulations.
  - Grade point average must be 2.50 or above
  - Daily homework must be complete
  - Rules of the dorm must be followed
  - No student is allowed to use another student's computer without permission from both the student who owns the computer and the dorm counselor
  - Computer/video games that simulate blood, killing, or violence must have written parent/guardian permission and must be approved by the adult supervisor
  - If the computer policy is not followed, usage will be restricted for 2 - 5 days.
4. Internet use in the computer lab is for schoolwork. Students may read e-mail during free time.
5. Students may download "share ware" games from the Internet during free time.
6. If a student creates a virus, downloads inappropriate materials, or violates any of the above rules, computer privileges will be relinquished for one semester.

### **Use of Social Media**

#### **PURPOSE:**

The California State School for the Blind (CSB) recognizes that employees and students participate in the use of social media networking tools such as Facebook, MySpace, LinkedIn, Flickr, Blogspot, YouTube, Twitter, etc. The creators of these systems and tools have incentives to design their systems so that users are encouraged to reveal as much information about themselves and their friends as possible. Thus, users share personal information such as photos, interests, contact information and their whereabouts. These powerful communication tools can have significant impacts on organizational and professional reputations. Because the systems can blur the line

between “personal voice” and “professional voice”, CSB has crafted this policy to help clarify the potential consequences of social media use as it relates to the workplace and to provide guidelines as to how employees and students of CSB can protect their and the agency’s professional reputation. This clarification and guidance is especially important as every employee of CSB is a mandated reporter, responsible for ensuring the highest possible level of protection for students.

## **POLICY:**

**Protect confidential and proprietary information:** Do not post confidential or proprietary information about the agency, personnel, students or their families on social media networks. Employees are expected to adhere to all federal and state requirements regarding FERPA and HIPAA; as well as, all applicable agency privacy and confidentiality policies. Employees who share confidential information will be disciplined up to and including dismissal from employment. Employees are reminded that sharing personal information with students by any means is unprofessional, not only through “postings,” but through conversation, gossip and discussions that may be overheard by students and fellow staff members.

**Social media use:** Social media use for business purposes is not permitted at this time. Employees are not permitted to “friend” or engage in any way with students’ personal social media network accounts or to participate in personal cell phone texting with students unless pre-approved by the Superintendent. Employees who violate this directive will be subject to discipline in accordance with the Department of Education Administrative Manual (“DEAM.”)

**Personal online activity and connection to the agency:** Employee’s personal social-networking sites should remain personal in nature and should not be used for work-related purposes. Users of social media sites should take into consideration the lack of anonymity and exercise sound judgment. Use should reflect positively on the work place. Students are discouraged from posting personal information on such sites, and generally staff works with students to assure appropriate use of media. However, staff cannot monitor all students all the time, and serious misuse of social media by students may lead to disciplinary action...

Users of social media sites should consider whether usage may impact work performance, state time, workplace morale, student privacy, or overtime issues.

Failure to abide by this policy may result in loss of any social networking privileges and may also result in disciplinary action, up to and including dismissal in accordance with the Department of Education Administrative Manual (“DEAM.”)

## **Homework and Study Hall Policy**

### **Homework**

All CSB students who are in functional/academics classes, mainstream classes, transition classes, and GED classes will have daily homework Monday - Thursday.

Study areas are set up in each dormitory with brailers, CCTVs, and adaptive computers. There are designated study times in each dormitory. Classroom teachers will provide daily homework for students. Suggested amount of homework:

- Elementary 15 – 45 minutes daily
- Middle School 30 – 60 minutes daily
- High School 60 – 90 minutes daily
- Post High School 30 – 60 minutes daily

## **Study Hall**

A daily study hall is available to students Monday - Thursday. Students in the mainstream and middle school prep program are required to attend study hall for the first quarter of the school year. Those students who achieve and maintain a 2.50 GPA can choose to not attend study hall after the first academic quarter (after receipt of first quarter report card).

