

Student Handbook

Cache Creek



HIGH SCHOOL

14320 Second Street
Yolo, CA 95697
(530) 662—4331
www.cchs.wjUSD.org



WOODLAND JOINT UNIFIED SCHOOL DISTRICT

"Excellence for All"

Thomas Pritchard, Superintendent

Central Office Phone: (530) 662-0201

We are about college, career, and 21st century learning in a safe and caring environment.

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CCHS Culture



CCHS Mission Statement

To provide a safe, supportive environment that fosters positive behavior, personal responsibility, and academic growth, while addressing individual student needs.

Self-directed Learners

A successful student at CCHS learns to be a **self-directed**, confident advocate for themselves. They are present, positive, and productive, and have a plan for their future... tomorrow, next week, next month, and beyond graduation.

School Goals

At CCHS, we believe in being very intentional in teaching all students how to be successful, both personally and professionally. It is crucial that students create patterns of behavior now that will lead to success at school and beyond. We ask our students to internalize our three goals for being **present, positive, productive, and reflective**.

How to be Successful at CCHS

Being Present

Fact: Students who graduate on time or early have an attendance rate of 90% or higher.

Fact: Students who do not graduate have an attendance rate of <70%.

Pledge: I will have an attendance rate of 90% or higher.

Being Positive

Fact: Students who are successful at CCHS build relationships with their teachers, and follow staff directions without defiance or disrespect.

Fact: Students who are habitually defiant and disrespectful earn at least 35% less credits and struggle to meet graduation requirements.

Pledge: I will have a positive attitude and act with dignity, honor and respect.

Being Productive

Fact: Students must earn 20 credits per quarter to graduate on time.

Fact: Students who earn less than 10 credits per quarter struggle to meet graduation requirements by the end of their senior year.

Pledge: I will work with my teachers to ensure I earn at least 20 credits per quarter.

Being Reflective

Fact: Students who set goals and make adjustments to meet those goals graduate on time.

Fact: Students who reflect on their learning progress and how to be more successful graduate on time.

Pledge: I will reflect on my progress continuously and make adjustments to meet my goals.

Self-directed Behavior Supports



Present

- Be at school every day and have an attendance rate of at least 90%.
- Be on time to school every day.
- Be mentally present, undistracted from external factors.

Positive

- Demonstrate positive character traits of being honest, respectful, responsible and self-directed.
- Use appropriate and positive language, avoiding the use of profanity.
- Treat others with respect and acknowledge the appropriate climate and culture for the school

Productive

- Complete assignments on time and earning at least 20 credits per quarter.
- Be appropriately self-directed.
- Track weekly progress through self-directed progress checks.

Reflective

- Use reflective listening, speaking, and writing strategies.
- Set personal educational goals and reflect on achieving those goals.
- Acknowledge and take responsibility for their actions.
- Constantly reflect on how to be more successful in school and life.

Proper conduct and regular attendance are emphasized and supported through a system of shared values and clear and consistent behavioral expectations. A variety of social services are available to accommodate the diverse personal and social needs of continuation high school students.

Advisory

First period, everyday... the most important period of the day.

Advisory provides an immediate connection to a staff member, who services as a teacher, mentor, and coach for 15 – 18 students. During Advisory, students will be exposed to interesting content about the world they live in and are asked to “make meaning” of what they are engaged with. This is a highly scaffolded class with rubrics for just about everything students do, which means they will know exactly what they need to do to earn credit in both ELA and electives.

It is essential that students come to school on-time and participate fully in the Advisory program. Do NOT let anyone tell you “it’s only advisory” or “I don’t really need to go to first period.” It is quite literally the most important part of the school day.

School Program Notes



Attendance

Regular attendance is critical. The single greatest cause for failing classes is poor attendance. Students who have a 90% or greater attendance typically earn 20+ credits per quarter while students who have a 70% attendance or less typically earn fewer than 10 credits per quarter and struggle to graduate. CCHS has an automated system that contacts all phone numbers available to us on the day the student has *missed one or more classes*. Parents are responsible to call the school office or send a note when the student is absent. A note should contain the following:

- The return-to-school date
- The date of absence/s
- Parent/guardian signature
- Reason for the absence
- A contact phone number

We encourage the parent/guardian to telephone beforehand, if they know that their student will be absent, or on the day of the absence. A phone call made by the legal parent or guardian to the school office will make a written note unnecessary. A phone call or note must be received in order to clear an absence. **All absences must be cleared within 3 days.** After 3 days of the absence, they become unexcused and cannot be changed. Students that are 18 years of age and older may write their own notes, however, we reserve the right to confirm the absence with a parent and/or agency. **Students with chronic attendance will have restricted access to Odysseyware at home.**

Student Attendance Review Board (SARB)

After the 3rd absence, the district will automatically generate an attendance letter. After the 3rd attendance letter, the district initiates the Student Attendance Review Board (SARB) process. The SARB process includes the Woodland District Attorney's Office.

After the fourteenth day of absence, excused or unexcused, the school may require a doctor's note to excuse any future absences.

Appointments

If a student has an appointment during the day and needs to leave campus, he/she must bring a note to the office, or phone call from parent, prior to the start of the school day. A pass will be issued when the student comes to the office to check out. Failure to check out properly may result in all missed periods being marked truant and a phone call to parents. Attendance is very important for student success in school, CCHS encourages routine medical or dental appointments be made after school hours.

Changes in personal information

It is the responsibility of the parent/guardian/education legal rights holder to inform the school of any changes in address or phone numbers. It is critical to have correct information in case of an emergency.

Transportation

Bus transportation to CCHS is provided based on student's official home address. **This process requires completion of a WJUSD transportation application.** Students will be notified of their assigned bus route and can only ride on their assigned bus. Bus stops are determined by the WJUSD transportation department, not CCHS.

