

# McClellan High School



## Student Handbook



# **McClellan High School**

## **A Brief History**

McClellan High School was established in 1988. The name, “McClellan Continuation High School” was suggested because McClellan Air Force Base was the largest employer in the area, and a large segment of the community was composed of Air Force personnel at the time. The school board thought that the base could be a connection for students. It was originally suggested that the Air Force motto of “Aim High” be adopted as the school motto, and that a falcon or Air Force planes be the school’s mascot. On August 17, 1988, the Center Unified School District Board approved the name, “McClellan High School”.

The school opened in the 1988-1989 school year, and was originally housed in the St. Andrew’s Church building at 7850 Watt Avenue. In the 1990-1991 school year, McClellan High School moved to 8340 Watt Avenue, the current location of the district offices. For the 1994-1995 year, the school was moved to its current location.

The facility at 8725 Watt Avenue was originally built as an elementary school in 1960. It has also served as a high school, a junior high, and as the district offices before being designated as McClellan High School in 1994.



# McClellan High School

Center Joint Unified School District  
8725 Watt Avenue, Antelope, CA 95843  
Telephone: (916) 338-6440  
FAX: (916) 338-7535  
Website: <https://mhs.centerusd.org/>  
District Office: 338-6330

**School Colors:** Green, Black, & White  
**School Mascot:** Eagle

**Mission Statement:** McClellan students will achieve academic and personal success and become responsible, productive citizens. They will develop knowledge and skills that will prepare them for success in a variety of post-graduation options and in their adult lives.

**Motto:** Developing integrity, responsibility, and respect - for now and for the future.

**Vision:** The staff of McClellan High School commits to the following vision for our school and ourselves:

- We will develop and maintain a **safe, nurturing family environment**, supporting our diverse population of staff and students.
- We will build positive **connections with students to help them achieve independence and success** academically, socially, physically, and emotionally.
- We will provide **challenging, engaging academic courses** based on current standards and focused on student learning.
- We will provide a variety of **extracurricular opportunities**, facilitating student connection to school and student growth.
- We will direct students to a **broad variety of post-graduation options**, and we will equip them with the **knowledge and skills they need to achieve success**.
- We will be highly qualified in our positions, **continuously learning and improving** our skills.

## Staff Contact Information:

Position	Name	Email
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Attendance Secretary	Mrs. Lin Jones	<a href="mailto:lsjones@centerusd.org">lsjones@centerusd.org</a>
Counselor	Mrs. Carla Guerguy	<a href="mailto:cguerguy@centerusd.org">cguerguy@centerusd.org</a>
Academic Coordinator	Mr. Curtis Hunter	<a href="mailto:chunter@centerusd.org">chunter@centerusd.org</a>
English Teacher	Mrs. Kim Baioni	<a href="mailto:kbaioni@centerusd.org">kbaioni@centerusd.org</a>
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Science Teacher	Mr. Chris Collins	<a href="mailto:chriscoll@centerusd.org">chriscoll@centerusd.org</a>
Math Teacher	Mr. William Graves	<a href="mailto:williamgrav@centerusd.org">williamgrav@centerusd.org</a>
Independent Study Teacher	Mr. Tim Ridge	<a href="mailto:tridge@centerusd.org">tridge@centerusd.org</a>
Campus Monitor	Ms. Nancy Turnquist	<a href="mailto:nturnquist@centerusd.org">nturnquist@centerusd.org</a>

Custodian	Mr. Dennis Stephens	<a href="mailto:stephensd@centerusd.org">stephensd@centerusd.org</a>
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# **McClellan High School**

## **Parent Involvement Policy**

We invite involvement by all stakeholders. Parents and guardians can contact their children's teachers regarding opportunities to help with individual classes. Parents and guardians wishing to give input into school policies and programs can contact our office to meet with the principal. We have a School Site Council made up of staff, students, and parents. We also have parents and guardians representing our school in district advisory committees. All community members are invited to the school board meetings, held the third Wednesday of each month in the school year. For more information about any of these opportunities, please call our office at (916) 338-6440.

To keep parents and guardians informed, our school uses a variety of methods of contact. We send out a periodic email newsletter with school-related articles and a list of upcoming events. We also post a calendar of events on our school website, <http://mhs.centerusd.org/>. Parents and guardians may view student grades through our Homelink portal. Information about this can be found on our website or by contacting our office. Our office and teachers maintain contact with parents through phone and email, and through automated phone, email, and text messages. We welcome parents and guardians to drop in our office at any time, and to arrange meetings with teachers and classroom visitations with 24-hour notice to confirm availability.



# McClellan High School

## School-Parent-Student Compact



### School Responsibilities

The staff of McClellan High School will support students and parents in the following ways:

- Treat all students, parents, and other staff with fairness and respect.
- Create a safe, caring environment for learning.
- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the State's student academic achievement standards.
- Facilitate parent-teacher conferences during which we will discuss student achievement, behavior, and progress toward graduation standards.
- Give parents access to their children's grades and attendance online and provide report cards at the end of every trimester.
- Make ourselves available to parents who wish to email, phone, or visit on campus.
- Invite parents to volunteer and participate in their child's classes and extracurricular activities, and to observe classroom activities.