Study hall is a support to help students to complete assigned work and projects. Schoolwork is the priority. If students choose to participate in clubs and special activities (dances, special trips, etc.), they must maintain a 2.50 GPA in all classes at CSB and at their Fremont Unified School District site.

## **Student Equipment Policy**

CSB students may check out adaptive equipment from the library, computer lab, Orientation and Mobility office, or the Braille classroom during the school year. The student is responsible for the care and safety of the equipment. If the piece of equipment is lost or broken, the student and his/her family are responsible for its repair or replacement.

Students who misuse equipment will not be issued equipment.

## **Policy Regarding District-Owned Technology**

Students may use technology at CSB (for example, a laptop computer or an electronic braille note taker that has been provided by their local school district or local planning agency. Such technology is the property of the district or agency providing the equipment. CSB is not responsible for such equipment, and will implement reasonable requests from the district or agency for restrictions related to the equipment. If, for instance, a district or agency requests that the equipment remain at CSB for weekends and school holidays, the equipment will be retained on campus in a secure location.

Arrangements for repairs, replacement, etc., are subject to district or agency policy. That is, CSB will not pay for repairs to district or agency owned equipment, nor will CSB replace equipment that is lost or cannot be repaired. A district or agency may place their own requirements for distribution of such equipment (e.g., a parent may be asked

to provide insurance against loss or damage), and CSB will implement such requirements as we are able to do so.

A district or agency may request an IEP meeting, a conference, or a staffing regarding student care of such equipment at any time and CSB will respond to such requests within a reasonable period of time. Student requests for changes in district or agency policies, requirements, or equipment repair or replacement must be arranged through the district or agency owning the equipment. CSB is able to assist in facilitating such requests, but it is the responsibility of the student and his/her family to request, monitor and implement repairs and replacement.

### **Guests on Campus**

To ensure that a positive learning environment is maintained students may not bring guests to school. Non-students should not be on campus unless registered at the Administration Office during business hours and with the Supervisor of Residential Programs after school hours. They will be issued a Visitor's Pass. Exceptions: Scheduled events that are open to families and friends. Parents need not obtain a Visitor's Pass; however, they should check in with the Administration Office or the Supervising Counselor before going to classrooms or dormitories.

### **Sending Students Home**

Should a student be sent home for any reason, i.e., medical or administrative causes, every attempt will be made to notify the family as soon as possible. The following steps will be taken:

- Program supervisor is informed of the need to send the student home
- Parent or guardian is contacted and reason for sending student home is explained
- Parent or guardian is asked to transport student home
- In the event the parent or guardian cannot be contacted, the individual identified as the emergency contact will be notified and requested to transport the student
- In the event that no responsible adult can be contacted to transport the student, the school will determine if the student can be adequately cared for and supervised until the responsible adult is contacted. If possible, the student will remain at school until transported home. If the student cannot be supervised or needs special care, the appropriate agencies shall be contacted to assume care of the student.

## **Equal Opportunity**

The policy of the California Department of Education is to provide equal opportunity in education for all students, and to prohibit discrimination based on race, sex, color, religion, age, ancestry, national origin, or handicap. The lack of English skills will not be a barrier to admission and/or participation in any of the educational programs conducted by the California Department of Education. This policy is applicable to all students in attendance in the programs of the State Special School and Services Division.

The California School for the Blind adheres to this policy in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

This nondiscrimination policy covers admission and access to all State Special Schools and Services Division programs and activities.

Inquiries regarding the equal opportunity policies may be directed to:

Office of Equal Opportunity  
1430 N Street, Room 4206  
Sacramento, CA 95814  
916-445-9174

## **The Family and Educational Rights and Privacy Act (FERPA)**

The Family and Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. Contact the Director of Pupil Personnel Services for details.

