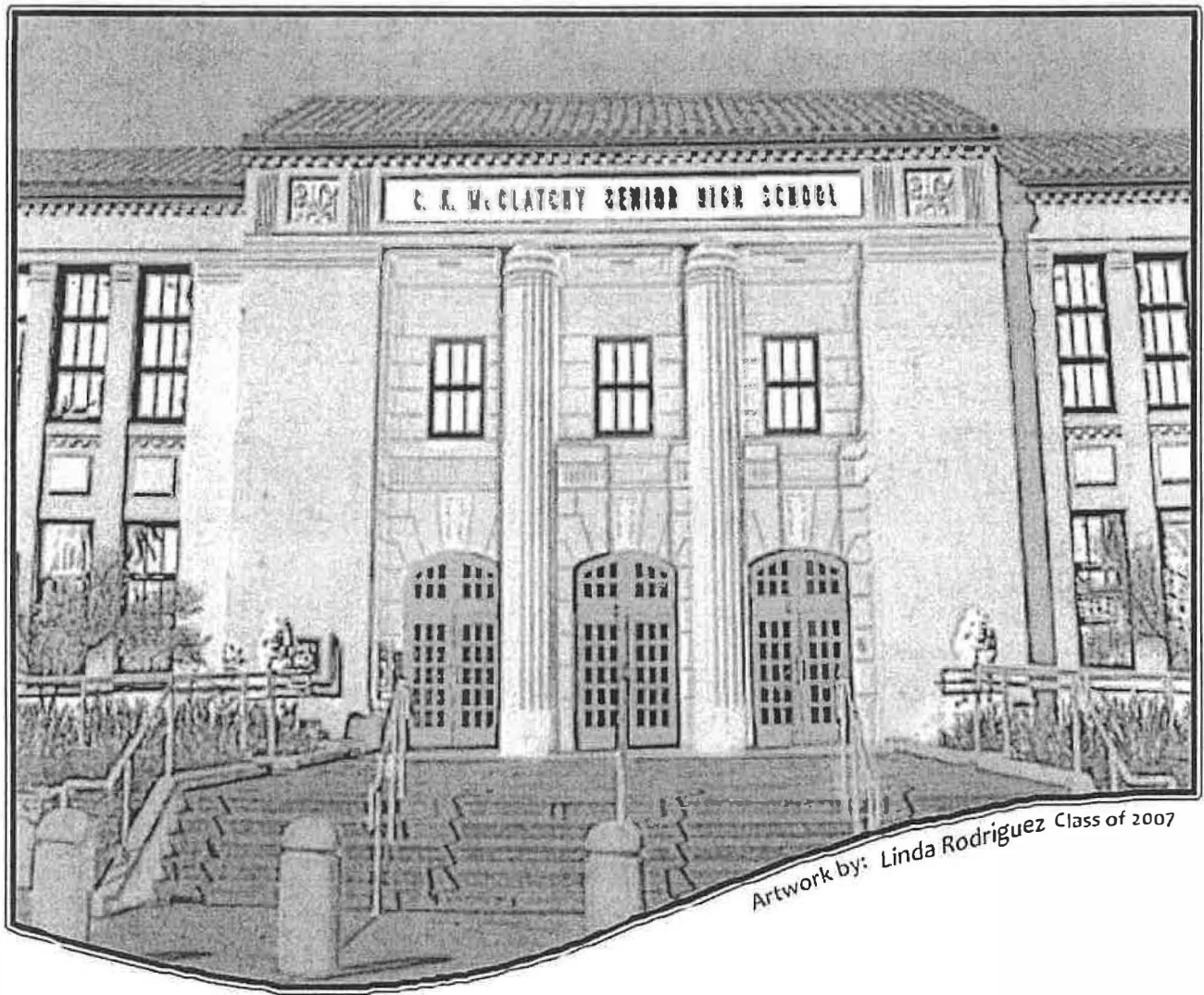


C.K. McClatchy High School



2022-2023
Student Handbook

C.K. McClatchy High School
 3066 Freeport Boulevard
 Sacramento, CA 95818
 (916) 395-5050 – Main Phone
 (916) 395-5051 – Attendance Office

Administration

Andrea Egan, Principal	Ext. 503001
Pedro Garibay, Assistant Principal	Ext. 503023
Juan Valdes, Assistant Principal	Ext. 503022
Joel Kunisaki, Assistant Principal	Ext. 503021

ASSETs (Before and After School Program)

Maria Luna, Program Manager	Ext. 503122
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Attendance

Onricka Henderson	Ext. 503031
Carolyn Lewis	Ext. 503031

Bilingual Resource Center

Antonio Villareal	Ext. 503430
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Climate Office

Ratoyia Reid	Ext. 503527
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College and Career Center

Vicki Geddes	Ext. 503020
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Controller-Bookkeeper

Susan Wu	Ext. 503061
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Counseling

Rob Alloway	Ext. 503028
Layne Delorme	Ext. 503064
Andrea Montgomery	Ext. 503046
Tracy Mitchell	Ext. 503026
Megan Molina	Ext. 503029
Saralyn Taormina	Ext. 503063
Ken Vang	Ext. 503530
Juanda Starks, Office Technician	Ext. 503053
Omi Munthre, Office Technician	Ext. 503066
Volunteer Desk	Ext. 503027

Front Office

Savannah Zanze	Ext. 503003
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Library/Media Center

Lynnette Scott	Ext. 503071
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Office Manager

Alice Hernandez	Ext. 503001
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Parent Advisor

Vacant	Ext. 503073
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Registrar

Alicia Washington	Ext. 503033
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Specialty Program Coordinators

AFJROTC – Lt. Colonel Ed Fedor	Ext. 503653
AFJROTC – MSG Phillip Magreevy	Ext. 503553
CJA – Chris Taylor	Ext. 503551
HISP – Ellen Wong	Ext. 503074
LPPA – Chris Voisin	Ext. 503326
VAPA- Mollie Morrison	Ext. 503706

Student Activities and Athletics

Rob Feickert, Athletic Director	Ext. 503068
Christine Latino, Activities Director	Ext. 503035

Student Support Center

Aaron Perry	Ext. 503062
Mirna Perez	Ext. 503428
	Ext. 503127

Textbooks

Leigh Houghton	Ext. 503055
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A Message from the Principal

Welcome to the C. K. McClatchy High School classes of 2023, 2024, 2025 and 2026!



You are now in the Home of the Lions and join a long tradition of spirit and academic excellence as a student at CKM!

The entire McClatchy staff joins me in wishing you a successful and productive school year. Our teachers, counselors, and administration are here to empower you to achieve your dreams.

I encourage each of you to become actively involved in school activities — McClatchy is your school and your spirit, and pride as a Lion will be a direct result of your active participation not only in your academic coursework but also in all of the many extracurricular activities available to all students.

As you read through your Student Handbook, please note the support staff available to answer your questions. Remember: the rules and procedures in this handbook guide us all in guaranteeing a safe, orderly, and respectful campus. Be an active learner in your high school education by following these rules, attending school regularly, and studying diligently!

If you have questions or concerns, please be sure to talk with your counselor, your teachers, your class advisors, or your administration. We are here to assist and help you!

Sincerely,

Andrea Egan — "It's a Great Day to be a LION!!!!"

Non-Discrimination

"The Sacramento City Unified School District is committed in all of its activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, sex, religion, color, national origin, disability, marital status, age, sexual orientation, or gender identity."

Our School

C. K. McClatchy High School was established in 1937. From its beginning, the school has emphasized the highest standards of academic excellence. The staff is committed to supporting students in a variety of ways.

This handbook is designed to assist you in becoming a contributing member of the high school community. Help us make the 2022 - 2023 school year at C.K.M. the best ever. Your involvement will make that possible.

Mission Statement

"CKM is an exciting, striving, multicultural school committed to seeing students grow and mature in their knowledge, wisdom, discipline and social skills while becoming independent productive citizens."

