

Cathedral City High School

Faculty Handbook

2014-2015



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CCHS Vision/Mission Statement

Cathedral City High School, in partnership with parents and community members, is dedicated to providing an educational experience that guides students toward successful, fulfilling lives as responsible, productive, and global citizens. Students are expected to acquire academic, artistic, athletic, and technical skills in preparation for college and careers. A culture of health-consciousness and ethical behaviors is fostered by the school. The CCHS community values diversity and offers the training and experience that expands students' awareness to include an appreciation and acceptance of practices and points of view found in other parts of the world.

CCHS: A Professional Learning Community

Recognizing continuous refinement of our own specialized knowledge and skills is critical to the process of helping our students learn more effectively, the PSUSD Governing Board granted the CCHS staff's petition for a schedule that allows time for professional collaboration throughout the school year.

Each year the CCHS certificated staff meets between 15 and 20 times, working together to clarify goals based on data and to ascertain the best instructional strategies supporting greater student success. Teachers work as members of multiple teams-- as a whole staff, in departments, and in cross-curricular groups—to accomplish this professional endeavor. Teachers are expected to be prompt and to attend all collaborative sessions in order to contribute to this crucial process.

CCHS staff, as part of the WASC Self-Study process in 2014-2015 has identified the following Schoolwide Learning Outcomes (SLOs) and Critical Learner Needs (CLNs) as central to the work of CCHS:

Schoolwide Learner Outcomes

Graduating Lions are prepared to:

Further their education:

All students have the ability to:

- read, write, listen, speak , and communicate effectively.
- solve mathematical problems accurately.

Use current technology.

All students can:

- correctly use computers and adapt to current technologies.
- find, evaluate, and use a variety of software applications.
- safely use the Internet and other sources to communicate globally.

Enter the world of work and careers.

All students:

- understand the importance of proper work ethics and habits.
- know how to seek and secure employment, and conduct themselves in a professional manner.
- demonstrate positive attitudes and global citizenship.

Live in a society of diverse cultures and customs.

All students:

- respect diversity.
- appreciate the art and music of the global community.
- value the history of their own culture and the cultures of others.

Critical Learner Needs

CRITICAL LEARNER NEEDS (SCHOOL-WIDE)
(integrates common core, NGSS, IB, and STEM)

Issue (what do we think the problem or critical learner need is?)	Measure (how do we know it's an issue?)	Solution (what do we think can fix it?)
<p>All student groups need to improve in the areas of both reading and writing to enable them to read closely and critically, and comprehend a range of complex literary and informational texts, and write skillfully.</p>	<p>State assessments data (CAHSEE, CELDT, EAP & previous CST scores), student D/F rates, discussions and recommendations from all focus groups and departments, and a review of student work support this need.</p>	<ul style="list-style-type: none"> • Close reading. • Cross-curricular projects involving reading, summarizing, citing resources, and revising written products. • Project-based learning, using critical thinking skills, and previous knowledge.
<p>All student groups need to use critical thinking skills (including reasoning qualitatively and quantitatively), and solve problems in conventional and innovative ways across all curricular areas and in life.</p>	<p>Students don't make a connection between concepts learned in different classes, in the same class at an earlier time, or from their life experiences.</p>	<ul style="list-style-type: none"> • Cross-curricular projects involving a multiple of disciplines and the use of models (physical, mathematical, technology). • Project-based learning, using critical thinking skills, and previous knowledge as well as new knowledge.

Administrative Team and Duties

<p>G. Chavez</p> <ul style="list-style-type: none">• Band• Booster liaison• Budget/financial planning & administration• CAHSEE Grade 10 matrix• Certificated evaluation process• Certificated recognition• Program/staff luncheons• Certificated staffing• Certificated records & payroll• Community/public relations• Rotary• City of CC liaison• Curricular development w/API• IB• Instructional program• Instructional council• Library• Link crew• Model schools• New teacher meeting• Parent center• Petty cash• School site council mtgs.• SPSA goals/agendas• Student planners• Summer mailer• Teacher handbook• WASC <p>Supervises:</p> <ul style="list-style-type: none">• Activity director• Administrative team• Community aide• ELD• English department• Foreign language• Math• Substitutes• Staff development conferences• Student planners	<p>K. Dimick</p> <ul style="list-style-type: none">• Academy programs• Autodialer• AVID• CBEDS• CAHSEE pre-test• CAHSEE tutorials• CAHSEE• CELDT• Data director (assist)• Classified meetings• Classified personnel• Curricular development (w/principal)• Freshman orientation• Golden Lions Announcement• Graduation (assist)• IB• Industrial accident reports• Master schedule• Middle school transition articulation• Common Core/SBAC testing• Next Generation Science testing• Opening & closing procedures• Room assignments• ROP• School plan input & monitor• Student registration process• WASC (assist)• Website <p>Supervises:</p> <ul style="list-style-type: none">• AP secretary• AVID elective teachers• Community aide• Social studies department• Science department• Data processing clerk• Registrar• Vocational education
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B. Seiple	T. Diliberto
<ul style="list-style-type: none"> • Alternative placement program • APEX • AP testing • Attendance • Bell schedule • Bulletin/calendar • Career center • College information/financial aid • Community college liaison • Coordinate counselors & guidance • Crisis intervention team • Curriculum guides – handbooks • Detention • Discipline • Distribution of schedules • Expulsions • Expulsions/suspension list • Health offices & services • Graduation name recital/setup • IEP representatives • MAA coordinator • NCAA clearinghouse • PVU • PL 504 • SARB • Scholarships & senior awards • Senior grad clearance • Short term independent study • Student schedule & class selection • School transfers • Master schedule (assist) • Student study team • SAT/PSAT • Tardy policy/sweep (co-responsible) • Work permits/experience • Youth accountability team <p>Supervises:</p> <ul style="list-style-type: none"> • Attendance clerks • Counselors/career guidance tech • Counseling clerks • ISS supervisor • Security/security lead (CO) • Receptionist • Special education • Visual & performing arts 	<ul style="list-style-type: none"> • Activity requests • AFJROTC • Athletic program, budget, schedule, boosters • Attendance (assist) • Auto registration/parking/busses • Back-to-school night • BYOD • Calendar meeting • California healthy kids survey • Campus activities supervision • Cart maintenance • Check in & out coaches • Coach key collection • Coaching meetings, supervision • Coaching training clinic • Crisis emergency lockdown plan • CPR • Custodial & facilities • Disaster plan • Discipline (assist) • Electronic use policy poster • Athletic eligibility • Mandated costs • Safe school plan • Senior attendance poster • Sexual harassment policy/contact • Student bill collection process • Risk management (accident reports) • TA program & protocol • T-Dap • Tardy policy/sweep (co-responsible) • Vandalism reports • Visitor passes • United Way • Universal complaint procedure • Website • Work orders • Yearbook team <p>Supervises:</p> <ul style="list-style-type: none"> • Athletic clerk • Community aide • Health aid • Pep advisor • Physical education • Security/security lead (CO) • VP clerks (shared)

Activities Director duties

George Howell (NOT ADMIN. – Activities Director)

Activity Coordinator & Planner
Activity Permits & Contracts
Adopt-a-Family Coordinator
ASB Cards & ID Process
ASB Office
Assemblies/ Rallies
Blood Drives
Budget/Finance for ASB & Clubs
Campus Pride Program
Class Reunion Liaison
Clubs & Class Advisor Supervisor
Clubs & Student Organizations
Dances
Event Supervision
Fundraising
Golden Lion Awards Coordinator
Graduation Program & Activities
Homecoming Float & Parade Organizer

Leadership Curriculum & Programs
Lunch Activity Program
Morning Announcements
New Student Orientation Programs
News/Community Liaison
Photography (Dances & Senior Class Portraits)
Posters & Signs
Recognition Programs
Senior Parent Meetings & Committees
Senior Party and Class Activities
Spirit Week Coordinator
Student Awards Program
Student Body/ Class Elections
Student Government (ASB)
Summer Registration Process

CCHS Counselor Assignments

Deborah Applebaum

- Ro-Z
- DATA
- Grade 11 Lead
- Department Rep: Math, Visual & Performing Arts
- Linked Learning & CTE Rep (Co)
- CVEP Rep (Co)
- CCHS Website Updates
- Financial Aid Workshops (Assist)
- PSUSD Technology Rep
- a—g updates
- Pathways to Success Rep (Co)
- Senior Packet (Assist)
- Junior Packet
- Career Cruising Administrator

Julia Bartsch

- A-C
- AVID
- ELD
- Grade 12 Lead
- Department Rep: Social Science, ELD, PE
- Financial Aid Workshops
- CVEP Rep (Co)
- Pathways to Success Rep (Co)
- Senior Packet
- Junior Packet (Assist)
- Ninth Grade Tutoring
- English Language Advisory Committee Member

Ruth Kwake

- Mar-Ri
- HEAL
- Grade 9 Lead
- Department Rep: English, Foreign Language
- CVEP Rep (Co)
- Pathways to Success Rep (Co)
- Freshman Packet
- Sophomore Packet (Assist)
- Linked Learning & CTE Rep (Co)

Paula Riesenbeck

- D-Man
- Special Education
- Sophomore Lead
- Department Rep: Science & Special Education
- Middle School Liaison
- PowerPoint Registration Presentations
- Registration Coordinator
- Classroom Visit Schedules and Coordination
- APEX Coordinator
- SAT Coordinator
- ACT/SAT Fee Waivers
- Special Education Registration Forms

Team Duties

- Senior, Junior, Sophomore, & Freshman Presentations
- Middle School Presentations
- College Application Nights & Financial Aid Workshops
- Senior Scholarship Presentations
- SAT/PSAT Classroom Presentations
- Discipline Intervention Conferences
- Weekly Department Meetings
- Collab Academic Department Meetings
- Four-Year Plans
- CAHSEE/PSAT Proctoring
- Other Presentations as Needed

Jose Ortega

- Coordinate use of Conference Room
- Update Alternative Education Panel List and data
- Short term Independent Study Coordinator
- Homework Requests
- Department Calendar
- Supplies ordering
- Oversee Office Aides
- Translation as needed
- Answer phones
- Schedule Counselor Student/Parent/Teacher meetings as needed
- CAHSEE/PSAT Proctoring
- Mailings
- Translate Presentations

