

**C.K. McClatchy High School  
2025-26 Student Handbook**



**C.K. McClatchy High School**  
**2025–2026 Student Handbook**

**Address:** 3066 Freeport Boulevard, Sacramento, CA 95818

**Main Phone:** (916) 395-5050

**Attendance Office:** (916) 395-5051

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**1. Introduction & Non-Discrimination Statement**

A Message from the Principal

Welcome to the C.K. McClatchy High School Classes of 2026, 2027, 2028, and 2029!

You are now in the Home of the Lions and join a long tradition of spirit and academic excellence. The entire McClatchy staff is committed to empowering you to achieve your dreams and have a productive school year. We encourage each of you to become actively involved in your academic courses and in the many extracurricular activities available.

If you have any questions or concerns, please speak with your counselor, teachers, class advisors, or administration - my door is always open.

**Sincerely,**

**Andrea Egan**

*"It's a Great Day to be a LION!"*

**Non-Discrimination Statement**

*"The Sacramento City Unified School District is committed in all of its activities, policies, programs, and procedures to provide equal opportunity for all, and to avoid discrimination against any person*

*regardless of race, sex, religion, color, national origin, disability, marital status, age, sexual orientation, or gender identity.”*

## 2. Administration & Key Contacts

Title	Name	Email
9th Grade Coordinator	Miriam Goff	miriam-goff@scusd.edu
AFJROTC Coordinator	Lt. Col. Ed Fedor	edward-fedor@scusd.edu
ASSETs Manager	Abigail Corral	abigail-corral@scusd.edu
Activities Director	Christine Latino	christine-latino@scusd.edu
Assistant Principal	Juan Valdes	valdesj@scusd.edu
Assistant Principal	Rohit Sharma	rohit-sharma@scusd.edu
Athletic Director	Rob Feickert	rob-feickert@scusd.edu
Attendance Office	Christy Blackshire	christy-blackshire@scusd.edu
Attendance Office	Esperanza Castro	esperanza-castro2@scusd.edu
Bilingual Resource Center Coordinator	Antonio Villarreal	antonio-villarreal@scusd.edu
CJA Coordinator	Chris Taylor	ctaylor@scusd.edu
Climate Office	Samantha Darvell	samantha-darvell@scusd.edu
College & Career Center	Vicki Geddes	vicki-geddes@scusd.edu
Controller/Bookkeeper	Susan Wu	susan-wu@scusd.edu
Counseling Office Technician	Juanda Starks	juanda-starks@scusd.edu
Counseling Office Technician	Omi Munthre	omimu@scusd.edu
Counselor	Andrea Montgomery	andrea-montgomery@scusd.edu
Counselor	Gregory Grunwald	gregory-grunwald@scusd.edu
Counselor	Judy O’Sullivan	judy-osullivan@scusd.edu
Counselor	Kenneth Vang	kenneth-vang@scusd.edu
Counselor	Rob Alloway	allowayr@scusd.edu
Counselor	Selene Moreno	selene-moreno@scusd.edu
Counselor	Tracy Mitchell	tracy-mitchell@scusd.edu
HISP Coordinator	Brian Perry	brian-perry@scusd.edu
HISP Coordinator	Michael Baradat	michael-baradat@scusd.edu
LPPA Coordinator	Chris Voisin	chris-voisin@scusd.edu
Lead Campus Monitor	Casey Cartmill	casey-cartmill@scusd.edu
Librarian	Nicole Baradat	nicole-baradat@scusd.edu
Library Media Tech/Textbooks	Leigh Houghton	leigh-houghton@scusd.edu
Nurse	Caroline Schrader	caroline-acker@scusd.edu
Office Main Desk Technician	Shiela Alva	shiela-alva@scusd.edu
Office Main Desk Technician/SpEd Scheduler	Tara DeNecochea	tara-denecochea@scusd.edu
Office Manager	Savannah Zanze	savannah-zanze@scusd.edu
Parent Advisor	Tiffany Reed	tiffany-reed@scusd.edu
Principal	Andrea Egan	andrea-egan@scusd.edu
Psychologist	Francesca Corti	fransceca-corti@scusd.edu

Psychologist	Maryam Scaffidi	maryam-scaffidi@scusd.edu
Psychologist	Sasha Wever-Glen	sasha-wever-glen@scusd.edu
Registrar	Alicia Washington	alicia-washington@scusd.edu
Safety Officer	Israel Ramirez	israel-ramirez@scusd.edu
Site Instruction Coordinator	Leah Thomas	leah-thomas@scusd.edu
Social Worker	Mirna Perez	mirna-perez@scusd.edu
Student Support Center Coordinator	Aaron Perry	aaron-perry@scusd.edu
VAPA Coordinator	Mollie Morrison	mollie-morrison@scusd.edu

For a full list of staff contact information or to reach specific staff members, please call the Main Office at **(916) 395-5050** or visit our website at [ckm.scusd.edu](http://ckm.scusd.edu)

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### 3. School Mission, Colors, & Traditions

#### Our School

Established in 1937, C.K. McClatchy High School emphasizes high academic standards and supports students in a variety of ways. This handbook provides guidelines and resources for making the 2025–2026 school year a success.