School Colors

C. K. McClatchy High School colors are **Cardinal Red** and **White**.

Mascot

Our mascot is a **Lion**.

CKM SPIRIT SONG

M is for MIGHTY

C is for CLASS

C is for COURAGE

L is for LAUGH

A is for ABILITY, WE HAVE IT WE'RE SURE OF
THAT, You'll SEE

T is for TOUGH and

C is for COOL

H is for HEARTY

Y is for YOU

**CKM WILL ALWAYS BE FAITHFUL AND TRUE
TO YOU.**

CKM HYMN

McClatchy High, we love thee, our love is for
all to see.

You've led us forth through all the year, from
darkness to the light.

McClatchy High, we honor thee, your goal is
truth and right.

And now we sing our praise to thee, All hail the
cardinal and white.

All the proud and glorious name, for all the
years to come.

You've led us on to a victor's goal, McClatchy
High we love thee.

2022 - 2023 Bell Schedule

<u>Regular Day Schedule</u> Mon, Tue, Wed, Fri	
Period 0	7:28 - 8:23
Passing	8:23 - 8:30
Period 1	8:30 - 9:27
Period 2	9:34 - 10:35
Period 3	10:42 - 11:39
Period 4	11:46 - 12:43
Lunch	12:43 - 1:20
Period 5	1:27 - 2:24
Period 6	2:31 - 3:28
Period 7	3:35 - 4:30

<u>Early Release Schedule</u> Mon, Tue, Wed, Fri	
Period 0	7:28 - 8:23
Passing	8:23 - 8:30
Period 1	8:30 - 9:17
Period 2	9:24 - 10:15
Period 3	10:22 - 11:09
Period 4	11:16 - 12:03
Lunch	12:03 - 12:40
Period 5	12:47 - 1:34
Period 6	1:41 - 2:28
Period 7	3:35 - 4:30

<u>Assembly Schedule</u>	
Period 0	7:28 - 8:23
Passing	8:23 - 8:30
Period 1	8:30 - 9:13
Period 2	9:20 - 10:07
Period 3	10:14 - 10:57
Period 4	11:04 - 11:47
Period 5	11:54 - 12:37
Lunch	12:37 - 1:14
1st Assembly	1:21 - 2:21
2nd Assembly	2:28 - 3:28
7th Period	3:35 - 4:18

<u>Shortened Day Schedule</u>	
Period 0	7:28 - 8:23
Period 1	8:30 - 9:05
Period 2	9:12 - 9:48
Period 3	9:55 - 10:30
Period 4	10:37 - 11:12
Period 5	11:19 - 11:54
Period 6	12:01 - 12:36
Period 7	12:33 - 1:08

<u>Finals Schedule</u>	
Final 1	8:30 - 10:30
Passing	10:30 - 10:37
Final 2	10:37 - 12:37

Academic Requirements

Subject Areas	SCUSD Graduation Requirements	UC/CSU Requirements
English	40 credits (4 years)	40 credits (4 years)
Fine Arts	10 credits (1 year)	10 credits (1 year)
Math 1	10 credits (1 year)	Math 1, Math 2 and Math 3 (30 credits/3 years)
Math 2	10 credits (1 year)	
Physical Science	10 credits (1 year)	10 credits (1 year)
Life Science/Biology	10 credits (1 year)	10 credits (1 year)
Physical Education	20 credits (2 years)	Not Required
Foreign Language	10 credits (1 year)	2 years of the same language (20 credits), 3 years preferred
Geography	5 credits (1/2 year)	2 Years Unified Requirement: One year of World History, Cultures, and Geography, and one year of U.S. History or ½ year of U.S. History and ½ year of American Government
Ethnic Studies/CGI	5 credits (1/2 year)	
World History	10 credits (1 year)	
U.S. History	10 credits (1 year)	
U.S. Government	5 credits (1/2 year)	
Economics	5 credits (1/2 year)	Not Required
Technology/Service Learning	Demonstrate proficiency or ½ year	Not Required

Additional Senior Requirements

Students must complete and pass Senior Project.

- Technology – Students must demonstrate proficiency or satisfy coursework.

Total Credits	225
Core	170
Electives	65

- | |
|--|
| <ul style="list-style-type: none"> Valedictorian is the student with the highest unweighted GPA Salutatorian is the student with the second highest unweighted GPA Auditions for graduation speaker will be held during the 4th quarter Auditions for graduation musical performances will be held during the 4th quarter Auditions for graduation speakers are open to all students, but students must audition to be considered |
|--|

Graduating seniors must maintain a 93% **attendance rating** during the last semester before graduation or they will not be allowed to walk the stage for the graduation ceremony.

Course Catalog

For a complete description of each course offered here at C. K. McClatchy, visit our school website at:

www.mcclatchyhs.net or <http://www.mcclatchyhs.net/academics/courses.htm>

Testing Options for UC / CSU

One Aptitude Test--EITHER

- ✓ The Scholastic Aptitude Test (SAT) results **OR**
- ✓ The American College Test (ACT) composite score

* Watch for bulletins regarding information about tests and the dates they are given.

Strategies for Successful Students

Organization

- ✓ Write *everything* down in an assignment notebook.
- ✓ Keep a separate folder for each class. *It is sometimes helpful to color code binders, notebooks, and folders for each class.*
- ✓ Periodically go through your notebooks and rearrange papers in neat order. It might be helpful to keep completed units separate from the current unit.
- ✓ Always keep papers/assignments/notes separated in their appropriate places. Mixing them will create confusion and things might get lost!
- ✓ Periodically clean out your backpack and locker.

Time Management

- Use a planner to write assignments, after-school activities, and other responsibilities.
- Make a "To Do" list every day and prioritize. Focus on those things that must be completed first. Mark items off as you complete them.
- Post sticky notes on your locker, binder, mirror, etc., to remind yourself about projects and upcoming tests.
- Use spare minutes wisely; *read on the ride home.*
- Communicate your schedule to friends. If you have a long night of studying ahead, ask your friends not to call and distract you.

Homework

- ❖ Try to study at the same time each night.
- ❖ Have all the supplies (paper, pens, pencils, markers, etc.) you will need on hand before you begin.
- ❖ Find the place that you can study every night with the fewest distractions.
- ❖ When you are not sure about the assignment, ask your teacher or call a friend.
- ❖ Review your notes a little every day.
- ❖ It is O.K. to take breaks, as concentration begins to fade, and then return to work.

Note Taking

- Always date your notes and keep them in order.
- Keep notes for each subject separate from one another.
- Use abbreviations when possible, i.e., & for and, ex for example, NE for Nebraska.
- Rewrite notes; it's a great way to study and they'll be neater.
- Pay attention to your teacher; make good eye contact so you won't daydream. Listen for "signal statements" that something being said is a key point or important. Signal statements might sound like, "The most important point here is..." or "Remember that...."
- Put a "?" in your notes by places where you were confused or might need to get a little more information. Then, be sure to ask your teacher or friend, or look in your textbook for additional information to help you understand. Keep all past quizzes to review for the test.
- ✓ Review notes a little everyday so that you won't feel so overwhelmed when it is time for the test.
- ✓ Complete any review sheet the teacher offers.
- ✓ Read all directions carefully before you begin.
- ✓ Stay relaxed during the test. Taking slow deep breaths can help. Focus on positive self-statements such as "I can do this!"
- ✓ When the graded test is returned to you, review the questions you missed and try to learn from your mistakes.
- ✓ Multiple Choice Test Tips: -Cross out wrong options to narrow down choices
 - Look for common words in the question and in the choice
 - Read every option before answering
- True/False Test Tips: -An item with words such as all, always, never, none are usually false
- An item with words such as some, sometimes, usually is typically true
- If part of the statement is false, then the entire statement is false

Attendance Policy

C. K. McClatchy High School strives to serve its students by offering the best possible educational opportunity. Regular attendance is a commitment —the cornerstone to success. To impress upon students the importance of regular attendance and promptness to class the following consequences for uncleared absences and tardies are in place for the upcoming school year.