Bell Schedules

Traditional: Day: 180 Days

REGULAR SCHEDULE		
Period	Time	Minutes
0	6:57-7:53	56 Minutes
1	8:00-8:56	56 Minutes
2	9:03-10:03	60 Minutes
3	10:13-11:09 AM	56 Minutes
LUNCH A	11:09 AM – 11:42 AM	33 Minutes
4	11:16 AM-12:12 PM	56 Minutes
LUNCH B	12:12-12:45 PM	33 Minutes
4	11:49-12:45 PM	56 Minutes
5	12:52-1:48 PM	56 Minutes
6	1:58-2:54 PM	56 Minutes
7	3:01-3:57	56 Minutes

MINIMUM DAY SCHEDULE		
Period	Time	Minutes
1	8:00-8:40 AM	40 Minutes
2	8:47-9:27 AM	40 Minutes
3	9:34-10:14 AM	40 Minutes
BRUNCH	10:14-10:24 AM	10 Minutes
4	10:31-11:11 AM	40 Minutes
5	11:18-11:58 AM	40 Minutes
6	12:05-12:45 PM	40 Minutes

OTHER SCHEDULE: Collaboration Schedule		
Period	Time	Minutes
COLLABORATION	7:55-8:55 AM	60 Minutes
1	9:04-9:50 AM	46 Minutes
2	9:57-10:43 AM	46 Minutes
3	10:53-11:39 AM	46 Minutes
LUNCH A	11:39 AM-12:12	33

	PM	Minutes
4	11:46 AM-12:32 PM	46 Minutes
LUNCH B	12:32-1:05 PM	33 Minutes
4	12:19-1:05 PM	46 Minutes
5	1:12-1:58 PM	46 Minutes
6	2:08-2:54 PM	46 Minutes
7	3:01-3:47 PM	46 Minutes

OTHER SCHEDULE: Finals Schedule

Period	Time	Minutes
Final 1	8:00-10:00 AM	120 Minutes
BRUNCH	10:00-10:15 AM	15 Minutes
Final 2	10:22 AM-12:22 PM	120 Minutes

OTHER SCHEDULE: Rally Schedule

Period	Time	Minutes
0	6:57-7:53 AM	56 Minutes
1	8:00-8:51 AM	51 Minutes
2	8:58-9:53 AM	55 Minutes
3	10:03-10:54 AM	51 Minutes
LUNCH A	10:54-11:27 AM	33 Minutes
4	11:01-11:52 AM	51 Minutes
LUNCH B	11:52 AM-12:25 PM	33 Minutes
4	11:34 AM-12:25 PM	51 Minutes
5	12:32-1:23 PM	51 Minutes
6	1:33-2:24 PM	51 Minutes
RALLY	2:31-2:54 PM	23 Minutes

Phone directory/room list

MAIN OFFICE: 760-770-0100 FAX: 760-770-0149

69250 DINAH SHORE DRIVE, CATHEDRAL CITY, CA 92234

PALM SPRINGS UNIFIED SCHOOL DISTRICT 980 EAST TAHQUITZ CANYON WAY PALM SPRINGS, CA 92262 760-416-8000

To call an office extention, dial 8 + room number.

To call a classroom, dial 2 + room number.

<u>A</u>			<u>J</u>	
Aguilera-Longoria, Rosalba PS	ext 199		Jackson, Sam - ISS	102
Applebaum, Deborah- Counselor	ext 124		Jarsma, Mary	306
<u>B</u>			Johnson, Lisa (P18)	2918
Baker, Lisa (SDC)	310		Johnson, Lisa (Gym)	ext 147
Bartsch, Julia- Counselor	ext 129		<u>K</u>	
Bashore, Kyle	118		Keskey, Glen	317
Bax, Ryan	214		King, Teresa	ext 119
Blair, Nancy	705		Krier, Patty- Library	143
TBA - ROP	709		Kwake, Ruth- Counselor	ext 126
Brian, Beth	810		<u>L</u>	
Buck, Thomas	706		Lacy, Peggy- ASB Office	ext 152
Burlingame, Nan	805		Lake, Steve	ext 146
<u>C</u>			Lange, Jeff (SDC)	320
Cagadas, Winston-ROTC Office	ext 116		Lee, Evelyn	ext 147
Cagadas, Winston-ROTC Class	702		Lepore, Aimee	201
Carlton, Philip (SDC/RSP)	213		LeRoy, May-Choir Office	ext 162
Carrick, Nancy	413		LeRoy, May-Choir Class	813
Cauthron, Mathew	704		Lew, Cary	422
Cendejas, Lissette- Admin Asst.	ext 101		Liu, Jeff (111 Per 5 Only)	106/111
Chacon, Mark	811		Lorraine, Lesa	ext 125
Chavez, Guillermo (Principal)	ext 101		Love, Rachel (SDC/APE)	503
Conklin, Steven	321		TBA (SDC)	406
Cox, Emily	404		<u>M</u>	
Cruz, Mario	801		Maciel, Walter	318
<u>D</u>			Malueg, Cheryl	314
Dangleis, Karilyn(P1 Per 2 only- AVID)	ext 147		Maya, Ana	116
De La Herran, Hilda- Receptionist	398		Moreno-Nicholas, Veronica	217
Diekmann, Maria	411		Mueller, Avie	420
Diliberto, Todd AP	ext 145		<u>N</u>	
Dimick, Karen AP	ext 139		Nation, Jill	208

<u>E</u>			Nevarez, Marcela	415
Edwards, Joaanna	104		<u>O</u>	
Espinoza, Jose- Dimick's Asst.	ext 102		Olivas, Linda	407
TBA - Spanish	409		Olsen, Heather (CCPD)	ext 132
<u>F</u>			Ortega, Jose	ext 122
Fleener, Brad	210		<u>P</u>	
Flynn, Steven (Lt. Col.)	ext 116		Parent, Jessica (Dial 307)	408
Flynn, Steven (Lt. Col.)	702		Parks, Scott	203
Franz, Raymond	804		Pascua, Robert	105
<u>G</u>			Perry, Edward	207
Gamel, Noel (SDC)	313		Price, Julie	419
Garcia, Hortencia- Registrar	ext 106		<u>R</u>	
Gardner, Lucinda	301		Riesenbeck, Paula- Counselor	ext 128
Gehrt, Matthew	312		Riccio, Patricia	305
Ghidirmic, Nina	103		Riggs, Beth	ext 140
Giacalone, Kaitlin	211		Riley, Matt	110
Godinez, Nohemi	ext. 113		Roth-Kingery, Diane	308
Green, Lisa (SDC)	311		Romero, Fatima - Community L.	ext. 199
<u>H</u>			Ryder, Rick (RSP/SDC)	205
Hall, Debbie	303		<u>S</u>	
Hansen, Christopher (6th per only)	501		Saliba, Cami	209
Harvey, Rita	202		Schmitz, Tiffany	115
Hawkins, Jahna	403		Seiple, Brad AP	ext. 134
Howe, Matthew Band Class	815		Siler, Steve (Dial 315)	416
Howe, Matthew Band Office	ext 164		Smith, Travis	ext 146
Howell, George- ASB Class	122		Sorensen, Mathew	319
Howell, George- ASB Office	150		Squillace, Lillian- Atheltics Office	ext 103
Hudson, Robert	410		Stier, Pattie- Attendance	ext 107
Hughes, Julia	418		Straumeitis, Karin - RN	163
Hunter, Martha	107		Sturgeon, Stephanie - LVN	135

Phone list (continued)

<u>I</u>	
Taras, Norman	316
Tibbs, Karen	402

Torres, Maria- Career Guidance	ext 133
Torres, Maria- Career Guidance	Rm. 302
Troup, Dean (SDC)	414
<u>V</u>	
Van Horn, Edith - Student Svcs	136
Van Hulle, Anne Marie	401
<u>W</u>	
Walters, Rob (SDC)	309
Ward, Kim (RSP/SDC)	304
White, Diana	ext 346
White, Micheal(RSP/SDC)	809
Wilcox, Thomas (SDC)	412
Wileman, Peggy - Workability	8509
Wilson, Lee	417
Wilson, Skyler(114 4th per only)	146/114
<u>Z</u>	
Zschaechner, Kim	109
Zwieg, Mary	101
COMPUTER LAB	707
CHEMISTRY LAB	204
DATA OFFICE	703
HEAL	113
IB OFFICE	ext 127

Campus Security
Richard Lee (Sam 1) Ray Bradley (Sam 2) Noe Sanchez (Sam 3) Joanne Williams (Sam 4) Officer Olsen
Custodial Staff

Head Custodians:	Rick Sams (day) Martin Talamante (night)
Athletic Equipment:	Fernando Gutierrez
Campus:	Norma Cantu Rafael Hernandez Jose Medina Isabel Navarro Andre Perez

Coaches

Last Name	First Name	Email	Sports
Fall			
Brickell	Donald	drbrickell@gmail.com	Tennis, Girls
Gonzalez	David	lionsrun2012@gmail.com	Cross Country, COED
Henderson	Stephanie	stephaniehenderson07@aol.com	Water Polo, Boys
Lee	Richard	rilee@psusd.us	Football (11 man)
Moriarity	Taylor	taymoriarity@gmail.com	Volleyball, Girls
Johnson	Lisa	ljohnson10@psusd.us	Girls Golf
Winter			
Fleener	Brad	bfleener@psusd.us	Girls Water Polo
Villalobos	Miguel	mvillalobos4008@gmail.com	Wrestling
Ruiz	Rafael	rbrsoccer@yahoo.com	Boys Soccer
Polanco	Jorge	jpolanco81@yahoo.com	Girls Soccer
Hill	Janet	janeth1956@yahoo.com	Girls Basketball
Wilson	Sky	swilson1@psusd.us	Boys Basketball
		-	
Spring		-	
Sorensen	Matt	msorensen@psusd.us	Baseball
Riesenbeck	Paula	priesenbeck@psusd.us	Softball
Fleener	Brad	bfleener@psusd.us	Swim
Lake	Steve	slake@psusd.us	Boys Golf
Wheaton	Roberto	rwheaton@psusd.us	Boys Tennis
Lee	Richard	rilee@psusd.us	Track

CCHS Faculty Structure

Instructional Council

The Instructional Council meets monthly to discuss issues, policies, and procedures critical to the instructional process of the school. The CCHS Instructional Council, facilitated by the principal, is comprised of the entire administrative team, all department chairs, the librarian, and other staff members whose responsibilities the principal determines directly impact school instruction, policies, and procedures.