## APPENDICES

## **Appendix A - Discipline Policy**

Discipline based on the belief of the worth and dignity of each individual student is a positive form of guidance rather than a punishment. In all cases, discipline of a student shall be appropriate for the student, in view of the seriousness of the offense, its potential effect upon other students and the facts and circumstances existing at the time of the offense. In no event shall any type of discipline be imposed which holds a student up to ridicule or scorn. Discipline shall not be administered maliciously for the purpose of revenge. Corporal punishment of students is not permitted.

Staff will administer discipline at CSB within established guidelines in order to maintain a safe learning environment. Students will:

- Have the opportunity to know school rules
- Be informed of possible penalties for infractions
- Be informed of the nature of the infraction
- Have the opportunity to present his or her side of the situation
- Have the right to an appeal

Consequences of behavioral infractions may include conferences/counseling, detention, in-school suspension, disciplinary probation, police report, financial restitution, referral to an outside agency, suspension, referral/transfer to another school, referral for expulsion, and/or other alternatives appropriate to the infraction. Parents will be informed of any disciplinary action.

### **Detention**

A student who is assigned to detention will work quietly in the designated area. Staff are authorized to hold detention before school, after school, at recess, and at lunchtime. Students are expected to be on time and to follow the rules of detention.

### **Staff Imposed Detention**

A student who is suspended from a teacher's class will report to the Director of Education or Transition. A student suspended from a dormitory activity will report to the Supervising Counselor.

### **In-School Suspension**

A student who is assigned in-school suspension will report to the assigned room to complete productive learning activities including class work under staff supervision. Although students receive credit for completed work, their actions and privileges are greatly restricted.

### **Disciplinary Probation**

A student may be placed on Disciplinary Probation by the Principal if she/he has shown

a pattern of rule infractions or if the student has had one or more serious rule violations that have resulted in suspension. Disciplinary Probation will last 20 days. During that time the student will not be allowed to participate in any extracurricular activities including dances, athletic events and performing arts events. Orientation and mobility license privileges will be suspended.

### Suspension

A student who is suspended is removed from attendance, including residential services. The duration of the suspension will be 5 days or less. A student may be suspended for more than five consecutive days if he/she is a danger to himself/herself or others. Suspensions are considered unexcused absences. Individual teachers may allow the student to make up assignments or tests missed. A suspended student may not enter the school grounds, loiter around the school or participate in any school activities.

Grounds for suspension are outlined in the CSB Suspension/Expulsion Policy and are in compliance with the California Education Code. Copies of the policy are available for review. Home/school transportation of any suspended student is the responsibility of the parent.

### Expulsion

A student who is expelled is removed from the immediate supervision and control of CSB personnel. Expelled students will not have the privilege of attending CSB for up to one calendar year. Transportation home of any expelled student is the responsibility of the parent.

## Appendix B - Travel Expense Claims

### California School for the Blind

#### Memo

To: CSB PARENTS OF RESIDENTIAL STUDENTS

From: Stuart Wittenstein, Ed.D.  
Superintendent

Date: July 2013

Re: Travel Expense Claims

During each school year, we receive questions regarding reimbursement for families of residential students for travel expenses and I'd like to take this opportunity to clarify the policies and procedures. Below you will find some frequently asked questions and our responses.

#### WHAT IS PAYABLE ON A TRAVEL EXPENSE CLAIM?

1. Reimbursement for mileage, parking, and bridge toll expenses incurred while transporting your CSB student to and from the bus stop or meeting place on a regularly scheduled student travel day is payable. Receipts must be included with the claim form in order to receive reimbursement.
2. Reimbursement for mileage, parking, and bridge toll expenses incurred to transport your CSB student to or from CSB on the first and last days of the school year, when CSB does not provide charter transportation is payable.

#### WHAT IS NOT PAYABLE?

Reimbursement for mileage, parking, and bridge toll expenses incurred to transport your child to or from CSB for any of the following reasons is not payable: IEP meeting, suspension, sick child, personal reason, family vacations, medical/dental/counseling appointments or any reason other than normal to and from scheduled transportation.

