

**Cathedral City High School**  
**Student/Parent Handbook 2016 – 2017**  
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**Palm Springs Unified School District  
980 East Tahquitz Canyon Way  
Palm Springs, CA 92270  
760-416-6100**

**PSUSD Board of Education**

<b>Shari Stewart</b>	<b>President</b>
<b>John Gerardi</b>	<b>Clerk</b>
<b>Richard Clapp</b>	<b>Member</b>
<b>Karen Cornett</b>	<b>Member</b>
<b>James Williamson</b>	<b>Member</b>

**PSUSD Cabinet Administration**

<b>Sandra Lyon</b>	<b>Superintendent</b>
<b>Mike Swize, Ed. D.</b>	<b>Asst. Supt., Educational Services</b>
<b>Mauricio Arellano</b>	<b>Asst. Supt., Human Resources</b>
<b>Brian Murray, Ed.D.</b>	<b>Asst. Supt., Business Services</b>

**Cathedral City High School  
699250 Dinah Shore Drive  
Cathedral City, CA 92234  
760-770-0100  
760-770-0149 (Fax)**

**Faculty**

**Administration**

<b>Guillermo Chavez</b>	<b>Principal</b>
<b>Karen Dimick, Ed.D.</b>	<b>Assistant Principal</b>
<b>Todd Diliberto</b>	<b>Assistant Principal</b>
<b>Brad Seiple</b>	<b>Assistant Principal</b>

## CERTIFICATED STAFF

Capt. Robert Adams	Evelyn Lee
Deborah Applebaum	Aimee Lepore
Lisa Baker	May LeRoy
Julia Bartsch	Cary Lew
Kyle Bashore	Jeff Liu
Ryan Bax	Lesla Lorraine
Nancy Blair	Rachel Love
Nan Burlingame	Walter Maciel
Sgt. Winston Cagadas	Cheryl Malueg
Philip Carlton	Ana Maya
Nancy Carrick	Veronica Moreno-Nicholas
Brian Carver	Avie Mueller
Mathew Cauthron	Jill Nation
Mark Chacon	Marcela Nevarez
Steven Conklin	Scott Parks
Emily Cox	Robert Pascua
Wayne Cruver	Edward Perry
Mario Cruz	Julie Price
Karilyn Dangleis	Patricia Rawlings
Maria Diekmann	Paula Riesenbeck
Joanna Edwards	Matt Riley
Brad Fleener	Adriana Rojo
Raymond Franz	Diane Roth-Kingery
Valerie Fury	Gabriel Ruiz
Noel Gamel	Carmezi Russell
Lucinda Gardner	Rick Ryder
Nina Ghidirmic	Cami Saliba
Lisa Green	Tiffany Schmitz
Debbie Hall	Steve Siler
Rita Harvey	Travis Smith
Jahna Hawkins	Norman Taras
Denise Holsapple	Karyn Tibbs
Matthew Howe	Dean Troup
George Howell	Anne Van Hulle
Martha Hunter	Maria Vasquez
Mary Jarsma	Rob Walters
Lisa Johnson	Michael White
Bryce Johnson	Thomas Wilcox
Glen Keskey	Lee Wilson
Steve Lake	Erica Yamada-Bennett
Jeff Lange	Kim Zschaechner
	Mary Zwieg

## OFFICE STAFF

Principal's Secretary	Ms. Lissette Cendejas
Senior Secretary	Mr. Jose Espinoza
Student Services	Ms. Edith Van Horn
Counseling Office	Mr. Jose Ortega
ASB Office	Ms. Hilda De La Herran
Athletic Office	Ms. Lilli Squillace
Attendance Office	Ms. Nohemi Godinez Mrs. Fatima Romero
Career Center	Ms. Maria Torres
ELD Classroom Aide	Ms. Diana White
Intervention Specialist	Rosalba Longoria-Aguilera
Custodial Services	Mr. Rick Sams
Food Services	Ms. Donna Babbitt
Health Office	Ms. Stephanie Sturgeon, LVN
ISS Supervisor	Mr. Sam Jackson
Library Aide/Technician	Mrs. Dionne Camacho
Psychologist	Ms. Lesa Lorraine
Receptionist	Ms. Alejandra Garcia
Registrar	Ms. Hortencia Garcia
Office Specialist (Registrar)	Ms. Teresa King

### Campus Security

Mr. Ray Bradley, Ms. Lilly Gutierrez, Mr. Richard Lee, Mr. Noe Sanchez  
Officer Jeff Barnett (SRO)

August 2016

Dear Parents and Students,

On behalf of the faculty, staff and administration, welcome to the 2016-2017 school year. We are proud to serve the 1,700 students that attend our school. In 25 years of operation, Cathedral City High School continues to grow in all areas of academic, athletic and extra-curricular life highlighted by consistent gains. I credit our consecutive years of Academic Performance Index growth to our hardworking staff and outstanding students. We are very proud to be authorized as an International Baccalaureate (IB) World School and a distinguished California Gold Ribbon School. In addition, the following list highlights a cadre of ongoing programs at CCHS:

- The Advancement Via Individual Determination Program (AVID)
- The Health and Environmental Academy of Learning (HEAL)
- The Digital Arts and Technology Academy (DATA)
- The Math, Engineering and Science Achievement Program (MESA)
- The Skills USA Program
- The Health Occupations Students of America (HOSA)
- Robotics
- The Link Crew
- The California Scholarship Federation
- The award winning Choral and Instrumental Music Programs
- Outstanding Athletic Teams
- The Junior Air Force ROTC Leadership Program
- An outstanding Theater Department
- An amazing Associated Student Body Leadership Program

The goal of CCHS is to continue to develop the existing programs on our campus and to constantly strive to add new ideas on our campus for the benefit of our students. This year we are proud to announce the addition of a Ballet Folklorico Program!