Departments

Certificated faculty members are members of department teams that correspond to the focus of their instructional assignments. There are eight departments: English, ELL, mathematics, science, social science, performing and visual arts, physical education, and special education. Teachers who serve in a “non-departmental” capacity attend meetings in departments designated by the principal. District policy requires at least two meetings each month that focus on the standards which determine instruction, assessment, and other issues which reflect the needs of CCHS students.

Faculty members who wish to serve as department chairs are encouraged to apply for the position during the spring of the school year. Department members may nominate themselves or other department members for the position. The principal reviews the qualifications of the nominees, discusses the responsibilities and expectations of the position during an interview with the nominee, and then selects the department chair.

School Site Council

The CCHS School Site Council is charged with determining how categorical school funds are spent. Teachers serving on School Site Council are nominated by certificated staff once a year. The SSC is made up of parents, students, teachers, and the principal.

WASC Focus Teams and sub-committees

All individuals on the CCHS faculty are members of WASC Focus Teams. Focus Team leaders are members of the teaching faculty. Committees are facilitated by the WASC co-chairs: an administrator and a member of the teaching faculty. Teams are loosely defined according to WASC Focus on Learning designations, with an even mix of teachers across curricular areas, supporting office staff, district representatives, security, parents, and students. Each of the five criteria categories is reviewed in detail by two focus groups, with all focus groups having a final review of all criteria. The focus groups engage in ongoing assessment of the status of the school’s progress and programs in relation to the needs of CCHS students as defined by WASC criteria and the established Action Plan. These teams address issues arising from an ongoing self-study process, and often provide the impetus for the faculty’s collaborative/staff development work.

Professional Expectations

Attendance

Faculty members are advised to observe the guidelines set by contractual agreement. Faculty members are to be present 60 minutes beyond the instructional day. Generally, faculty members should plan to be present 30 minutes before and 30 minutes after the school day so that students in need of help may have that opportunity. Some teachers prefer to distribute this time differently, but the number of minutes is not arbitrary.

Faculty members are expected to be in their classrooms and offices no later than the warning bell (7:55 AM) at the beginning of the day, ready to begin professional duties. The CCHS faculty knows that instructional time is valuable and that “bell-to-bell” engagement is expected. In addition faculty members should be present until the last bell of the instructional day, unless an individual’s schedule reflects different requirements and the faculty member has discussed this with the administration.

Faculty members model promptness and ready-to-work behaviors for students. It is difficult to ask students to attend class on time and to remain on task during the entire class unless faculty members demonstrate these behaviors themselves.

Faculty members who leave campus during prep periods or who must leave early must inform administration. In case of an emergency, CCHS must account for staff members as well as students, for safety and liability reasons.

Absence Procedures

Teachers are to follow contractual procedures established by PSUSD to report their own absences and subsequent return to class duties.

It is critical that teachers remember that it is their professional responsibility to make sure a complete lesson plan and seating plan is available for substitutes for all classes. Teachers are not to expect substitutes or colleagues to provide lesson plans for classes. This is each teacher’s professional responsibility.

Teacher Leave

All absences must be reported to the principal’s Administrative Assistant. When absent, a CERTIFICATED EMPLOYEE LEAVE REPORT must be completed and filed through the principal’s office. These forms may be found on the counter above the assistant’s desk.

If the absence is not an emergency, the leave report must be completed and filed at least three days prior to the absence. In case of emergency, when prior notice is not possible, this report must be filed immediately upon return to work.

To secure a substitute, you must go online (only call if it is a last-minute emergency).

- To access the SubFinder on-line, log onto the PSUSD website at: www.psusd.us, Click on Staff, and scroll down to SubFinder and click on SubFinder.

- Your password is your last FIVE digits of your social security number. Follow the prompts.
- **New teachers:** You must call the telephone number to record your voice. You will then be able to report any absences thereafter through the website. To register with the SubFinder for the first time:
 - Dial 760-416-6100. Enter the last five digits of your Social Security number. Record your name when prompted. When you finish, press#. SubFinder will repeat your name. If correct, press 1. If incorrect, press 2.
 - Each, phone or computer, will walk you through the process of securing a substitute through completion.
 - Make sure to record your job number when finished. If you were not given a job number, the process was not completed.
- In the event of a **last-minute emergency**, call SubFinder as soon as you can to secure a sub.
 - Call the principal's Administrative Assistant and let them know you will be gone.
 - Call the department chair and let them know you will be gone.
 - Fill out a Certificated Employee Leave Report upon return to school and submit Leave Report to the Administrative Assistant.
 - If you have on-campus teachers substitute for a single period, advise the Administrative Assistant who the substitute is, and have that individual complete the forms for additional pay (blue form). You will still need to fill out a Certificated Employee Leave Report.
- If you are gone on **school business**, secure a sub through SubFinder and submit Leave Report at least two days in advance (the sooner the better).
 - Leave Report must have Job number indicated on report.
- If unable to secure a substitute through SubFinder, it is your responsibility to secure your substitute(s) through certificated staff on campus in advance. A period-by-period schedule of teacher's prep periods is posted over the telephone in the administration building as well as in the teacher handbook.
- If you are called for **jury duty**,
 - Complete a Leave Report and attach a copy of your jury summons.
 - Submit Leave Report to the Administrative Assistant for signature.
 - Follow the court's instructions on when to call/show up.
 - Secure a sub through SubFinder as soon as you find out you are called for duty.
 - When you have completed your service you must request a printout confirming your attendance.
 - If you do not get called to serve – you are to be at school; your Leave of Absence will be discarded at the end of the week.

It is helpful to have a list of teachers from CCHS staff that you have made prior arrangements with to sub your classes when a district sub is not available.

See the backside of the leave report for more information regarding leave and/or PSUSD/PSTA Bargaining Agreement.

Adjunct Duties

Each year each certificated staff member is required to sign up for three adjunct duties. Sign up for duties is on a first-come, first-served basis usually during the teacher workweek prior to school starting each fall. Teachers will be made aware when the forms are available. The Athletic Director and Vice-Principal coordinate the assignments for adjunct duty. Teachers are expected to arrive promptly and remain for the time indicated on the assignment sheet.

Professional Dress and Appearance

Faculty members are expected to present a professional, well-groomed appearance on campus and at school events. While the desert climate can present great challenges at times, teachers should use discretion when choosing campus attire, which is at a level well above that of the student dress code. It is difficult to ask students to follow rules when faculty members do not present an appropriate professional model.

Professional Demeanor

CCHS faculty members are expected to display respectful, appropriate behaviors and to use appropriate language as a model for students on campus and at school events. Students learn by watching adult behaviors and attitudes; the CCHS staff is in a position to provide a strong behavioral model for students every day. It is easier to ask students to follow rules and behave correctly when faculty members maintain professional behaviors, language, and attitudes for them to emulate.

E-Mail Policy

PSUSD email is to be used for school business purposes. This is a professional form of communication between colleagues, parents, and the community. Respectful, courteous language and tone is expected in all exchanges; it is not an appropriate forum for inappropriate jokes, or disrespectful commentary or complaint, especially of a personal nature.

Procedures

Video Policy

In addition to following the district policies of using appropriate ratings of videos (G, PG, PG-13), it is important to remember that faculty members must strictly follow copyright laws. The CCHS school policy is that all videos must be instructionally valid. Before showing a video, faculty members must complete the "Use of Video" form located in the Administration Building (see appendix). It must then be submitted to the Principal for review and determination of acceptable use. Remember that any movie rated PG –13 or higher must have prior parent permission.

Use of videos is expected to closely relate to the specific content, objectives, and standards of all curricula. Use of this media is expected to support instruction. Videos are not to be used as a way to distract students while a faculty member completes other tasks such as grading papers.

Work Orders

Work Order requests are to be emailed to the athletic director's administrative assistant at lsquillace@psusd.us . If it is an emergency, send a brief note about the specific problem, your name, and room number to the Athletic Director's office.

Purchase Orders, Warehouse Orders, Purchase Requisitions

Teachers should contact their department chair for details on individual budgets for supplementary materials.

Computer Assistance and Technical Support

For technical support for computer or software issues, contact Educational Technology & Information Services (ETIS) on the PSUSD website under the Educational Services section. For hardware issues, contact Technical Support: helpdesk@psusd.us or call 760-416-6150. In case of problems with Synergy, contact Synergy Support: asksis@psusd.us.

BYOD Policy

If personally-owned technology (computer, iPad, Chromebook, etc.) uses the school internet (wireless or hardwired), a Staff Mobile Device Agreement must be completed and turned in to the principal.

Controversial Issues

The Palm Springs Unified School District Governing Board believes that schools should avoid creating a hostile climate and maintain an atmosphere conducive to the discussion of issues that may be considered controversial (BP 6144a). The school shall provide students with the opportunity to analyze current problems, gather and organize pertinent facts, discriminate between fact and fiction, draw intelligent conclusions and respect the opinions of others. The study of controversial issues shall be commensurate with the maturity of the students.

The Governing Board recognizes the rights of the students relative to the study of controversial issues.

1. The right to study any controversial issue, which has political, social, or economic significance.
2. The right to have free access to all relative information, including material that circulates freely in the community.
3. The right to study under competent instruction in an atmosphere free from bias or prejudice.
4. The right to form and express his or her own opinions on controversial issues without thereby jeopardizing the student's relations with the teacher or the school.

The teacher should approach the study of controversial issues in an impartial and unprejudiced manner, and must refrain from using classroom privilege and prestige to promote a partisan point of view. The Board establishes the following guidelines to direct the instructional decisions of teachers in relation to the study of controversial issues.

1. Select a topic that is within emotional and intellectual capacity of the students in the class and that is within the content of the course outline of that subject.
2. See that all sides of the subject are fairly presented. Provide adequate and appropriate materials for the presentation of all points of view, and encourage the students to read widely on the subject.
3. Help students separate fact from opinion.
4. Guard against generalizations of conclusions based on insufficient data. When unsure of the appropriateness of certain material or a proposed method of presentation, request guidance and assistance from the administrative staff.

Use of Copiers

In the Administration Workroom, there are:

Xerox copiers—staples and hole punches

paper cutters

folding machine

electric 3-hole punch (up to 20 pages)

fax machine-located between Athletics and the Registrar (Fax # is: (760) 770-0149)

heavy-duty electric stapler

paper folder

If equipment in the Administration building is not functioning, please see the athletic director's administrative assistant to assist you or to call for service.