A Written Absence Note is **required within five (5) days**. All Notes **MUST** include:

- ◆ Student's full legal name, grade and date of birth
- ◆ Date and reason of the absence
- ◆ Your name and relationship to the student
- ◆ Contact phone number
- ◆ Uncleared absences become **truant**.
- ◆ Students with five or more uncleared absences during a quarter may lose the privilege of participation in activities, extra- and co-curricular activities, including athletics, loss of work permits, and loss of campus parking privileges.

Start on Time/Tardy Policy

A student is considered tardy if the student is not in his/her assigned classroom before the bell completes ringing. Failure to get to class on time may result in an administrative detention. Three tardies in one week can result in detention.

At McClatchy High School, we take getting to class on time seriously. Student attendance and timeliness are directly related to student achievement.

- ◆ Tardy sweeps will be conducted as assigned by school administration
- ◆ All students must be in their assigned classes when the bell rings
- ◆ Students who are not in their assigned classes will be directed to go to the ROTC Quad to obtain a pass
- ◆ Teachers will not allow students to enter classes after the bell without a Start on Time Pass
- ◆ Once students obtain a Start on Time Pass, they will also be assigned detention on the same day
- ◆ Students who are tardy during 1st-4th period should attend lunch detention
- ◆ Students who are tardy 5th or 6th period should attend after school detention (**athletic practices will not excuse students from completing their required detention**)
- ◆ **Students who do not attend assigned detentions may receive higher levels of consequence which could include suspension from athletics or school events until detention is served**
- ◆ Students who receive more than two Start on Time Passes/Detention per day may be issued a higher level consequence
- ◆ Students who are chronically tardy may be referred to the Student Attendance Review Board (SARB). In this case, the student and parent will be required to participate in a hearing at the Student Hearing and Placement Office to discuss the student's attendance problem
- ◆ Students will not be issued passes out of class for the first and last 10 minutes of every class, unless there is an emergency (at the teacher's discretion)
- ◆ When a student returns to class with the Start on Time Pass, they should knock on the classroom door in a non-disruptive manner and wait for someone to open the door to let them in. Students should then enter the room quietly and get on task

Early Dismissals

- In the event that a student must leave school during the normal school day for doctor or dental appointments or any personal business, students **MUST** bring a note from the doctor's office or parents with a signature to the Attendance Office the following morning.
- The attendance office will issue an off-campus pass, and the absence can then be verified, and no truancy will be recorded.
- If a student becomes ill during the school day, he/she **MUST** go to the Attendance Office to get an early dismissal.
- Parents should be certain that their student obtains an early dismissal from the Attendance Office before they leave campus for an early dismissal.
- Students leaving campus without an early dismissal from Attendance Office, Nurse/Health Office or an administrator will be **MARKED TRUANT** and cannot be cleared.
- Every student gets **ONLY 10** personal/health absences per year. If an absence is not cleared within 2 weeks (10 business days) from the time the absence occurred, the attendance record will be closed and no changes will be possible.

Late Arrivals

Students arriving after 8:30 a.m. must use the main entrance. You must check in at the kiosk for a late slip or at the Attendance Office after 8:55 am

Emergency Information Cards

State law requires that every parent or guardian fully complete and sign emergency cards at the beginning of each school year. Parents must sign the medical release statement. Without this parent/guardian signature, doctors and hospitals can refuse to provide emergency treatment. A parent/guardian should contact the school office immediately with any changes to update emergency information. If there is no telephone in the home, please list the telephone numbers of neighbors/friends who can contact the parent/guardian. ***These numbers will be used to contact parents with Connect Ed outreach and emergency notifications.*** Up to four numbers can be entered in the system. Please include an e-mail address if one is available. **Emergency cards will be mailed home during the summer to be returned at orientation or the first day of school.**

Class Change Policy

Course Selections are taken seriously, select your classes carefully based upon your post-secondary career and education goals.

It is our intent to keep class changes to a minimum. Changes may only be made for the following reasons:

- Two different classes in the same period
- Missing a graduation requirement
- Emergency or extenuating safety reason. Such class changes will be discussed by the student, teacher, counselor, parent/guardian and administrators.

CLASS CHANGES WILL NOT BE MADE:

- After the 4th week of the semester
- Due to class dissatisfaction or for personal convenience
- For personality conflicts with teachers
- Without Administrative approval

Considerations:

Extenuating circumstances –Administration may authorize transfers depending on individual student's specific circumstances with consideration given to the quality of the overall instructional program.

The first semester grade and grade point average are used for determining appropriate placement in the master schedule.

School Climate

C. K. McClatchy High School is a community of learners who work together to create a positive, productive, safe environment. Student behavior should reflect the standards of good citizenship expected by members of a democratic society. Students are expected to respect constituted authority, laws, school policies and regulations; assume responsibility for their education and behavior; maintain high standards of courtesy, decency and morality; respect real and personal property; and exhibit pride in their work and achievements.

Dress Code

At C.K. McClatchy we take pride in the appearance of our students. We feel that the responsibility for appropriate student dress lies with the student and their parent(s) or guardian(s). Please review the inappropriate dress examples below as the administration reserves the right to exclude any items of apparel or accessories, which are disruptive to school activities. ***The list of dress code violations is not limited to those in this handbook. The administration reserves the right to address dress code issues on an individual basis. If apparel is deemed inappropriate, the student will be asked to change or be sent home. Repeated violation of the Dress Code may result in additional disciplinary action for insubordination, detention or suspension.***

1. Students can wear hats. However, teachers in classrooms can require students to remove them.
2. Students can wear tank tops as long as undergarments and/or private areas are not exposed.
3. Shorts, dresses, and shirts must be a length that ensures undergarments and/or private areas are not exposed.
4. Students cannot wear clothing that display or insinuate weapons, drugs, alcohol, tobacco, nudity, profanity, sexual innuendos, or gang affiliation.

Every Friday is "School Spirit Day."

Freshmen—Yellow

Sophomore—Green

Juniors—Blue

Seniors—Cardinal Red

Enforcement of the dress code begins on the first day of school and extends to any school-related activities on or off campus, before school, during school, and after school.

Suspension Alternative Program (SAP)

Students assigned to SAP will participate in a full day workshop addressing academics, community and reflection.

Detention

Detention is held during lunch and after school daily in Room 27C "Climate Office." Students who do not serve their detention may receive additional consequences.

Numerous detentions not cleared may result in a school suspension. Athletic/co-curricular practices or events do not excuse students from detention obligations.

Closed Campus

C.K. McClatchy maintains a closed-campus policy. Students will be required to remain on campus from the beginning of first period through the end of sixth period daily. Only students who have an early dismissal will be allowed to leave campus. *(See Early Dismissals)* Students participating in special programs such as ROP, athletics, and off-campus classes must have an authorized program pass from school administration.

Food Deliveries

Students are prohibited from ordering food delivery within the school day. The office will not accept food deliveries from DoorDash, GrubHub, UberEats, PostMates, etc. Delivery personnel will be turned away

C.K. McClatchy R.O.A.R.

Be **R**espectful

Be **O**n **T**ask

Be **A**ctive

Be **R**esponsible

Code of Conduct

The McClatchy High School "Campus Community" will work together to create a positive, productive, safe environment, which will foster growth, responsibility, and high educational achievement.