#### 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:** Cardinal Red and White

**Mascot:** Leo the 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**  
**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 years, 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.*

## 4. Academic Requirements

Below is a summary of SCUSD graduation requirements and UC/CSU college entrance requirements:

 <b>College Entrance &amp; Graduation Requirements</b>				
UC/CSU A-G Requirements			SCUSD Graduation Requirements	
Area	Subject	Years of Study	Subject	Years of Study
<b>A</b>	<b>HISTORY/SOCIAL SCIENCE</b> 2 years Required 1 year of U.S. History 1 year of World History	 	<b>HISTORY/SOCIAL SCIENCE</b> 4 years Required 1 semester of Ethnic Studies 1 semester of Geography 1 year of World History 1 year of US History 1 semester of Government 1 semester of Economics	 
<b>B</b>	<b>ENGLISH</b> 4 years required	 	<b>ENGLISH</b> 4 years required	 
<b>C</b>	<b>MATHEMATICS</b> 3 years required 4 years recommended	 	<b>MATHEMATICS</b> 2 years required 1 year Integrated Math 1 1 year Integrated Math 2	 
<b>D</b>	<b>LAB SCIENCE</b> 2 years required 3 years recommended	 	<b>SCIENCE</b> 2 years required 1 year Biological/Life 1 year Physical	 
<b>E</b>	<b>LANGUAGE OTHER THAN ENGLISH</b> 2 years required in the same language 3 years recommended	 	<b>LANGUAGE OTHER THAN ENGLISH</b> 1 year required	
<b>F</b>	<b>VISUAL AND PERFORMING ARTS</b> 1 year required		<b>VISUAL AND PERFORMING ARTS</b> 1 year required	
<b>G</b>	<b>COLLEGE PREPATORY ELECTIVES</b> 1 year required 1 year in any A-G coursework		<b>ELECTIVES</b> Sixty five credits	 
			<b>Other Requirements:</b> Physical Education 2 years Proficiency in technology literacy Service learning or senior project	

**Total Credits Required for Graduation in SCUSD: 225**

- **Core Credits:** 170
- **Electives:** 65

### Additional Graduation Requirements:

- **Senior Project:** Must be completed and passed.
- **Attendance:** Graduating seniors must maintain at least a 93% attendance rate in the last semester to participate in the graduation ceremony. (See also CA Ed. Code § 48200 for compulsory education and § 48205 for excused absences.)

## 5. School to Home Communication

At C.K. McClatchy High School, we believe that strong communication between school and home is essential to student success and a thriving school community. To keep families informed and engaged, we share timely and important updates through multiple platforms. Our weekly **Friday Night Roar** newsletter highlights major events from the week, celebrates student achievements, and provides timely information about upcoming school wide activities. Additionally, we maintain an up-to-date website at **ckm.scusd.edu** and regularly post news, photos, and celebrations on our Instagram account, **@\_theclatch**. We also utilize **ParentSquare** to send messages, alerts, and newsletters to parents. Families are strongly encouraged to download the ParentSquare app to receive the Friday Night Roar and other timely updates, including emergency notifications and district-wide communications. These tools help ensure that families stay connected, informed, and actively involved in our school community.

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## 6. Counseling Department

The Counseling Department at C.K. McClatchy High School is committed to supporting students in all aspects of their academic and personal development. Counselors work closely with students on four-year course planning, ensuring they stay on track to meet graduation and A-G college eligibility requirements. They also assist with credit recovery options, college and career planning, and provide guidance on study skills, time management, and other academic strategies. In addition, the counseling team plays a vital role in supporting students' emotional well-being, providing initial support and referrals to appropriate mental health resources as needed.

### Academic Counseling Support Assignments

Counselor	Student Group	Contact
Rob Alloway	9th Grade, Student Last Names A-S (excludes any Specialty Programs/Academies)	allowayr@scusd.edu
Judy O'Sullivan	9th Grade, Student Last Names T-Z (excludes any Specialty Programs/Academies)  & 10-12th Grade, Last Names T-Z, including General Population and HISP	judy-osullivan@scusd.edu
Tracy Mitchell	9th- 12th Grade LPPA Students  & 10-12th Grade, Last Names A-E, including General Population and HISP Students	tracy-mitchell@scusd.edu
Greg Grunwald	9th- 12th Grade CJA Students  & 10-12th Grade, Last Names F-K, including General Population and HISP Students.	gregory-grunwald@scusd.edu
Selene Moreno	10-12th Grade, Last Names L-P, including General Population and HISP Students.	selene-moreno@scusd.edu
Kenneth Vang	9th- 12th Grade ROTC Students	kenneth-vang@scusd.edu

	& 10-12th Grade, Last Names Q-S, including General Population and HISP Students.	
Andrea Montgomery	9th Grade HISP Students & 9th-12th Grade VAPA Students (Visual, Music, Theater, and Dance)	andrea-montgomery@scusd.edu

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## 7. SCUSD Grading Policy (BP/AR 5121 – Evaluation of Student Achievement)

Grades for achievement shall be reported each marking period as follows:

A (90-100%) Outstanding Achievement 4.0 grade points

B (80-89%) Above Average Achievement 3.0 grade points

C (70-79%) Average Achievement 2.0 grade points

D (60-69%) Below Average Achievement 1.0 grade points

F (50-59%) Little or No Achievement 0

I Incomplete 0

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (Education Code 49067)

An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the incomplete will become an F.