Thank you to the Cathedral City community for always supporting the Lions.

Sincerely,  
Guillermo Chavez  
Principal

## **CCHS MISSION/VISION 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.

### **Schoolwide Learner Outcomes**

#### ***Lion's Road to Success***

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

### **CCHS Critical Learner Needs**

1. 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.
2. 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.

## **SECTION I: GENERAL SCHOOL INFORMATION**

**Information and activities such as the daily bell schedule and school calendar are listed on the CCHS website at: [catcityhigh.com](http://catcityhigh.com).**

### **ACADEMIC HONESTY**

Students are expected to demonstrate honesty and integrity while in attendance at Cathedral City High School. All students are expected to do their own work. This includes test-taking, class assignments, homework, and the original creation of essays, compositions, term papers, and research. Unauthorized work-sharing with another student is unacceptable. All work submitted by students is to be a true reflection of their own effort and ability. If submitted work is found to be otherwise, the student has shown unacceptable academic behavior warranting grievous consequences. Engagement in any of the following is considered cheating:

1. Claiming credit for work not the product of one's own honest effort;
2. Providing access to materials or information so that credit may be dishonestly claimed by others;
3. Knowing and/or tolerating either or both of the above.

Any behavior, which can be defined as cheating, represents a violation of mutual trust and respect essential to the education at Cathedral City High School. Students who cheat should expect to be confronted by their teachers and be subjected to the following penalties:

1. Zero on the assignment

2. Notification of parents by Teacher
3. Serving time in ISS
4. Entry of cheating on student's disciplinary record
5. Consideration for removal from any special programs or academies

#### **PLAGIARISM**

Any assignment submitted must be the student's own work in his or her own words. Students may not copy or rephrase materials from any other source, such as "Cliff's Notes," any other printed, computer database, or internet source, electronic media of any kind, or another student's paper. When sources such as these are part of an assigned research paper, the source MUST be properly cited. Student work containing plagiarism or copying of any kind will be subject to the above consequences.

#### **NON-DISCRIMINATION POLICY**

No person shall on the basis of sex, race, national origin, sexual orientation, or non-limiting handicapped conditions be excluded from participation in or be denied the benefits of or be subjected from discrimination under any educational program offered by Palm Springs Unified School District. Programs offered by the District include a variety of vocational education programs, including those in the areas of Business, Consumer Home Economics, and Technical/Industrial. There are no special admission requirements for these programs except to progress sequentially from level to level. Lack of English skills will not be a barrier to admission and participation in vocational educational programs.

#### **SEXUAL HARASSMENT POLICY**

1. Definition:
  - Submission to the conduct is explicitly or implicitly made a term/condition of an individual's employment, academic status, progress, or promotion.
  - Submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual.
  - The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work/educational environment.
  - Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual's benefits and services, honors, programs, or activities at or through school.
2. Employees: Any employee who has knowledge of conduct by other employees, volunteers, or individuals in the school community which may constitute sexual harassment of students are required to immediately report such conduct to appropriate administrators. Any supervisor who is aware of such violations shall also immediately report such conduct to administration.
3. Students: Any student may be suspended from school or recommended for expulsion if the principal of the school in which the student is enrolled determines that the student has committed sexual harassment as described above.
  - Such conduct must be considered by a reasonable person of the same gender to be severe or pervasive enough to have a negative impact upon the student's academic performance or to create an intimidating, hostile, or offensive environment.
  - Any student who feels that he or she has been the victim of sexual harassment as defined above shall immediately report it to the administrator in charge of the school in which he or she is in attendance. The principal/administrator receiving the complaint shall immediately commence an investigation into the complaint. Any student who has knowledge of conduct by district employees, volunteers, or other students which may constitute sexual harassment are encouraged to report it to administration of the school of attendance.

#### **COMPLAINT PROCEDURES**

Any person or organization wishing to file a complaint alleging unlawful discrimination or failure to comply with state or federal law in an adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care/development programs, child nutrition programs, or special education programs, should contact the State & Federal Programs Coordinator of the Palm Springs Unified School District, 980 Tahquitz Canyon Way, Palm Springs, CA 92262, 760.416.6066. A copy of the district's complaint procedures (Board Policy 1312.3 and Administrative Regulations 1312.3, a-b) will be made available upon request. Under some circumstances, specified under sections 4650-4651 of Title V (District Exhibit 1312.3), complaints may ask for direct intervention by the California Department of Education. Furthermore, complaints have the right to appeal any decision made by the district concerning a complaint to the California Department of Education. Information on procedures and time lines for appeals are included in the above-listed district documents.

#### **CLOSED CAMPUS**

Once students arrive at school at the start of the day, they may not leave campus at any time until dismissal time unless specific parent and school administration permission has been granted for special needs. All students must remain on campus during lunch and the instructional part of each school day. Students who leave campus for valid reasons must first obtain authorization and appropriate documentation from the Attendance Office and/or be in possession of an Off-Campus Pass (See attendance procedure for leaving campus early).



### CAMPUS SECURITY

Cathedral City High School employs the services of professional security personnel. Their responsibilities include keeping outsiders off campus, keeping students on campus, and assisting the administration with campus supervision.

### HALL PASSES

Students are required to remain in their assigned classes unless they have a valid pass, referral, or call slip properly filled out and signed by an authorized staff member.

### VISITORS

Student visitors are not permitted on campus during school, unless approved in advance by administration. Adult visitors are required to check in with the main office receptionist upon entering the campus.

### SEARCHES

Student officials have the authority to conduct searches of student persons and possessions upon "reasonable suspicion" of law or school rule violation or to assure the safety of students and others.