Respect Yourself:

- ◆ Come to school daily and attend all classes
- ◆ Report to class on time with appropriate materials
- ◆ Dress appropriately
- ◆ Do not bring or possess prohibited items
- ◆ Stay on campus during school hours

Respect Others:

- ◆ Practice civility
- ◆ Do not use profane or obscene language or gestures
- ◆ Be courteous. Respect other's viewpoints and cultural differences
- ◆ Theft of other's property is a crime
- ◆ Everybody has a right to learn - respect it
- ◆ Fighting or the threat of harm to another is forbidden

Respect Your School:

- ◆ Keep the campus clean
- ◆ Do not damage school property
- ◆ No graffiti
- ◆ Be a good neighbor to the residents, community members and businesses surrounding the school

Classroom Expectations

- ◆ Show respect for others by being considerate and courteous. Be on time to class with appropriate materials
- ◆ Enter the classroom and take your seat quietly
- ◆ Stay on task for the assigned time. Follow directions. Keeps hands, feet, and objects to yourself
- ◆ Be positive and avoid conflicts
- ◆ Cell phones are to be silenced and put away
- ◆ Food, drinks, gum, and grooming **ARE NOT** allowed in class
- ◆ Sunglasses and/or hats will not be worn in class without teacher permission
- ◆ Class will begin and will be dismissed by the instructor, **NOT** the bell
- ◆ Work stations are to be kept neat, safe, and clean
- ◆ Students are encouraged to speak directly to their instructor first when there's a question

Suspension/Expulsion Guidelines

California Education Code 48900 and the Sacramento City Unified School District Board regulations allow the Superintendent, Principal, or Principal's designee of a school to suspend or to recommend for expulsion a student for any violation of the following rules, when other means of correction fail to bring about proper conduct. These rules apply while on school grounds, going to or coming from school, during the lunch period whether on or off campus, during or while going to or coming from a school-sponsored activity. **Administrators have discretion of final discipline based upon circumstances.** The punitive consequences for each occurrence and/or subsequent offenses are indicated below.

Infractions and Consequences

Administration may do any of the following. Frequency and severity of the infraction is taken into consideration:

Infraction	Consequence
Leaving School Grounds Without Authorization	Wednesday Night School, SAP
Forgery/Cheating/Plagiarism	Wednesday Night School, Parent Conference Suspension remainder of the day and the next day, parent conference before returning to school, SAP, subject to teacher and/or program grade/conduct policies.
Throwing of Objects Which Present a Danger to Student/ Staff Endangering Physical Safety	1—5 days Suspension, parent conference before returning to school, SAP
Open Defiance (e.g. Challenge to Authority, refusal to give cell phone)	1 Day Suspension remainder of the day and the next day, parent conference before returning to school, SAP
Possession of Popper or Stink Bomb	1—2 days Suspension, parent conference before returning to school, SAP
Harassment/On-going Actions Despite Student/ Adult Intervention (Bullying)	1—5 days Suspension, parent conference before returning to school, SAP
Possession of Stolen Property	3—5 days Suspension, parent conference police report, SAP
Theft or Attempted Theft of Private or School Property	5 days Suspension, parent conference, police report, recommend restitution or replacement, SAP
Activating Fire Alarm	5 days Suspension, parent conference, referral to Fire Marshal, SAP
Promoting A Fight /Refusal to Disperse During a Fight	1—5 days Suspension, parent conference before returning to school, SAP
Commit an Obscene Act	3—5 days Suspension, parent conference, SAP
Possession of Firecracker (s) or Bullet (s)	5 days Suspension, parent conference, referral to Fire Marshal
Possession of Any Weapon	1—5 days Suspension, parent conference, referral to police, mandatory recommendation for expulsion
Gambling	1—5 days Suspension, parent conference, SAP
Possession, Exhibiting or Threatening Others with a Weapon, BB Gun, Knife or Other Dangerous Instrument or Replica	5 days Suspension and mandatory recommendation for expulsion, parent conference, referral to police; violation of Penal Code 626.9, Board Policy 5462
Extortion or Robbery	5 days Suspension, parent conference, referral to police, recommendation for expulsion
Causing Physical Injury to Another Person	1—5 days Suspension, parent conference, referral to police, recommendation for expulsion
Fighting	1—5 days Suspension, parent conference, SAP

Infraction	Consequence
Vandalism, Defacement, or Destruction of Private or Personal Property or possession of Items Used for Vandalism	1—5 days Suspension, parent conference, police report, possible referral to police, depending on circumstance, SAP
Attempting to Set or Setting a Fire	5 days Suspension, referral to Fire Marshal, parent conference, arrest for arson, recommendation for expulsion
Threatening Student	1—5 days Suspension, parent conference, possible referral to police, SAP
Unauthorized Entry to or Use of School Facilities	1—5 days Suspension, parent conference, possible referral to police, SAP
Assault or Battery Upon Any School Employee (e.g., Threatening, Attempting to/or Striking, Hitting, Pushing a Staff Member)	5 days Suspension, parent conference, referral to police, possible recommendation for expulsion
Assault or Battery Upon Any Student (e.g., Premeditated or Unprovoked)	Up to 5 days Suspension, parent conference, referral to police, possible recommendation for expulsion
Providing Any Medication	1—5 days Suspension, parent conference, referral to police, possible recommendation for expulsion, SAP
Possession of Any Illegal Drug, Alcohol or Intoxicant	3—5 days Suspension, parent conference, referral to police, possible recommendation for expulsion
Sexual Harassment	1—5 days Suspension, parent conference, referral to police, possible recommendation for expulsion
Sexual Assault or Sexual Battery	5 days Suspension, parent conference, referral to police, recommendation for expulsion
Offering to Sell a Controlled Substance	5 days Suspension, parent conference, referral to police, possible recommendation for expulsion
Class Walk-Out	Detention, WNS, 1—5 days Suspension, parent conference before returning to school, SAP
Class Disruption Beyond Steps in Classroom Management System	Detention, parent Contact WNS, Parent Conference Suspension remainder of the day and the next day, parent conference before returning to school, may be placed on a site behavior contract, SAP
Abusive or Profane Language	WNS, Parent Conference, Suspension remainder of the day and the next day, parent conference before returning to school, may be placed on a site behavior contract, SAP
Profanity Directed Toward School Official	2—5 day Suspension, parent conference before returning to school, SAP
Violating Acceptable Use Policy , Visiting Inappropriate Internet Sites, ACCESSING UNAUTHORIZED Portions of Network	Administrative Detention, parent Contact, 1—3 days Suspension, parent conference, loss of computer access, SAP
Water Fights Including Water Balloons/Water Guns	2 day Suspension, SAP