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding, or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason to be denied transportation. (WJUSD AR 5131.1)

School Program Notes



Free/Reduced meals

Applications for free and reduced meals will be given to all students as part of the registration process, and during the first two weeks of school. After an application has been submitted, please allow one week for processing.

- Reduced breakfast cost \$.30, reduced lunch cost \$.40.
- Full price breakfast cost \$1.75, lunch cost \$3.00.

Nurse's Office

If student should become ill during the day, they need to get a pass from their teacher and report to the front office. The nurse, if on campus and available, can assess the situation and make the necessary arrangement for the student to either stay at school or go home. If the nurse is not on campus, a staff member will assess and take appropriate actions.

Communicare

- **Teen Clinic:** CommuniCare provides a Teen Clinic on campus every other Tuesday. These services are available to all students at Cache Creek High. Sign up in the front office if you would like to be seen.
- **Drug & Alcohol:** CommuniCare drug & alcohol counseling sessions are held regularly. These services are available to all students based on staff or parent referral. Additionally, students may be required to attend in lieu of first suspension for drug or alcohol use.
- **Socio-emotional:** CommuniCare social-emotional counseling is provided based on staff or parent referral and student need.

Internet/Online Publication of Photos

Students and/or their families may "opt out" of having internet access and/or having a student's picture posted on the school or district website. Opt Out forms are provided as needed from the front office.

Library

The library will be open for student use before school and during break. It is also available for classroom use during the instructional day. **Students will NOT be allowed in the library during instructional time without prior approval of both their classroom teacher and the librarian.**

Laptops, Textbooks, Library Books and Other School Property

Students may checkout out laptops and books from the library. Appropriate forms must be completed, signed and return to the librarian in order to check out a laptop. Laptops, books, and other materials or equipment used by students remain the property of the school district. All materials and equipment must be returned in good condition. ***Students will be required to pay for the cost of repair or replacement for damaged or lost items. (AR 5125.2)***

Work Permits

Work permits are issued through the main office. In order to be issued a work permit, students should pick up and fill out a work permit application form. Work permits may be revoked at any time for excessive absences and or excessive suspensions. **Students are not to attend work when they are absent or suspended from school.** Prior to issuing a work permit the administration reserves the right to require positive regular attendance and behavior.

Skateboards

All skateboards must be checked into the office before school, and cannot be retrieved until the final bell. Skateboard use on campus is a safety issue that requires school officials to make no exceptions to the school's skateboard policy.

School Program Notes



Student Drivers

We strongly encourage students to ride the bus. Cache Creek does not have a student parking lot. Students who drive to school must park on 2nd Street in front of the school. **Students are not permitted to park in the staff parking lot.** Student arrivals and departures must be in accordance with California laws. Irresponsible drivers who drive recklessly, over the speed limit, engage in exhibitions of speed, or play music louder than permitted by California law, will be suspended from school and may be cited by local law enforcement. Again, we strongly encourage students to ride a bus to school.

Students are not allowed to visit cars without staff permission. Any student who visits a car without staff permission will be determined to be off campus without permission.

Cell Phone/Electronic Device Policy

The CCHS cell phone/electronic device policy was created in collaboration with students. This collaboration included a review of research and data that clearly demonstrates that cell phone use in the classroom is a distraction. The group also reviewed policy alternatives in an effort to avoid a strict “no use” policy that creates a hostile classroom dynamic when a teacher attempts to confiscate a cell phone.

The collaboration group acknowledged that cell phone use in class is a distraction to learning and agreed that CCHS should pursue a policy of “appropriate use,” differentiating between teacher time and individual time. **During teacher time, students will have earbuds out and phones face down on desk. During individual time, students can practice appropriate use.** The group also agreed that it is a teacher responsibility to model appropriate use. A cell phone use rubric is used as a guide.

Appropriate use during teacher time:

- Earbuds are removed from ears
- Cell phones out of sight or face down on desk

Appropriate use during individual time:

- Earbuds may be used to listen to music
- Periodically checking of social media without engaging in extended social media usage
- From time-to-time, stepping outside to briefly answer phone call (< once/wk)
- Watching videos, playing video games, or engaging in extended social media chats is not permitted

Cell Phone Use Rubric				
	1	2	3	4
Teacher Time	<ul style="list-style-type: none"> • Earbuds not removed • Cell phone/electronic device in use 	<ul style="list-style-type: none"> • Earbuds removed • Cell phone/electronic device in use 	<ul style="list-style-type: none"> • Earbuds not removed • Cell phone/electronic device not observed 	<ul style="list-style-type: none"> • Earbuds removed • Cell phone/electronic device not in use
Individual Time	<ul style="list-style-type: none"> • Inappropriate use • Does not respond to teacher direction 	<ul style="list-style-type: none"> • Inappropriate use • May respond to teacher direction 	<ul style="list-style-type: none"> • Inappropriate use • Responds to teacher direction 	<ul style="list-style-type: none"> • Appropriate use • Appropriately Self-directed

Note: Students who fail to respond to teacher modelling and direction are subject to progressive discipline

Bell Schedules



Regular Day		Advisory Minimum Day		Testing Schedule	
Warning Bell	8:53	Warning Bell	8:53	Warning Bell	8:53
Advisory (1 st)	8:55 - 9:45	Advisory 1	8:55 - 10:35	Advisory (1 st)	8:55 - 10:35
2 nd Period	9:45 - 10:35	Lunch	10:35 - 11:03	Lunch	10:35 - 11:03
Lunch	10:35 - 11:03	Advisory 2	11:05 - 11:55	2 nd Period	11:05 - 11:42
3 rd Period	11:05 - 11:55			3 rd Period	11:42 - 12:19
4 th Period	11:55 - 12:45			4 th Period	12:19 - 12:56
5 th Period	12:45 - 1:35			5 th Period	12:56 - 1:35

Tardy Policy

There are no passing periods at CCHS. Students move directly from class to class immediately when the bell rings. Punctuality is a trait valued by schools and the workplace alike. Students that are not in their assigned classroom and prepared for class **before the tardy bell rings** are late.