### METAL DETECTORS

Possession of a weapon by students on school property, on the way to and/or from school, or at a school-sponsored event, is in violation of California Education and Penal Codes, resulting in immediate referral for disciplinary and police action, as well as recommendation for expulsion from PSUSD. To ensure safety, students may be required to submit to a search by the use of a metal detector either intermittently or on a regular basis, depending on administrative judgment, on campus or at school-sponsored events. Any weapon or dangerous objects found will be confiscated. A pat search may be required and pockets and other personal containers emptied if metal objects are detected. Purses, backpacks, all clothing, and containers are subject to search.

### 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 <sup>st</sup> offense	Teacher confiscates the device for the duration of the class period; Teacher "logs" the offense.
2 <sup>nd</sup> offense	Teacher confiscates the device and delivers it to Student Services for the remainder of the day; office records the offense; student retrieves phone after school. Teacher calls/notifies parent.
3 <sup>rd</sup> 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.
4 <sup>th</sup> offense	Teacher confiscates device and delivers it to the discipline office; Device is retained by Student Services until the end of the semester.
5 <sup>th</sup> offense	Teacher confiscates device and delivers it to the discipline office; Device is retained by Student Services until the end of the semester. <b>Note:</b> A student who displays a repeated pattern of disregard for this policy will be subject to further disciplinary action by Student Services for defiance of school authority and disruption of the educational process.
<b>Please note:</b> Use of any electronic devices and/or media to bully, harass, or threaten another person may result in school suspension. Such actions may also result in expulsion.	

## **SECTION II: GENERAL SCHOOL INFORMATION**

### 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 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 underwear-type t-shirts or tank tops.
- 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.

### **Other/Accessories**

- No bandanas 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 or belt buckles containing, advertising, or symbolizing drug, alcohol or gang related messages or insignias.
- No clothing or jewelry can be worn with sexually explicit or implied obscene messages.
- No clothing that promotes the drug, 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 violation makes that necessary.**

### **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 the 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.

### **Saturday School**

Students may be assigned to Saturday School for truancies, excessive tardies, or various infractions of school rules. Saturday School is held from 8:00 AM-12:00 PM. Students who are late will **not** be admitted to the detention room. They will be reassigned to the next Saturday's detention list. Students will not be released before 12:00. Students who leave early will be re-assigned to Saturday School for the full 4 hours.

Students who are assigned are expected to come prepared to do school work. Electronic devices and other forms of entertainment are not permitted for use in the room. Students who are disruptive in any way will be removed and referred back to administration for reassignment to Saturday School or suspension.

Failure to attend an assigned Saturday School detention will result in lunch detentions, In-School Suspension (ISS), and/or a suspension from school.

#### **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 issues, studying, period cuts, unauthorized field trips/excursions, unauthorized program change, leaving early without a pass, and other trips. The Truancy Ordinance prohibits students from loitering, wandering, or roaming in public areas during the hours of 8:00 AM to 3:02 PM on official school days without proof of proper off-campus permission. If found in violation, students will be detained, returned to campus, and possibly cited.

#### **ABSENCES DUE TO SCHOOL-RELATED BUSINESS**

Student attendance at extra curricular and school-day activities is subject to specifications stipulated by PSUSD Board Policy. Activity release lists are sent out to teachers 48 hours prior to the activity. A teacher may decline permission for the student to participate during their class period if the student's grade places him/her in danger of failing the class.

#### **EXTRA CURRICULAR ACTIVITY PERMISSION**

Cathedral City High School recognizes the value of participating in extracurricular activities. However, these activities are outside of the regular school curriculum and students should make adequate academic progress in order to participate in these programs. This policy includes any activity where the student will be out of class to participate in a school-sponsored activity. Activity release lists are sent to teachers 48 hours prior to the activity. If a student has a D or an F in the class, teachers may deny the student permission to miss their class period in order to attend the activity by replying to the email 24 hours in advance. Should a student choose to attend the activity, he or she will be marked truant which will result in the consequences of the truancy policy.

#### **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. Many seniors who reach their 18<sup>th</sup> 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.
2. 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.
3. 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.

#### **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.

**TARDY:** Any student who is not in his/her assigned class room/station when the bell rings.

**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.

**UNEXCUSED TARDY:** Unexcused tardies are considered being late to class without the proper authorization. Parents/students cannot decide if a tardy is excused.

#### **UNEXCUSED TARDIES POLICY**

Students who are tardy to first period classes may be asked to go to the ISS room. The ISS instructor will assign tardy students to lunch detention. Students who have a recurrence of tardiness to first period will be kept in ISS for the period and students will be assigned to Saturday School for repeated violations. Tardies during other periods will be monitored by teachers and the attendance office; students who are excessively tardy will be assigned lunch detention and Saturday School as needed.

### **MOTOR VEHICLE POLICIES**

Students must observe all school, community, and state driver regulations.

1. A 15 MPH speed limit is enforced on campus.
2. Students may park vehicles in the student parking lot only.
3. Unauthorized vehicles parked in "reserved" spaces are subject to towing or ticketing without notice.

### **Parking Lot Policies**

Students *must* park in the student parking lot; there are no exceptions. Faculty Parking designated lots are not to be used by students. Students who park in faculty lots will receive a warning. A second offense by student (or vehicle) will result in disciplinary consequences.

### **BIKE and SKATEBOARD POLICY**

Students electing to ride bicycles to school are required to observe the following regulations. CCHS assumes no liability for theft or vandalism.

1. Bicycles and skateboards are prohibited in hall areas and classrooms.
2. Students must provide their own locking system.
3. Park/lock bikes and skateboards in school racks only.

### **ID CARDS**

Students must carry their ID card at all times while on campus and at every CCHS event or activity. A student who cannot or does not produce an ID when asked to do so by a faculty or staff member is subject to security action, which may include detainment, ejection, ISS, etc. A valid CCHS ID Card may be necessary to use the library, attend games, dances, performances, etc. Each student receives a permanent plastic ID card for free upon initial enrollment and at registration at the beginning of each school year. A replacement card can be purchased for \$5.00 at the ASB Office if a card is lost or stolen, or if a student just wants to update the photo.