Do not put "Out of Order" sign on copiers---the administrative assistant will.

You will be assigned a copy code at the beginning of the school year, and an in-service will be given on use of the machines. It is your responsibility to attend this in-service. Copiers in the administrative building are not to be used for normal classroom assignments. Rather, these are for small copy quantities.

You are to have district reprographics make your copies a minimum of 2 weeks in advance for large quantities of copies (more than 100). If there are last-minute emergencies, please make copies before school, during your prep period, during lunch or after school. Students and TAs are NOT to use the copiers. This is to eliminate future breakdown or damage, which can be costly.

Reprographics

Reprographics is a company that handles bulk copy orders for district staff members. It typically takes 4 – 8 business days for your order to be completed and returned to you. Reprographic orders are delivered to the library each Wednesday, so please plan accordingly. If you need an order sooner, you may need to drive to the reprographics work site to pick up your order. Reprographics can do: staples, hole punching, booklets, and bulk orders (basically anything that our site machines can do). Anything else will require a budget code, which your department chair may or may not have.

The request form for Reprographics can be found on the "Q" Drive in your computer or the back wall in the mailbox area. They will also accept email orders with attachments.

Thank you for your cooperation. It is much appreciated.

Copyright Policy

All employees who use and reproduce copyrighted materials are required to abide by legal provisions regarding appropriate use and public display. Not only is this the law, but it also sets a model for students regarding plagiarism and copyright law. See the Assistant Principal for PSUSD Copyright Policy if you have questions.

Course Syllabus

By the end of the second week of school, teachers will provide a hard copy or online course outline to each student enrolled in his or her classes and submit a copy to the department chair. The department chair will then deliver these to the principal's office to be kept on file. New students enrolling in the class are to receive a copy of the teacher's syllabus. The purpose of this outline is to provide students and parents a clear understanding of the course content and grading policies employed in determining grades earned. The syllabus will also state class procedures and conduct expectations that students must know if they are to be successful.

Recommended Course Contents Description Checklist

- Title of Course (including course number)
- Teacher's Name, Prep Period, method parent should use to contact teacher (such as school phone number, email address)
- Description of course based on current approved district-provided course description
- Current district-approved materials to be used for coursework
- Note that course work is Common Core and/or Next Generation Science Standards-based
- Types of assignments and assessment strategies student will encounter in the class
- Semester grading system with explanation of any weighting systems employed (in line with school/district grading policy)
- Class absence procedures for late assignments, make-up tests, etc. (in line with state/district policy)
- Procedures for getting extra help/tutoring
- Class behavior expectations (in line with school/district discipline policy)
- Definition and policies regarding plagiarism
- Procedures and expectations that are specific to particular learning situations: art, PE, labs, etc.
- 10th CAHSEE dates Language Arts & Math (note importance as graduation requirement)
- Note to parent regarding any filming, video-taping audio-taping or other recording of student. Such activities MUST have parental permission
- Note to parent regarding the use of PG films that will be shown during the course of study. Films that are PG-13 or R may not be viewed in the classroom.
- Signature line for student
- Signature line for parent

This course description should be ready for distribution and discussion within the first few days of class. The signatures that parents and students return show they are aware of expectations and procedures and are to be kept on file with the teacher.

Daily Bulletin

A daily bulletin will be emailed each day and 2nd-period teachers should make announcements to students using the information sent, if important items were not covered during the ASB intercom announcement. Notices and announcements to be published in the daily bulletin MUST be submitted to the receptionist no later than 8:30 a.m. on the day before the desired day of printing. All dates and information should be carefully checked for accuracy before submission.

School Calendar

The master calendar is developed by the Assistant Principal, with input from Counseling, Athletics, Student Services, various staff members and ASB. The master calendar can be viewed on the school website, and is maintained by the School Receptionist.

Facilities Scheduling

Those wishing to schedule use of the facilities, should fill out the online form.

- Go to www.cchslions.net
- Click on the heading "FANS"
- Click on the "Facilities" button
- View calendar to see if dates and facility you want for your event are available
- Click on the words "Facilities Request Form"
- Fill out the online form
- Click on "Submit"

Facility requests are processed once a week, usually on Fridays. Requests must be submitted at least seven days before the event date. Do not advertise your event until you receive a confirmation email from the facilities secretary.

Before completing the form, it is always a good idea to coordinate with the department responsible for a school facility (e.g. Physical Education – gym use, Theatre, Vice Principal for Athletics- sports fields, teachers lounge, classrooms.) Also, it is advisable to check on test schedules with the Vice Principal for Counseling or the Assistant Principal.

When making a request for use of facilities, PLEASE remember to include in your request any special needs from the custodial staff (PA system, air conditioning, lighting, alarm codes, trash removal, etc).

It is advisable to check the status of your request to ensure that the forms have been approved.

Staff members should also retain a copy of the approved event in case of changes or deletions.

Procedures for Emergency Situations and Drills

(Section 3100, Title 1, Division 4, Chapter 8)
California Government Code

Public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term “public employees” includes all persons employed by the state or any other county, city, state agency or public district, excluding aliens legally employed.

Chapter 9, Section 1799.102, California Civil Code

It provides for “Good Samaritan Liability” for those providing emergency care at the scene of an emergency. (“No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.”)

California Emergency Plan

Promulgated by the Governor, and published in accordance with the California Emergency Services Act, it provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that “... Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof.” Therefore, local emergency plans are considered extensions of the California Emergency Plan.

Teachers and other school employees are required to comply with school, district, and state laws regarding emergency disaster plans and can only be released with the permission of the administrator on duty.

National Incident Management System (NIMS) Compliance

Since school districts are an integral part of local government, their use of SEMS/NIMS should be achieved in close coordination with other components of the local government.

School districts are not traditional response organizations and typically are recipients of first responder services provided by fire and rescue, emergency medical and law enforcement agencies.

This traditional relationship should be acknowledged in achieving SEMS/NIMS compliance within an integrated local government plan for SEMS/NIMS compliance.

School district participation in the local government's SEMS/NIMS preparedness program is essential to ensure that first responder services are delivered to schools in a timely and effective manner.

Emergency Preparedness

In addition to the District's EMERGENCY ACTION PLAN and the CATHEDRAL CITY HIGH SCHOOL EMERGENCY ACTION GUIDE, it is important for all personnel to be aware of the procedures to be followed and each person's specific role in the event of any disaster such as a campus disturbance, fire, earthquake, or terrorist attack. It is your responsibility to familiarize yourself with the necessary information and review with your students the procedures to be followed in the event of an emergency.

CALIFORNIA GOVERNMENT CODE, Section 3100

"In furtherance of the exercise of police power of the state in protection of its citizens and resources...ALL public employees are hereby declared to be disaster service workers subject to such disaster activities as may be assigned to them by their superiors or by the law."

When special circumstances arise, In Palm Springs Unified School District all employees will become disaster workers and will remain on the job until released by their supervisors. Staff members should remember that under such conditions they must remain calm, assess the situation, and take action based on the best available information. Staff is expected to exercise judgment in deciding appropriate action when lives are at stake. Because mass panic is one of the greatest dangers, exercising caution and calm are crucial.

General Information

At the beginning of the school year, teachers and students will be given an opportunity to hear the different alarm signals so that appropriate responses can occur whenever the situation arises. Teachers will also receive an Emergency Plan Handbook detailing site procedures in case of emergency.

Teachers are advised to keep the roll/attendance of students in each class in a place where it can be quickly retrieved. In an emergency, teachers will need to account for students who were present in the class when the emergency arose.

Classroom Emergency Backpacks (red) will be provided at the start of the school year and should be brought out to the field during EVERY evacuation regardless of it is a drill or an actual emergency.

Each backpack contains:

- 2 Powder Free Synthetic Vinyl Exam Gloves
- 3"x4" Non-Adherent Pads
- 2 Maxithin Pads
- 1 8oz Hand Sanitizer
- 1 Water
- * 3"x4" Non-Adherent Pads
- * 8 cotton balls (medium)
- * 2 Playtex Sport Tampons
- * 9 Elastic Strip Bandages
- * 1 Clipboard

- **10 Emergency Evacuation Reports**

Helpful Suggestions

It is strongly suggested that each teacher have enough water stored in the classroom for emergency situations in which you may need to stay in your room with your students for an extended period of time. The school will not provide this for you, but you will be glad you have it during emergency situations. In addition, it is also recommended you have “healthy” snacks available in your classroom that will not spoil or deteriorate such as granola or energy bars. Please be conscious of student allergies!!! Use common sense and the school’s healthy eating plan as a guide when selecting snacks for your students. Many teachers also have a selection of “time filler activities” such as puzzles, board games, word searches, etc to keep students occupied for potentially long periods of time when you may need to keep students safe in your classroom.

Evacuation Reports

Evacuation Reports can be found in your classroom Emergency Backpacks or in the Appendix. Teachers are required to fill out Evacuation Reports for every drill (practice or real) and turn them in to their assigned wing leaders regardless of whether or not they are on prep. For team-teaching classes, both teachers must fill out evacuation reports.

Evacuation Procedures

When the evacuation bell rings, Teachers must instruct students to line up on pre-printed numbers on the black top area out by the basketball courts. It is imperative that students evacuate promptly and in an orderly manner to ensure safety of all staff and students. In addition, teachers must promptly fill out their evacuation reports and turn them into the Wing Leader as soon as possible.

If a drill happens

Before school: Students should be instructed to line up at their first period class.

During Lunch: Students should be instructed to line up at their class period in which roll was taken before lunch.

After School: If a drill should occur after school, teachers and students will exit the building and an administrator will check the building.

Safety Drills

Teachers must review proper procedures with students to be followed during safety drills. Early in the year specific alarms will be reviewed that signify particular disasters so events so that all students and staff are able to respond correctly.

Fire Drills

When the Fire Alarm sounds, students and teachers must exit the classroom following the route posted in each room. If that route is blocked, the nearest safest exit is to be used. Teachers must have a copy of the roll so that a check of students can be conducted if necessary. Students and teachers quickly move to designated areas of safety beyond structures that may be compromised. When the “all-clear” signal is given, students and staff may return to classrooms.