Procedures:

1. All students who arrive after the 1st period tardy bell, regardless of when they arrive throughout the day, must go to the front office and sign in before going to class.
2. The following are interventions for chronic tardiness:
 - 3rd Tardy – Warning from advisor: “You are going to be put on the ‘no pass list’”
 - 4th Tardy – placed on “No Pass List” – Notification to student and parent.
 - 7th Tardy – Detention, parent notification
 - 10th Tardy – Truancy Conference, referral to Student Attendance Review Board

Graduation Requirements



A minimum of **200 credits** must be earned in grades 9-12 in the following required courses. Courses at CCHS are not A-G, which means that while **the CCHS diploma is a regular high school diploma**, the courses do not meet the requirements for acceptance into the University of California or California State University. Students from CCHS typically attend a community college before attending a four-year university.

40	English
10	World History
10	U.S. History
10	American Government/Economics
20	Mathematics (including 10 credits of Algebra 1)
20	Science (including 10 in Physical and 10 in Biology)
20	Physical Education
10	Fine Arts or World Languages
5	Health
55	Electives, including Ethnic Studies

These are the minimum requirements for earning a high school diploma from CCHS. Senior graduation status is tracked closely, providing students, families and staff a clear understanding of what a student needs to accomplish in order to earn a high school diploma. **CCHS is NOT an independent study program, and by Education Code, cannot provide an independent study program.**

While the CCHS academic program offers students numerous options to earn **at least 20 credits per quarter**, students must be present, positive, productive and reflective to graduate on time. Students who need more than 40 credits at the beginning of their final semester in January, are in serious danger of not meeting the CCHS graduation requirements. CCHS staff will make sure all students have a clear understanding of what they need to accomplish in order to graduate on time.

At the end of the third quarter in March, seniors who have made little progress toward meeting the CCHS graduation requirements will be invited to attend WJUSD's Adult Education informational meetings. WJUSD Adult Education provides students the opportunity to earn a high school diploma with more flexibility in attendance. Seniors who do not have a track record of earning at least 20 credits per quarter will be encouraged to consider the WJUSD Adult Education option prior to the end of the school year.

CCHS does not regularly provide a 5th year senior option. Exceptions may be made under specific circumstances, but no senior will be eligible for a 5th year at CCHS without 90% attendance, no suspensions, and at least 20 credits earned in both the 3rd and 4th quarters of their senior year. Approval by CCHS is required. **Seniors invited to return as a 5th year senior must complete at least 10 credits during the summer or they will not be admitted as a super senior.**

CCHS Credit System



Students come to CCHS in order to graduate from high school. In order to make that happen, students need to earn credits to meet the graduation requirements noted above. Credit is earned on a variable credit system, which means students take specific classes for as long as necessary to earn the credit they need for that specific class. While grades are issued on report cards, **it is the credits earned by a student that is most important.** During the course of a quarter (approximately 9-10 weeks), students have sufficient time to earn at least 20 credits. **Students who earn less than 17.5 credits per quarter will continue to fall behind and are in danger of not graduating.**

Curriculum

Part of our program is helping students learn how to be self-directed, becoming advocates for their own learning. While at CCHS students may choose to earn credits in several ways to meet their graduation requirements. Depending on the course, a student may earn credits through a traditional teacher led classroom, an online learning platform, Odysseyware (OW), or a blend of both. OW courses are online high school courses that are an approved alternative to a traditional classroom. Students still go to a specific class, but they may be enrolled in one or more OW courses and **progress at their own pace.** A schedule change may be required if a student doesn't show progress in OW. **CCHS is NOT an independent study program. Students must attend school regularly to continue using OW at home.**

Earning Credits

The expectation is that all CCHS students earn at least 20 credits per quarter. Credits are awarded by the teacher and are based on daily classroom productivity and lesson completion. In general, 60 points equals one credit, and students who are present, positive, productive, and reflective should earn at least ½ credit per class each week. At the discretion of the teacher and as appropriate, students may also earn credits by passing Odysseyware unit exams.

Note: Credits earned for work in OW are based on appropriate student progress. However, at the discretion of the teacher, students who do not use OW as it was intended may have the minimum passing score changed, advancement blocked, alternative assignments provided, or be encouraged to challenge a unit by exam.

Other opportunities to Earn Credits – See counselor for details.

Physical Education: Students may choose to earn PE credits by taking an OW Physical Education Course. Students who belong to a gym may be able to earn credits for working out at a gym. Students complete a form and attach an electronic log of their work. Every 15-workout hours equals one credit. Alternatively, students may enroll in the CCHS STEPS program to earn credits by walking. Students earn points based on the following:

3,000 – 5,999 steps = 3 points

6,000 – 9,999 steps = 6 points

10,000+ steps = 8 points

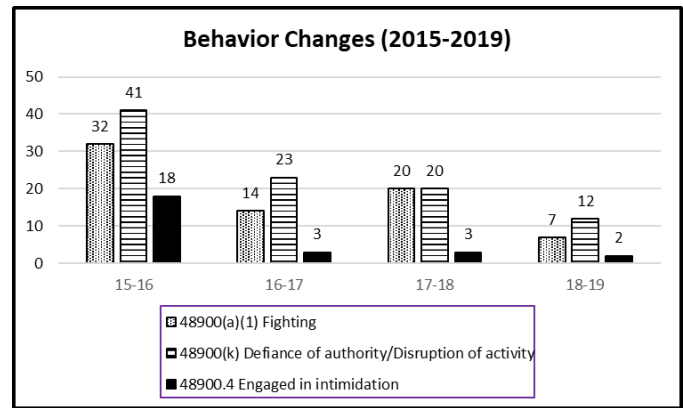
Community Service: Students who have pre-approved community service opportunities may earn elective credits for their community service work. Every 15-community service hours equals one credit.