### **PAW PRINTS**

The "Paw Print," when applied to the ID card, creates an ASB Card, which entitles cardholders to discounts on school activities and merchandise purchases. The "Paw Print" will be sold at a discount during registration and throughout September in the ASB Office. Funds raised through the sale of "Paw Prints" are used to defray student body activity expenses throughout the year. Cardholders will receive discounts on school activities and merchandise. Check posted advertising and PA announcements for deals. ASB Cards are not transferable, and at no time shall students lend their cards to others. Privileges will be forfeited and the card destroyed if lent to someone else. Students must have an ASB Card to receive athletics or organizations awards, letters, or trophies. The "Paw Print" identifies students as active, supporting members of the Associated Student Body of Cathedral City High School and are proud representatives of such. The "Paw Print" is the unifying symbol of Lions' Pride.

### **STUDENT ACTIVITIES AND CLUBS**

The many organizations, clubs, and activities (called either co- or extra-curricular activities) are an essential part of modern education. Such activities are guided by advisors, coaches, and moderators, and are considered to be an integral component of the total educational program of CCHS; they are what make "student life" more fulfilling. Each student should be involved in some phase of activity programs as supplements to classroom development. The more students become a part of the school, the more intense will be their satisfaction and sense of belonging as a student of CCHS. The CCHS ASB is the governing student organization on campus and is the umbrella and support network for all student clubs, teams, and organizations. Its group of elected/appointed student officers (ASB Executive Council) basically approves, designs, operates, promotes, counsels, finances, etc. all positive aspects of high school life outside of the classroom, including chartering all student clubs, teams, and organizations and representing all CCHS students before the district, staff, and community. More information is available in the ASB Office.

### **CLUBS/STUDENT ORGANIZATIONS**

Cathedral City High School has many established clubs and organizations on campus. Students can choose from a wide variety of clubs and activities to pursue special interests. Only chartered organizations may officially meet and function as a CCHS ASB-sanctioned student organization. To be chartered, a club is required to have a faculty sponsor, club constitution, membership list (minimum 4 CCHS students), and approval of ASB Executive Council. The ASB Council shall approve all organizational fundraising, spending, and activities. All club activities must be approved in advance by the ASB and administration. The ASB Office has all necessary forms and lists of current clubs and organizations. Every student on campus is encouraged to either join or start at least one club!

### **FORMING A CLUB**

Students interested in forming a club on campus should first contact a teacher who would be interested in sponsoring them, and then come to the ASB Office for other necessary information. Clubs and other organizations (including class organizations) will be legally chartered when their constitutions and Certification Letter has been approved by the ASB Executive Council. Until each club, team, or organization is appropriately sanctioned and chartered, there can be no fundraising or official meetings. All students are encouraged to join or start a club, and in any given year, roughly 75% of CCHS students do just that. It's easy to do: stop by the ASB Office for more information or to pick up a Club packet.

### **CLUB KICKOFF DAY**

In September, all students are encouraged to sign up for clubs (new and existing) during Club Kickoff Day held in the mall area one day at lunch. New clubs, with the permission of administration and ASB, may be started at any time (see "Forming a Club" above).

## **STUDENT ORGANIZATIONS**

Student organizations change as student interests change. Below is a current list of clubs and organizations on campus:

Advancement Via Individual Determination (AVID)  
Air Force Junior ROTC  
Associated Student Council (ASB)  
Association of Students Caring for the Environment (ASCE)  
Bands of Cathedral City H.S.  
Black Hole  
Black Student Union (BSU)  
California Scholastic Federation (CSF)  
Choir  
Dance Club  
Debate Club  
Digital Arts Technology Academy  
DATA/Skills USA  
Disney Club  
Friday Night Live  
French Club  
Gay Straight Alliance  
Harry Potter Club  
Health Occupations Skills of America (HOSA)  
Key Club  
Link Crew  
Lions Library Media Club  
Math Club  
Math, Engineering, Science Achievement (MESA)  
Mexican and Chicano Association (MeChA)  
Netflix Obsessed  
Reptile Club  
Science 4 Life  
Students Against Destructive Decisions (SADD)  
Teen Battle Chef  
Theater  
Unashamed/Fellowship of Christian Athletes (FCA)  
Yearbook

## **SCHOOL DANCE POLICY**

All CCHS dances are closed activities. They are open only to students currently enrolled at CCHS and their guests/dates, who may not be younger than 14 or older than 20. Dance dress codes are widely publicized and strictly enforced.

In order to provide this type of activity, the following rules must be followed:

- All dances will terminate promptly at midnight unless stated otherwise. All students are expected to vacate the location of the dance promptly upon its completion; students who are not picked up in a timely manner may be subject to disciplinary action.
- No alcohol, drugs or tobacco of any kind will be permitted or the use of same, prior to, or during the dance.
- Once a student enters the dance, he/she will be expected to remain. Once a student leaves the dance, he/she will not be allowed to return to the dance. A sponsor may accompany the student to their car if requested, but the student will be required to return immediately.
- Only students presently enrolled in Cathedral City High School are allowed to attend. A student bringing a guest from outside CCHS (another school, military, etc.) must fill out a Guest Pass for that dance and get it approved in advance by administration before purchasing a ticket. Guest Passes will not be issued at the time of the dance.
- Misconduct cannot be tolerated. Any participant misbehaving will be instructed to leave the dance and will not be allowed to attend any dance for the remainder of the school year. Parents and the principal will be informed as soon as possible. Proper discipline of the offense, if required, will be enforced on the next day school is in session.