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

NOTICE OF SUSPENSION

TYPE OF SUSPENSION <input type="checkbox"/>		SCHOOL NAME <input type="checkbox"/>		DATE (m/d/yy)	
STUDENT NAME Last: _____ First: _____		STUDENT ID		GENDER <input type="checkbox"/>	GRADE <input type="checkbox"/>
DATE OF BIRTH		POLICE REPORT <input type="checkbox"/>		REPORT NUMBER	
ETHNIC CODE <input type="checkbox"/>		EXPULSION REVIEW <input type="checkbox"/>		20-	
PARENT CONFERENCE Date: _____ Time: _____ Spoke to: _____		MANDATORY RECOMMENDATION FOR EXPULSION is required by Ed. Code Section §48915(c) for the following offenses: c.1 Sale, possession or furnishing of a firearm c.2 Brandishing a knife at another person c.3 Selling a controlled substance c.4 Sexual assault or sexual battery c.5 Possession of explosives			
STUDENT CONFERENCE Date: _____ Time: _____ NOTICE OF SUSPENSION: Date: _____ Spoke to: _____					
GROUND(S) FOR SUSPENSION under Ed. Code Sections 48900 and/or 48900.2-.7: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
ON THE BACK OF THIS NOTICE ARE DISCIPLINE PROTECTIONS FOR STUDENTS WITH DISABILITIES AND A LINK TO THE GROUNDS FOR SUSPENSION UNDER THE ED. CODE					
DETAILS OF INCIDENT Date: _____ Time: _____		INCIDENT LOCATION <input type="checkbox"/>		REPORTING INCIDENT Name: _____ Title: _____ <input type="checkbox"/>	
SUMMARY OF INCIDENT:					
DATES SUSPENDED: Beginning: _____ Through: _____ To return on: _____ Number of days suspended for this offense: <input checked="" type="checkbox"/> Total number of days suspended this year including this one: <input checked="" type="checkbox"/>					
<p>Dear Parent(s)/Guardian(s):</p> <p>This suspension is in compliance with Education Code Section §48900 and §48915 et. seq. The suspension has been discussed with your student and she/he has been given an opportunity to explain her/his side of the incident.</p> <p>If a conference has been requested, please make every effort to attend. Under state law, you are required to respond to this request without delay. If you wish, you and your student may review his/her record as provided in Education Code 49069. Make-up work and/or tests may be provided for your student, if requested, for the period of suspension. If you feel the suspension is inappropriate and have discussed your concerns with the school principal, you may appeal the suspension by contacting, in writing, the Student Hearing and Placement Department at 5735 47th Avenue, Sacramento, CA 95824.</p> <p>PLEASE NOTE: During the school day, your student must not be on or near the school campus. Supervision is the responsibility of the parent/guardian during the suspension.</p> <p>If you wish to appeal this suspension, the appeal must be received by the Student Hearing and Placement Department within 30 days of the first day of suspension.</p>					
SUSPENDED BY					
Name (Please Print)		Title		Telephone (916) _____	
				Signature _____	

CALIFORNIA EDUCATION CODES

SECTION 48900 A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

(Grades K-12):

- (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) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as 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) Possessed or used tobacco, or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm--an imitation firearm is a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit specified acts of sexual assault or committed sexual battery.
- (o) Harassed, threatened or intimidated a pupil who is a complaining witness.
- (p) Unlawfully offered, arranged, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing.
- (r) Bullying by any means including electronic act toward a pupil or group of pupils.
- (t) Aided or abetted the infliction or attempted infliction of physical injury to another person.

SECTION 48900.2 (Grades 4-12):

Committed sexual harassment, inappropriate touching, as defined by Education Code Section 212.5.

SECTION 48900.3 (Grades 4-12):

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Educational Code Section 233

SECTION 48900.4 (Grades 4-12):

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 that pupil or group of pupils by creating an intimidating or hostile educational environment.

SECTION 48900.7 (Grades K-12):

Made terrorist threats against school officials or school property, or both.

Discipline Protections for Students with Disabilities

SCUSD is required to provide certain legal protections when discipline creates a change in placement. If a student requires, because of a disability, accommodations in order to participate in the discipline process, a request should be made to SCUSD. Additionally information can be accessed at <https://www.scusd.edu/suspendedcode>

- A change in placement occurs if suspension: (1) goes beyond 5 consecutive or 10 total school days in a year; or (2) demonstrates a pattern.
- The **day** SCUSD decides to suspend/expel a student with disabilities, they must:
 - (1) Notify parents of the decision; and
 - (2) Provide parents with Notice of Procedural Safeguards.
- **Within 10 days** of a decision to change placement, SCUSD must hold an IEP or 504 meeting to determine:
 - (1) Whether the student's behavior was caused by or directly related to the student's disability; and
 - (2) Whether the student's conduct was caused by a failure to implement student's IEP or 504 Plan.
 - If the answer to **either** question is "yes," the student will return to his/her placement unless the parent and SCUSD agree to a change.
 - If the answer to **both** questions is "no," general discipline will apply.
 - A parent who disagrees may request an expedited hearing.
- **After 6 total days** of suspension in a school year, and prior to any further suspension, SCUSD will, by District procedure, convene an IEP or 504 manifestation determination team meeting to determine whether student's behavior was caused by or directly related to the student's disability or a failure to implement the IEP or 504 Plan. **This timeline goes beyond what the law requires by requiring a meeting at day 6, instead of day 10.**
- Starting on the **11th day** of total suspension in a year, SCUSD must provide services to a suspended student with an IEP, including:
 - (1) Services to allow progress toward curriculum and IEP goals; and
 - (2) Services outlined in a student's behavior plan.
- During a suspension of two or more days, a parent may request from the teacher the homework the student missed.

Behavioral Interventions

Appropriate behavior in class and on campus is essential to maintain a learning environment in which every student can achieve to his or her potential. **No student is permitted to disrupt the educational process or infringe upon another student's right to learn or a teacher's right to teach.** The following interventions shall be progressively applied for students choosing to disrupt the learning environment:

- Student/teacher conference
- Parent telephone conference
- Student/parent/teacher conference
- Adapting instruction
- Referral to support personnel (SSC, School Psychiatrist)
- Restorative justice supports
- Tiered interventions during the school day
- After school programs
- Counselor conference
- Home visits
- Teacher-assigned detention
- Administrative detention
- SAP Intervention
- In-house suspension
- School suspension
- Behavior contract
- Referral to Student Study Team
- Referral to outside agencies

Unacceptable Campus Behavior

Progressive Discipline Plan will be implemented for behaviors listed below. Disciplinary action will follow when necessary.

- Disrespect toward teachers, staff, campus monitors, substitute teachers, and/or other students
- Harassment or abuse of another student/Fighting or threatening physical injury
- Disturbing classes in session
- Presence in halls without a pass/unexcused absence from class/excessive tardiness
- Dress code violation
- Failure to report to specified location when directed by staff/loitering
- Cheating, forgery, or altering official school documents/falsifying school records/cheating/plagiarism
- Distribution of unauthorized literature/posters
- Riding bicycles, skateboards, roller blades, and shoes with skate wheels on campus. They must be put in your locker
- Gambling – Wagering, gambling, or using gambling devices or money is prohibited. Gambling is **not allowed** at any time or any place on campus. In addition to legal penalties, students will be subject to school disciplinary procedures
- The use of electronic devices such as cell phones, MP3s, iPods, pagers, and CD players during school hours are prohibited, with the exception of before school, after school, passing period and during lunch
- Failure to follow directions of adults
- Sexual harassment/misconduct, including improper displays of affection
- Damage to school property, including GRAFFITI AND/OR "TAGGING"/Failure to dispose of trash properly
- Spitting
- Throwing objects

Title IX/ Harassment

The Sacramento City Unified School District is committed to provide an educational environment free of unwelcome conduct of a sexual nature including sexual advances, requests for sexual favor, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law. Sexual harassment includes verbal, visual or physical conduct of a sexual nature which may have a negative impact upon the victim's academic or work performance or creates an intimidating, hostile, or offensive educational/work environment.

To read SCUSD's full policy and reporting procedures, click here:

<https://www.scusd.edu/title-ix-students>

At C.K. McClatchy, reports of Sexual Assault/Harassment can be filed directly with Principal Egan, or Assistant Principal Garibay. Please fill out the below form to begin the Complaint Process, or come see us where we can assist in filling out the form.

C.K. McClatchy offers mental health support to any student reporting a Title IX complaint through our Student Support Center.



HUMAN RESOURCE SERVICES

Process of Investigation of Student-to-Student

HARASSMENT OR DISCRIMINATION

Confidentiality Rule: Do not delegate calling to anyone else. Do not leave messages that are detailed. Mark all information regarding this matter **CONFIDENTIAL**.

Important Note: At any time during the process, the parent/guardian or student may contact and work directly with the Title IX Officer

Director: Stephan Brown 916-643-9425

STEP I: School Site

- a) Parent/guardian or student submits a complaint either verbal or in writing to the Principal, Assistant Principal, Counselor, Teacher, Activities Advisor, or any other staff member.
- b) The Principal or site designated administrator is responsible for investigating and documenting the process.
- c) The Principal or site designated administrator makes a finding and recommendation to resolve the complaint.
- d) A copy of the written findings must be kept at the site and a copy must be sent to the SCUSD Title IX Officer (Director, Student Services/Alternative Education) within 10 days of resolution.