### Parent Responsibilities

As a parent, I will support my child's learning in the following ways:

- Treat all school staff, students, parents and my own child with fairness and respect.
- Make sure my child has adequate nutrition and rest each day.
- Ask my child about his/her education regularly and demonstrate a positive attitude toward education.
- Make sure my child is on time to school each day. If my child is absent, I will call the school within 48 hours to explain the absence.
- I will check grades online with my child at least once a week.
- Answer or return any phone calls from the school and attend any school meetings regarding my child.
- Check my phone messages, email, and post office mail regularly for any communications from the school or district.
- If possible, volunteer to help my child's school where it is needed.

### Student Responsibilities

As a student, I will share the responsibility to complete my education and achieve the State's high standards in the following ways:

- Treat all school staff, other students, and parents with fairness and respect.
- Eat properly and sleep long enough to be able to succeed at school.
- Strive to maintain 0 absences, 0 missing assignments, and grades above 70%.
- Come to school on time every day unless I am ill, and be on time to each class.
- Come to school with all the materials I need to be successful.
- Complete all assignments to the best of my abilities.
- Listen, learn, and contribute positively while at school.
- Take responsibility for my actions and speech, and the results they produce.
- Follow all school rules.
- Learn from my mistakes, ask questions when I do not understand, and refuse to quit when things become difficult.



# **Student & Teacher Rights & Responsibilities and Basic Expectations**

All students and staff at McClellan High School have fundamental rights and responsibilities, and there are basic expectations of all students. Following the guidelines below will allow everyone to participate positively and will insure that the school runs smoothly. Students will earn credits and graduate knowing more than when they entered, and they will be better prepared for life after high school.

## **Student Rights & Responsibilities**

### **Students Have the Right to:**

1. Be treated fairly and with respect
2. Learn accurate, true, and appropriate information
3. Access materials and resources necessary for learning
4. Attend school in a safe environment

### **Students Have the Responsibility to:**

1. Treat others fairly and with respect
2. Obey class and school rules
3. Learn and be prepared to participate in classroom activities
4. Avoid distracting others from learning

## **Teacher Rights & Responsibilities**

### **Teachers Have a Right to:**

1. Be treated fairly and with respect
2. Teach without unnecessary disruption
3. Work in a safe environment
4. Determine and enforce classroom rules and procedures in line with school and district policies

### **Teachers Have the Responsibility to:**

1. Treat others fairly and with respect
2. Apply class, school, and district rules for all students
3. Present appropriate lessons aligned with national and state standards and guidelines
4. Communicate accurate information about student progress and performance

## **Basic Expectations for Students**

1. Respect others and the learning environment
2. Enter the classroom quietly and be in your seat with appropriate materials at the start of class
3. Stay on task for the assigned time
4. Follow class and school rules



# Three Steps to Success

- 1. Respond to failure with thoughtful change.**
- 2. Work hard.**
- 3. Refuse to give up.**

## **1. Respond to failure with thoughtful change.**

Failure defines and describes what is past, but it does not have to define the future. Accept the pain & hurt that may come from failure, then look at it as information that can direct thoughtful change. Students who are at McClellan because of a lack of credits need to ask some important questions: What did I do that contributed to failing classes? What could I have done to avoid the failure? What can I change? How do I need to change that? To refuse to admit or see your part in a failure is to think of yourself as a victim, helpless to do anything to improve the situation. Once you start to look at what you can change to affect outcomes, you become powerful and in control of your circumstances, and you move toward success.

## **2. Work hard.**

When you have figured out what to change and how, work as hard as you can. The idea that success comes from just luck or talent is a myth; talent alone cannot make up for a lack of work. Your job is simply to do your absolute best. Push yourself to the point where it is uncomfortable. You never know your own limits until you push yourself to them. If you have not done that, you cannot complain that you cannot succeed. If you fail after working as hard as possible, go back to Step 1.

## **3. Refuse to give up.**

Working hard for a few days or a week or a month will not be enough. Set your mind to work hard until you succeed. You may not see immediate gains; you may not see gains for some time. That does not mean you are failing. It may just mean that success is farther off. You will probably need to work hard past the point where it is new or fun. This means working hard even when you do not want to. Approach it with that attitude: “This will not always be fun, but I will not quit.” Also keep in mind that quitting is often not a healthy alternative. When you run into big problems or fail miserably, quitting will not change things. Rather than live as a victim, refuse to give up. Live as an achiever.

### **Mission Statement**

McClellan students will achieve academic and personal success and become responsible, productive citizens. They will develop knowledge and skills that will prepare them for success in a variety of post-graduation options and in their adult lives.

# Academics

## Grade Placement

Academic grade placement in grades 10 and 11 is based on years of school attendance. To be considered a 12th grader, fourth-year students will need to be within 60 credits of graduation by the end of the first week of school. If a fourth-year student does not meet this mark, he/she will be considered an 11<sup>th</sup> grade student. We will reassess at the end of each trimester. If a fourth-year student is within 40 credits of graduation at the start of Trimester 2 or within 20 credits of graduation at the start of Trimester 3, we will designate them as 12th graders. We will not move students back to 11th grade status if they have already been designated as 12th graders. In the rare event that a student in his/her 3rd year of high school is within the guidelines for reclassification as a senior, we will discuss this with the student and family before designating them as a senior.