Work Experience: Students who have completed paperwork and are approved for Work Experience may earn elective credits while on the job. Every 36 hours of Work Experience equals one credit.

School Safety



Feeling safe at school is the highest priority at CCHS. It is a violation of Ed Code, district, and school policy for a student to bully, harass, or intimidate another student or exhibit behaviors that infringe upon the safety or emotional well-being of any student; including acts of bullying, intimidation or harassment through words and actions. School personnel who witness any act of discrimination, harassment, intimidation, or bullying shall take immediate action to intervene (Education Code section 234.1(b)(1)).



Bullying is defined by Ed Code as any severe or pervasive physical or verbal act(s) or conduct, including electronic communications, directed toward one or more students that has or can reasonably be predicted to have, the effect of:

- Reasonable fear of harm to person or property.
- Substantially detrimental effect on physical or mental health.
- Substantial interference with academic performance.
- Substantial interference with the ability to participate in or benefit from school services, activities, or privileges.
- Bullying shall also include any act of: sexual harassment, hate violence or harassment, threat or intimidation as defined in Education Code 48900.2, 48900.3, and 48900.4 and that has any of the effects described above.

It is important to distinguish between **rude, mean, and bullying**:

- Rude: Inadvertently saying or doing something that hurts someone else
- Mean: Purposefully saying or doing something to hurt someone once or twice.
- Bullying: Intentional aggressive behavior, repeated over time, that involves an imbalance of power.

Note: Students engaged in rude/mean social media “back-and-forth” does not equal cyberbullying. There must be an imbalance of power.

If a student feels they are being bullied, or their parents feel their child is being bullied, they must inform the school immediately. When administration learns of suspected bullying, a statement and any evidence of a bullying will be necessary to start an investigation. After review of the available evidence, administration will determine if the actions meet the Ed Code definitions of bullying. If bullying is identified, a Student Bully Intervention Plan will be created for both the victim and the aggressor. Staff will meet with the aggressor separately to outline the consequences of further bullying.

Intimidation is making someone feel timid or afraid, or feeling timid or afraid of another person based on their appearance or actions. It is determined by individual(s) who feel threatened by another, regardless of the other person’s intentions. The fear associated with gangs is related to such student-expressed concerns as the following:

- Fearing gang disruptions at school or anticipating violence from known gang members enrolled at school.
- Receiving specific threats or being harassed by gang members who stake out territory on campus
- Facing peer pressure to join a gang.
- Being mistaken as a gang member during school.
- Feeling threatened by school/neighborhood graffiti displaying gang territorial claims.
- Perceiving an increased presence at school of firearms and other weapons related to gang activity.

School Safety



As far as the law is concerned, bullying and intimidation create a **hostile education environment** that requires administration to take action. This can include nonverbal posturing, making gang signs, leering, staring, stalking, destroying property, insulting or threatening social media posts or notes, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions. Behavior identified by administration as bullying or intimidation will be handled as identified in the CCHS Handbook, WJUSD board policy, and CA Education Code, and may require suspension and/or recommendation for expulsion. Displays or actions which can be seen as gang affiliations are prohibited and will lead to disciplinary action under education code, including Ed Code 48900.4:

*...a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in **harassment, threats, or intimidation**, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an **intimidating or hostile educational environment**.*

Dress Code

All students are expected to wear clothing that is appropriate for school. Clothes shall be sufficient to conceal undergarments at all times, and should not expose a student's chest or stomach. Clothing that is sheer, revealing, or resembles an undergarment should not be worn to school. Pants and shorts must cover undergarments at all times. Students will wear appropriate clothing. **NO clothing that references sex, drugs, alcohol, tobacco or weapons will be allowed.**

As noted above, gang related apparel is not permitted and may not be worn or displayed. **Students known to be affiliated with a gang, acting in a manner that supports an affiliation with a gang, or attempting to display, support, or acknowledge a gang affiliation will be placed on "NO-RED/NO-BLUE" contract, which prohibits wearing ANY red or blue apparel.** Determination is at the discretion of the principal. This applies to shirts, pants, shoes, shoelaces, hats, belts and/or any other item that can be deemed to be gang related. Any apparel, jewelry, accessory, school materials or manner of grooming denoting membership in a gang is prohibited (CA Ed. Code §35183). Tattoos that are obviously gang related, such as the name of a gang, gang language, or reference to a gang are forbidden, and will have to be covered while at school.

For student safety, the principal may determine that all students must adhere to the NO RED/NO BLUE policy. At the start of the school year and until further notice is given by the principal, students must adhere to the NO RED/NO BLUE policy. CCHS discourages any clothing that is predominantly red or blue on campus, or at any school events off campus. The principal has the authority to determine if a garment is inappropriate, and, if so, may direct a student to change that garment.

Dress Code Violation

Students who are not appropriately dressed for school will be given an opportunity to call home for a change of clothing. When possible loaner shirts may be available in the office for the day. If we are unable to reach a parent or guardian the student will remain in the office for the day or in the Student Support Center. Please take care to see that your student is appropriately dressed when they leave for school. **Individual students who do not follow the direction of the principal in this matter will be put on the NO-RED/NO-BLUE list.** Students who continue to display red or blue, will be suspended for intimidation, harassment, and defiance. (EC 48900.4 and EC 48900k)

Emergency Procedures



Emergency Procedures

In the event of some type of school emergency, an administrator will announce that the school is in one of three different “codes” - Code Yellow, Code Red, or Code Blue. The following is an explanation of each of these codes. Expectations of teachers and students are also delineated.