At any time during the process, please do not hesitate to contact the Title IX Officer

STEP II: SCUSD Title IX Officer: Stephan Brown 916-643-9425

- a) The Title IX Officer (Director, Student Services/Alternative Education) receives a Title IX Complaint. If the complaint is not resolved at the school site, the Title IX Officer investigates the complaint.
- b) The SCUSD Title IX Officer makes a finding and recommendation to resolve the complaint.
- c) A written finding is filed in maintained by the SCUSD Title IX officer and a copy is sent to the school site and parent.

STEP III: Appeal Process

- a) Appeals can be made directly to the California Department of Education
- b) Make final recommendation to the Deputy Superintendent.

Revised 08-19-1

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Report of Suspected Bullying (E5145.4)

Directions: Complete this form to report alleged bullying. Please forward one copy to the principal and one copy to Bullying Prevention Specialist **immediately**. An investigation will be conducted to determine if bullying occurred and corrective actions needed.

Date of Alleged Incident(s): _____	School: _____
Name of Student Targeted: _____	Grade: _____
Name of Student Aggressor(s): _____	Grade: _____
Name: _____	Grade: _____
Name: _____	Grade: _____

What happened? (chose all that apply)	
Direct physical aggression/fighting Getting another person to hit or harm student Teasing, name-calling, threatening Making rude or threatening gestures Using racial or religious slurs	Excluding or rejecting the student Sexual name calling Intimidating, exploiting or extorting Spreading harmful rumors or gossip Other: _____

Where did the incident happen? (chose all that apply)		
Classroom Hallway Lunch room	Restroom Playground/field Field trip/activity/event	Off school property Email/text/computer Other: _____

When did the incident happen?		
<input type="checkbox"/> During class time <input type="checkbox"/> Passing period	<input type="checkbox"/> Recess <input type="checkbox"/> Before/after school	<input type="checkbox"/> Lunchtime <input type="checkbox"/> Other: _____

Please indicate if the incident involved aggression toward a student based on these actual or perceived characteristics:					
<input type="checkbox"/> Appearance or Weight	<input type="checkbox"/> Sexual Orientation or Gender Identity	<input type="checkbox"/> Special needs or disability	<input type="checkbox"/> Race or Ethnicity	<input type="checkbox"/> Other:	

Please describe the incident in more detail? (Please attach a sheet if more space is needed)

Person Reporting Alleged Incident (may not be the person completing this form)		
Name: _____	Phone: _____	Title: _____
Person Completing Form		
Name: _____	Phone: _____	Title: _____
Signature: _____		Date Completed: _____

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Report of Suspected Harassment

DATE: _____

Directions: Complete this form to report harassment. An investigation will be conducted to determine if harassment occurred and whether corrective actions are needed.

Date of Incident (s): _____ School: _____

Name of Student Victim: _____ Grade: _____

Name of Aggressor (s): _____ Grade: _____

Person Completing Form: _____ Title: _____

Signature: _____ Phone: _____

Type of Harassment

☐ Sexual Harassment/Gender Based

☐ Race or Ethnicity

☐ Special needs or disability

☐ Religion

☐ Other

Location (chose all that apply)

☐ Classroom

☐ Restroom

☐ Off school property

☐ Hallway

☐ Playground/field

☐ Email/text/computer

☐ Lunch room

☐ Field trip/activity/event

☐ Other: _____

Frequency

☐ One Instance

☐ Ongoing or Repetitive

Please describe the incident in more detail. (Please attach a separate sheet if more space is needed)

Summary of Findings and Resolution (Please attach a separate sheet of paper if necessary; including statements)

Was the complaint resolved at site level? ☐ Yes ☐ No

Support Services / Counseling Services

Connect Center

On-Site Support

Outside Agency

Student Support Center

Who _____ Where _____

Person Reporting Harassment (may not be the person completing this form)

Name:

Phone:

Title:

Administrator Completing This Form

Signature:

Date:

Student Parking — Senior Privilege

Student's cars must have the appropriate permit placard displayed. Students who park anywhere else but the student lot will be towed at the owner's expense. **Please do not park in residential or unauthorized areas.** All vehicles (automobiles and motorbikes) must display a visible permit placard on their rearview mirror or dashboard. Permit placards are available at orientation and in the Climate Office, room 27C. A \$25 donation is recommended.

Student parking is a Privilege and May Be Revoked for the following reasons:

1. Falling out of good academic standing
2. Multiple offenses of violating the closed - campus policy
3. Poor attendance
4. Behavior issues
5. Students must have a valid California Driver's License, registration, and proof of insurance on file in the Assistant Principal's office.

Students must observe the following rules:

1. The speed limit on public roads in the school zone is 25 mph
2. The speed limit ON CAMPUS (*exit or entry*) is 5 mph
3. Buses, pedestrians, and bicycles have the right of way
4. Cruising is forbidden
5. Students may not park in the staff or visitor parking areas. Violator's may be towed at your expense
6. Students who bring their cars/motorcycles/bikes to school will not be permitted to leave the parking lot during school hours
7. Students' cars/motorcycles/bikes are subject to search

Parking without permit or infraction of parking codes will result in towing or permit being revoked.

Bicycles

Bicycles must be parked in the bicycle racks provided for that purpose. The bike cage located off the North parking lot will be locked at the beginning of 2nd period and will remain locked until the end of 5th period, locked again, and reopened at the end of 6th period. The bike cage will remain locked during lunch.

NOTE: The school will **NOT** accept responsibility for the loss or damage of any bicycle, helmet, or accessories on campus. The bike cage was created as a convenience. Students should use a good quality lock at all times, the best anti-theft device is a U-shaped lock. Bicycles are not to be ridden on campus or brought into the building.

Bus Stickers --Regional Transit (free to all students)

Monthly Regional Transit (RT) stickers will be handed out with student ID cards. Replacement stickers will be available in the main office.

Bus passes will be available until they are sold out.

Controller's Office Hours

Monday- Friday 8:00am-3:30pm, Closed Thursdays. Closed 20mins before and after lunch time.

Student Store

Student Store is run by ASB and will be open to sell snacks, CKM apparel, and misc. items **ONLY** during lunch, M-F at windows 2, 3 & 4 in the Lunch Quad. If you have questions about the Student Store, please contact the Activities Director, Christine Latino at Christine-Latino@scusd.edu

Yearbooks

Yearbook sales are organized through CKM's Yearbook class. Early yearbook purchases at a discounted rate can be made online at www.jostens.com. Yearbooks will also be available for purchase in the Student Store later on in the school year. Dates will be announced or flyers will be distributed during school to notify students. Yearbook prices increase throughout the school year. Method of payments include cash, money order, cashier's check (no personal checks) or credit/debit cards with the Visa or Mastercard logo (fee applies). ID required for all card purchases. Questions should be referred to the Yearbook Advisor, Reece Morgan at

Reece-Morgan@scusd.edu

Lockers will be assigned at the time of schedule pick-up. Each locker has an assigned school lock already on it. This lock must be used; no substitutions are permitted. Students may choose the location of his/her locker but not a specific locker number with the exception of seniors who may choose a top or bottom locker. Locker *donation* \$10.

***Lockers may not be issued in 2022-2023**

Rules for locker use:

1. Students must use the lock that came with their assigned lockers. Any substitutions will be cut, and students will be charged a cutting fee of \$6.00 to replace locks.
2. Students are responsible for all personal and school materials in their locker.
3. C. K. McClatchy High School **assumes no Liability for lost or stolen items.**
4. C. K. McClatchy Administration **reserves the right to open any locker and search.**
5. Students must keep their lockers clean. If a locker is broken or becomes unusable, students need to report it to Room 51A immediately.