#### HOW LONG DO I HAVE TO FILE A CLAIM?

Travel Expense Claims, along with original receipts, must be filed monthly for the previous month. Claims received after 60 days will be denied. All attendance and mileage are verified. Please keep careful records of your child's attendance. Claims containing incorrect or inaccurate information will not be submitted to the Accounting Office for payment. Please be advised that our next fiscal year will end on June 30th, and all claims for the sixty (60) days prior to that MUST be received by July 15th.

#### HOW LONG DOES IT TAKE TO RECEIVE YOUR MONEY AFTER SUBMITTING YOUR CLAIM?

It will typically take up to 4 weeks after receipt of your claim at CSB before you will receive payment on your claim. If you find it is taking longer than 4 weeks, please call Kelly Renslow at the Transportation Office to inquire about your claim. Please do not call the Accounting Office directly.

We hope that this information has been of assistance to you. Please feel free to call Kelly Renslow or me if you should have any further questions.

Kelly Renslow  
(510) 794-3864

Stuart Wittenstein Ed.D.  
(510) 794 3800 ext. 201

SW:kr

## Appendix C - Transportation Calendar

# CSB TRANSPORTATION CALENDAR 2013-3014

### HOMEGOING

Friday	September	2	
Friday	September	9	
Friday	September	16	
<b>Thursday</b>	<b>September</b>	<b>22</b>	<b>Staff Dev/Use Fri Sch</b>
Friday	September	30	
Friday	October	7	
Friday	October	14	
Friday	October	21	
Friday	October	28	
Friday	November	4	
Friday	November	11	
<b>Thursday</b>	<b>November</b>	<b>17</b>	<b>Staff Dev. Use Fri.Sch.</b>
Friday	December	2	
Friday	December	9	
Friday	December	16	Winter Break
Friday	January	6	
Friday	January	13	
Friday	January	20	
Friday	January	27	
Friday	February	3	
Friday	February	10	
Friday	February	17	
Friday	February	24	
Friday	March	3	
Friday	March	10	
Friday	March	17	
Friday	March	24	
Friday	March	31	
Friday	April	7	
Friday	April	14	Spring Break
Friday	April	28	
<b>Friday</b>	<b>May</b>	<b>5</b>	<b>Special Transp.</b>
Friday	May	12	
Friday	May	19	
Friday	May	26	
Friday	June	2	
<b>Friday</b>	<b>June</b>	<b>9</b>	<b>Last day of School / Residential Parents Pick-up at CSB</b>

### RETURN TO CSB

<b>Monday</b>	<b>August</b>	<b>29</b>	<b>Registration/Parents Transport</b>
<b>Monday</b>	<b>September</b>	<b>5</b>	<b>Labor Day/Use Sun Sch</b>
Sunday	September	11	
Sunday	September	18	
Sunday	September	25	
Sunday	October	2	
<b>Monday</b>	<b>October</b>	<b>10</b>	<b>Columbus Day/Use Sun Sch</b>
Sunday	October	16	
Sunday	October	23	
Sunday	October	30	
Sunday	November	6	
Sunday	November	13	
Sunday	November	27	Rtn. from Thanksgiving
Sunday	December	4	
Sunday	December	11	
<b>Monday</b>	<b>January</b>	<b>2</b>	<b>Rtn. From Winter Break</b>
Sunday	January	8	
<b>Monday</b>	<b>January</b>	<b>16</b>	<b>MLK/Use Sunday Schedule</b>
Sunday	January	22	
Sunday	January	29	
Sunday	February	5	
Sunday	February	12	
<b>Monday</b>	<b>February</b>	<b>20</b>	<b>President Hol./Use Sun Sch</b>
Sunday	February	26	
Sunday	March	5	
Sunday	March	12	
Sunday	March	19	
Sunday	March	26	
Sunday	April	2	
Sunday	April	9	
Sunday	April	23	Return from Spring Break
<b>Monday</b>	<b>May</b>	<b>1</b>	<b>Staff Dev. Special Transp.</b>
Sunday	May	7	
Sunday	May	14	
Sunday	May	21	
<b>Monday</b>	<b>May</b>	<b>29</b>	<b>Memorial Day/ Use Sun Sch</b>
Sunday	June	4	