Plus and minus signs are not part of the grading system and are not to be used.

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (Education Code 49066)

Students in grades 7 through 12 must earn at least a 2.0 or C grade point average in order to participate in extra/co-curricular activities.

Teachers are encouraged to allow for trends in the quality of student work. When a student finishes a grading period doing high-quality work that requires skills acquired throughout the grading period, low grades at the beginning of the grading period need not diminish the appropriate evaluation of the student's achievement.

Similarly, high grades at the beginning need not compensate for a downward trend in achievement.

In kindergarten through third grade, teachers shall use narrative descriptions to indicate the student's level of achievement and may also furnish examples of student work.

Criteria for determining grades for achievement may include but are not limited to:

Preparation of assignments, including accuracy, legibility and promptness.

Contribution to classroom discussions.

Demonstrated understanding of concepts in tests.

Application of skills and principles to new situations.

Organization and presentation of written and oral reports.  
Originality and reasoning ability when working through problems.  
Grades for Citizenship and Effort.

Grades for citizenship and effort shall be reported each marking period as follows:

O Outstanding  
S Satisfactory  
N Needs Improvement

Criteria for determining grades for citizenship may include but are not limited to:

Student obeys rules.  
Student respects public and personal property.  
Student maintains courteous, cooperative relations with teachers and fellow students.  
Student works without disturbing others.

Criteria for determining grades for effort may include but are not limited to:

Student takes responsibility for having necessary tools and materials.  
Student shows interest and initiative.  
Student goes to work immediately, and completes assignments.  
Student uses free time resourcefully.

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## **8. C.K. McClatchy High School Valedictorian and Salutatorian Selection Process**

The honor of Valedictorian is awarded to a graduating senior who exemplifies outstanding academic achievement and the ability to represent the graduating class at commencement.

All seniors who hold the highest unweighted cumulative GPA through the end of the third quarter of their senior year will be invited to audition to deliver a graduation speech. A school-based committee will evaluate speeches based on clarity, content, delivery, and how well the student represents the spirit and values of the graduating class. As part of the process, those auditioning will be required to submit a resume.

From this group of academically eligible students, one individual will be selected to receive the title of Valedictorian and will have the honor of delivering the Valedictorian's Address at the graduation ceremony.

The title of Salutatorian will be awarded using the same process. The second most compelling and inspiring speech, as determined by the committee, will earn the student the title of Salutatorian and the opportunity to deliver the Salutatorian's Welcome at the ceremony.

### **Senior Awards and Recognition:**

Graduating seniors will be recognized at the Senior Awards Ceremony for their outstanding achievements in various categories. These recognitions will include students with the highest weighted GPAs, recipients of the Principal's Award, and other honors reflecting academic excellence, leadership, service, and dedication to the C.K. McClatchy High School community. In addition, particular honors will also be denoted in the official graduation program, including distinctions such as top weighted and unweighted GPAs, the California Seal of Biliteracy, and other academic and civic recognitions earned by members of the graduating class.



Individual academies, clubs, the athletics department, and cultural ceremonies provide their forms of recognition, which may include honor cords, certificates, and scholarships, as defined by the criteria of each respective program. Together, these celebrations highlight the wide range of accomplishments and contributions made by our graduating seniors, as well as other academic and civic recognitions earned by members of the graduating class.

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## 9. SCUSD Dual Enrollment

### Authority & Eligibility

- Under Education Code § 46145, 12th-grade students may reduce their school-day schedule to take college-level coursework (e.g., dual enrollment, independent study, or work experience) if they meet program criteria.
- SCUSD Board Policy AR 6146.1 requires students to complete six periods per semester for the first seven semesters. In the senior year, students may enroll in five on-campus courses or four on-campus plus one off-campus program per semester.

### Program Structure

- SCUSD participates in CCAP (College & Career Access Pathways) agreements with Sacramento City College and other local colleges, facilitating dual enrollment pathways. These allow students to earn both high school and college credit, typically up to 11 college units per semester.

### Application and Enrollment Process

- Students must complete an Open Period Request Form through their counselor, demonstrating that they meet the eligibility requirements and have secured parental approval.
- Counselors verify GPA, A–G progress, and graduation status before approving.
- Students apply to the college (e.g., via a **Special Admit Form** to Sacramento City College) and receive priority registration once their application is approved.

### Program Limits & Participation

- Seniors can shift from six to five periods in fall or four in spring by enrolling off-campus.
- Dual enrollment units count toward both high school and college credit.
- Participation is subject to eligibility and course availability, with district and CCAP guidelines governing offerings.
- Students cannot take classes at the community college that are offered at CKM.

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## 10. Strategies for Student Success

### Organization

- Keep a dedicated binder/folder and planner for each class.
- Write all assignments in your planner.
- Clean out and reorganize notebooks, lockers, and backpacks frequently.