Athletic Participation Information and Requirements

All forms can be downloaded from the McClatchy website www.ckm.scusd.edu or hard copies can be found in the Athletic Directors office in the Main Gym.

Athletic Clearance Forms

In order for an athlete to participate in athletics at CKM the following forms must be completed:

1. Medical Clearance Form (RSK-F100C)
2. Agreement for Team Participation Form (RSK-F100A)
3. Concussion and Head Injury Information Sheet (RSK-F100F)
4. Student Alternate Transportation Form (RSK-F100B)
5. Emergency Card

Athletic Eligibility

Eligibility of an athlete will take place every quarter of the school year. An athlete is eligible if they maintain a 2.0 GPA, pass 20 semester credits, and are on track to graduate.

Fall: 4th quarter of previous year (except incoming freshmen) and possibility of 1st quarter

depending on when season ends. Winter: 1st quarter and 2nd quarter. Spring: 2nd quarter and 3rd quarter

Counseling Office

Our counselors provide services in educational counseling, career counseling, personal/social counseling and scholarships. In order for our students to have the best experiences possible, parents are encouraged to partner and collaborate with school personnel. We urge parents to make appointments by contacting the Counseling Office at (916) 395-5050 ext. 503027 for any concerns or questions they may have about their son's/daughter's progress in school. If a parent wishes to speak with one of their student's teachers, please leave a message with the main office at (916) 395-5050 or utilize the email addresses found on the school website.

Student Support Center

The mission of Student Support Center is to promote learning by supporting the health and well-being of all students. If you have concerns about school, friends, personal problems (alcohol/thoughts of suicide), or just need someone with whom to talk, go to the Student Support Center, Room 28A to make an appointment.

Student Support Center Goals

- Increase and support student academic achievement
- Build the capacity of students and parents to participate as leaders and decision-makers
- Help schools and family-serving agencies to integrate their programs to provide more effective support to students and their families
- Enhance self-sufficiency of students and families.
- If you have any questions, please contact Aaron Perry at (916) 395-5050 Ext. 503428

Bilingual Office

The Bilingual Resource Office is located in Room 30A/B to provide support to students and their families who speak English as a second language. Students may drop in to seek assistance with homework, appropriate class placement, tutoring, and translation services.

ASSETS — Before and After School Program

ASSETS after school program is located in Room 22

College and Career Center

The Career Center is located in the Success Hallway and provides a variety of career exploration materials, activities and services including: <http://ckmcollegeandcareercenter.weebly.com/>

Career Information Files	Armed Services	PSAT/SAT Test Info	College Catalogs	Work Permits
Representatives	Career Speakers	ROP Information		
Employment Opportunities	College/School	Job Market Information	Financial Aid	
Information	Career Counseling	Information	Scholarship Information	
College Entrance	Information			

Homework Policy

- Homework will be assigned on a regular basis appropriate to the objectives of the course and the achievement levels of the student.
- Students should expect to spend an average of at least 20-30 minutes per day on homework for each academic subject.

<p>ASSOCIATED STUDENT BODY & CLASS OFFICERS WILL BE ANNOUNCED AT THE START OF THE FALL SEMESTER</p>
--

Student Activities Director: Christine Latino

Phone: (916) 395-5050 x503035

All fundraising activities must be approved by the Associated Student Body.

Only clubs may conduct fundraising activities

***NO** student sales of items are allowed unless they are through a club sponsored activity*

FREE Student I.D. cards will be given out to every student who was present at picture day at the beginning of the school year. It is strongly recommended that students carry their student I.D. at all times when on campus. Students not having proper identification while on campus may be detained until proper identification has been obtained.

Stickers will be attached to the Student I.D. card. By purchasing an ASB sticker students will receive discounts on dance tickets and tickets to C.K.M. home sporting events. Student I.D.'s are required for admission to all ASB dances.

Dance Privileges and Conduct

The privilege to attend a school dance may be denied based off behavior, and attendance.

✓ **Conduct**

Dance movements and mannerisms must fall within the standards of social acceptability and good taste. Physically dangerous dancing or movements, such as "slamming" or

"Moshing," are not allowed. Dancing commonly referred to as "dirty dancing" or "freaking" or movements which depict private acts or are sexually suggestive or bothersome to others are not allowed. At no time should there be any inappropriate touching between two students.

Students will be given one warning about dangerous, lewd or suggestive dancing. After the warning has been issued, and if the behavior is repeated, the students may be expelled from the dance.

Clubs

Club Rush is held at the beginning of the semester. There is a wide variety of clubs from which to choose. We strongly encourage each student to join one or more clubs to connect with their school.

Library/Media Center

Hours: 7:45 am until 3:25 PM

ASSETs: 3:15 PM until 5:30pm Monday—Thursday

3:15 PM until 5:00 PM Friday

Expectations of Students Using the Library

1. During class time students must have an official pass to use the Library/Media Center.
2. Students must present their pass to the librarian, as they enter the library.
3. Students must write their first/last name, student ID number, teacher, and period on the sign-in sheet.
4. **Food, gum, and drinks are not allowed in the library.**
5. Use a quiet, respectful voice in the library.
6. Return borrowed books to the bin under the counter.
7. Put books, viewed in the library, on the re-shelving cart near the counter. *Library assistants will re-shelve books.*
8. Return furniture, if moved, to its original position.

Book Check Out

1. Students may check out four books for three weeks each.
 - Books can be renewed as long as there is no hold on them.
 - Only two books can be checked out on the same topic.
2. Reference books, marked R or REF, are available for library use only.
3. If students have overdue or lost books, they must resolve the issue with the Librarian before other materials can be checked out.

Student Use of Computers

The SCUSD Governing board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. SCUSD seeks to focus on the use of technology to support improved academic achievement, including information and technology literacy.

Use of school computers and access to the Internet is a privilege and will only be used for school-related education and research. Students are expected to follow the directions of teachers and school staff and abide by the rules of the school and school district. **If students do not follow the rules, they will be disciplined and may lose their computer privileges.**

Students must abide by the following technology rules:

- A. Handle all equipment with care and only with permission
- B. Any type of food, drink or gum is not allowed in the library or computer lab.
- C. **Protect your password!** Do not allow anyone else to use your password and do not use anyone else's password.
- D. Do not alter the log-in screen or desktop screen-saver.
- E. The cost of document printing is FREE for the first three pages. After three pages the cost becomes, \$.10 per page. Students may save documents to their Google Drive or e-mail their information home.
- F. **Never vandalize or copy computer data, including copyright protected material (plagiarism) or other students' assignments.**

Students will be responsible, appropriate, legal and ethical users of technology.

Care of Books, Supplies, and Equipment Books

Books, supplies, and equipment necessary for required instruction are provided without cost or fee.

Charges are made, however, for damages resulting from abuse or loss of school materials and equipment. Students should write their names on the inside covers of their books.

Supplies

Legally, students can be charged for materials used in making projects that are taken home for student or family use. The ability of a family to pay charges is not related to class enrollment. If a problem exists in terms of paying the charges, the parent or the student should contact school Administration.