Earthquake Drills

At the earthquake signal, teachers will advise students to “drop and cover.” Both teachers and students are to seek safety under desks or tables, as far as possible from windows that may shatter or bookcases that may fall. They should use hands and arms to shield their faces during the initial shaking. When the alarm sounds, students and staff exit the building and report to previously designated safety areas where roll must be taken immediately. Teachers must note any students who may have been left in the classroom due to incapacitating injuries. After roll has been taken, a runner must quickly inform the appropriate team on the field so that emergency teams can identify those rooms where injured individuals can receive attention. Students and teachers are to remain in the safety areas until authorities have determined it is safe to return to the classroom.

Bomb Threats

Please see your CCHS Emergency Plan Handbook for details concerning bomb threats.

Campus Disturbance Plan

This occurs when the administration decides that in the interest of safety the campus must be cleared as rapidly as possible. The announcement of an emergency or lockdown indicates that teachers are to lock classroom doors and remain vigilant. Students and teachers are to remain in their classrooms until the administration determines it is safe and normal activity and access may resume. At that time an administrator will announce an all clear. If administration deems it necessary, a short staff meeting may be called to inform staff of the facts of the situation and outline further steps which may be necessary in the coming days.

- Any class being conducted outside should report to their classrooms; PE should return to the gymnasium immediately and the PE building should be locked.
- During an emergency lockdown, teachers should note if any students have left the room on an errand, to see a counselor, to go to the restroom, etc. This information may be important later.
- Strangers or visitors may not be allowed to enter a classroom during a lockdown. Only teachers are permitted to open the locked classroom door during a campus disturbance.

CATHEDRAL CITY HIGH SCHOOL EMERGENCY DRILL PROCEDURES

FIRE		EARTHQUAKE	
DRILL	ACTUAL	DRILL	ACTUAL
1. Fire bell rings	1. Fire bell rings	1. Earthquake drill bell rings.	1. Earthquake happens. (no bell)
2. Get copy of student attendance and evacuation paperwork.	2. Get copy of student attendance and evacuation paperwork.	2. Have students duck and cover as well as staff.	2. Have students duck and cover as well as staff.
3. Lead students out of class, according to the exit plan, and line up by classroom numerically. Make sure all students are out of the classroom.	3. Lead students out of class, according to the exit plan, and line up by classroom numerically. Make sure all students are out of the classroom.	3. Get copy of student attendance and evacuation paperwork.	3. Get copy of student attendance and evacuation paperwork.
4. Take roll listing the information on the evacuation report sheets. Take sheet to building leader.	4. Take roll listing the information on the evacuation report sheets. Take sheet to building leader.	4. Listen for evacuation order, or announcement.	4. Listen for evacuation order, or announcement.
5. Monitor students and assure they stay in line.	5. Monitor students and assure they stay in line.	5. For evacuation, follow steps 2-7 from fire drill.	5. Note medical status of all students and leave red or green tag on exterior door handles to notify personnel sweeping rooms.
6. At all clear bell return with students to class.	6. At all clear bell return with students to class.		6. For evacuation, follow steps 2-7 from fire drill.
7. Take roll again to assure students returned to class.	7. Take roll again to assure students returned to class.		

Emergency Signals

Emergency, Drills, and the all Clear Signal

Cathedral City High School

*Substitute teachers will be called individually from administration in lieu of using e-mail.

Task	Name of Signal	Signal	Announcement	Instructions
Fire and Fire Drill	Fire	Fire Alarm - bell (repeated short rings) and siren	If no special instructions, proceed with evacuation	Orderly, on-site evacuation-refer to evacuation map
Earthquake Drill	Earthquake	Five extra long bells - repeated *Please be aware that in a real earthquake, no signal will be given	Duck and Cover	Duck-Cover-Hold
Evacuate Rooms	Evacuation	Fire Alarm - bell (repeated short rings) and siren	Message "Evacuate"	Orderly, on-site evacuation-refer to evacuation map
Lockdown	Lockdown	P.A. announcement	Message -"We are in lockdown"	Students inside, doors and windows closed and locked. Students away from windows. Monitor email *.
All Clear	All Clear	One minute long ring P.A. announcement	Message "All-Clear"	Resume regularly scheduled activities.
Lockdown at Lunch	Lockdown	P.A. announcement	Message -"We are in lockdown"	Students at lunch will go into the theater and Gym with administration supervision

Teacher Evacuation Report

Room# _____

Must be completed immediately

**To be completed for all evacuations including
Fire and earthquake drills.**

All students evacuated and accounted for that
were present at the start of the period.

YES

NO

Teacher Name: _____ Period: _____ Date: _____

Wing Safety Leader:

Wing Safety Alt:

Names of missing students: (from those present at start of period)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Names of injured left in classroom:

_____	_____
_____	_____
_____	_____

Health Office Policies and Procedures

School Nurse

The school nurse is on campus approximately twice a week and always available by phone. Please see a secretary in Attendance first if you need to reach the nurse.

School Nurse Assistant

A school nurse assistant is available on campus daily from 8am-2:30.

Location

The health office is located next to the attendance office in the Administration Building.

Accidents or Injuries: STAFF

ALL employee injuries must be reported to the Health Office and principal's assistant immediately. An Incident Report must be filled out and sent to Risk Management at the district office.

The District has a selection of medical facilities to which you will be sent in the case of a Workman's Compensation accident or injury. If you would prefer to see your own physician, you must submit/have on file the proper form indicating this information with the risk management office at the District. You may contact Risk Management at 416-6192 for details and forms.

For major injuries/seizures that occur in the classroom, call security first to alert them of the situation (8-130) so they know where to send EMS - then call 911 from the classroom.

For any injury or incident in your classroom, teachers must fill out incident reports (triplicate) and return it to health office. (See Appendix)

The Health office is not an infirmary, and not able to diagnose pink eye, the flu, etc

- Do NOT send students to the Health Office for:
 - Cleaning of piercings
 - Cleaning of tattoos
 - Give out supplies (teachers need to order these with their warehouse money)
- They are able to:
 - call home
 - give band-aids (no peroxide, rubbing alcohol, or Neosporin)
 - allow students to rest for 20 minutes, notify parent, and send them back to class

Students with special needs (on crutches or wheel chairs) get a 3 minute head start to get to their next class. Students will not be allowed in the health office without a signed pass – even during passing periods or lunch.

The health office coordinates vision and hearing screenings every year for special education students and 10th graders.

The Health Office keeps current emergency cards for all students, with contact information and pertinent medical information

Student Attendance

The staff at Cathedral City High School believes that punctual, regular attendance directly impacts and improves academic progress, and develops responsibility in students. Parents are responsible for their student's punctual, regular attendance. State law requires that:

1. Students aged 6-15 must attend school full time;
2. Students aged 16-17 must attend regular school, continuation high school, or another district alternative program;
3. Students aged 18+ with unsatisfactory scholarship, citizenship, and/or attendance will be counseled about their options.

All administrators, counselors, and teachers are committed to working with students and parents or guardians to improve attendance. Because poor attendance affects academic achievement, parents are encouraged to monitor their students' attendance.

Absence Procedures

CCHS is required to verify all student absences. Parental and student assistance in this area will avoid the need for the school to call home. Please follow these steps:

1. Parents should call the Attendance Office (770-0113 or 770-0107) between 7-10 AM on each day of the absence.
2. Students are requested to bring written verification of absence (if not called in), signed by a parent, stating days absent and reason for absence. Students who have been absent from a class will be "excused." Students are allowed 3 days to change unexcused absences to excused.

Excused Absences

Absences may be excused for the following: illness, court, doctor, dentist, religious holiday, family bereavement, vacation with prior approval, or other emergencies. All pre-arranged absences of more than one week must be cleared through the Attendance Office.

Truancies

This includes everything not listed above; oversleeping, family work, transportation, studying, period cuts, unauthorized field trips/excursions, unauthorized program change, leaving early without passport, and other trips. The Truancy Ordinance prohibits students from loitering, wandering, or roaming in public areas during the hours of 7:30 to 2:20 pm on official school days without proof of proper off-campus permission. If students are found in violation, they will be detained, returned to campus, and cited.

Tardiness

Students are expected to be on time for all classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. To achieve the goals, promptness is considered a learning objective in every class. Any student who is not in his/her assigned class room/station when the bell rings is considered tardy.

Excused tardy

A tardy is excused only by a written note from a teacher, nurse, guidance counselor or administration official when a student has been detained for official reasons. Teachers and counselors may not hold a student over in their classroom or office and cause them to be late for another class unless it is an emergency or has been approved in advance by the teacher whose class the student will be late to.

Unexcused tardy

An unexcused tardy is considered being late to class without the proper authorization. Parents/students cannot decide if a tardy is excused.

Absences due to school-related business (including those coded as “V” or “SB” in Synergy)

- Student attendance at extra-curricular and school-day activities is subject to specifications stipulated by PSUSD Board Policy
- Students are responsible to turn in all assignments due and pick up any new assignments BEFORE they are absent on school-related business. A school-related absence is not an acceptable reason for late work.
- Any test or quiz missed because of a school-related absence is to be made up the next school day outside of class time unless arranged in advance with the teacher.

Unexcused Tardy Policy

PERIOD 1			
INFRACTION	STEP 1	STEP 2	STEP 3
Less than 15 minutes (7:30-7:45)	All entrances locked at 7:30 except student entrance. Students proceed to Attendance to get tardy pass. Student goes to class.	Teacher accepts pass first 15 minutes; places pass in tardy envelope; notes tardy in computer (Synergy) by beginning of Period 2	Student attends after school detention the following day until 3:15 PM
Greater than 15 minutes	Security directs students to ISS	Student goes directly to ISS for the remainder of 1 st period and is assigned after school detention the following day	
ALL OTHER PERIODS			
<30 minutes	Teacher marks student tardy in computer (Synergy)		
30+ minutes	Teacher marks student absent in computer (Synergy)		
STUDENT CONSEQUENCES			
PM Detention	Security stands at the end of the	Security Officers will come and	Student serves after school

	hallways to direct students to PM detention	inform teachers of students who will be serving after school detentions	detention UNTIL 3:15
1 st Missed Detention	Student assigned to two after school detentions		
2 nd Missed Detention	Student assigned Saturday School		
3 Tardies of Any Kind	Student assigned Saturday School		
3 Saturday Schools	Student suspended		

Senior truancies and chronic absence

Attendance at all classes each day is essential to the academic progress of every student. Students who wish to succeed need to attend all classes each day. CCHS will review the absence record of Seniors in an effort to support each student's progress toward earning credits for graduation.