## **Time Management**

- Use a “To Do” list or a planner for assignments and responsibilities.
- Prioritize tasks.
- Take advantage of spare minutes to study (e.g., on the bus).
- Communicate your study schedule to friends/family.

## **Homework Tips**

- Study at the same time each night.
- Gather all necessary materials before starting.
- Choose a distraction-free workspace.
- Ask your teacher or classmates if you’re unsure about assignments.
- Take short breaks when needed to recharge.

## **Note-Taking Tips**

- Always date your notes.
- Keep each subject’s notes separate.
- Listen for “signal statements” (e.g., “The most important point here is...”).
- Use abbreviations when possible.
- Mark areas of confusion with a question mark and follow up.

## **Test-Taking Tips**

- Keep all past quizzes for review.
- Read directions carefully.
- Take slow, deep breaths if you feel anxious.
- Review your graded tests to learn from mistakes.

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## **11. Student Support Center**

The Student Support Center (SSC), led by Aaron Perry, is located in Room 28A, offers a variety of resources to help you succeed in school and take care of your overall well-being. Whether you need help with academic support, mental health, college and career planning, or just someone to talk to, the SSC is a safe and welcoming space. Staff can also help connect you to clinical mental health services, substance use support, and other critical community resources. The center works closely with other campus supports, such as the Bilingual Office, College & Career Center, and Parent Advisory, to ensure that students and families have what they need to thrive. All students are encouraged to stop by and learn more.

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## **12. Bilingual Office**

The Bilingual Office, led by Antonio Villarreal, provides essential support to our multilingual students and their families. The Bilingual Office offers translation and interpretation services, assists families in navigating school resources, and helps ensure that language does not become a barrier to student success. Mr. Villarreal works closely with counselors, teachers, and support staff to promote equitable access to academic and extracurricular opportunities, and additionally coordinates English Language Advisory Council (ELAC) meetings. Families are encouraged to reach out for support in their preferred language.

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### 13. College and Career Center

Coordinated by Vicki Geddes, CKM's College and Career Center provides resources, guidance, and opportunities to support college and career readiness, empowering students to step into their future confidently. Assistance is available with college applications, financial aid (FAFSA and CADAA applications), scholarships, work permits, military careers, resume and cover letter writing, and employment. The College and Career Center also coordinates visits from college admissions representatives, potential employers, and military recruiters.

A weekly College & Career newsletter is published every Friday with the most up-to-date information. A link to the newsletter is provided in the ROAR. If you would like to receive the newsletter directly, you can sign up [here](#).

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### 14. 9th Grade Initiative and Coordinator

The 9th Grade Initiative is designed to support incoming students as they transition into high school and build a strong foundation for success. The program focuses on helping students acclimate to campus life, stay on track to meet graduation and A-G college eligibility requirements, and engage in a thoughtful, coordinated learning experience supported by their teachers and counselors. The initiative is led by Miriam Goff, our 9th Grade Coordinator, who also meets regularly with students and maintains consistent communication with families to ensure a smooth and successful first year of high school.

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### 15. Attendance Policy

Regular attendance is vital to academic success and is a legal requirement under CA Ed. Code § 48200. Excessive absences or tardiness may trigger truancy proceedings under CA Ed. Code §§ 48260–48273.

- **Absence Notes** (handwritten or submitted online): A written absence note is required within **3 days** of the absence. The note must include:
  - Student's full legal name, grade, and date of birth.
  - Date(s) and reason(s) for the absence.
  - Name, relationship to the student, and a contact phone number. Only those listed in Infinite Campus can clear an absence, or if the student is 18, they may clear their attendance.
- **Uncleared Absences:** Any absence not cleared within 3 days will be marked as truancy.
- **Excessive Absences:** Students with more than 10 "health" absences in a year must provide a doctor's note for further absences to be excused.
- **Five or More Uncleared Absences or Tardies:** May result in loss of privileges (e.g., participating in school activities, athletics, dances, ASB office, work permits, or campus parking).
- **Two-Week Limit to Clear Absences:** If an absence is not cleared within 10 business days, it will remain truant and cannot be changed retroactively.
- Under the California Education Code, teachers are required to accept and allow makeup work for excused absences; however, they are not obligated to accept work for unexcused absences or instances of truancy.

#### Early Dismissals

- For medical appointments or personal business, students must obtain an Off-Campus Pass from the Attendance Office before leaving campus.
- If a student becomes ill during the day, they must visit the Nurse/Health Office first for clearance.

- Leaving campus without an official early dismissal is considered truancy and cannot be cleared retroactively.
- No early dismissals will be allowed during the last 30 minutes of school except in the event of a family emergency. Please plan appointments accordingly.

Read full Ed Code sections pertaining to attendance [here](#).

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## 16. Tardy Policy & Procedures

**School starts at 8:30 AM.** A student is considered tardy if they are not in their assigned classroom before the bell stops ringing.

- **Locking Perimeter:** At 8:30 AM, all perimeter gates and exterior doors will be closed.
- **Late Check-In:**
  - From 8:30–9:00 AM, tardy students must check in at the Auditorium lobby kiosk or Climate Office and will be given a **red, date-stamped pass** to present to the classroom teacher.
  - After 9:00 AM, students are considered more than 30 minutes late and must check in at the **Attendance Office** for an official readmit slip.
- **Consequences:**
  - If a student is tardy to 1st period two times in a single week, they will be assigned one lunch detention.
  - For any tardy during periods 2-6, students will be assigned a lunch detention. For example: if a student is tardy to 3rd period, they will be assigned lunch detention. If a student is tardy to 3rd and 5th period, they will be assigned two lunch detentions.