## Course Enrollment

All high school students will be enrolled in a minimum of four courses between the hours of 8:30 a.m. and 11:47 a.m. on regular schedule days. Most students will take a full day of six courses, from 8:30 am to 1:55 pm on regular days.

## Graduation Requirements

Students graduating from McClellan are required to complete the following course requirements:

Subject Area / Course Name	Credits
English	40
Social Science	30
a. World History (10)	
b. US History (10)	
c. Government (5)	
d. Economics (5)	
Mathematics	10
Algebra/Integrated Math	10
Science (10 Life, 10 Physical)	20
Health	5
Physical Education	20
Visual Performing Arts	10
Electives (5 Computer Applications)	75
<b>TOTAL</b>	<b>220</b>

**Respond to failure with thoughtful change**  
**Work hard**  
**Refuse to quit**

## Credits

Each class is worth 2.5 credits per six-week grading period. There are two six-week grading periods in one trimester. In order to earn credits, students must:

1. Attend school on a regular basis, with no more than 5 unexcused absences, days of suspension, or trancies during a six week period. Students will receive a failing grade in any class where they earn 6 or more unexcused absences, days of suspension, or trancies in a 6-week grading period.
2. Pass classes by completing coursework as assigned. Teachers will determine whether student work meets guidelines for passing.

Students who wish to earn more than 90 credits per year may:

- Complete Work Experience or Volunteer hours and an essay for up to 10 additional hours per trimester (12 hours = 1 unit; 120 hours = 10 units). Forms and directions for submitting proof of hours and essays are available in the office. Due dates are noted on the forms.
- Ask about taking classes during 0 (zero) period. Students wanting to take 0 period must be in good standing in their other classes. A student who misses more than 5 sessions of 0 period may be dropped.

## Transfer to Center High School

Students interested in transferring to Center High School must be on pace to graduate from a traditional high school by the end of their senior year. Students who want to transfer to CHS should request a meeting with McClellan's school counselor at the earliest date possible. The counselor will review the student's transcript and create a plan to assist the student in returning at the earliest opportunity. Final determination as to whether students meet the requirements to transfer will be made by McClellan staff and the Student Guidance Team (SGT) at Center High School. Students who transfer back to CHS will be required to remain at CHS until the end of a grading period before they can be considered for re-enrollment at MHS.



# Attendance

Students are required by law to attend continuation high school for at least 15 hours each calendar week, at least three hours of attendance every day. Failure to attend class the required amount of time, habitual tardiness, or cutting/truancy may cause students to fail classes and to have legal action taken against them as prescribed by Ed. Code 48200, 48325.

Parents should notify the office when their child is absent from school. Uncleared absences will automatically change to unexcused absences within 2 days. Students who are absent are required, upon their return, to collect and complete make up work for all classes missed.

## **Absences**

Excused absences are as follows:

1. Personal illness – The school has the right to request a doctor’s certification at any time to excuse an illness. A doctor’s certification is always required after 14 days of absences due to illness within a school year.
2. Death of an immediate family member, one (1) day in state, three (3) days out of state.
3. Serious illness of a member of the family, which necessitates the absence of the student.
4. Justifiable personal reason, including but not limited to personal medical or dental appointments, an appearance in court, observance of a holiday or ceremony of his/her religion. Students who miss school due to a medical or dental appointment must bring a note from the doctor to the office upon returning to school.

## **Steps to Follow When Absent**

1. Parent/guardian calls the school at 338-6440 within 48 hours, or
2. Upon return to school, Parent/guardian writes a note explaining the absence and student turns not into the office. An absence note must contain the following information:
  - a. Student’s name
  - b. Date of absence
  - c. Reason for absence
  - d. Parent/Guardian Signature

Note: Just because a parent calls in or sends a note, an absence may not be excused. See the guidelines above for what constitutes an excused absence.

## **Unexcused Absences, Suspensions, and Truancy**

Ed. Code 48260: Any student subject to compulsory full time education, who is absent without valid excuse more than three days in one school year is a truant and shall be reported to an attendance supervisor. Ed. Code 48261: Any student who has been reported as truant and is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be reported as truant. Ed. Code 48262: Any pupil is deemed a habitual truant who has been reported as a truant three or more times per school year. Classification as a habitual truant may result in referral to the School Attendance Review Board (SARB).

**Any student who receives more than 5 unexcused absences, days of suspension, and/or truancies in a class during a six-week grading period will automatically fail that class.**

Students will have the opportunity to work with staff members to make up seat time and assignments to avoid failing a class. Students who make up time must turn in their completed make-up forms by the dates announced and posted on the school calendar.

## Tardy vs. Truancy

A tardy is assigned anytime that a student is not in his or her seat, ready to work when the bell rings. A truancy is assigned when a student arrives to class thirty or more minutes late or misses a class entirely without a valid excuse. There may be consequences assigned for excessive tardies or a truancy.

### Tardy Consequences

Students are expected to be in their seats, ready to work, by the time the late bell sounds. If you are not in your classroom when the tardy bell rings for the start of first period, you must report to the office for a late pass. If you are late between classes, you will be marked tardy unless you bring a note from your previous teacher or a staff member excusing your late arrival. You need to get this note before arriving at class. The following consequences will apply for tardy students.