**Monday August 29th is Registration Day.** All parents are responsible for transporting students to CSB.

**Friday June 9th is the last day of school.** Residential parents are responsible for student's home transportation. Students will be excused at 12:00.

Students that Fly home, will Fly home on normal Friday Schedule.

Day Students will be transported on normal transportation DEPARTING AT 12:00.

## Appendix D - Requests for Weekend Transportation Changes

### California School for the Blind Policy for Temporary Weekend Transportation Changes

The California School for the Blind Transportation Office is responsible for arranging student transportation to and from CSB and home. At the start of the school year, the Transportation Coordinator and a student's family determine a regular pickup and drop-off destination. The persons picking up students at destinations are also discussed. These steps are all taken to assure efficient and safe weekly transportation. Changes in these destinations can be costly and often require changes in staffing. The Transportation Coordinator must confirm all bus riders and airline tickets by Tuesday afternoon; therefore, any changes must be submitted for consideration early in the week. Requests will be considered by the Transportation Coordinator but are only granted if they are consistent with current transportation policies and practices of the school. Following are the steps to take when requesting a change in transportation:

1. For minor students (under 18 years of age), any requests to change transportation destinations must be made to your student's dormitory Supervising Counselor by noon on Tuesday. Releases to someone other than the parent of a minor student also requires prior written permission.
2. Written permission from an adult of the host family must also be received before noon on Tuesday before any change in transportation arrangements can be made. This applies to all situations. Permission can be sent with your student or faxed to the Supervising Counselor.
3. The Supervising Counselor will then notify the Transportation Office to make any changes. Adult students may make requests directly with the Transportation Coordinator. The Transportation Coordinator will verify availability and make any changes.
4. In all situations, the Transportation Coordinator will contact the families, CSB staff, and Student Health Unit to confirm that the changes have been made, or inform them of a decline of the request.

If you have any questions regarding this policy, you can contact the Supervising Counselor of your child's dormitory, a Supervisor of Residential Programs, or the Transportation Coordinator.

#### **Important Numbers:**

Transportation Office	(510) 794-3800, ext. 286, during weekdays
Transportation Office	(510) 794-3864;
Southridge SC	(510) 794-3800, ext. 298
Northridge SC	(510) 794-3800, ext. 350
Westridge SC	(510) 794-3800, ext. 290
Director of Transition	(510) 794-3800, ext. 262
CSB FAX	(510) 794-3813

## **Appendix E - Cellular Phone Policy**

### **California School for the Blind Cell Phone Use Policy for the Residential Students**

Guidelines for all students who have a cell phone on campus:

With parent/guardian permission, all students will be allowed to bring cell phones onto campus. All students will be allowed to use the cell phone when traveling off campus and during staff-directed lessons. Students and families must be aware that CSB does not take responsibility for phone bills, loss, or damage to the phones. Students should not use their cell phones during organized activities or in any manner that conflicts with their participation in dormitory activities or responsibilities. If a student is observed violating these procedures, the cell phone will be confiscated. The CSB Administration will hold the cell phone until the student's family can pick up the phone.

Additional guidelines for students of the Northridge dormitory. Northridge students will be allowed to use the cell phones after school during times that do not conflict with their participation in organized activities or dormitory responsibilities.

Additional guidelines for students of the Southridge dormitory. Southridge students will be allowed to use their cell phones on campus during the hours of 3:00 p.m. and 8:50 p.m.