Ongoing and chronic tardiness may result in additional consequences, including the loss of access to extracurricular activities such as school dances, athletic events, performances, field trips, and other special events. Maintaining punctuality is essential to both academic success and participation in the broader school community.

Chronic tardiness may result in a Student Attendance Review Board (SARB) referral under California Education Code § 48263.

### Support for Chronically Absent or Tardy Students:

Students who demonstrate chronic absenteeism or repeated tardiness will be referred to our Parent Advisor, who will contact the family to discuss available supports and interventions. When appropriate, a meeting with school administration may be scheduled to develop an Engagement Support Plan and ensuring the student's success. Our goal is to partner with families to remove barriers, promote accountability, and foster consistent school engagement.

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## 17. Dress Code

C.K. McClatchy expects students to dress in a manner that promotes a safe, respectful learning environment. This policy applies before, during, after, and at all school-related activities. Students may be asked to change if apparel is deemed inappropriate; repeat violations may result in disciplinary action under CA Ed. Code § 48900(k).

**Allowed:**

- Hats, unless a classroom teacher requires their removal.
- Tank tops that do not expose undergarments or private areas.
- Shorts, dresses, and skirts of a length that ensures private areas and undergarments are covered.

**Not Allowed:**

- Clothing displaying or insinuating weapons, drugs, alcohol, tobacco, nudity, profanity, sexual innuendo, or gang affiliation.
- Apparel that otherwise disrupts the school environment.

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## **18. Behavior Expectations & Discipline**

### **Staff/Peer Mediation**

Peer Mediation is a supportive, restorative practice that allows students in conflict to resolve issues through guided dialogue facilitated by trained mediators (school administrators or Student Support Center staff). As an alternative to suspension, peer mediation provides a safe space for participants to share perspectives, build understanding, and agree on solutions that restore relationships and prevent future incidents. When appropriate, peer mediation should be offered before disciplinary action, particularly for interpersonal conflicts, to promote accountability and repair harm in a constructive, student-centered way.

### **Suspension Alternative Program (SAP)**

As an alternative to suspension, students may be assigned to SAP to participate in a half-day workshop addressing academics, community building, and reflection. SAP generally occurs on the first Saturday of each month.

### **Detention**

- Held **during lunch** and **after school** in the Lion's Den (Climate Office).
- Failure to serve detention may result in additional discipline.
- Participation in athletics or co-curricular activities does not excuse detention obligations.

### **Grounds for Suspension**

C.K. McClatchy High School follows Sacramento City Unified School District policies and California Education Code (§§ 48900–48915) regarding student discipline. Students may be suspended only when the behavior is related to school activity or attendance and meets the criteria outlined below. Whenever possible, alternative means of correction and restorative practices will be used before suspension is considered.

### **Discretionary Suspension Offenses (Education Code § 48900)**

The following violations may result in suspension at the discretion of school administration:

- Physical injury or attempted injury to another person (§ 48900(a)(1)–(2))
- Possession of a dangerous object (§ 48900(b))
- Possession, use, sale, or being under the influence of a controlled substance, alcohol, or intoxicant (§ 48900(c))
- Offering or selling a substance represented as a controlled substance (§ 48900(d))
- Robbery or extortion (§ 48900(e))
- Damage to school or private property (§ 48900(f))
- Theft or attempted theft (§ 48900(g))
- Possession or use of tobacco or nicotine products (§ 48900(h))

- Commission of an obscene act or use of profanity or vulgarity (§ 48900(i))
- Possession, offering, or sale of drug paraphernalia (§ 48900(j))
- Disruption of school activities or willful defiance of school personnel (§ 48900(k))
  - Note: Suspension for § 48900(k) is not permitted in grades K–8. At the high school level, it may only be used in cases of persistent or significant disruption.
- Receipt of stolen property (§ 48900(l))
- Possession of an imitation firearm (§ 48900(m))
- Committing or attempting to commit a sexual assault or battery (§ 48900(n))
- Harassment, threats, or intimidation of a student witness (§ 48900(o))
- Engagement in hazing (§ 48900(q))
- Bullying, including cyberbullying (§ 48900(r))
- Aiding or abetting the infliction of physical injury (§ 48900(t))
- Sexual harassment (Grades 4–12) (§ 48900.2)
- Hate violence (Grades 4–12) (§ 48900.3)
- Harassment, threats, or intimidation (Grades 4–12) (§ 48900.4)
- Terroristic threats against school officials, property, or students (§ 48900.7)

### **Mandatory Suspension and Expulsion Recommendations (Education Code § 48915(c))**

The principal is required by law to suspend and recommend expulsion for the following serious violations:

- Possession of a firearm
- Brandishing a knife at another person
- Unlawful sale of a controlled substance
- Committing or attempting to commit a sexual assault or battery
- Possession of an explosive