**1<sup>st</sup> – 3<sup>rd</sup> Tardy:** Student will be given a warning.

**4<sup>th</sup> Tardy:** Student given a detention to be served the following day before or after school. Failure to serve detention will result in further disciplinary consequences, up to & including suspension.

The Tardy Policy above is in effect for each grading period (every 6 weeks) and starts fresh with each new six-week grading period.

Students with continual attendance issues will be referred for a SART meeting. If the attendance issues continue, students will then be referred for a SARB (Student Attendance Reporting Board) meeting. The SARB will meet to decide the consequences of poor attendance.



#### Mission Statement

McClellan students will achieve academic and personal success and become responsible, productive citizens. They will develop knowledge and skills that will prepare them for success in a variety of post-graduation options and in their adult lives.

# Academic Expectations

Students at McClellan High School are expected to work toward a grade of 70% or higher in every class each grading period in order to earn credit. Additionally, students are expected to have no missing assignments. To support their children, parents should establish Aeries accounts and monitor student progress. McClellan staff will help any student or parent who needs help using the Aeries system.

Students whose grades fall below 70% in any class will be noted on the At-Risk List. Progress reports and/or automated phone calls and emails will be sent to these students weekly, beginning by the 3<sup>rd</sup> week of each grading period. Notation of contact will be made in Aeries.

Students on the At-Risk List may be required to remain in a classroom or the office before school or at lunch. These students will be required to get help and complete work necessary to improve their grades.

If a student continues to do poorly academically at McClellan High School, staff will determine other appropriate intervention steps. Parent meetings, daily contracts, restriction of distractions such as phones, etc. are all proven steps to increase student success.

Earning as many credits as possible should be a motivator for students to pass all their classes with C grades or higher. However, if a student earns a failing grade in 2 or more classes, that student may lose his/her afternoon classes for the following grading period. This policy exists to encourage students to pass all their classes, and to give struggling students a chance to focus on only four classes instead of six. If a student who has lost his/her afternoon classes for a grading period passes all classes in the current grading period, he/she will earn back a full schedule of classes for the next grading period. Students starting McClellan High School for the first time may be enrolled in only four classes for their first grading period here.

Grades for Success Class and other study hall support classes may be based on student grades in other classes.

These are the general enrollment, grading, and credit guidelines for McClellan High School. Teachers may have additional grading guidelines, which will be explained in class.

McClellan High School staff is committed to helping each student earn his or her high school diploma. Students are expected to work toward that same goal.





# **Basic Campus Policies**

## **Care of School Property**

Students have a responsibility to respect the property of others. Students and their parents shall be liable for the total cost of damage, loss, or misuse of school property, including school property loaned to students. This responsibility applies in the matter of books, supplies, and equipment of all kinds, as well as vandalism and damage to building, grounds or equipment. Board Policy 5131.5

## **Closed Campus**

Every school in the Center Joint Unified School maintains a closed campus policy.

McClellan High School students are not allowed to loiter around, disrupt or interfere with staff, classes, or activities, or act inappropriately on other campuses at any time.

McClellan High School students are not permitted to leave campus during the regular school day unless given permission to do so by a parent or guardian. Any student leaving campus during school hours must sign out in the office and then sign back in upon his/her return to campus. Students may not leave campus during lunch and then return for afternoon classes. Students leaving campus during school hours without checking out of the office will be marked truant. Students will be considered “off campus” if they go anywhere past the office during school hours.

Consequences for disobeying the closed campus policy will be determined by the administrator based on the incident, student behavior, and previous issues.

## **Weekly Bulletin**

A bulletin will be read to students during second period. A bulletin is posted in the office.

## **Early Dismissal**

When students need to leave the campus early, they must sign out in the office and:

1. A parent/guardian may send a note or call the school to dismiss the student.
2. A parent/guardian may sign the student out in the office in person.
3. Students who are 18 years old may sign themselves out.

## **Early Out Days**

There are numerous early out days throughout the school year. Lunch is still served in the cafeteria for interested students. Please refer to the online calendar for specific dates.

## Nutritional Services

Both breakfast and lunch are served at McClellan. You can check prices and menus on the link to the nutrition services website titled “Breakfast/Lunch Menus” on the school website.

Parents are encouraged to create an online account at [www.myschoolbucks.com](http://www.myschoolbucks.com) to pay for their children’s meals. You can find a link to this on the Nutrition Services website, linked on our school web page under “Breakfast/Lunch Menus”. Using this website allows parents to monitor their children’s meal participation and balance online. Students paying by cash or check may bring money daily or pay in advance. Parents may also pay at the district office using cash, check, money order, or credit/debit cards. When paying by check, please make the check payable to CJUSD Nutrition Services and note your child’s name (first and last) in the memo section. Large cash amounts and checks should be turned into the school’s office in the morning. Charging of meals by full pay students is not allowed. If you have any questions regarding school lunches, please contact Nutrition Services at 338-6416. This institution is an equal opportunity provider.