State law provides

Parents/Guardians and the students are held responsible for all willfully damaged or lost properties. If properties are lost or damaged, students or parents/guardians shall be responsible for restitution equal to the current replacement cost of the materials. (*Board Policy 6161.2*)

District Textbook Guidelines

1. Textbooks are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning textbooks checked out in their name in good condition, with no more wear and tear than usually results from normal use. (SCUSD BP 6161.2)
2. Each student is responsible for all textbooks checked out under his/her name and is subject to fines if books are lost or damaged. Students or parents/guardians are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 and CA Education Code 48904)
3. Payment can be made by cashier's check, money order or cash. Cashier's checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the district. A receipt must be presented in order to receive a refund.
4. Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Or, students may complete service hours in lieu of cash payment for damaged or lost textbooks.
5. When materials are damaged but still usable the student will be charged as follows:
6. All textbooks must be returned by students at the end of every school year. If not, the district may withhold the student's grades, diploma, and transcripts until restitution is made or an agreement is reached with the site administration. (CA Education Code 48904). The student may also be denied participation in school privileges or commencement activities. (SCUSD BP 6161.2)

Damages	Cost
Torn pages, ink or pencil marks	\$5-10 for damaged pages
Damaged cover	% of the cost of the book/ total cost if unusable
Damages that prevent re-issuing books (including mold or mildew or obscenities – drawn or written)	Full cost of the book
Missing bar codes	\$5.00

Deliveries

No deliveries (i.e., balloons, food items, floral bouquets, etc.) will be made to classes –Items for pickup may be left at main desk. *We discourage delivery of lunch items unless related to health conditions verified by a physician.*

Lost and Found

All clothing and other articles such as lunch boxes should be clearly marked with the student's name. Return lost and found articles to the Front Office. Return lost and found books to the Bookroom located off the R.O.T.C. quad or to the library. Small items that are found will be turned into the office. Any items remaining will be donated to the clothes closet at the end of the school year. *The district and school are not liable for lost or stolen personal property.*

Electronic Devices

It is strongly recommended that non-essential personal property not be brought on campus, because we cannot guarantee the security of these items and because they are a distraction to the learning environment and/or are a potential source of trouble. The rule is, if electronic devices are brought on CKM's campus they are ***not allowed to be out during class time without teacher permission***, with the exception of before school, lunch break, passing periods and after school. The following are considered non-essential items: **Cell phones**, MP3 players, iPods, iPads, personal computers, CD players, television sets, pagers, video cameras, walkie-talkies, handheld games, or any other electronic devices. If an electronic device is used in class *without* teacher permission, it must be brought to the climate office.

ANY STUDENT WHO WISHES TO RECOVER A CONFISCATED ITEM MUST SERVE A DETENTION BEFORE IT WILL BE RETURNED.

Electronic devices brought on campus in violation of this policy will NOT be the responsibility of McClatchy administrators to investigate.



**ALL ELECTRONIC DEVICES MUST BE PUT AWAY
AND SILENCED DURING CLASS**



Confiscated Items

Items not retrieved within 30 days become the property of the school; and the school will dispose of said items in a manner set forth by the school authorities.

Skateboards, Roller Blades, Skates and Scooters

Skateboards, roller blades, skates, tennis shoes with skate wheels and scooters must be stored in a locker during school hours. Students are **NOT** to ride skateboards, skates, roller blades or scooters on campus at any time for any reason. If you ride one of these to school make sure they are put away when entering school grounds. Any of the above mentioned items being used on school grounds will be confiscated and a detention must be served before getting property back.

Frisbee / Water Play

Water play, water balloons, water pistols and Frisbee playing are not permitted at any time.

Instruction

Student Use of Technology

The Governing board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. Every effort shall be made to provide equal access to technology throughout the district's schools and classes.

(cf. 0440 – District Technology Plan)

(cf. 4040 – Employee Use of Technology) (cf. 6010 – Goals and Objectives)

(cf. 6162.7 – Use of Technology in Instruction) (cf. 6163.1 – Library Media Centers)

On-Line Services/Internet Access

The Board intends that the Internet and other on-line resources provided by the district be used to support the instructional program and further student learning.

The Internet contains an unregulated collection of resources. The district maintains a filter for objectionable content, but the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Internet content changes dynamically and is not under district control. Parents/guardians who do not wish their children to access Internet must submit a request in writing to the principal of any school their child attends. Acceptable Use regulations shall specify user obligations and responsibilities and shall indemnify the district for any damages.

The Superintendent or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the Internet that may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that district staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by district rules shall be subject to disciplinary action, revocation of the user account and/or legal action as appropriate.

Staff shall supervise students while using on-line services and may ask teacher aides and student aides to assist in this supervision.

IMPORTANT INFORMATION FOR STUDENTS AND STAFF

When you use school computers you agree to:

1. follow the directions of teachers and school staff
2. abide by the rules of the school and school district
3. obey the rules of any computer network you access
4. be considerate and respectful of other users
5. use school computers for school-related education and research only
6. not use school computers and networks for personal or commercial activities
7. not change any software or documents (except documents you create)

USE OF SCHOOL COMPUTERS AND ACCESS TO THE INTERNET IS A PRIVILEGE.

If you do not follow the rules, you may be disciplined and lose your computer privileges.

Do NOT produce, distribute, access, use, or store information, which is:

1. unlawful
2. private or confidential
3. copyright protected
4. harmful, threatening, abusive, or denigrates others
5. obscene, pornographic, or contains inappropriate language
6. interferes with or disrupts the work of others
7. causes congestion or damage to systems

Protect your password

1. Do not allow anyone else to use your password and do not use anyone else's password.

E-mail Etiquette

1. Give only your e-mail address for communication
2. Never give out personal information, such as your home address or telephone number
3. Protect the privacy of others. Never give out personal information about yourself or anyone else
4. Check your e-mail frequently, and delete unwanted messages
5. End e-mail messages with:
 - ♦ Your name
 - ♦ School name
 - ♦ Sacramento City Unified School District
 - ♦ Your internet address (no more than 4 lines allowed)
6. Follow basic guidelines for good writing:
 - ♦ Be concise and brief by using descriptive titles
 - ♦ Summarize your responses and use normal punctuation
 - ♦ Check your spelling
 - ♦ Do not use all capital letters

Student use of Technology *(continued)*

Sacramento City Unified School District

Internet and Electronic Communication (E-mail) Non-Use Policy

Andrea Egan, Principal

Site Administrator

My child is **NOT** allowed access to Internet privileges while in a school environment. I understand that alternative methods are available for completing assignments.

Student's Name

C. K. McClatchy High School

School Name

Parent/Guardian Signature

Date

Please return to Front Office

Student Learning and Academic Integrity

CKM values academic integrity as an essential component of academic excellence. Students are expected to be truthful and ethical in pursuing their learning and demonstrating their knowledge and skills.

Academic dishonesty is an act of deception in which the student claims credit for work or effort of another person or uses unauthorized materials or fabricated information in any academic work.

Cheating is the act of acquiring or obtaining academic work through fraud, deception, or dishonest acts. Examples:

- ❖ Using or referring to any sources or materials, including electronic devices, not authorized by the teacher during a quiz or test.
- ❖ Copying from someone else's test/quiz

Plagiarism is representing the work of another person as one's own work and submitting it to full- fill the academic requirements of the course. Examples:

- ❖ Submitting a written paper obtained in whole or in part from an outside source.
- ❖ Copying **any** portion of another student's assignment.

Other examples of academic dishonesty:

- ❖ Stealing examinations, tests, quizzes, or scoring keys for tests.
- ❖ Using someone else's paper to obtain credit.
- ❖ Giving your academic work to another student to plagiarize. (**Do not** give your papers to another student for **any** reason)
- ❖ Copying another student's work, but changing a few words to give the appearance of originality.

Consequences of academic dishonesty

Academic penalties will be applied in cases of cheating and plagiarism. You will receive a zero on the test, entire assignment, or quiz if caught cheating or plagiarizing. Additional consequences include but are not limited to: reduced or failing grade, "U" in citizenship, parent notification, and referral, and suspension, notification of offense in school computer record and removal/ineligibility from scholarship clubs.

I have read and understand the policy on academic integrity.

Student Name: _____

Signature: _____

Date: _____

C. K. MCCLATCHY HIGH SCHOOL ACKNOWLEDGEMENT OF HANDBOOK 2022 -2023

Parent/Student Acknowledgement of Receipt of CKM 2022-2023 Student Handbook

We have read and understand the 2022-2023 C. K. McClatchy Student Handbook.

_____ Student Name	_____ Student ID Number
_____ Student Signature	_____ Date
_____ Parent Signature	_____ Date