Additional guidelines for students of the Westridge dormitory. Parents/guardians of Westridge students may ask that the cell phone be kept by staff and issued to the students for calls home or off-campus travel.

Student Use of On-Campus Telephones:

The purpose of classroom and dorm telephones is primarily for staff use. Teachers and counselors use the telephone to make interoffice calls, contact parents on a regular basis, or contact agencies or other schools for pertinent information pertaining to school and dorm business. The telephones on campus are not for student use unless permission is obtained by the student directly through his/her teacher or dorm counselor. Students will follow the policies listed below. Failure to adhere to these policies will result in disciplinary action. No special circumstances will be made for individual students.

Telephone Use in the Classroom or in the Education Building:

1. If students need to use the telephone in the classroom, they must seek permission from the teacher or the instructional aide for an outside line.
2. Students must provide a logical reason for using the telephone before permission is granted.

3. Students may not use campus telephones that have an outside line.

Use of the Telephone in the Counselors' Office:

1. Students may receive telephone calls from family members on the parent phone. Phone calls will be limited to 10 minutes.
2. Students may use the parent phone only with counselor permission. Students will be limited to a five-minute conversation. Parents may call back on the identified telephone.
3. Students are only to use the parent phone for family telephone calls. Calls for personal use are not permitted.

**Parent/Guardian Permission for Cell Phone Use.**

I have read the attached cell phone policy for CSB residential students. I,

\_\_\_\_\_, give my son/daughter,

\_\_\_\_\_, permission to bring a cell phone to the CSB

campus. I understand that all costs for the cell phone, including loss, are our

responsibility. I understand that students are allowed the use of a cell phone when

traveling off-campus for their safety. I am aware that if my son/daughter does not follow

the guidelines outlined in the Cell Phone Use Policy for Residential Students, the phone

will be held by the CSB Administration until I can collect the phone.

\_\_\_\_\_  
Signature of Parent/Guardian of Students Under 18 Years Old

\_\_\_\_\_  
Date

## **Appendix F - School Rules**

1. Respect each student's belongings and space.
2. Arrive at class on time at the beginning of the school day, after recess, and after lunch break.
3. Students may not use walkmans, radios, pagers, or cellular telephones in class.
4. Walkmans and radios can only be used during break time.
5. Drugs, alcohol, tobacco, and firearms/weapons are not permitted or tolerated on campus.
6. Students will follow the school dress code.
7. Students must maintain a 2.50 grade point average to participate in extracurricular activities (athletic teams, cheerleading, Student Council, Space Camp, and Close-Up).
8. Students are not allowed to swear or use profane language to one another or to teachers and other staff members.
9. Students are expected to care for instructional materials, books, and equipment. Students will be responsible for replacement of equipment if damaged.
10. Students will adhere to the schedules of the dining hall, library, music building, and gymnasium.