## **ASSEMBLIES**

Assemblies are part of our total Lion's Pride program, which develops student pride, spirit, and achievement. Proper student behavior is expected of all students. Attendance at the pep rallies is optional; students who do not wish to participate must leave school.

## **ATHLETICS**

Students have a primary responsibility for their own degree of success in achievement and adjustment in school. To participate, as with all extra-curricular activities, students will need to:

1. know what the policy requires of them and where they stand at all times in terms of their eligibility;
2. attend classes on a regular and punctual basis, except when too ill to come to school, and promptly make up all assignments missed because of necessary absences;
3. understand subject content and specific course requirements/criteria for grading in classes;
4. be aware of homework requirements and complete all assignments;

5. take home for parent/guardian review all progress reports, report cards, and other communications forms requiring signatures
6. keep parents or guardians informed of their progress in school and their eligibility status of extra-curricular activities;
7. schedule time in such a way as to keep up with their class work and still be able to participate in extracurricular activities;
8. request assistance from the classroom teacher when they do not understand an assignment or material being presented;
9. take advantage of other assistance suggested or made available

#### TEAM SPORTS

	Fall	Winter	Spring
Boys	Football Water Polo Cross Country	Basketball Soccer Wrestling	Baseball Swimming Track & Field Tennis Golf
Girls	Volleyball Tennis Cross Country Golf	Basketball Soccer Water Polo	Softball Swimming Track & Field

#### EXTRA-CURRICULAR ELIGIBILITY

The following eligibility procedures for participation are to be followed in accordance with District policies:

1. All students' grades will be checked at the time they are cleared for team/group participation. The grades of the previous quarter will determine eligibility for the next quarter. This grade check is conducted by the Athletic Director or faculty advisor. Students must be passing in at least 20 units, have at least a 2.0 GPA and no more than one "F" to be eligible for athletic competition. If a student is eligible at this time, no further grade check will be done on that student until the next school grading period (quarter).
2. All CIF eligibility requirements must be met.
3. All students having less than a 2.0 GPA on a quarter grade report may be placed on probation for a quarter.
  - a. Coaches will be notified of names of students who need probation.
  - b. Students needing probation will be told of their status and probationary process as it affects them.
  - c. The student and parent/guardian must sign the Petition for Academic Probation.
  - d. The head coach must agree to sign the Petition for Academic Probation.
  - e. The Athletic Director will approve or deny the Petition for Academic Probation.
  - f. Students not passing in at least 20 units cannot be placed on probation.
  - g. Students are limited to three probation periods during four years of high school.
4. Schedule of eligibility checks for probationary students:
  - a. Eligibility will be checked every three weeks throughout the quarter for those athletes on probation.
5. Eligibility grade check:
  - a. If the student has at least a 2.0 GPA with no more than one "F," he or she is eligible to participate in contests until the next grade check.
  - b. If the student has less than a 2.0 GPA or more than one "F," he or she is ineligible until the next grade check.
6. Grade checks will be made during the four quarters of the school year. A student cannot be on probation for two consecutive quarters. For example, a student is on probation status during the first quarter. The same student cannot be placed on probation during the second quarter, but instead will be ineligible to participate during the second quarter. He or she may again, if necessary, be placed on probation for the third quarter.
7. The Code of Conduct applies to:
  - a. All curricular and extracurricular activities (BP 6145).
  - b. All students enrolled in a district high school or high school programs.
8. See the Code of Conduct in Section V of this handbook for applications to violation of infractions.
9. Class attendance requirement:
  - a. If a student has not been present in all scheduled classes, he/she may not participate in the game, activity or event on that day.

#### SPORTS PE CREDIT

A student who successfully participates in and completes an after-school sports program may receive 5 credits toward Physical Education. Cathedral City High School recognizes the value of participating in sports, particularly on the interscholastic level.

### SCHOOL-CONNECTED ORGANIZATIONS

The three CCHS Lions Booster clubs, the CCHS Band Boosters Inc., Lions Pride Parent Volunteers (LPPV) and the Lions Pride Education Fund (LPEF), serve as support groups for all programs on campus. These groups meet at the school to share information regarding programs' various needs and how to support them. Parents, community members, school personnel, and business leaders are all encouraged to support their causes.

## SECTION III: INSTRUCTIONAL PROGRAM

### CCHS GRADE SYSTEM

All courses taught at CCHS are graded on an "A" to "D-" scale for earning credits. The grade of "F" receives no credit. Grades are cumulative throughout the semester.

### CCHS GRADE REPORT SCHEDULE

1. There are 4 reporting periods throughout the course of a school year.
  - a. First Quarter: October 7th
  - b. Second Quarter/First Semester December 16th
  - c. Third Quarter March 17th
  - d. Fourth Quarter/ Second Semester June 9th
2. Progress Reports are issued at the end of the 5<sup>th</sup> week of each nine-week period. They are designed to communicate progress to parents especially for those students who are having academic difficulties and may fail the course.

Reporting periods occur frequently so that students and their families are aware of current academic progress and so that there are no "surprises." Parents are reminded to watch for grades that are mailed home within two weeks of the dates listed above.