<p>CODE YELLOW (Caution—Lock-down) When a potentially dangerous situation exists on or near campus, the school will be initiating a preventive lockdown and high alert status. Teachers will remain teaching in their class- rooms. Students will not change classes.</p>	
<p style="text-align: center;">TEACHER GUIDELINES</p> <ul style="list-style-type: none"> • Admit refuge-seeking students from other classes immediately after the Code Yellow signal is heard. • Once the hallway is clear of students seeking refuge, teachers should lock their classroom doors. Further admittance is limited to staff members, law enforcement officers, or emergency responders. • Notify office of suspicious activities near room. • Brief students • Continue teaching • Obtain authorization from office before allowing a student to leave the room. • A Code Green signal will be given when the lockdown has ended. 	<p style="text-align: center;">STUDENT GUIDELINES</p> <ul style="list-style-type: none"> • If you are out of the regular classroom, enter and remain in the nearest supervised location. • Continue working on class work. • Wait for further instructions from the teacher in charge.
<p>CODE RED (Lock-down) Signals an actual crisis situation is occurring or has already occurred. The school will be in a full lock- down. Teachers will remain teaching in their classrooms. Students will not change classes.</p>	
<p style="text-align: center;">TEACHER GUIDELINES</p> <ul style="list-style-type: none"> • Admit refuge-seeking students from other classes immediately after the code red signal is heard. • Once the hallway is clear of students seeking refuge, teacher should lock their classroom doors. Further admittance is limited to staff members, law enforcement officers, or emergency responders. • Notify office of suspicious activities near room. • Have students sit on the floor in a safe location within the room away from doors and windows. • Close blinds and cover window on door is possible. • Wait for further instructions from the office. Do not allow students to leave room without administrative or law enforcement permission • A Code Green signal will be given when the lockdown has ended 	<p style="text-align: center;">STUDENT GUIDELINES</p> <ul style="list-style-type: none"> • If you are out of your regular classroom, enter and remain in the nearest supervised location at once! • Wait for further instructions from the teacher in charge. • Remain calm and act quickly.
<p>CODE BLUE (MEDICAL) Signals a medical emergency on campus. Teachers will remain teaching in their classrooms. Students will not change classes an “all clear” has been announced.</p>	
<p style="text-align: center;">TEACHER GUIDELINES</p> <ul style="list-style-type: none"> • Continue to teach your class. • Keep all students in the classroom until the code protocol is changed. • Obtain authorization from the office before allowing a student to leave the room. • A Code Green signal will be given when the lockdown has ended. 	<p style="text-align: center;">STUDENT GUIDELINES</p> <ul style="list-style-type: none"> • If you are out of your regular classroom, enter and remain in the nearest supervised location. • Continue working in your class work. • Wait for further instructions from the teacher in charge.

School Rules & Expectations



The most important role of progressive behavioral management at CCHS is to create a safe and comfortable learning environment that minimizes interruptions for all members of the school community. It is an expectation that all students are **present, positive, productive, and reflective** every day. Communication between the home and school concerning discipline matters and academic progress is paramount in creating a safe environment conducive to learning.

As noted in the progressive behavioral interventions on the previous pages, students who exhibit inappropriate behavior are given consequences increasing in severity, which include conferences, referral to the Student Support Center (SSC), In-School Suspension (ISS), home suspension ranging from one to five days, and, if necessary, expulsion from the district. Consequences will be based California Education Code, WJUSD Student Discipline Code, and on the severity or chronic nature of the offending behavior.

It should be noted that, although our discipline policy affords a framework for dealing with inappropriate student behavior in a comprehensive and consistent manner, each disciplinary issue will be reviewed within the context of its unique circumstances and the educational needs of the student. Alternative means of correction are a priority. We want to help your students learn to make good decisions and become a successful in school.

Teacher's Role in Discipline

Teachers will follow the progressive behavioral interventions process:

- Step 1: Discuss behavior with student, model appropriate behavior
- Step 2: Model appropriate behavior
- Step 3: Model appropriate behavior, contact family member
- Step 4: Referral to the Student Support Center

If, in the opinion of the classroom teacher, a student's behavior warrants immediate removal from the classroom, the student may be suspended from class and sent directly to the Student Support Center or administration. **Teachers have the obligation, right, and need to teach their students and students must have the opportunity, right and need to learn from their teachers.**

A teacher may suspend any student from his/her class for the remainder of their class and for their class the following day for classroom disruption and/or willful defiance and/or repeatedly refusing to follow instructions. (Education Code 48910; Board Policy 5144.1)

Student Support Center (SSC)

A teacher may suspend a student from his/her class for unacceptable behavior with the following conditions:

- A teacher may refer a student to the Student Support Center for maximum of two days in a row.
- The student who is suspended from class is to report immediately to Student Support Center
- Any student who receives two referrals in one day will be assigned to the Student Support Center for one day of In-School Suspension (ISS) or receive a home suspension (1-5 days) depending on the chronic and pervasive nature of an individual student's behavior.
- Any student who receives three referrals in one week will be assigned to the Student Support Center for one day of In-School Suspension (ISS) or receive a home suspension (1-5 days) depending on the chronic and pervasive nature of an individual student's behavior.
- **Failure to report directly to the SSC will result in a full day of In-school or homesuspension.**

CCHS culture is based on restorative practices which encourage students to reflect on their behavior. While in the Student Support Center, students may be asked to complete an OWL (Own it, Work on it, Learn from it) reflection. Students will have the opportunity to earn points by being **present, positive, productive, and reflective** in the Student Support Center. Students assigned to the SSC for In-School Suspension (ISS) are required to complete a minimum of three assignments during the school day and will be required to turn-in their cell phone for the day. **Refusal to turn-in cell phone will result in a home suspension.** The Intervention Coordinator will assist students with all assignments.