1. Because CCHS recognizes the effort and commitment students make to attend school regularly, students who have fewer than 5 period absences each semester in all classes, will receive 2 extra tickets to graduation.
 2. Many seniors who reach their 18th birthday write their own notes excusing absence or tardiness. Seniors are advised that when they have written their own notes, the school will call parents to advise them of the absence/tardy because attendance issues may impact graduation status.
 3. Students who miss any class 12 or more times will be advised that chronic absence deprives them of opportunities to succeed in the class. Although there are legitimate reasons students may miss class, students must be aware that they miss explanations and discussions; they are unable to contribute as individuals to the work of the class or to the work they may be sharing with a group. These are situations that are impacted as absences accumulate. While students may make-up a test or assignment if they have an excused absence, the learning experience that was missed cannot be duplicated.
1. Teachers may NOT excuse a student from another teacher's class without the teacher's prior permission. Students should not ask a teacher to write a pass from one teacher to excuse him/her from another class or to excuse a tardy. Students are advised that these may be counted as an unexcused absence by the teacher whose class has been missed.

Twelfth Grade Attendance Policy		
Number of period absences	Consequence	Explanatory Note
12th period absence (2 days)	Students Services reviews absence record and a warning is issued through student conference; parent called; Saturday School may be assigned.	A student may redeem the 1st privilege with 3 weeks of perfect attendance during the semester that the absences have occurred; no student can redeem more than one privilege during a single semester.
18th period absence (3 days)	Students Services reviews absence record; parent called, Saturday School is assigned.	Chronic absence in any class may seriously endanger a student's progress toward graduation.
24th period absence (4 days)	1 st privilege lost	Privilege 1: May not attend Prom or Winter Ball (within semester of absences indicated)
36th period absence (6 days)	2 nd privilege lost	Grad Night at Disneyland
48th period absence (8 days)	3 rd privilege lost	Senior Party
60th period absence (10 days)	4 th privilege lost	Graduation ceremony

Junior truancies and chronic absence

Attendance at all classes each day is essential to the academic progress of every student. Students who wish to succeed need to attend all classes each day. CCHS will review the absence record of Juniors in an effort to support each student's progress toward earning credits for graduation.

Eleventh Grade Attendance Policy		
Number of period absences	Consequence	Explanatory Note
18th period absence (3 days)	Warning	Student signs form indicating they are aware of consequences.
36 period absence (6 days)	Students Services reviews absence record; parent called, Saturday School is assigned.	A student may redeem the 1st privilege with 3 weeks of perfect attendance during the semester that the absences have occurred; no student can redeem more than one privilege during a single semester.
48 period absence (8 days)	Privilege Lost	May not attend Prom or Winter Ball (within semester of absences indicated)

Discipline Policy and Procedures

Saturday School

At the beginning of the school year, teachers are asked to sign up for Saturday School via email. This is a paid opportunity. However, to receive your pay you must fill out a time card with the Principal's Secretary. The classes are held on most Saturday's from 8:00 – 12:00. Normally the students report to a pre-identified classroom. Campus Security opens and closes the campus, directs the students to the classroom, insures that the restrooms are open, and is available to handle any problems that may arise. Normally room 102 is used for the classes. Sometimes teachers are allowed to use their classroom, if it is in the vicinity of 102. Students are requested to bring school work. However, not too many choose to do so.

Minor Infractions

Teachers should attempt to manage disciplinary problems within their classrooms as much as possible. This underscores the authority of the teacher. The administration recommends that teachers establish and make their students aware of a clear disciplinary system, including steps for handling inappropriate actions. Suggested steps include the following, which should be documented when applied:

Warning looks & mild verbal warnings

Stern verbal warning

Temporary reseating student

Private conference with student

Parent contact and/or parent conference

Teacher detention

Referral to Administration depending on severity and frequency of infraction

Classroom Suspension

Under California Education Code (EC), teachers have the authority to remove students from their classroom for inappropriate behavior. If a student is chronically disruptive and fails to follow a teacher's corrective action or if a student's initial behavior cannot viably be addressed within a classroom setting, then the teacher may refer the student to Student Services for possible placement in "ISS". When an incident occurs that is of an unexpected or particularly grievous nature, the teacher may elect to send the student to Student Services for a response that is in keeping with the nature of the offense. Appropriate.

Student Referral Form

The Student Services Referral Form (available at the student services desk in the administration building) reports student behavioral problems that have not been corrected satisfactorily by other means. For recurring non-compliance issues the classroom teacher is required to take three (3) intervention steps that are to be documented on the form.

An additional provision is that in accordance with the Governing Board approved Attendance and Tardy Policies a SSRF for tardiness be completed upon the third classroom tardy.

Teachers submit a completed SSRF to the Student Services Office. The teacher making the referral may attach additional documentation if appropriate such as behavioral contracts, copies of student work, checklists, etc.

Next, the discipline office will log the SSRF and give it to the Student Services Administrator. The administrator will follow-up with the student as soon as possible. The teacher will receive a copy of the SSRF after the corrective action is taken. All forms for Student Services may be requested at the Student Services Counter in the Administration Building.

The following matrix appears in the student planner. Teachers should establish discipline procedures that reflect the intent of this framework. As a school, CCHS believes it is our goal to help students become mature, respectful members of a community.

Discipline Matrix

Cathedral City High School — Discipline Matrix — Grades 9-12			
OFFENSE	1st INFRACTION	2nd INFRACTION	3rd INFRACTION
LEVEL 1 Profanity Disruptive Behavior Defiance Lack of Class Preparation Minor cheating and/or copying Inappropriate Public Display of Affection Inappropriate use of electronic devices Prohibitive Items (Contraband); <u>Major Dress Code Violations</u>	Warning and/or Classroom Detention Confiscation of item 1-3 days ISS Teacher warns student, referral to Student Services where student is counseled and infraction is noted in record, clothing is "changed"	Office Referral and/ Detention Student placed on contract Confiscation of item 1 week Referral to Student Services; student counseled again, parent informed , and clothing "changed"	Office Referral, ISS/1-3 Days/Parent Conference Confiscation of item until parent conference Referral to Student Services; clothing changed, parent informed , and Saturday School assigned
LEVEL 2 Truancy to Class Insubordination Major Cheating Plagiarism Violating driving rules Prohibitive Items (Contraband) Tobacco	Warning/ISS Notation in Record Refer for Counseling	2 Days ISS/Parent Conference Student placed on contract	1-3 Days OSS/Parent Conference Remove Driving Privilege

<p>LEVEL 3 Threat/Verbal Abuse Truancy to School Dangerous and Reckless Directed Profanity or Obscenity Behavior Failure to follow fire or emergency procedures Directed Profanity Drug Paraphernalia</p>	<p>3 Days ISS/Parent Notification (possible OSS until parent conference)</p>	<p>3 Days OSS/Parent Notification (possible OSS until parent conference) Student placed on contract</p>	<p>5 Days OSS/Parent Notification & conference</p>
<p>LEVEL 4 False Alarms Theft: Personal/School Property Sexual Harassment Fighting Assault on Staff (Verbal) Knife as Possession</p>	<p>3 Days OSS/ and until Parent Notification and Conference Student placed on contract</p>	<p>5 Days OSS/ and until Parent Notification and Conference Possible expulsion referral</p>	<p>5 Days OSS/Parent Notification and Conference Possible expulsion referral</p>
<p>LEVEL 5 Bomb/Security Threat Vandalism Battery (Physical) Alcohol/Drug Distribution and Possession Alcohol/Drug Influence Knife as Weapon Weapons Gang Related Behavior/Indicators Bullying/Harassment/Hazing</p>	<p>5 Days OSS/Parent Conference/Long Term Suspension/Notify Law Enforcement Full Restitution Meet Federal Law Requirements</p>	<p>Long Term suspension up to 5 days with extension request or possible expulsion</p>	<p>Long Term suspension up to 5 days with extension request or possible expulsion</p>
<p>OTHER ISSUES Academic Dishonesty Technology Violation Bus / Transportation Violation</p>	<p>No credit for assignment; teacher will document and report offense to the Principal. Warning – Semester Ban Per Transportation Policy – See “School Bus Policy”</p>	<p>No credit for assignment; teacher will document and report offense to the Principal. 1 day OSS</p>	<p>No credit for assignment; teacher will document and report offense to the Principal. Student will be disqualified for consideration for any academic awards during the school year. 5 days OSS.</p>

Weekly Progress Report

An administrator, counselor, parent, student or teacher may initiate the weekly progress report form by as a positive tool for improving a student's behavior and/or academic performance in one or more classes. Students are required to take the form to one or more classes on a daily or weekly basis. Teachers who note Fs on the form are asked to write specific comments regarding attendance, attitude, academic progress, and items of work that need to be completed. Teachers should write and sign the form in ink. Forms are available in the Counseling Office in both Spanish and English (see appendix for example).

Out of School Suspension

Under California Education Code, the site principal or his or her designee is provided the disciplinary tool to suspend a student for 1-5 consecutive days for a behavioral offense. Site administrators may request additional days of suspension if deemed appropriate; Pupil Personal services for PSUSD determines if additional days of suspension are warranted.

A student who is suspended from school is not allowed on the grounds of a PSUSD facility nor is the student to participate in any school-related function until his or her designated date to return as indicated on the suspension notice. A student may only return to a PSUSD facility during a period of suspension with explicit administrative approval.

School Resource Officer

The School Resource Officer at CCH is a member of the Cathedral City Police Department and is assigned to the school full time. Their duties include the following:

- Providing a visible police presence on campus
- Receiving referrals from Campus Security regarding criminal activity: theft, drugs, vandalism, etc.
- Counseling students involved in crimes
- Investigation of crimes occurring on or around campus

Campus Probation Officer

A Campus Probation Officer is responsible for approximately twenty-five students from the Youth Accountability Team. These students have been involved in first-time misdemeanors, and if they complete the program, their cases will not proceed to court. The goal of the campus probation program is to prevent students from moving into more serious criminal activity. The probation officer monitors the grades and behavior of students in her charge; teachers are routinely asked to provide this information as needed.

Cell Phones and other electronic devices

Following are the rules and consequences for students' use of cell phones and other electronic devices.