### GRADUATION REQUIREMENTS

Each student who works toward graduation from CCHS must earn this minimum of 225 units. Students are required to enroll in more than the minimum number of units required for graduation. Each student is scheduled into 6 classes over 8 semesters for a total of 240 units. In addition to 225 units, students must have:

1. A minimum GPA of 1.51;
2. Completed all required courses;

The Four-Year Plan follows these credit requirements

- |  |          |
|--|----------|
| 1. English   | 40 units |
| 2. Mathematics   | 30 units |
| a. Algebra I & Geometry (satisfied by passing Integrated Math I, II, and an additional math class) |          |
| 3. Science   | 20 units |
| 4. Social Science  | 30 units |
| a. World History   |          |
| b. American History—Junior Year  |          |
| c. Civics/Economics—Senior Year  |          |
| 5. Foreign Lang/Fine Art/CTE Course  | 10 units |
| 6. Physical Education  | 20 units |
| 7. Electives   | 75 units |

**Total: 225 units**

### GRADE POINT AVERAGE

Grade Point Average (GPA) is used to indicate a student's grade average. GPA at CCHS is computed as follows:

A 1.51 grade point average (GPA) is required for graduation. This GPA is computed in the following manner: convert letter grades to numbers, an A=4, B=3, C=2, D=1, F=0. Add all the numbers and divide by the number of classes taken. For example, a student has taken 6 classes and earned the following grades: English=B, Spanish=C, World History=F, PE=D, geometry=D, and biology=A. When you convert the letter grades to numbers, the total equals 13. Divide 13 by the number of classes taken (6). This equals a GPA of 2.16. All Honors, Advanced Placement (AP), and International Baccalaureate (IB) courses are awarded an additional point value for a weight 5.0-point scale.

### FAILURE (F)

"F" grades assigned at the semester (or quarter if quarter class) are placed on the permanent transcript. The "F" grade carries 0 grade points in computing a GPA.

### GRADE CORRECTIONS

When grades are given for any course, the grade given to each student shall be the grade determined by the teacher of the course. The determination of the student's grade by the teacher, in the absence of error, shall be final. If teacher or data entry errors occur, only the teacher of the course in question shall correct them on the proper form, obtainable from the Registrar. Corrections will be made to the student's permanent record after receiving administrative approval.

### **INCOMPLETE GRADES**

An "Incomplete" is given only when a situation beyond the student's control warrants administrative approval. The student must complete the work to remove the incomplete within a specific timeframe that equals the duration of the absence and during the nine-week period that follows that absence. If the work is not completed within the allotted time, the grade is automatically converted to an "F." It is the responsibility of the student or parent to contact the teacher who assigned the incomplete for assignments needed. For extremely long periods of illness, a separate plan will be developed between the student, parent, and administration.

### **A-G REQUIREMENTS**

University of California (UC) and California State University, private colleges, and other universities require specific grade point averages for admission. Check with the Guidance and Counseling Department regarding these requirements.

1. English-4 years required (College Preparatory)
2. Mathematics-3 years required, 4 years recommended (Integrated Math I, Integrated Math II, Integrated Math III or equivalent)
3. History-2 years required (U.S. History, World History)
4. Laboratory Science-2 years required, 3 recommended (Biology, Chemistry, other lab science)
5. Foreign Language-2 years required, 3 recommended (Same language)
6. Visual or Performing Arts-1 year required (Drawing/Painting, Ceramics, Music, or Theater)
7. College Prep Elective-1 year required

### **PROGRAM CHANGES**

Program changes may be made only for inappropriate placement (not meeting prerequisite, graduation, or college requirements). Forms for level changes can be obtained from the counselor and must be signed by the student, parent, teacher, and administration. Changes will not be made for teacher preference.

### **ENROLLMENT EXPECTATIONS**

Because most colleges and universities are increasing their admission requirements, and leaders of business and industry are concerned about the academic preparation of those people entering the work force, the faculty and administration at CCHS and school board policy require students to enroll in six classes during each semester of high school. Some graduating Seniors may take fewer classes during their spring semester.

### **ADDING CLASSES**

A student may enter a semester class for credit no later than the last day of the third week of the semester. For quarter classes, the last day to add will be the 8<sup>th</sup> day of the quarter. Exceptions: A student may enter a course in the same subject area with administrative approval (e.g. Weightlifting to Lifetime Sports).

### **PREREQUISITES/APPROVAL**

Students should check carefully with their counselor to see that they have taken the proper prerequisites for courses and have earned the necessary grades. Where a course prerequisite indicates permission, or if the prerequisite has not been met, students should seek approval and/or waiver from the respective department chairperson and counselor to take the course.

### **REPEATING COURSES**

1. Students may enroll as Teacher/Clerical Aides for up to a total of 10 credits during all four years of high school.
2. Courses in Performing Arts, Physical Education, and special programs such as Yearbook may be repeated for credit with the approval of the department chairperson and counselor and/or administrator of the area.
3. Credit is awarded only once when an academic course is repeated to improve a student's grade. The higher grade earns grade point credit.

### **DROPPING CLASSES**

All withdrawals must have administrative approval using the following timelines and policies:

0-3 weeks—Change of class for academic educational purposes. No penalty.

0-6 weeks—Change of class because of inappropriate student placement. No penalty.

7-9 weeks—Change of class will result in a "Withdraw Fail" or withdraw with no credit with administrative approval.

9+ weeks—Change of class will result in a "Drop F."

### **SHORT TERM INDEPENDENT STUDY**

Credit for work in Independent Study may be granted if the following conditions are met:

1. A short-term independent study contract may be initiated if it is necessary for a student to be absent from school for 5-20 consecutive school days. Parents/Guardians are responsible for initiating a petition for short-term independent study enrollment with their student's counselor at least five days prior to their leaving.
2. Each teacher is then responsible for providing class assignments. It is understood that lab sciences will not be provided in an independent study contract.
3. If an out-of-town trip of fewer than five days is necessary, short-term independent study is not applicable. For emergency trips of one to four days, parents must notify the Attendance Office before the absence; otherwise, the absence will be marked unexcused.



### **WITHDRAWAL**

Students must have a note from their parents giving the date of withdrawal and where they are moving. Students must report to the Registrar for necessary forms before school on the day of withdrawal. All books and school materials must be checked in and all accounts cleared before students can withdraw. If students leave while still owing textbooks or fees, all records and transcripts will be withheld.

### **ACADEMIC ACHIEVEMENT**

#### **Honor Roll**

This recognizes CCHS students who, at the end of each semester, have earned a 4.0+ GPA and were enrolled in 6 classes.

