

Student Handbook

Revised: 09/05/08

Introduction to the school: Welcome to the Tehama County Juvenile Detention Facility Court School. You have the right to a free and appropriate education which will be provided to you. The facility court school is standards based and follows public school curriculum guidelines and meets the Title 15 Juvenile Justice regulations.

Your Role as a Student: According to California Code of Regulations Title 5 section 300: Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to schoolmates; and refrain from the use of profane and vulgar language.

Therefore in the classroom as a student you must follow the school and facility rules.

Our role as teaching staff: The teaching staff has laws that govern their behavior and their profession. The California Education Code outlines the duties of teachers. The EC is the law.

Education Code 233.5 Duties of Teacher: (a) Each teacher shall endeavor to impress upon the minds of the pupils the principles of morality, truth, justice, patriotism, and a true comprehension of the rights, duties, and dignity of American citizenship, and the meaning of equality and human dignity, including the promotion of harmonious relations, kindness toward domestic pets and the humane treatment of living creatures, to teach them to avoid idleness, profanity, and falsehood, and to instruct them in manners and morals and the principles of a free government. (b) Each teacher is also encouraged to create and foster an environment that encourages pupils to realize their full potential and that is free from discriminatory attitudes, practices, events, or activities, in order to prevent acts of hate violence, as defined in subdivision (e) of Section 233. Am1998.

Education Code 44805: Course of Study – Enforcement: Every teacher in the public schools shall enforce the course of study, the use of legally authorized textbooks, and the rules and regulations prescribed for schools. 1976

The Right to a Grievance: Each student has the right to file a grievance against teaching staff and/or facility staff when they feel that the actions of a professional were not appropriate. Grievances should not be taken lightly but a student is encouraged to produce one when justified. The Grievance forms are located in each pod. They are not to be filled out during class time. Students shall not receive poor treatment or retaliation for grievances written. The Grievance form is then to be given to the senior on staff.

Class Schedule:

A Pod Classroom	B Pod Classroom
8:00 - 8:50 Main Lesson	8:00 - 8:50 Language Arts
8:55 – 9:45 Main Lesson	8:55 – 9:45 Mathematics
9:50 – 10:40 Language Arts	9:50 – 10:40 Main Lesson
10:45 – 11:35 Mathematics	10:45 – 11:35 Main Lesson
12:35 – 1:15 Physical Education	12:35 – 1:15 Study Hall M, W, F Art T, TH
1:20 – 2:00 Study Hall M, W, F Art T, TH	1:20 – 2:00 Physical Education

Classes and Activities: All courses are based on the California High School State Standards with a focus on subject content found in the High School Exit Exam.

Main Lesson: These courses are focus lessons for science and social science. They are twenty days each and use a total of 100 minutes per day. Art is a component for these lessons.

Language arts: The language arts taught in this facility follow a rotating schedule based on the various strands found in the standards. Standards based assessments will be given at the beginning and the end of each strand to monitor progress.

Mathematics: The Mathematics program follows the high school standards on a yearly rotation in which all the different mathematics strands are covered in the course of a year. Standards based

assessments will be given at the beginning and the end of each strand to monitor progress.

Art: This subject is counted as an elective and is specifically connected with the Main Lesson courses. Students get the opportunity to paint, draw, etc. All supplies are to be used appropriately and students are to maintain a clean working environment.

Study Hall: This is an opportunity for individual students to work towards credits needed for graduation. The subjects offered are General Math, Algebra, Language arts, P. E., Science, Social Science, etc. A copy of your transcript will be provided to you when we receive it from your home school and a member of the teaching staff will discuss it with you to help you decide with courses of study in which you are deficient.

PE: Students have the opportunity to participate in a physical education program. When possible the school teaching staff (and some times students) will lead a brief exercise routine followed by a team sport or book work and fitness study. The team sports played in the facility are Basketball, Soccer, Football, Ultimate Frisbee, and Baseball. When the group is small a game known as Russian Baseball may be played. When students are well behaved as a group Dodgeball may be played to reward such positive group behavior. Crossing the Yellow Line and/or touching the fence in the recreation yard will result in being lettered out.

SSR: During transitions and clean up SSR or Silent Sustained Reading is required. All texts read in the classroom are required to be Accelerated Reader (AR) books. All AR books have a test connected with them and students are required to take the AR test upon finishing a book. Tests can be taken when teaching staff authorizes.

Earning Credits: A student earns credits at the same rate as Red Bluff High School which is 1 credit every 13 - 14 days for a class period. Take this opportunity seriously.

Computers: Students are only allowed to use the computer for specifically assigned activities such as Accelerated Reader Tests, STAR Tests, typing essays & PLATO when applicable. Any other unauthorized use is considered an acceptable use policy violation. All Word documents produced are to be double spaced, and 12 point New Times Roman font unless specifically assigned otherwise.

Bathroom Use: Students are to use the bathroom during the many breaks given throughout the school day. If a student has to use the bathroom during class time a points fine up to 100 points may be given. Students are expected to be prepared for class when each period begins.

Teacher's Desks: Only one student is allowed to approach the teacher's desk at a time and that only with permission from teaching staff.

Boundary Lines: Students are to stay on the appropriate side of the boundary lines at all times. This is for classroom safety.