## Parking

1. Bicycles must be parked and locked in the bicycle rack provided.
2. Scooters, skateboards, and skates must be stored with a staff member during normal school hours.
3. Police may require helmets to be worn when riding bicycles, skateboards, scooters, etc.
4. All motor vehicles brought to school by students must be parked in the designated student parking area.
5. The school DOES NOT accept responsibility for theft or damage to vehicles parked in the school parking area.
6. No vehicles may be moved during the student’s scheduled day except by special permission from the office.
7. No students are permitted in the parking area during the school day except by special permission from the office.
8. All motor vehicles brought to school must be properly registered with the office.
9. All motor vehicles must display a McClellan High School parking permit.
10. Safe driving procedures must be followed in the student parking area at all times.
11. Failure to report hitting or damaging another vehicle on school property to school administration will result in the loss of parking privileges and a report to the appropriate law enforcement agency.



## **Printed Materials**

Administrative approval is required for the distribution of printed materials and posting of any notices on campus.

## **Restrooms**

Students should use the restrooms during passing periods. If a student needs to use the restroom during class time, he/she must get the teacher's permission and then sign out in the classroom and carry a hall pass.

## **Student Services**

Nursing services are available through the main office. If you are ill or injured, report to the office. The nurse will be called immediately if needed. Students are screened for vision, hearing, scoliosis, and immunization assessment. Psychological services and Special Education services are also available to all students in the Center Unified School District.

## **Twin Rivers Police and Sacramento Sheriff School Visitations**

Center Joint Unified School District contracts with Twin Rivers Police Department to provide campus police services for all of our district campuses. Police and Sheriff's deputies may visit campus any time, may question and/or search students and/or their belongings, and may bring narcotics-sniffing dogs at any time.

## **Video and Recording on Campus**

McClellan High School is watched continually by multiple security cameras, monitored by district staff and law enforcement.

Recording of any other sort, anywhere on campus, is prohibited without permission of administration. (*California Education Code 51512, California Penal Code 632*)

## **Visitors**

Students may not have visitors on campus during school hours unless it is pre-arranged with the principal and the visit is for educational purposes.

## **Work Permits**

Students under 18 years of age who work are required by law to have work permits. Students who are working must attend regularly, have satisfactory academic progress (2.0 GPA or better), and satisfactory behavior to keep their work permits.



# Behavior

## Academic Dishonesty

### **Cheating**

Doing one's own work is characteristic of a good citizen. Cheating on tests/quizzes or graded material of any kind will not be tolerated at this school. Students who cheat, or use the work of others as their own will lose the credit for the work and be required to redo the work or an alternate assignment as designed by the instructor. Repeated offenses of this nature will result in loss of credit for the course. Parents will be notified by the instructor of any infractions of this nature.

### **Plagiarism**

According to the *MLA Style Manual and Guide to Scholarly Publishing*, "using another person's ideas or expressions in your writing without acknowledging the source constitutes plagiarism....to plagiarize is to give the impression that you wrote or thought something that you in fact borrowed from someone." Furthermore, the manual regards all of the following actions as plagiarism unless credit is given to the original sources:

- repeating the exact words or phrases of another person
- paraphrasing or rewording someone else's thoughts
- using someone else's argument or line of reasoning

Students who plagiarize, or use the work of others as their own will lose the credit for the work and be required to redo the work or an alternate assignment as designed by the instructor. Repeated offenses of this nature will result in loss of credit for the course. Parents will be notified by the instructor of any infractions of this nature.

## Profanity

Use of profanity and/or racial, sexual, and/or other slurs is not allowed at anytime, anywhere on campus. Students who choose to disregard this policy will receive teacher consequences and/or be referred to the office for administrative consequences.

## Public Displays of Affection

Students are expected to act appropriately. This includes appropriate physical contact between students. Holding hands, brief hugs, and similar actions are allowed. Long embraces, kissing, and touching intimately are examples of inappropriate behavior. Students who choose to conduct themselves in an inappropriate way will receive a warning. If behavior continues, the students involved will be referred to the office for further disciplinary action that could include calls to parents and suspension from school.



# **Sexual Harassment**

Center Joint Unified School District does not tolerate sexual harassment of any student or any district employee. Any such harassment should be reported immediately to the principal or designee. Each complaint will be investigated promptly and resolved discretely. Those found guilty of sexual harassment are subject to disciplinary action.

Pursuant to law, unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual employment, academic status, or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive objects or pictures in the education environment.
6. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

## **Non-Discrimination Policy**

### **Continuous Non-Discrimination Notice**

Center Joint Unified School District is committed to equal opportunity for all individuals in education. District programs, activities and services shall be free from unlawful discrimination based on actual or perceived sex, race, color, national origin, immigration status, religion, age, sexual orientation, ancestry, ethnic group identification, gender, physical or mental disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or sexual harassment in any district service, program and/or activity that receives or benefits from state financial assistance. The district shall promote programs which ensure that unlawful discriminatory practices are eliminated in all district activities. The district does

not discriminate on the basis of potential parental, family, or marital status, and does not exclude any person because of pregnancy or related conditions.

# **Bullying Prevention & Intervention**

The Governing Board recognizes the harmful effect of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any students.

No student or group of students shall through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

*Cyberbullying* includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

## **Prevention**

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

The Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

## **Intervention**

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being bullied. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School Staff who witness or become aware of suspected bullying shall immediately intervene to stop the incident and take steps to ensure student safety when it is safe to do so. (Education code 234.1)

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

### **Complaints and Investigation**

Students or others may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Forms to report suspected bullying can also be obtained from the school district website, the school site website, and from the school site office. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5131.2

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall determine if the incident(s) impact school activity, school attendance, or targeted students' educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. If images are pornographic in nature, these images should be shown to parents or law enforcement only.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

### **Discipline**

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.