#### **Principal's Honor Roll**

This recognizes CCHS students who, at the end of each semester, have earned a 3.5-3.99 GPA and were enrolled in 6 classes.

#### **Golden Lions**

Each year, CCHS hosts the Golden Lions Awards Evening. The CCHS faculty nominates five outstanding seniors based on several criteria including academics and citizenship. The winner is determined by faculty ballot. In addition, students from 9<sup>th</sup> through 12<sup>th</sup> grades are awarded medallions and certificates representing their achievements in all departments of the school.

#### **Honor Students (CSF)**

The CCHS Chapter of the California Scholarship Federation is an honorary academic organization that also functions as a service club. Students must meet statewide qualifications set by the California Scholarship Federation. Applications are necessary each semester students qualify; membership is not automatic. To become a Life Member, students must qualify for CSF in 4 out of the last 5-6 semesters of high school, including 1 semester of their senior year. Scholarships from various colleges are available for Life Members (Sealbearers).

## **SECTION IV: OTHER STUDENT SERVICES**

### **GUIDANCE AND COUNSELING PLANNING YOUR HIGH SCHOOL CAREER**

All students are encouraged to take control of their education by establishing a course of study with counselors and parents that maximizes potential.

#### **GUIDANCE AND COUNSELING HOURS: 7:30 a.m. – 3:30 p.m.**

Students may contact their counselors by completing a "call slip" in the Guidance & Counseling Center. Parents may also request parent/counselor/student/teacher meetings by calling for an appointment with the counselor.

#### **ACADEMIC COUNSELING**

Every student has an assigned counselor who is a liaison between the school and the family. Counselors are available to help with a variety of concerns. These include, regular credit checks, appropriate course selection and scheduling, distribution of PSAT, SAT, and ACT applications and study guide information, drug & alcohol abuse counseling resources, assistance with alternative placement programs, university/college & financial aid information, student progress checks, student schedule assistance, course selection assistance, and student scholarship program information.

#### **CAREER CENTER, Room 302**

The Career Center caters to the many diverse needs and interests of students. Students may use the Career Center to inquire about colleges, universities, and vocational schools, take vocational aptitude tests, and receive career education. The Career Guidance Specialist schedules weekly visitations and presentations for colleges, universities, vocational schools, and the military. Students may also use the Career Center to inquire about local, state, federal, and university scholarships.

#### **TUTORING**

CCHS often provides tutorial services to its students in all academic areas of instruction. Tutorial services are available in the Library Media Center Monday through Thursday, from 3:10-4:10 for most of the school year.

#### **HEALTH OFFICE/ MEDICATIONS**

All students visiting the Health Office must sign in and show their signed teacher's pass to get out of class. Students who need to visit the Health Office between classes must first get a pass from their next period's teacher. Only students with immediate and/or obvious health concerns may enter without a legible, official teacher's pass. All visits will be documented.

Students who need to take proprietary or over-the-counter medication, such as aspirin, must keep the medication in the school or health office and must have on file a completed form from the doctor that is also signed by the parent or legal guardian.

## LIBRARY/MEDIA CENTER

The library is located in the Administration Building. The normal hours of operation are 7:30 am to 3:30 pm daily, with the exception of Wednesdays for teacher collaboration. Computers are available for students to use to complete assignments. Students are expected to modulate behavior and voices so that others may concentrate on their work.

The **Parent Center** is located in the Southeast corner of the library. Students are encouraged to tell their parents that informational services are available.

## SECTION V: SCHOOL DISCIPLINE

### CCHS CODE OF CONDUCT

Academic success by all students is the main goal of Cathedral City High School. The faculty and staff are dedicated to achieving this goal and to maintaining a safe and enjoyable campus climate that encourages students to strive for academic excellence. To this end, it is important that all students carefully read and understand the following information. All students should be aware of the consequences for violating State and District rules and codes, which could jeopardize their academic success at CCHS.

The Code of Conduct applies to:

- All students enrolled in grades 9-12
- All co-curricular activities
- All extracurricular activities

The Code of Conduct applies to a violation of a major infraction. Major infractions are defined in Education Code Sections 48900, 48900.2, 48900.3, 48900.4 and 48900.7.

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) Willfully used force or violence upon the person of another, except in self-defense.
- b. Possessed, sold or otherwise-furnished any firearm, knife, explosive, or other dangerous object.
- c. Possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- d. Offered or arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- e. Committed robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property.
- h. Possessed or used tobacco or any product containing tobacco or nicotine products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possession of, offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Disrupted school activities or willfully defied the authority of school personnel.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm.
- n. Committed or attempted to commit sexual assault or committed a sexual battery, as defined in the Penal Code.
- o. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding.
- (Education Code 48900.2, 48900.3, 48900.4, 48900.7)

Code of Conduct consequences for violation of Education Code 48900 b, c., d., e., n., and o. shall be invoked automatically. Code of Conduct consequences for violation of Education Code 48900 a., f., g., h., i., j., k., l., m., 48900.2, 48900.3, 48900.4 and 48900.7 may be invoked at administrative discretion, depending on the degree of severity of the violation.

Consequences for violations of Code of Conduct as noted above:

- On the first violation of the Code of Conduct (grades 9-12), students will be removed from all co-curricular and extracurricular activities for thirty (30) school days. On the second and subsequent violation, students will be removed from all co-curricular and extracurricular activities for the remainder of the current semester and the following semester.
- Additionally, on first offense, ASB grade level officers (President, Vice President, Secretary, Treasurer, and all Commissioners) shall be removed from office for the remainder of the school year.
- Students in co-curricular activities may remain in the class but may not represent the school in outside performances or competitions. (Teachers would be responsible to modify the curriculum to provide a successful educational experience.)