## Appendix G - School Calendar

CSB School Calendar 2013-3014

### AUGUST

26 Monday Parent Orientation Day

### SEPTEMBER

2 Monday Labor Day – School NOT IN SESSION/ Students Return PM

3 Tuesday Classes Resume

27 Friday Minimum Day – dismissal at 12:30 p.m.

### OCTOBER

14 Monday Staff Development Day– School NOT IN SESSION/ Students Return PM

15 Tuesday Classes Resume

25 Friday Minimum Day – dismissal at 12:30 p.m.

### NOVEMBER

8 Friday Minimum Day – dismissal at 12:30 p.m.

11 Monday Veteran's Day – School IN SESSION

25-29 Monday-Friday Thanksgiving Break – School NOT IN SESSION

### DECEMBER

1 Sunday Students Return PM

2 Monday Classes Resume

23-31 Winter Break – School NOT IN SESSION

### JANUARY

1-3 Winter Break – School NOT IN SESSION/

5 Sunday Students Return PM

6 Monday Classes Resume

10 Friday Minimum Day – dismissal at 12:30 p.m.

20 Monday MLK Jr. Day – School NOT IN SESSION/ Students Return PM

21 Tuesday Classes Resume

### FEBRUARY

7 Friday Minimum Day – dismissal at 12:30 p.m.

13 Thursday Early Dismissal at 1:45 PM

14 Friday Staff Development Day – School NOT IN SESSION

17 Monday President's Day – School NOT IN SESSION/ Students Return PM

18 Tuesday Classes Resume

### MARCH

7 Friday Minimum Day – dismissal at 12:30 p.m.

31 Monday Cesar Chavez Day – School NOT IN SESSION/Students Return PM

### APRIL

1 Tuesday Classes Resume

10 Thursday Early Dismissal at 1:45 PM

11 Friday Staff Development Day – School NOT IN SESSION

21-25 Monday-Friday Spring Break – School NOT IN SESSION

27 Sunday Students Return PM

28 Monday Classes Resume

### MAY

22 Thursday Early Dismissal at 1:45 PM

23 Friday School NOT IN SESSION

26 Monday Memorial Day – School NOT IN SESSION/ Students Return PM

27

Tuesday

Classes Resume

**JUNE**

6

Friday

Last Day of School

## **Appendix H -- Eye Examination Policy**

Purpose: In order to promote good eye health and care for students, and so staff working with students will have accurate information regarding students' visual conditions, and so staff will be knowledgeable of the implications of students' visual conditions for education, the California School for the Blind recommends and requires the following.

### **FOR ALL STUDENTS**

An examination by an ophthalmologist or optometrist is recommended on an annual basis.

### **BLIND AND FUNCTIONALLY BLIND STUDENTS**

The report of an examination by an ophthalmologist or optometrist, including an eye health check, is required prior to entry and every two years thereafter. The report is to be submitted to the Low Vision Specialist. Copies will be distributed to Student Health Services, the student's cumulative file, and staff working with the student. A vision exam is recommended on an annual basis for functionally blind students.

### **LOW VISION STUDENTS**

The report of an examination by an ophthalmologist or optometrist, including an eye health check, is required prior to entry and every two years thereafter. The report is to be submitted to the Low Vision Specialist. Copies will be distributed to Student Health Services, the student's cumulative file, and staff working with the student. In addition, it is recommended that students be evaluated annually for low vision devices by a qualified low vision optometrist or ophthalmologist.

### **STUDENTS WITH UNSTABLE OR CHANGING VISION**

The report of an examination by an ophthalmologist or optometrist is required with the frequency recommended by the ophthalmologist or optometrist for students with unstable or changing visual conditions. For at-risk students, the vision professional should report in detail any danger signs of a change in vision that may require prompt or immediate attention by school staff. Copies of reports will be distributed to Student Health Services, the student's cumulative file, and staff working with the student.

## **Appendix I - Orientation and Mobility License Guidelines**

An Orientation and Mobility license must be obtained before a student may travel independently off campus. Individual O&M services, including route training and licensing, are considered "designated instructional services" (DIS), and are provided in accordance with the student's written IEP. For students who have completed their O&M instruction and are not being seen by an O&M instructor, independent off-campus travel is allowed on a case-by-case basis. O&M licenses are required for all independent off-campus travel during the school day, during "residential" hours, and for independent travel between home and school. Exceptions may be made on an individual basis with the agreement of the parent or adult student. In such cases, the parent or the adult student assumes responsibility for the student's safety.

The granting of an O&M license for a specific route occurs after the O&M instructor has observed the student travel the route in a consistently safe and appropriate manner, and demonstrate effective contingency plans for typical travel problems. The license states the routes that the student may travel and the conditions under which the routes may be traveled. Conditions include daylight vs. nighttime travel, group vs. individual travel, weather conditions, whether a student must use a cane, and whether a student may escort other students off campus, etc. While an O&M license certifies a student's level of skill on a particular route, students must obtain permission from dorm or teaching staff to leave campus and use their licenses.