CELL PHONES/ELECTRONIC DEVICES

Personal electronic devices, including cell phones and i-pods, must be in the "off-mode" during class sessions unless the teacher has specifically given permission allowing the student to use such a device to complete a specific curriculum-related assignment. If a student fails to adhere to this policy the following steps will be taken:

Step	Consequence
1 st offense	Teacher warns student that device will be confiscated; Teacher "logs" the offense.
2 nd offense	Teacher confiscates the device for the duration of the class period; Teacher "logs" the offense.
3 rd offense	Teacher confiscates the device and delivers it to the discipline office for the remainder of the day; student retrieves phone after school. Teacher calls/notifies parent; Teacher "logs" the offense.
4 th offense	Teacher confiscates device and delivers it to the discipline office; Office records offense; device must be picked up by the parent/guardian (siblings can only pick up the device if they are the legal guardian). When the parent/guardian picks up the device, he/she is notified that the next offense will result in confiscation of the item for the remainder of the semester. Parent signs notice.
5 th offense	Teacher confiscates device and delivers it to the discipline office; Device is retained by Student Services until the end of the semester.
6 th and subsequent offenses	Teacher confiscates device and delivers it to the discipline office; Student assigned Saturday School detention. Device is retained by Student Services until the end of the semester. Note: A student who displays a repeated pattern of disregard for this policy will be subject to further review and disciplinary action by Student Services Office for defiance of school authority and disruption of the educational process.
Please note: Use of any electronic devices and/or media to bully, harass, or threaten another person will result in school suspension. Such action may result in expulsion.	

Dress Code

Following is the dress code for students.

DRESS CODE/APPEARANCE

All students have the responsibility to themselves and to the entire student body to attend school appropriately dressed. Students shall dress in accordance with good standards of health and safety. Students not meeting these standards may be sent home to change their attire before re-entering school. Students should come to school properly prepared for participation in the education process. CCHS reserves the right to determine if particular styles of clothing, in fact, disrupt the education environment. NO clothing or accessories which, in the opinion of the school administration, threaten the physical and/or psychological well-being of any person on campus will be tolerated.

Shirts/Blouses/Tops/T-shirts

- No bare-midriff shirts or blouses.
- No halter tops, tube tops, spandex tops or tank tops with plunging necklines.
- No fishnet shirts or blouses.
- No obscene, offensive or derogatory logos, graphics, lettering, handwritten wording or numbers
- No shirt tails which exceed the student's wrist when arm is held naturally at the side.
- No underwear-type t-shirts
- No Muscle shirts or scrimmage type tops with the excessively large arm openings unless worn over a sleeved T-shirt.
- No revealing or see-through apparel unless worn over a t-shirt
- No work-type or uniform clothing including police/security type clothing

Shorts

- No cut-off or spandex shorts.
- No "short shorts"
- No swim trunks.
- Shorts may be disallowed at certain school functions/events as inappropriate attire.

Skirts/Dresses

- No spandex skirts or dresses.
- No short skirts and dresses.

Pants/Overalls

- Pants cannot sag (sized too large; worn low on the hips)
- Pant legs cannot drag the floor.
- Overall straps must be kept up and buttoned.

Other/Accessories

- No clothing or apparel with hidden compartments
- No bandannas or hairnets of any type or color for any reason may be worn in any school building, gym or cafeteria during school hours, at school functions, or upon school grounds
- No apparel or accessories with gang indicators can be worn or carried in any school building, gym or cafeteria during school hours, at school functions, or upon school grounds.
- No wallet chains, metal chain jewelry or spikes on jewelry are acceptable
- No steel-toed shoes of any style are allowed
- No Trench coats/Dusters
- No hats or head coverings allowed after entering classrooms or other buildings
- No Belts hanging more than 3 inches longer than waist
- No Belts or belt buckles containing, advertising, or symbolizing drug, alcohol or gang related messages or insignias
- No clothing or jewelry cannot be worn: with sexually explicit or implied obscene messages;
- No clothing that promotes the tobacco or alcohol industry;

CCHS staff will inform students that they are in violation of dress code. Depending on the degree of violation, faculty members may elect to send a student who is in violation of this dress code to Student Services. The student may be required to remove or to change the item prohibited. The student Services office will call parents when the will violation makes that necessary.

Students playing extra-curricular sports

- Students playing a sport must maintain a 2.0 or higher GPA in order to complete in after school sports
- All students must complete and turn in to the Athletic Director's Office the proper paperwork located in the counseling office. This includes:
 - Athletic Registration Form
 - Physical Examination Form (to be filled out by Doctor or Physicans Assistant)
 - Parent Permission and Emergency Authorization Permit
 - CIF Code of Conduct Statement (available through coaches)
 - Proof of Insurance
 - A photocopy of the insurance I.D. card if covered by parent's/families insurance
 - Apply for Myers- Stevens Insurance (school insurance)
 - Must include check or money order (NO CASH) and returned to school to be processed.

Family and children on campus

The PSUSD and CCHS policies prohibit children of staff members to be on campus during the employee's workday unless the child is a registered student at CCHS. Any questions regarding his policy are to be addressed with the Principal.

In addition, it should be noted that students are also not allowed to bring family members on campus without prior written approval of Student Services and a Guest Pass has been issued.

Field trips

Teachers may request trips for students that offer an educational experience, if filed trip funds are available. The trip(s) must be well planned and all arrangements made in advance. This policy is in effect for all extra-curricular and co-curricular trips whenever they occur (during the school day or not). A field trip may be deemed "a requirement" if included in the course syllabus.

Board Policy Adopted Summer, 2006

Transportation for field trips should be planned carefully. Requests for both the field trip and for transportation need to be submitted at the same time. Reservations should be confirmed 1 week prior to the field trip.

All trips involving out-of-country or out-of-state travel require the prior approval of the Governing Board. Other trips may be approved by the Superintendent or designee.

Students must have written parental permission in order to participate in trips requiring transportation and any time a field trip requires a student to leave campus. (Education Code 35350) The district shall provide an alternative educational experience for students whose parents/guardians do not wish them to participate in a trip.

Safety and First Aid

1. While conducting a trip, the teacher, employee, or agent of the school shall have the school's first aid kit in his/her possession or immediately available. (Education Code 332040, 32041) All athletic field trips are required to have a CPR trained employee participating in the trip.
2. Whenever trips are conducted in areas known to be infested with poisonous snakes:
 - a. The first aid kit taken on the trip shall contain medically accepted snake bite remedies. (Education Code 32043)
 - b. The trip shall be accompanied by a teacher, employee, or agent of the school who has completed first aid course which is certified by the American Red Cross and which emphasizes the treatment of snakebites. (Education Code 32043)
3. Before trips of more than one day, the principal or designee shall hold a meeting for staff, parents/guardians, and students to discuss safety and the importance of safety-related rules for the trip. For non-certificated adults who will assist in supervising students on the trip, the principal or designee may also hold a meeting to explain how to keep appropriate groups together and what to do if an emergency occurs.

Supervision

Students on approved trips are under the jurisdiction of the Governing Board and subject to school rules and regulations.

The ratio of adults to students on high school school-sponsored trips is 1:20. If the trip involves water activities, this ratio shall be revised to ensure closer supervision.

1. Teachers or other certificated personnel shall accompany students on all trips and shall assume responsibility for their proper conduct. For athletic events, coaches may be permitted to assume responsibility for students' behavior and welfare.
2. Before the trip, teachers shall provide any adult chaperones who may accompany the students with clear information regarding their responsibilities.
3. Chaperones shall be 21 years of age or older.
4. Chaperones shall be assigned a prescribed group of students and shall be responsible for the continuous monitoring of these students' activities.
5. Teachers and chaperones shall not consume alcoholic beverages or use controlled substances while accompanying and supervising students on a trip.
6. When a trip is made to a place of business or industry, the teacher shall arrange for an employee of the host company to serve as conductor.

Funding

No student shall be prevented from making a field trip because of a lack of sufficient funds. No field trip shall be authorized if any student will be excluded from participation because of a lack of sufficient funds. (Education Code 35330) (Advisors and Teachers

can insure the participation of all their students by utilizing Fundraising activities as a means of minimizing or deferring the expense to all or any student).

Trip Approval

1. Teachers planning a trip shall make a request in writing to the principal at least fifteen (15) days prior to the date desired. Whenever practical, an alternate date should also be listed. The purpose for the trip and its relation to the course of study shall be stated in the request.

With the exception of activities under the jurisdiction of the Athletic Director, the principal forwards a request to Director of Curriculum and Instructions for final approval.

2. The principal shall approve or disapprove the request. The Principal will forward the request to the Director of Curriculum and Instruction for final approval. Upon approval, the principal will notify the teacher. If the trip is disapproved, the principal should state the reasons.
3. Principals may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

No field trips which include swimming or wading are permitted unless interscholastic in nature or approved by the Superintendent or designee.

Modes of Transportation

As a general rule, if a student elects to utilize District transportation, they must do so going to and returning from the event. The District may opt to provide transportation one-way and require parents to provide transportation one-way for certain events. If parents or guardians choose to arrange for alternative transportation for their child, they must do so going to and returning from the event unless the filed trip advisor approves of combined transportation agreement using both district and alternative transportation. In addition, the appropriate authorization form must be completed prior to the event.

School Bus

When at all possible, students should be transported with a District approved transportation carrier. These carriers provide the District with contractual language that states that the driver and vehicles meet all Federal, State and District safety and liability requirements.

Private Transportation

If District approved carriers are not available, private vehicles are permissible as long as the Principal approves day field trips within Riverside County. The Superintendent of the Governing Board or his /her designee must approve all other field trips. The Principal will verify that the driver is at least 21 years of age and possesses a valid driver license. Students are not allowed to drive rented vehicles.

Students may be allowed to drive themselves to and from school events with the appropriate authorization form signed by their parent or guardian.

Athletic Vans

Athletic Vans are available for small group trips as there are only a few available. Vans must be requested 30 days in advance and may only be used if Athletics Teams are not using them. Each van holds 7 students plus a driver. Teachers must ensure vans are left free of debris and clean. In addition, teachers requesting vans are responsible for the cost of gas.

The Athletic Directors Secretary is in charge of scheduling the use of Athletic Vans. All drivers must fill out forms concerning their driver's license and insurance, as well as a Van Usage Form, all of which are available in the Athletic Office.

If there is a change in athletic contest and a van is needed there is a possibility your reservation will be cancelled. The secretary will let you know as soon as possible if this occurs. Upon returning the van, please notify the Athletic Office if you notice any concerns in the operation of the van so that it can be fixed promptly.