### **Discretionary Suspension and Expulsion Recommendations (Education Code § 48915(a)(1))**

The principal may suspend and recommend expulsion for the following offenses:

- Causing serious physical injury to another person (not in self-defense)
- Possession of a knife or other dangerous object
- Unlawful possession of a controlled substance (excluding small quantities of marijuana)
- Robbery or extortion
- Assault or battery on a school employee

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## **19. SCUSD Title IX Policy**

SCUSD is committed to ensuring a safe, respectful educational environment free from sex-based discrimination and harassment, in compliance with federal and state laws, including Title IX and Education Code § 221.8. The policy prohibits:

- Sexual harassment (physical, verbal, or visual conduct)
- Non-consensual sexual advances, requests for favors, and other unwelcome actions
- Creation of hostile or offensive educational environments

Relevant board policies and administrative regulations include:

- BP 5145.7 / AR 5145.7 — Sexual Harassment (Students)
- AR 5145.71 — Title IX Sexual Harassment Complaint Procedures (Students)
- BP 5145.3 — Nondiscrimination/Harassment (Students)

## Student IX Reporting Procedures

- Who may report: Any student, parent, staff member, or third party may report harassment or discrimination under Title IX. Reports can be made at any time, including outside of regular school hours.
- Where to report: At the school site: Report to a teacher, counselor, principal, or designated site Title IX administrator. At CKM, Principal Egan and AP Valdes are trained Title IX administrators.  
District-level: Contact Title IX Coordinator:  
Student-on-student issues: David Van Natten (916-643-7420)
- How to report: Submissions may be verbal or written—a formal written form is available, but not required to initiate an investigation. The Title IX complaint form is available online through the SCUSD and [CKM websites](#).
- Investigation process:
  - Conducted in accordance with AR 5145.7 and Board Policy 1312.3 (Uniform Complaint Procedures),
  - Notices, interviews, documentation, and written outcomes are required.
  - Investigations are completed “promptly,” typically within 60 days, barring extensions
- Possible actions:
  - Interim safety measures may be taken during investigations,
  - Disciplinary actions (including suspension or expulsion for grades 4–12) may follow if harassment is confirmed.
  - Parents/guardians and students have the right to file an appeal through the Uniform Complaint Procedures or the Office for Civil Rights.

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## 20. Closed Campus & Deliveries

C.K. McClatchy is a closed campus. Students must remain on campus from the start of first period until the end of sixth period, unless they have an authorized early dismissal or are participating in a school-approved off-campus program.

1. **Food Deliveries:** Students are not permitted to order food deliveries (E.g., DoorDash, Grubhub) during the school day. Delivery personnel will be turned away.
2. Only parents or guardians may drop off a meal during the school day for the student to collect during passing period or at the start of lunchtime.
3. **Non-Food Deliveries:** Flowers, balloons, and other non-food items will not be delivered to classrooms. If necessary, items may be left at the Main Office for student pickup.

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## 21. Specific Policies Pertaining to 18-Year-Old Students

While students become legal adults at age 18, all students enrolled at C.K. McClatchy High School are required to follow all school rules and district policies, regardless of age.

18-year-old students may not check themselves out or leave campus during the school day, including for lunch, unless the absence meets the criteria for an excused absence under California Education Code § 48205 (e.g., medical appointments, court appearances, or other legally excusable reasons) and proper documentation is provided. This policy supports student safety, school supervision responsibilities, and overall campus security.

What 18-Year-Old Students *Can* Do Under the Education Code:

- Sign their own permission slips and school forms.
  - Excuse their own absences that meet Education Code criteria, with appropriate documentation.
  - Access and request changes to their educational records (per FERPA).
- Withdraw from school if they choose, though they are strongly encouraged to consult with a counselor.

All students, regardless of age, must follow established school procedures for attendance, sign-outs, and off-campus privileges.

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## **22. Personal Property and Campus Conduct Expectations**

Students are expected to take responsibility for their personal belongings while on campus. C.K. McClatchy High School is not responsible for the loss, theft, or damage of personal property, including items stored in lockers or bicycles parked on school grounds.

Bicycles must be parked in the designated bike cage located off the North parking lot. The cage is locked during most of the school day, including lunch. Students are encouraged to use a high-quality U-lock and understand that the cage is provided as a convenience, not a guarantee of security. Bicycles may not be ridden on campus or brought inside school buildings. Bikes should not be left after hours or over the weekend as the cage is left open.

Lockers, when available, are assigned on a first-come, first-served basis. Due to limited availability, a waitlist may be created if requests exceed supply. Lockers are school property and provided for student use as a convenience. Students are responsible for keeping lockers clean, secure, and free of unauthorized postings. Only masking tape may be used to attach items inside. The confidentiality of locker combinations is the student's responsibility. Lockers may be searched by an administrator with reasonable cause and in the presence of a witness. All locker contents must be removed by the last day of school. The school is not responsible for items left behind.

Skateboards, scooters, and similar wheeled devices may be used for transportation to and from school but may not be ridden on campus. These items must be stored safely and not brought into classrooms. Misuse of such items may result in confiscation and require the parent to pick up the item.