- During their period of exclusion, students will be permitted to remain in clubs as members. Students may not, however, hold an office; participate in competitions or performances that represent their school.
- Students who are not involved in co-curricular or extracurricular activities will be ineligible to participate, as defined above for thirty (30) school days.
- Definition of school days: School days shall commence on the first student day of the fall semester and continue through the last student day of the spring semester. In addition, school days attended during summer school session are considered school days. Holidays, weekends, vacation periods, etc., do not count as school days. The counting of school days shall continue from fall to fall semester.
- Students may participate in ASB election activities provided they are eligible to participate or to take office on the first day of the regular school year. Students may try out for pep provided they are eligible to participate the following year.
- Students seeking to participate in sports will be permitted to try out when their suspension is complete in accordance with CIF rules and regulations.

## **STUDENT SERVICES**

### **Assertive Discipline Plan**

All students will demonstrate appropriate behavior on campus. CCHS **does not** tolerate any student behavior that disrupts the educational process or negatively impacts the positive school environment. All students are expected to act appropriately by respecting the rights of other students, faculty, campus security, and other school employees.

### **School Rules**

1. Students are to courteously cooperate at all times with the authority of all teachers, staff, and administrators.
2. Students are to report to their designated classes at their assigned times.
3. Students are to respectfully adhere to campus and classroom policies and procedures.
4. Students will not litter, damage, destroy, or steal personal or public property.
5. Students will not abuse others through words, writings, gestures, or physical acts.
6. Students shall not possess or use tobacco (smoking or chewing), alcohol, or drugs at school, or at any school campus, or at any school-related activities.
7. Skateboards, roller blades, bicycles, and other types of "vehicles" are not permitted on campus within the corridors or classrooms.
8. Laser or other lighting effects are not permitted on campus.
9. Students are to comply with the outlined dress code.
10. Graffiti and/or graffiti contraband (markers, spray paint, etc.) is strictly prohibited. All confiscated materials, photos, images, etc. related to graffiti will be turned over to CCPD.

### **Classroom Policies, Procedures, and Discipline**

Classroom teachers develop policies and procedures consistent with PSUSD and school guidelines and expectations. All teachers discuss these policies with their students at the beginning of each school year. Students understand that they are to respect these classroom expectations so that the instruction provided can continue in a positive and productive environment. Most CCHS students are courteous, and they respect their classroom teacher's directions. When students do not follow classroom procedures or do not cooperate with an appropriate attitude, disciplinary actions will ensue. Teachers will discuss the situation with the student unless the student's actions necessitate immediate action by the Student Services Office. Teachers, or other school officials, will contact parents whenever the behavior warrants parental involvement. Parents are encouraged to call the teacher if they have questions.

### **Consequences**

Students who choose to violate the CCHS School Rules are subject to one or more of the following consequences, depending upon the nature and severity of the infraction: lunch detention, parent conference, referral, counselor conference, ISS, Saturday School, suspension, or expulsion.

### **Severity Clause**

Immediate disciplinary action will be taken by the administration in all cases of severe or flagrant infractions of any of the rules. Consequences include parent conferences, law enforcement referrals, and school suspensions or expulsions. Severe offenses include, but are not limited to: willful harm to someone, intent to do bodily harm, willful destruction of property, drug possession/use, refusal to comply with authority, and behavior that disrupts/endangers the safety of students and others and/or the safe conduct of the school.

### **Disciplinary Consequences**

Students who violate any of the Education Code or school policies face detention, Saturday School, suspension, or expulsion (depending upon severity and/or frequency) and these possible consequences:

1. **Activities:** Cannot participate in or attend any school-related activities, including dances, assemblies, competitions, concerts, contests, debates, excursions, performances, etc. for **30 school days**.
2. **Athletics:** Cannot participate in sports games (resulting in being dropped from the team/squad) or even try out for a new season during the 30-school-day term.
3. **Seniors:** Cannot participate in any Senior activities, including Graduation, Grad Nite, and Senior Party, if violation occurs within 30 school days of the activity or event.

Second and subsequent conduct violations will, without question, cause the removal of the offending students from all co- and extra-curricular activities/programs for the remainder of the current semester **and** the next semester.

#### **Detention**

Administrators, teachers, and counselors may assign lunch detention in response to student misbehavior. Individual teachers may also assign class detentions to modify inappropriate student behavior.

#### **In-School Supervised Study (ISS)**

Administration will assign students to ISS for inappropriate behavior or failure to follow directives. As a step short of suspension, ISS provides students with a place to study or complete assignments while being excluded from class for anywhere from one period to the entire school day. Students in full-day ISS are denied the socialization periods of brunch and lunch by continuing their school day in a supervised environment separated from the student body.

#### **Suspension**

Students will be suspended from school for repeated inappropriate behavior or any major infractions as outlined by the State Education Code and District Code of Conduct, which are outlined below. Length of suspension will be commensurate with the infraction, ranging from one to five school days. Students on suspension may not enter any school campus within the PSUSD.

#### **Expulsion**

Students will be expelled from school for major infractions of the State Education Code 48900. This is the last step in which a student is totally excluded from attending school within the Palm Springs Unified School District. It is our intent to encourage students to use good judgment and display appropriate behavior. When a major infraction does occur, the school has the responsibility to ensure the safety and well-being of its students and staff by removing the problem from campus.

#### **DISCIPLINE MATRIX**

The discipline matrix for CCHS is being revised at the beginning of the 2016-17 school year. The school enforces a progressive discipline process—teachers, counselors, and administrators work with students to support and encourage students to make better and more positive choices at school. After attempts to assist students through interactions with teachers, counselors, and administrators, more severe consequences will be assigned. Students can expect the following consequences to take place in response to repeated minor violations of school and classroom rules: warning, conference, lunch detention, ISS, suspension, and finally expulsion.