# Student Appearance/Dress Code

The CUSD Board of Trustees and McClellan staff believe proper dress and grooming is part of a positive educational experience. School should be a place of learning and preparation for a successful future. Students are expected to attend school in clean, neat clothing.

Following a dress code policy at school should be seen as preparation for successful habits in the workforce. At all times, student attire should be suitable for employment in the community.

While there is a certain amount of subjectivity in applying any dress code, it should be noted that the **decisions of the administration shall be final in dress code matters.**

All students shall abide by the following:

1. Shoes must be worn at all times. Shoes must have a sufficiently hard sole to be safe. Soft-soled or cloth-soled shoes (such as house slippers) are not permitted.
2. Hats may be worn as long as they follow other dress code rules. Hoods, doo rags, or similar may not be worn anywhere on campus at any time. Hats cannot be worn indoors.
3. Clothing, jewelry, and personal items (backpacks, purses, key chains, water bottles, etc.) shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol, or tobacco advertising or references, which depict weapons, or which advocate violence or racial, ethnic, or religious prejudice. Images of characters violating school rules are also prohibited.
4. Clothes shall be sufficient to conceal undergarments at all times. Shirts must cover the entire torso, including the chest, back, and midriff. Skirts or shorts shorter than mid-thigh are prohibited. Holes/openings showing skin above the middle of the thigh are prohibited.
5. Tattoos, brands, and other body marks need to be appropriate, following all dress code rules. Inappropriate tattoos would include those that contain profanity, gang references, or are considered to be outside the bounds of decency, safety, and good taste. If a tattoo is deemed inappropriate by the administration, the student will be required to cover the tattoo before entering school campus and keep it covered while at school.
6. No gang symbols or references will be worn, written on student belongings and/or displayed in any manner. The school board has given school staff the authority to request that any clothing or accessory that may have a gang connotation be removed or not worn. Students displaying gang-related behavior, as determined by the administration, will be subject to more stringent dress code restrictions.
7. Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

## Consequences:

Students not in compliance with dress code will be sent to the office to change into clothes provided by the school when available, or they may call home and wait for someone to bring them appropriate clothing. Students will be kept in office until they are dressed appropriately or until the school day ends. Class periods missed will count as unexcused absences.

## Electronic Devices Policy

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, portable game consoles, cameras, digital scanners, laptop computers, and tablets, *provided that such devices do not disrupt the educational program or school activity and are not used for illegal, unethical, or vulgar activities such as cheating or looking at profane or pornographic material.*

State law and education code and CJUSD board policy allow teachers to set the policies for phone/device use in their classes, and teachers and staff members may determine if a student is using a phone or other device disruptively or inappropriately on campus. If a disruption occurs or a student uses any mobile communications device for inappropriate activities, a school employee shall direct the student to put away or turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the class period or school day.

If a student's phone use is consistently distracting him/her from classroom activities, staff and administration may contact parents and arrange for that student to leave the phone in the office each morning and pick it up after the school day is over.

If a student refuses to give an electronic device to a staff member requesting it, the student will be subject to further disciplinary action from the administration.

All electronic devices may be searchable in the course of any investigation, with law enforcement or otherwise, when video, pictures, written documents, texts, or chats are involved.

McClellan High School staff will not conduct investigations involving lost or stolen electronic devices.

Recording of any sort (audio or visual) is not permitted anywhere on campus without permission of administration. (California Ed Code Section 51512, California Penal Code Section 632)

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

**Respond to failure with thoughtful change**

**Work hard**

**Refuse to quit**

## Referral & Discipline Process

All students will be expected to abide by classroom and school-wide behavior expectations. When student behavior is inappropriate and requires disciplinary action, the teacher or a staff member involved will fill out a referral. The staff member will also contact the student's parent or guardian.

The principal or administrative designee will review the referral and will interview the student, and may interview staff members and other students in the course of investigating the incident. Students who receive referrals will be allowed to explain their actions and ask any relevant questions, and may be asked to write their side of the incident when they arrive in the office.

If it is determined that a student has broken a school or district rule and/or has violated California Education Code or Penal Code, the student will be subject to discipline as deemed appropriate by the principal or designee.

The school may discipline students for violations that occur

1. While the student is on school grounds
2. While the student is going to or coming from school
3. During lunch period, on or off campus
4. During, going to, or coming from a school-sponsored activity

Students may also be disciplined for actions that affect their own or others' school attendance, performance, or grades.

Disciplinary consequences may include counsel and advice, warning, detention, suspension from one to 5 days, and/or expulsion. Other consequences may also apply, such as restitution for stolen or damaged property, community service, referral to law enforcement, etc. Disciplinary consequences for repeated offenses may be progressively more severe, as deemed appropriate by administration.

When a student is disciplined, the principal or designee will contact the student's parent or guardian and inform them of the disciplinary action.

This is a basic overview of the disciplinary process. For a more complete description of school policies regarding discipline, please refer to CJUSD Board Policy.