Water balloons, water guns, or other forms of “water play” are not permitted on campus at any time. These activities can create safety hazards and disrupt the school environment. Items brought to campus for this purpose may be confiscated without notice.

Any item deemed disruptive to the learning environment or used in an inappropriate manner may be confiscated by staff. Confiscated items will be stored in the administrative office and may be released only to a parent or guardian, depending on the nature of the item and the circumstances surrounding its confiscation.

By using lockers, bicycle racks, and bringing personal items to campus, students acknowledge and accept these responsibilities and school guidelines.



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## 23. Cell Phones, Electronics & Technology Use

### 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 that if electronic devices are brought to 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, laptops, CD players, pagers, video cameras, walkie-talkies, handheld games, or any other electronic devices. If an electronic device is used in class *without the* teacher's permission, it must be brought to the climate office.

### Cell Phones:

The state of California adopted Assembly Bill 272 in July of 2019. The bill declares that there is growing evidence that unrestricted use of smartphones by students during the school day interferes with the educational mission of schools; lowers pupil performance, promotes cyberbullying; and contributes to an increase in teenage anxiety, depression, and suicide. The bill further encourages local agencies to adopt policies to address cell phone use in schools. SCUSD has a Board Policy that pre-dates yet aligns with AB 272.

[SCUSD Board Policy 5131.2](#)

[California Ed Code § 48901.7](#)

C.K. McClatchy faculty have collectively worked to create site-level plans to ensure students have access to the best educational experience. Limiting phone use in classrooms is key to an environment free from distractions. Each teacher will enact classroom cell phone procedures during the first week of school. There are two possible classroom expectations:

1. Students will store phones in a safe classroom location during instructional time as directed by the classroom teacher. Most teachers will implement a classroom phone caddy or similar routine wherein students place their phones in a designated slot and retrieve it at the end of the period, or in the event of an emergency.
2. Students will keep their phones on silent and in their backpacks. Students will not access their cell phones during class unless authorized to use them by the teacher or in the event of an emergency.

There may be *some* circumstances when students may access their phones during instructional time if allowed by the teacher.

We ask that parents partner with us in our effort to protect valuable learning time. Students unwilling to comply with classroom cellphone procedures will be asked to meet with the school administration. Progressive discipline will likely follow this progression:

1. Teacher asks student to put the phone away in caddy or backpack
2. Teacher asks a second time to put the phone away in caddy or backpack

3. Teacher or CKM Staff to notify parent of noncompliance
  4. Teacher calls for student to be escorted with their phone to the Climate Office
  5. School administrators will assess the situation and apply consequences as appropriate, and contact the parent/ guardian.
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## **24. Academic Honesty and Appropriate AI Use Policy**

### **Student Learning and Academic Integrity**

CKM values academic integrity as an essential component of academic excellence. Students must 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 and AI, that the teacher does not authorize.
- Copying from someone else's test/quiz
- Submitting a written paper obtained in whole or in part from an outside source, including AI.

**Plagiarism** is representing another person's work as one's own and submitting it to fulfill the academic requirements of the course.

Examples:

- 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)
  - I copied another student's work but changed a few words to give the appearance of originality.
  - Using AI to complete an assignment by altering someone else's work to turn in as your own work deceptively.

### **Consequences of academic dishonesty**

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

### **Guidelines and Teacher Options for Syllabus**

CKM Teachers have the ultimate decision-making authority regarding the use of AI writing technology in their classrooms. Each teacher may permit the use of AI to supplement classwork.

When using tools like ChatGPT and other AI writing technology, it is important to think critically and actively evaluate the generator's output. These tools should be used as learning tools rather than substitutes for learning.

AI can be a great starting point, but students should always be sure that their own voice, ideas, and creativity are the basis and majority of their work. AI tools, and the purpose for the use, should only be utilized upon your teacher's approval. Please seek guidance from each teacher to know their class policy.

The following are examples of what you may expect depending on your individual teachers:

- *Restrictive AI Policy:* AI writing technology is strictly forbidden on assignments in this class. All stages of work (pre-writing drafts, writing, and revising) must be unique and completed by the student. Violations of this policy will be considered Academic Dishonesty and will be treated the same as cheating or plagiarism.
- *Unrestricted AI Policy:* The use of generative AI tools is permitted. However, these tools must be acknowledged and cited as a source to receive credit; otherwise, it will be considered academic dishonesty, resulting in the same consequences as any other cheating. It is the responsibility of the student to review and revise as necessary and ensure correctness and relevance in any work generated by AI.
- *Ad Hoc AI Policy:* Some assignments permit using AI technology as a starting point, supplement, or tool for completing work and learning. Please note that this is on a case-by-case basis, and these generative tools will only be permitted at the teacher's discretion. Many or most assignments will restrict the use of AI tools, so check with your teacher before using AI on each assignment. Without prior approval to use AI on an assignment, using these tools will be considered academic misconduct and will be treated as a result of the same consequences as cheating.