School Rules & Expectations



Graffiti and Vandalism

Damaging, defacing or destroying school property is against the law. Students guilty of such acts will receive consequences to the full extent that the California Education Code, the California Penal Code and district policies allow. **Parents are responsible and financially liable for acts of vandalism committed by their student.**

Hall Passes

Students must have a pass to be out of class, including coming to the office for any reason. Students are to go directly to and from the designated destination on the pass. Students out of class without a pass, and/or without permission, and/or beyond a reasonable time to go to the restroom, will be sent directly to the Student Support Center and placed on the “no-pass” list.

Off Limit Areas

Students will be searched and receive disciplinary consequences if found unsupervised in the following areas during the school day. Repeated violations will result in ISS or home suspension.

- Faculty parking lot
- Athletic fields
- Behind classrooms 1,2,7,8,10, 11, library, student restrooms, or staff kitchen

Harassment

The district is committed to providing an educational environment free of unlawful harassment. Unlawful harassment because of sex, sexual orientation, race, ancestry, physical or mental disability, age, or any other protected basis includes, but is not limited to:

- Verbal conducts such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments.
- Visual conduct such as derogatory posters, photos, cartoons, drawings, or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with academic performance or progress directed at a student because of sex or race or any other protected basis.
- Retaliation for having reported or threatened to report harassment.
- Harassment conducted through any written form, including email.

EC 48900.4:

*In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally **engaged in harassment, threats, or intimidation, directed against school district personnel or pupils**, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.*

Note: Any discussion/conversation of sexual activities or actions on campus invades the rights of others. Refusal to abide by this section of Ed Code will lead to suspension.

Note: Students being harassed must report incidents to a school official immediately.

Continued Defiance or Harassment of Staff

CCHS staff members have expectations regarding their classroom or workspace. Students are expected to comply with staff member directions. Aggressive and/or chronic defiance of a teacher's directions through repeated refusal to follow directions, loud and/or hostile tone, profanity, close proximity, gestures and/or aggressive movements is harassment. This type of behavior will result in progressive discipline, up to and including suspension or expulsion under EC 48900.4.

School Rules & Expectations



Cell Phone/Electronic Devices

Students are encouraged to be self-directed learners and use of cell phones/electronic devices will follow the CCHS Cell Phone/Electronic Device Policy. Cell Phone lockers are provided in every classroom with teacher providing incentives for student use. **At no time can a cell phone/electronic device be a distraction to the class. External Speakers are not permitted at any time.**

Other prohibited items

Other items prohibited include, but are not limited to: permanent markers, laser pointers, aerosol containers, spikes and water pistols. These items will be confiscated and will not be returned.

Fighting/Dispersing from a Fight

A fight or intent to fight will result in a 3 to 5 day home suspension. Student(s) may be cited by a Woodland Police Officer, and may be transported to juvenile hall. The administration may pursue expulsion from the WJUSD if serious injury results or if there is a second fight in the same year. Students who encourage, observe and/or fail to disperse from the scene of a fight may also face disciplinary action.

Students must seek help from an adult on campus if they are being harassed, intimidated or are threatened in any way.

Possession of weapons

Possession of weapons such as firearms, knives, explosives or any dangerous objects are not permitted on any school campus. Possession of a weapon will result in a recommendation for expulsion. Knives of any size are considered a dangerous weapon and are not permitted on campus.

Skateboards, Bicycles and Scooters

The use of skateboards, bicycles and scooters are prohibited on campus. These items will be confiscated if observed being used. Students may leave these items in the office for safekeeping during the school day. **Skateboards must be in a duffle bag/backpack in order to bring them on the school bus.** Failure to do so, will result in a citation.

Profanity/Vulgarity

Intimidation and harassment (see EC 48900.4 above) does not require the intent of the accused. Profanity and vulgarity, especially if deemed by others to be intimidation or harassment, will not be tolerated. Staff will intervene when necessary. Defiance of staff and/or profanity or vulgarity being directed toward any staff member will result in a home suspension. **Profanity and vulgarity in the classroom is not acceptable and will result in consequences ranging from a warning to a home suspension.**

Public Displays of Affection

Each student has the right to feel comfortable in the school environment. Public displays of affection, beyond holding hands, can be offensive to both staff and students. This includes touching, body rubbing, petting, kissing, or any other contact that may be considered sexual in nature. Staff will offer a warning first. Subsequent violations may result in disciplinary consequences deemed appropriate by the school principal.

Student Parking

Students must park on street and may not go to their cars during school hours. Inappropriate conduct, such “engine revving” and “exhibitions of speed” and/or unsafe driving are subject to school disciplinary action and law enforcement citation. The school and district are not responsible for theft or damage to a student’s vehicle or theft of the contents inside the vehicle. Students who visit a parked or passing car during school hours are acting suspiciously and are subject to a search at the principal’s discretion.

School Rules & Expectations



Closed Campus

Cache Creek High School is a closed campus. Students must remain on campus during regular school hours. Students who need to leave school must first report to the office and request permission to leave. ***Students must have written permission or a phone call from a parent or guardian to leave campus.*** It is against school rules for any student to jump any fence on campus.

Campus Visitors

All visitors, including parents, must check in with the office. Students may not have a guest at school at any time.

Personal Items

CCHS assumes no responsibility for the loss or theft of personal property. Cell phones, iPods/MP3 players and electronic toys are all considered personal property. Students are strongly encouraged to leave all such items at home. Lost and found is located in the main office. Efforts will be made to return identified items.

Delivery of items to Students

Balloons, flowers or other gifts should not be ordered for delivery at school. If deliveries arrive, they will be held in the main office until the end of the school day.