**Respond to failure with thoughtful change**  
**Work hard**  
**Refuse to quit**

# Center Joint Unified School District

## Discipline Policies

California Education Code 48900 and Center Unified School District Board Policy 5144 (a) allow the superintendent or site administrator to suspend or recommend for expulsion a student for any violation of the following rules while on school grounds, going to or coming from school, during the lunch period whether on or off the campus, or during, or while going to, or coming from a school sponsored activity. Suspension of up to 5 days or a recommendation for expulsion may occur when the conduct is of an extreme nature.

- 1           \*48900(a-1): Caused, Attempted, or Threatened Physical Injury (S)
  - 2           \*48900(a-2): Use of Force or Violence (S)
  - 3           \*48900(b): Weapons (S)
  - 4           \*48900(c): Drugs or Alcohol, Possession/Use of (S)
  - 5           \*48900(d): Drugs or Alcohol, Sale of (S)
  - 6           \*48900(e): Robbery/Extortion (S)
  - 7           \*48900(f): School Property Damage (S)
  - 8           \*48900(g): Property Theft (S)
  - 9           \*48900(h): Tobacco, Possession/Use(S)
  - 10          \*48900(i): Language, Obscene/Profanity (S)
  - 11          \*48900(j): Drugs, Paraphernalia (S)
  - 12          \*49800(k): Disrupted School Activities / Defiance of Authority(S)
  - 13          \*48900(l): Stolen Property, Possession of (S)
  - 14          \*48900(m): Firearm, Imitation (S)
  - 15          \*48900(n): Sexual Assault (S)
  - 16          \*48900(o): Harassment, Witness (S)
  - 17          \*48900(p): Soma, Selling of (S)
  - 18          \*48900(q): Hazing (S)
  - 19          \*48900(r): Bullying/Harassment (S)
  - 20          \*48900(t): Aids or Abets Physical Injury(S)
  - 21          \*48900.2: Sexual Harassment (S)(E)
  - 22          \*48900.3: Hate Violence (S)(E)
  - 23          \*48900.4: Harassment, threats, intimidation (S)(E)
  - 24          \*48900.7(a): Terroristic threats against school officials or property (S)(E)
  - 25          \*48900.7(b): Terroristic Threat (S)(E)
  - 50          \*48915(a-1): Caused Serious Physical injury (S)(E)
  - 51          \*48915(a-2): Possession of Knife or other Dangerous Object (S)(E)
  - 52          \*48915(a-3): Possession of any Controlled Substance (S)(E)
  - 53          \*48915(a-4): Robbery/Extortion (S)(E)
  - 54          \*48915(a-5): Assault or Battery on a School Employee (S)(E)
  - 55          \*48915(c-1): Firearm; Possessing, Selling or Furnishing (E)\*\*
  - 56          \*48915(c-2): Brandishing a Knife (E)\*\*
  - 57          \*48915(c-3): Sales of Controlled Substance (E)\*\*
  - 58          \*48915(c-4a): Sexual Assault(E)\*\*
  - 59          \*48915(c-4b): Sexual Battery (E)\*\*
  - 60          \*48915(c-5): Possession of an Explosive (E)\*\*
- (S) – possible suspension  
(E) – recommended expulsion on first offense

(E)\*\* – mandatory expulsion on first offense

# Chromebook Usage Rules and Procedures

Students will be using Chromebooks in all classrooms at McClellan High School on a regular basis to complete class assignments. In order to use the Chromebooks for required class activities, you must be responsible for following all of the rules and policies listed below at all times. Remember, the device is the property of Center Joint Unified School District; it is not your personal device.

## When getting your Chromebook

1. If you are assigned a specific Chromebook to use in a classroom, you must use that device unless instructed otherwise by the teacher.
2. Carefully carry the Chromebook to your desk. Never carry the Chromebook by the screen.
3. Check the Chromebook for any damage and report it to your teacher immediately.

## Usage during class

1. Do not place books or other items on top of the device at any time.
2. No food or drinks (including water) are allowed near the Chromebooks.
3. Do not mistreat the Chromebook in any way (ie: force anything into ports or slots; jerk, drop, or slam the cover; put it on the floor or an unstable surface; or leave it unattended.)
4. Only use the device for school work. This is not to be used to play games, update/visit social media pages, etc. Do not engage in any inappropriate computer or network activity.
5. Do not access inappropriate content.
6. Do not delete any other profile from the Chromebook.
7. Do not share your passwords or anyone else's.
8. Follow the teacher's instructions about labeling documents before turning them in.
9. Follow the teacher's instructions about how to turn in assignments. This procedure is different depending on whether you are doing an assignment through Google Classroom or creating your own assignment.
10. For other computer and network use guidelines, see the CJUSD "Rules for Accepted Use of Computers and Computer Networks."

## End of Class Procedures

1. Sign out of the Chromebook completely before returning it to the cart. If you don't, you allow the next user full access to your account.
2. Carefully return the Chromebook to the proper slot in the cart with the charging port accessible.
3. Do not plug the device in when you return it; your teacher will do this.
4. Return to your seat once your Chromebook is returned properly to the cart.

You and/or your parent/guardian will be financially responsible for any damage you cause to any Chromebook. McClellan staff have the option of revoking your right to use Chromebooks or other school devices at any time if you choose not to follow the above rules and procedures. Other disciplinary measures may also apply.