*(Students who violate academic integrity may be disciplined under CA Ed. Code § 48900(k).)*

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## 25. Library/Media Center

### Hours:

- 7:30 AM – 3:45 PM (regular school days)
- 3:28 PM – 5:30 PM (M, Tu, W, F) for ASSETs
- 2:28 PM – 5:00 PM (Th) for ASSETs

### Expectations

- During class time, students must have an official pass to enter the library.
- Phones and earbuds/earphones are not allowed during class time.
- Dry snack foods & water are permitted in the library. Meals should be eaten before entering.
- Maintain a clean and safe library environment for everyone to use.
- Return borrowed books to the designated bin; return in-library materials to the re-shelving cart.

### Book Checkout

- Students may check out **four books** at a time for **three weeks** each.
- Fines will apply for lost or damaged items, including Chromebooks and their charging cords. Service hours and/or reading hours can be arranged in lieu of payment.

### Computer & Internet Use

Use of school computers and the internet is a **privilege**, governed by SCUSD Board Policy 6163.4 and relevant Ed. Codes. Students must:

1. Use school computers **only** for school-related work.
2. Follow teacher/staff directions; no attempt to bypass security or filters.
3. Never share passwords or log in under another student's credentials.
4. Not produce, store, or distribute content that is obscene, abusive, or illegal under CA Ed. Code § 48900(i), (k).

Failure to comply may result in disciplinary action and loss of technology privileges.

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## 26. Textbooks & Materials

All textbooks, supplies, and equipment necessary for required instruction are provided without cost, under CA Ed. Code § 48904, students and parents/guardians may be held liable for willful damage or loss.

### Textbook Guidelines

1. **Textbook Property:** All textbooks remain the property of the Sacramento City Unified School District.
  2. **Student Responsibility:** You are responsible for each textbook checked out under your name.
  3. **Replacement Cost:** If a book is lost or damaged beyond normal wear and tear, you must pay the **current replacement cost** or arrange for service hours in lieu of payment.
  4. **Return Deadline:** All textbooks must be returned by the end of the school year. The district may withhold grades, transcripts, or diplomas until fees are cleared.
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## 27. ASSETS

The ASSETS Program at CKM offers free after-school support and enrichment for all students. The program is overseen by Abigail Corral and funded through a state grant to provide access to academic tutoring, homework help, college and career exploration, recreational activities, and clubs in a safe and supportive environment. ASSETS operates every school day after classes end and is open to all students looking for extra support or meaningful ways to get involved on campus. Students are encouraged to take advantage of the ASSETS Program to stay on top of their studies, build new skills, and connect with peers beyond the school day.

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## 28. Athletics

Athletics at C.K. McClatchy High School are a vital part of our school spirit and student life. We are proud members of the California Interscholastic Federation (CIF) and offer nearly every CIF-sanctioned sport, with strong student participation and a tradition of championship-level teams. All student-athletes must be cleared to play, which includes meeting both academic eligibility requirements and submitting proper health and physical documentation. To be eligible, students must maintain a minimum GPA of 2.0, be on track to graduate, and meet all CIF and district guidelines. Any exceptions through academic probation require approval from the Principal or the Principal's designee. Athletic Director Rob Feickert leads our athletic program, and we take great pride in the dedication, talent, and teamwork of our student-athletes across all sports. For more information about athletic clearance or sport-specific requirements, students and families are encouraged to speak directly with Mr. Feickert.

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## **29. Large Event Attendance Policy: Athletic Events, Dances, and Other School Functions**

The following guidelines apply to all large school events, including athletic games, dances, and other major campus functions:

### **Admission Guidelines**

- Only C.K. McClatchy students and students from the visiting school (for athletic events) may attend without adult supervision. These students must present either a valid school ID or a current photo and proof of active enrollment via Infinite Campus (or the equivalent student information system for visiting schools).
- All other minors under the age of 18 must be accompanied by an adult (age 21 or older). Each adult may accompany no more than three students. Adults may be asked to show a valid government-issued photo ID (e.g., driver's license or state ID) at the entrance.
- Students under the age of 18 who are not from CKM or the visiting school and are not accompanied by an adult will not be admitted. Students with an approved dance guest pass are the exception to this rule.

### **Security Procedures**

- All attendees are subject to bag and pocket searches and may be screened with metal detectors upon entry.
- Each person is allowed one bag only, which must be completely transparent (clear) and no larger than 12" x 6" x 12". For faster entry, attendees are strongly encouraged to attend without a bag.
- Items deemed unsafe, disruptive, or illegal will be confiscated. Admission will not be refunded to anyone denied entry or removed for violation of school policies.

### **Behavior and Expectations**

- All SCUSD and CKM school rules apply during events, including expectations around respectful behavior, prohibited substances, and dress code.
- There are no in/out privileges at any event. Once an attendee leaves, they may not re-enter. Loitering is not permitted before or after the event, including in the parking lot or near entrances and exits.
- No outside food or beverages are permitted at the event.

Failure to follow these guidelines may result in removal from the event, loss of future event privileges, and/or disciplinary action consistent with SCUSD policies.

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## **30. Acknowledgement of the Student Handbook**

All students and parents/guardians are required to review the 2025–2026 C.K. McClatchy Student Handbook. The handbook will be sent via email to the addresses listed in Infinite Campus. A delivery report from Infinite Campus will serve as official documentation that the handbook was distributed to all recipients. The Student Handbook will also be reviewed in class over the first few days of school.