School Site Procedures

A minimum of thirty days is required prior to the field trip day for processing and approval. Out-of-state travel requires forms to be submitted a minimum of 8 weeks prior to travel. All forms listed below are available from the principals secretary.

In determining the cost of your trip, the district transportation department will provide a cost estimate for First Student services. A "Field Trip Cost Estimate" (appendix E) form school is completed and faxed.

In general, the principal will not pay for bussing. You will need to determine how transportation will be paid for before your trip.

Overnight Trips

The district requires additional insurance be purchased at a cost of \$1.50 per student per day. Complete "Short-Term (24hour) Coverage." Contact Risk Management for more detailed information (416-6192) regarding the insurance obligations.

Out of State Travel

If Out of State Travel is being planned, Board of Education approval must be given no less than eight weeks prior to travel. The appropriate "Agenda Item for Out of State Travel" form (available in electronic format from the Principal's secretary) must be completed and submitted to the principal's office along with the regular field trip procedure forms.

Before school personnel leave on any type of field trip, the following requirements need to be met:

- Completed "Educational Field Trip Request Application" with flyer/documentation attached for appropriateness to the curriculum. Indicate funding source for Guest Teacher and transportation (if needed) and district "Field Trip Authorization Form"

- Attach “Educational Field Trip Request” application with flyer/documentation.
- “Field Trip Authorization Form”- required for district approval.
- “Field Trip Request and Driver Report” indicating funding source (if First Student services needed).

CCHS Media Center

Helpful instructions for using the library media center:

1. **To request materials:** Teachers, please email the library a couple of days in advance if your class(es) is checking out novels, textbooks, etc. When students are checking out materials please have them bring their ID's, if they have one.
2. **Requests for Teacher Editions** should be emailed to the library. Normal turnaround for Teacher Editions is the same day if we can get them ready for distribution.
3. **Checking out videos/DVD's:** We have a nice selection of approved videos/DVD's you may peruse the area located on the east wall of the library.
4. **Scheduling library time:** The calendar to schedule is in a red binder on the end of the library counter. Please enter your name in each period that you intend to use the computer lab. The calendar will open the last day of each month for you to schedule through the following month. Please do not sign up for more than 3 consecutive days due to the need by other classes. Please see Mrs. Riggs to schedule longer periods of time and the project. It is very helpful if you share your plans to use the library/computers with Mrs. Riggs to help provide the necessary ancillaries, websites, etc.
5. **Overheads, CD players, and other equipment.** We have these available for checkout during the year. Please fill out the request form.
6. **LCD projectors:** This high-ticket item is checked out for 3 days and then returned.
7. **TV's and VCRS in classroom:** Each classroom should have a TV and VCR. If not please fill out a work order with the Assistant Principal Secretary to request one be placed in your room. Each department has a cart with TV/VCR, which is scheduled through your department chair.
8. **Supplemental materials:** Each department has a core curriculum which is district approved. All other supplemental materials will have to be discussed with departments. ***The library has only the district adopted core materials.*** Special Education will deal directly with their department chair if they need supplemental above the core.
9. **Textbooks:** Students receive a textbook for use during the year. No Class sets are provided to you due to budget constraints unless approved in the adoption process.
10. **English Novels:** A core literature list has been provided to you in order to check out the appropriate novels for your grade level. The library may not have a sufficient number of non core list novels available for check to an entire class.
11. **Computer usage:** The library is equipped with 33 computers plus one teacher computer with LCD hook up with online service. Each student must have an Acceptable Use Policy signed by their parents if they are under the age of 18 on file with the library. Students must also have their school ID with them in order to use a computer. Teachers on prep may use the library computer center if you need to check e mail, work on projects, Synergy, etc. The computer center is scheduled through the library media teacher for classes.
12. **Online Services:** Students and teachers may access many databases through the Library Circulation/Textbook program Destiny which is the approved online Catalog and data sources for the district. Teachers and students may access Destiny anywhere on the campus by the URL www.psusd.us then click on staff then in the drop down menu click Destiny to check if we have materials available for checkout, do online research, peruse information for pleasure reading and any other need a teacher or student may have in the classroom.
13. **Student checkout:** Students may checkout textbooks and shelf acquisitions throughout the year. Students may use the Destiny on-line catalog to find their authors and titles that you are requesting them to read.
14. **Students are welcome** to the library from the classroom, two at a time, with the appropriate Cathedral City Pass. If you are sending to take a test please note that to the staff in the library.
15. **The library is open** to students from 7:00 a.m. to 3:30 p.m. Monday thru Friday with the exception of minimum/collaborative day schedules.

Student Programs

DATA

DATA is a four-year course of study that centers on a core high school curriculum that includes the study of video production, multimedia production and graphic arts. DATA is also supervised and supported by community businesses and organizations such as The Desert Sun, KMIR TV, Palm Springs Air Museum, and Casa Blanca Studios.

Fine Arts Career Pathway

Students choose a four-year plan in one area of concentration: Ceramics, Photography/Digital Imaging, Fine Art, or Graphic Design. Over the four year period, students maintain and develop a professional portfolio. They gain insight into visual literacy and become proficient in their chosen area of study. They have the opportunity to apply for scholarships and enter local art competitions.

HEAL

HEAL (Health and Environmental Academy of Learning) is a four-year course of study which meets academic requirements for transition to a four-year university, community college or the workforce. Concepts from health and environmental science are integrated into other academic areas. Students take a specialized course each year which provides academic support, career exploration, guidance counseling, and industry based experiences outside the classroom.

ROP

ROP (Regional Opportunity Program) courses are offered to CCHS students, both on campus, and at other sites. Available programs include: Cosmetology and Construction. Students interested in ROP classes are to contact their counselor.

AFJROTC

AFJROTC (Air Force Junior Reserve Officer's Training Corps) is a four year program of study that satisfies PE and elective credit requirements. Students may enroll in the program their freshman year, or may join at a later time. Each of the four, year-long courses has a specific focus, and builds skills such as self-discipline and confidence.

Some general information and guidelines teachers need to know

The following information is included so that teachers are aware of some of the more important issues related to safety and privacy expectations. Some of these are the result of court rulings. Many are directly stated in California's Education Code. This list does not cover all issues in the California Education Code; but these do address some of issues that a number teachers frequently raise and discuss:

1. Teachers may not leave a class or students unattended. Teachers are to keep all students "in the line of sight." Much of this obligation rests on California Civil Code: "Every person is bound, without contract, to abstain from injuring the person or property of another, or infringing upon any of his or her rights. (CCC1708).

California Civil Code 1714.1. states: (a) Any act of willful misconduct of a minor which results in injury or death to another person or in any injury to the property of another shall be imputed to the parent or guardian having custody and control of the minor for all purposes of civil damages, and the parent or guardian having custody and control shall be jointly and severally liable with the minor for any damages resulting from the willful misconduct. A number of court decisions have found teacher negligence and liability for student safety. Among these are: Dailey v. Los Angeles Unified School District, Lilenthal v. San Leandro Unified School District, and Dawson v. Tulare School District.

2. A teacher's suspension of a student is limited to the day of suspension and the following day. The California legislature provides direction to school officials by stating that suspensions and expulsions are not to be used as the primary means of student discipline. "Suspension shall be imposed only when other means of correction fail to bring about proper conduct." (E. C. 48900.5)

3. The teacher is required to ask the parent or guardian of the student for a conference regarding the suspension. (E.C. 48910) Therefore, at the time of suspension, a reasonable effort must be made to contact the student's parents or guardian by a school employee.

4. The principal of the school, the principal's designee, or the superintendent of schools may suspend a pupil from the school for any of the reasons enumerated in Section 48900, and pursuant to Section 48900.5, for no more than five consecutive school days. (E.C. 48911)

5. With few exceptions, districts may not suspend a student for more than 20 cumulative days in any school year. Cumulative suspensions are not necessarily the final step to an expulsion hearing. (E.C. 48911)

6. Expulsion is the permanent separation of a student from care and control of a school district and only the school board has the power to take such an action. Courts have held that expulsion of a student from school jeopardizes a student's property interest in

education. Consequently students who are considered for expulsion are guaranteed at least minimum due process under the Fourteenth Amendment.

7. Expulsion is usually the result a student committing a serious, verified offense such as causing serious physical injury to another person, possessing or selling weapons, committing robbery or extortion. The evidence that a student is an immediate threat to the safety of himself and others, or causes major disruption may also lead to expulsion. The degree of such offenses must be serious and the student and his/her parents are entitled to a hearing.

8. California students are protected from discrimination or harassment based on sexual orientation or gender identification. Assembly Bill 537 Under the California Student Safety and Violence Prevention Act of 2000 (AB 537), all California public schools have a duty to protect students from discrimination and/or harassment on the basis of sexual orientation or gender identity.

9. The California Safety and Violence Prevention Act of 2000 (Assembly Bill 537) was enacted to amend California Education Code specifically prohibiting discrimination against and harassment of students and staff in schools on the basis of sex, ethnic group identification, race, national origin, religion, color, or mental or physical disability. This law added the provision that all students and staff in public schools have the same right to a safe learning environment, regardless of their sexual orientation or gender identity. The Legislature has recently defined "gender" for purposes of identifying hate crimes and eliminating unlawful discrimination in public schools in Senate Bill 1234, amending Penal Code Section 422.58 as follows: "Gender" means sex, and includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

10. 504 Meetings are scheduled at 3:00pm. Attendance is mandatory for the parents, student, teachers, counselor and an administrator. At the 504 meeting, critical and current educational, social, and medical information is shared. Accommodations and modifications are discussed and implemented.

11. Under Part B of IDEA, each child is guaranteed a right to a free and appropriate public education regardless of disability. Students with disabilities are placed on an Individualized Education Plan or IEP. The IEP serves as a blueprint for the child's special education needs and any related services and must be followed by ALL teachers regardless of content area. A failure to abide by the IEP puts the teacher (s) and school district in a position where legal action may be taken. It is the responsibility of the special education teacher and case carrier to inform each student's teachers of the contents of the IEP at least twice a year (start of school and at semester break) and notify them of upcoming IEP meetings or behavior plan meetings. According to federal law, the IEP team consists of the parent(s), the student (if appropriate), at least one of the child's regular classroom education teachers, at least one of the child's special education teachers, and a qualified representative of the public agency (administrator).