### **Mission Statement**

McClellan students will achieve academic and personal success and become responsible, productive citizens. They will develop knowledge and skills that will prepare them for success in a variety of post-graduation options and in their adult lives.

# **Center Joint Unified School District**

## **Rules for Accepted Use of Computers and Computer Networks**

**This document will be kept on file for the duration of your child's education in  
Center Joint Unified School District**

- When you use the school computers and the school's computer service, you agree to follow:
  - The directions of teachers and school staff,
  - Rules of the school and school district,
  - Rules of any computer network you access, and,
  - You agree to be considerate and respectful of other users.
  
- Use of school computers and access to the Internet is a privilege. If you do not follow the rules you may be disciplined, and you may lose computer privileges.
  
- Use of school computers and the school's computer network (including student's own devices) for school-related education and research only. Do not use school computers or networks for personal or commercial activities.
  
- Use of the Internet does not create any expectation of privacy. The District reserves the right to search any information sent, received, or stored in any format.
  
- Changes may be made only to documents you create.
  
- Do not produce, distribute, access, post, submit, publish, display, use or store information which is:
  - Unlawful;
  - Private or confidential;
  - Copyright protected (this includes but is not restricted to pictures, music and videos);
  - Harmful, threatening, disruptive, abusive, or denigrates others;
  - Obscene, pornographic, sexually explicit, or contains inappropriate language;
  - Harassing or disparaging of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs;
  - Encourages the use of drugs, alcohol or tobacco;
  - Interferes with or disrupts the work of others; or,
  - Causes congestion or damage to systems or networks.
  
- The student in whose name an online Google service account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned. This account will be valid as long as the student attends Center Joint Unified School District.
  
- Student use of district computers to access social networking sites is prohibited.

### *E-mail Etiquette*

- Give only your address for communication. Never give out personal information such as your home address, telephone number, or other personally identifiable information.
- Protect the privacy of others. Never give out personal information about anyone.
- Check your E-mail frequently, and delete unwanted messages.
- End E-mail messages with your name, school name, Center Joint Unified School District, and your Internet address (no more than 4 lines allowed).

The undersigned understand and will abide by these rules for use of computers and computer networks within Center Joint Unified School District. The undersigned agrees not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. The undersigned agrees to indemnify and hold harmless the district and district personnel for any damages or costs incurred. The undersigned realize that a violation of these rules may result in a loss of computer privileges. If you do not want your student to access the Internet, you must make that request in writing to the principal of the school your student attends. **This completed form must be on file within the District before access to school's computers and the network can be granted.**

# Volunteer Experience for Credit at MHS

Students can earn up to 10 credits per trimester for volunteer service. (One credit is equal to 12 hours of volunteer work). In order to qualify for this opportunity, volunteer service hours must be verified by either a letter from the **non-profit organization** or a **time card with supervisor's name and phone number**. (Summer volunteer hours will apply toward credits earned during Trimester 1).

**Volunteer Service credit can only be earned by working for a business or an organization. Babysitting, doing yard work, painting, etc. for family or friends does not qualify.**

**See the school calendar online for trimester beginning and end dates.**

Students will need to follow these procedures:

1. Check with administration to be sure your hours will count. You will need to keep a log of your hours worked signed by your supervisor. Credits will be awarded and added to student transcripts at the end of each trimester.
2. Students will be required to submit logged hours and a 5-paragraph essay assignment on or before the dates listed above. If you need guidance on how to write this essay please see Mrs. Baioni or Mr. French. This essay must be typed and must contain the answers to the following questions:
  1. Explain the duties you have at your place of volunteer service.
  2. What challenges did you have and how did you overcome them?
  3. What did you like most about the experience and why?
  4. How did this teach you about choosing your career path?
  5. How did this teach you about responsibility?

## Application

Name:

Age:

Date of Birth:

Volunteer Agency:

Supervisor or Contact Person's Name

Supervisor or Contact Person's Phone Number



# Work Experience for Credit at MHS

Students can earn up to 10 credits per trimester for work experience. (One credit is equal to 12 hours of work). In order to qualify for this opportunity, employment must be verified by a pay stub. (Summer employment hours will apply toward credits earned during Trimester 1).

**Work experience credit can only be earned by working for a business or an organization. Babysitting, doing yard work, painting, etc. for family or friends does not qualify.**

**See the school calendar online for trimester beginning and end dates.**

Students will need to follow these procedures:

1. You will need to keep a log of your hours worked with a copy of your pay stubs attached. Credits will be awarded and added to student transcripts at the end of each trimester.
2. Students will be required to submit the logged hours, copy of pay stubs, and a 5-paragraph essay assignment on or before the dates listed above. If you need guidance on how to write this essay please see Mrs. Baioni or Mr. French. This essay will be typed and will contain the answers to the following questions:
  1. Explain the duties you have at your place of employment.
  2. What challenges did you have and how did you overcome them?
  3. What did you like most about the experience and why?
  4. How did this teach you about choosing your career path?
  5. How did this teach you about responsibility?

## Application:

Name:

Age:

Date of Birth:

Volunteer Agency:

Supervisor or Contact Person's Name

Supervisor or Contact Person's Phone Number