Upon accepting an O&M license, the student is informed of his or her rights and responsibilities, and must sign off on a form entitled RESPONSIBILITIES OF LICENSED TRAVELERS. The student then receives a license card to keep in their wallet, and a STUDENT MOBILITY LICENSE FORM is filled out by the O&M instructor and distributed to the staff and supervisors listed on the bottom of the form. A license may be suspended or revoked if the student violates the conditions of their license.

### **REPORTS**

The purpose of the attached mobility reports is for staff to communicate problems and concerns to the O&M Department and, if necessary, to call meetings to discuss and find ways of remediating problems related to mobility. An O&M Committee may be assembled and convened if a license violation is reported. A staffing may be called to discuss other mobility problems and concerns.

- Complete an ON-CAMPUS MOBILITY REPORT form and deliver it to the appropriate O&M Instructor as soon as possible after the incident, and/or call the O&M Department at ext. 251 to report the incident.
- If a staffing is desired, the O&M instructor will schedule the meeting as soon as possible and notify all staff involved.
- The student will not be present at the staffing unless the committee requests the student's presence there.

## PROCEDURE FOR HANDLING OFF-CAMPUS O&M INCIDENTS

Any CSB staff may ask to see a student's O&M license when students are observed traveling off campus. If the staff member suspects that a violation of the license has occurred, or the student seems unsafe, disoriented, or is behaving inappropriately, staff should:

- If the situation seems serious, supervise the student until they are no longer at risk, take their O&M license card from them, and tell them that a report of the incident will be filed with their O&M instructor.
- Complete a Mobility Violation Report form and deliver it (with the student's license card attached) to the appropriate O&M instructor as soon as possible after the incident and within one day of the incident. Feel free to call the O&M Department immediately to alert them that an incident has occurred and a report is on the way.

License violations include, but are not limited to, travel to a destination not on the license, traveling a route other than as taught, traveling without a cane (if a cane is listed as "required" on the license), traveling in an unsafe manner, chronically returning late, traveling without permission from the dorm, etc.

- At the discretion of the O&M instructor and with input from other staff, an O&M Committee meeting or a staffing may be called as soon as possible after the incident. The purpose of the O&M Committee meeting will be to remediate the problem through staff and student cooperation, and/or decide consequences of the behavior. A staffing may be called to discuss recurrent concerns about a student's O&M off campus, and the student may or may not be asked to participate in this meeting.

An O&M Committee meeting will usually be conducted as follows:

1. The committee is usually comprised of CSB dorm and teaching staff, and one or more supervisors, as needed. The student is called before the committee to hear the violation and present his or her case. The student is then excused while the committee reaches a decision regarding the consequences of the violation. Consequences can range from clarification of rules, license responsibilities and conditions, to further O&M instruction and practice in the appropriate skill areas, to suspension or revocation of the license.
2. The student returns to the meeting to hear the committee's decision in the matter.
3. The Mobility Warning/Suspension Notice is completed by the O&M instructor and distributed to the committee members.
4. If the student's license has been suspended or revoked, the student's O&M instructor will be responsible for returning the license card to the student at the date and time determined by the committee.

## **Appendix J – Daily School Schedule**

### **School Day Schedule**

#### **Monday – Thursday**

**Period 1 8:30 – 9:25**

**Period 2 9:30 – 10:10**

**Recess 10:15 – 10:35**

**Period 3 10:40 -11:20**

**Period 4 11:25 – 12:05**

**Lunch 12:10 – 12:50**

**Period 5 12:55 – 1:35**

**Period 6 1:40 – 2:20**

**Period 7 2:25 – 3:05**

**Friday – School Ends at 1:45**

#### **Bell Times**

**Monday - Thursday 8:30 – 3:05**

**Friday 8:30 – 1:45**