Debts

Debts incurred by students at CCHS or any other WJUSD school must be paid in a timely manner. Some of the ways students incur debts are listed here, but this list is by no means complete.

- Lost or damaged textbooks or library books
- Vandalism to school property

Debts can be paid in the main office or at the school where the debt was incurred. All debts must be paid for prior to enrolling at CCHS. Failure to pay student debts can lead to the following:

- Diploma will be held.
- Participation in school activities may be denied.

Questioning by Outside Authority

Any law enforcement agent, with appropriate identification, has the authority and right to question students while at school.

Drug-Free Tobacco-Free Zone

Cache Creek High School, as with all WJUSD property, is a drug-free, tobacco-free zone. Use, possession or sale of drugs, alcohol or any other controlled substance or tobacco is not permitted on campus. This includes e-cigarettes and vapes. This applies at all times on campus, including school activities that are held after school hours (Penal Code §308). **Consequences enforced will range from suspension to Expulsion.**

Display of Drug Culture

It is not appropriate for students to display, in words, actions, appearance, and presence, the patterns of usage, socialization, language, social hierarchy, and the buying/selling of drugs. Examples include **smelling like marijuana, usage of illegal drugs at school, discussions of the illegal transaction and use of drugs, and/or wearing clothes that have symbols of drug culture (e.g. marijuana leaf).** Displays of drug culture disrupts the orderly conduct of school activities and threatens those who are not part of the drug culture. Additionally, some individuals have a physical response to the smell of marijuana. Responses to displays of drug culture may include the following:

- Warning (Example: “Don’t come to school smelling like marijuana.”)
- Phone call home (Example: “Your student came to school smelling like marijuana.”)
- Suspension (Contraband – Ed Code 48900(c)(j); Disruption/defiance Ed Code 48900(k))
- Expulsion (Selling controlled substance 48915(c)(3))

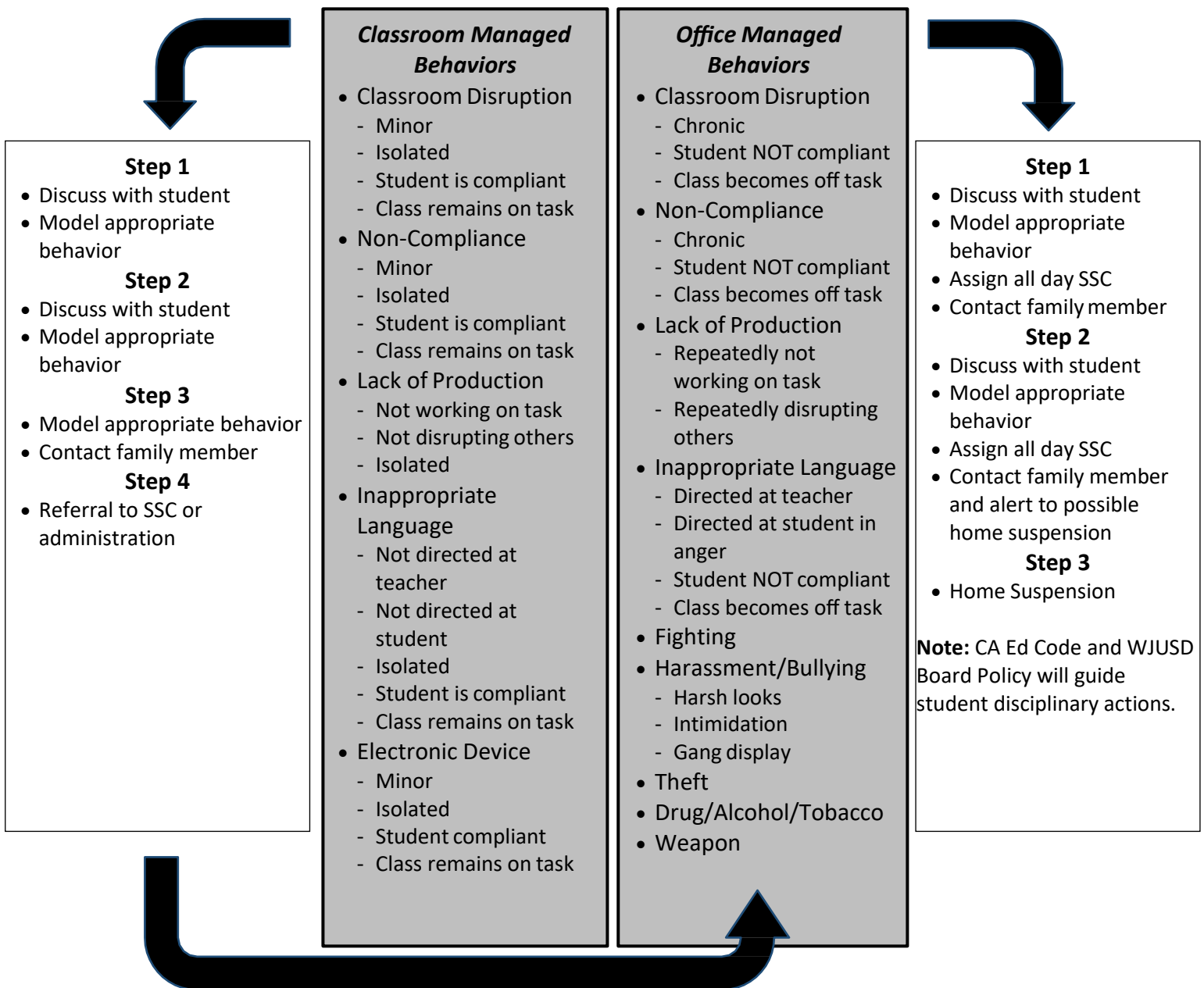
Cache Creek High School Behavior Management Guidelines

Present – Positive – Productive – Reflective

Teachers have the obligation, right, and need to teach their students and students must have the opportunity, right and need to learn from their teachers.

CCHS is using **Positive Behavior and Interventions Support (PBIS)** to define the climate and culture of our school. PBIS is a school-wide program that focuses on intentionally and explicitly training our students on CCHS expectations. We model expected behaviors and provide numerous incentives for supporting students with **present, positive, productive, and reflective** behaviors. However, should positive reinforcement fail to support a positive learning environment, the staff at CCHS have developed progressive behavioral interventions to support positive behaviors.

Progressive Behavioral Interventions





Examples of Behavioral Interventions/Consequences

Present

Tardy – 1st Period (or to school)

- 3rd Tardy – Warning from advisor: “You are going to be put on the ‘no pass list’”
- 4th Tardy – placed on “No Pass List” – Notification to student and parent.
- 7 Tardies: Detention and Letter to Parent
- 10 Tardies: Referral to Student Attendance Review Board

Out of class without permission

- 1 – 3 times: Sent to SSC, put on no pass list
- Greater than 3 times: In-School Suspension, remain on no pass list
- Greater than 5 times: Home suspension, remain on no pass list

Off campus without permission

- 1 – 3 times: In-School Suspension, put on no pass list
- Greater than 3 times: Home suspension, remain on no pass list

Note: Students cannot leave campus without permission after being dropped off by bus, or car, or arriving on bike or foot.

Positive

Classroom Disruption

- Minor/isolated: teacher manages interventions, including up to two days of class suspension
- Chronic/pervasive: admin manages interventions, including all day SSC and home suspension (*EC 48900(k)*)

Inappropriate Language

- Minor/isolated/not directed at staff: teacher managed, including up to two days of class suspension.
- Chronic/pervasive and/or directed at staff: admin manages interventions including all day in-school or home suspension (*EC 48900(k), 48900(i), 48900(a)(1), 48900.4, 48900.7*)

Dress Code Violation

- Gang Attire: Admin manages interventions including removal of inappropriate clothing, being placed on the no-red/no-blue list, and home suspension (*EC 48900(k), 48900.4, 48900.7*)

Productive

Not Working in Class

- Minor/isolated: teacher manages interventions, including phone call to family, referral to academic counselor, MTSS Tier II referral
- Chronic/pervasive: admin manages interventions, including phone call to family, MTSS Tier II referral, recommendation for placement change

Note: A teacher may suspend a student from their class for two days if student is sufficiently defiant or disruptive. (ED Code 48910, WJUSD AR 5144.1)

Students suspended from class will be sent to the Student Support Center and will be asked to continue working on assignments. Students suspended from 2 classes in a day, or 3 or more classes in a week will be assigned and all day in-school suspension by the principal. After 3 days of in-school suspension, students will be assigned a home suspension.

Checking out of your current school

While the CCHS staff has accepted you to our school, you cannot enroll at CCHS unless you have checked out of your current school. If you are currently enrolled at another school, it is your responsibility to check out of that school. Here's what you need to do:

- Go to current school registrar
- Turn in all books
- Pay all fees
- Complete a checkout form
- Bring checkout form to your first day of school.

Keep in mind that all fines for lost or damaged books or equipment will follow you. Note:

Administrative Regulation 5125.2: Grades, Diplomas or Transcripts

The district may withhold grades, diplomas or transcripts from the student and parents for lost or damaged school property.

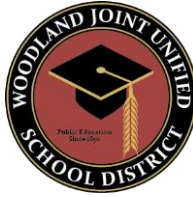
Thank you for reviewing our handbook with us. We encourage you and your student to review it at home, as you are held responsible for the information covered in this handbook. If you have any questions or concerns feel free to contact the school at any time.

WOODLAND JOINT UNIFIED SCHOOL DISTRICT

"Excellence for All"

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Cache Creek High School

Will Jarrell, Principal
14320 2nd Street/PO Box 338, Yolo CA 95697
530.662.4331, Fax: 530.666.9082
cchs.wjUSD.org

District Website: www.wjUSD.org

Tom Pritchard, Superintendent

Cache Creek High School Handbook Contract and Acknowledgement

Being Present: Attendance

- Students must come to school every day and are not tardy to classes
- Students may not be out of class without permission
- Students may not leave campus without permission
- Students are considered on campus when they arrive by bus, car, bike or on foot

Being Positive: Satisfactory Behavior

- Follow classroom rules and teacher instructions and comply with any staff member's directions.
- Inappropriate language, especially when chronic and habitual, will result progressive disciplinary actions
- Appropriate classroom use of cell phones/electronic devices is outlined in the student handbook.
- The principal has the authority to determine if a garment is inappropriate, and, if so, may direct a student to change that garment immediately. **Failure to comply will result in a home suspension.**
- **No gang related behavior or attire** (Determination is at the discretion of the principal.)
 - Students known to be affiliated with a gang or act in a manner that supports an affiliation with a gang will be placed on the "No Red/No Blue" list.
 - Any student determined to be attempting to, or displaying, supporting, or acknowledging a gang affiliation is strictly prohibited. **Student will be suspended for intimidation (Ed Code 48900.4) and prohibited from wearing red or blue.**
- Use of external speakers is not permitted.

Being Productive: Academic/Grade Record

- Student must satisfactorily complete assignments in every class, every day.
- Students must make satisfactory progress toward graduation from high school

In the event that any student is involved in any violation of any school rule, or commits a violation of the Education Code, he/she will be subject to consequences such as removal from class, In School Suspension (ISS), home suspension or expulsion based on the District Progressive Discipline Standards.

I have received the school rules and behavior expectations and understand that I am responsible for knowing and following all school rules. I also understand that I am subject to disciplinary action if I choose to disregard them.

Student

Date

Parent/Guardian

Date

Please sign and return this page with your enrollment paperwork.