Classroom Sinks and Bathrooms: Only facility and teaching staff are allowed to use the classroom sinks and bathrooms. Students who need to leave the room to use a sink or bathroom may be fined up to 100 points for doing so.

Rules: Students are expected to follow all the rules as mentioned above. The school follows the Juvenile Detention Facility's rules and letter/token system. You can acquire letters in the classroom for any of those behaviors deemed inappropriate by the teaching staff. **Letters will result in point fines and can lead to greater disciplinary action such as suspensions.** A student may receive a letter for a first time offense of any of the behaviors listed below. A single behavior may involve more than one letter. Example: Insulting a student can acquire two letters, a B and a J, one for disrespect and the other for the actual insult. When a student receives up to **three** letters in the same hour they are considered "**lettered out**" which means they may not be able to participate in evening programs or come out of their room until the next morning. A class period does not necessarily denote an "hour" for class periods often cross over more than one hour. The school uses the hours on the point sheet that is found in each pod. The following is a list of behaviors for which you can receive point fines and letters. Each behavior has a letter assigned to it. The behaviors and assigned letters are as follows:

- Disrespecting Authority – **A**
- Disrespecting others (fellow students, etc) – **B**
- Misconduct in Lines – **C**
- General Misconduct in School – **E**
- Productivity - **F**
- Punctuality – showing up or finishing late – **G**
- Lack of Good Sportsmanship – **H**
- Lack of Good Hygiene – **I**

The use of negative language or gestures (also includes speaking in a foreign language: note this is a safety issue). – **J** This letter includes a 50 point fine.

Lack of Positive Work Habits – **K**

Horseplay – **M**

Lack of Respect for School/Hall Property – **N**

The Passing of Notes – **O**

Lack of Overall Good Conduct – **P**

Lack of Having Hands Behind Back when walking – **Q**

Not Maintaining the Appropriate 3-Foot Rule – **R**

Possession of Contraband – **S**

Manipulation of Staff – **T**

Not Maintaining Dress Code – **U**

Excessive Talking – **V**

Wandering in the Classroom – **W**

Crossing Boundary Lines – **Y**

***Additional letters or symbols may be added to represent other behaviors not listed.**

Discipline Protocol

Students are made aware of contents concerning letters in the student handbook. The student handbook is their warning.

The letter system of the juvenile facility is used as outlined in the student handbook.

If a student misbehaves in class, on the way to class, or exiting class the following actions may be taken by teaching staff:

1. First offence: A warning may be given or the student may receive letters.
2. Second offence: Student will receive letters.
3. Third offence: If the behavior continues and becomes a disruption to the class therefore becoming a suspendable offence the teacher may:
 - a. Give the student a time out to cool down. The student is to return to class at the teacher's direction. A student who is removed from the ongoing instruction for adjustment purposes will be suspended (Section 48925).

- b. Suspend the student. If the teacher decides that the student is a disruption to the class and is not ready to work or act in an acceptable manner the student will remain down for the remainder of the day. The principal or principal designee will be made aware of the situation and will assist with the disciplinary procedures (Section 48911h). See suspension protocol.

SUSPENSION PROTOCOL

Grounds for Suspension

Students may be subject to suspension for committing any of the acts listed below:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in the Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.

10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drugs defined in Section 11014.5 of the Health and Safety Code as paraphernalia.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm, i.e. a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

Students in grades 4 through 12 are also subject to suspension or recommendation for any of the acts listed below.

14. Committed sexual harassment as defined in Ed. Code 212.5
15. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Ed Code 33032.5.
16. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.

STUDENTS SUSPENSION /DUE PROCESS

A student may be suspended for any of the acts listed above if the act is related to a school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances:

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

STUDENTS SUSPENSION PROCEDURE

Suspensions will be from the time of the class period they were suspended from to the time of that same class period the next school day unless otherwise noted on the suspension referral. A copy will be kept by the Education Program, given to facility staff, and probation.

An SIR addendum will be completed by teaching staff responsible for the suspension.

Students will meet with the Principal and/or designee at the end of the school day to have the reasons of the suspension explained to them, to have the opportunity to explain their case, and to sign the suspension notice. If a student refuses to meet with the Principal and/or designee it will be so indicated on the suspension notice. A copy will be kept by the Education Program, given to facility staff, probation and sent to a parent/guardian.

Classroom Cleanliness and Organizational Standards: The following requirements are for all students. It is necessary that the classroom environment and the students' work space, including binders, are clean and organized. All materials that students have or carry into the classroom must be school related. The only exception to this is a variable and calendar.

School Related Materials Defined: School related materials are either given to the student by the teaching staff or are products from specifically assigned activities or lessons.

Binders: Front and back covers should contain nothing but a multiplication table and a copy of the Classroom Cleanliness and Organizational Standards handout. The inside should only have school related materials. The materials must be organized into the following sections: **Language Arts**, **Mathematics**, **Main Lesson**, **Electives**. **Main Lesson** and **Electives** can be combined. Dividers will be provided. If you do not have dividers your binder is still required to be organized in the above sections. Ask for dividers.

Reading Books: The only books a student should have in the classroom are those that can be tested on the computer program Accelerated Reader. No other book is necessary.

Book Marks: Book marks must be actual book marks. Ask for a bookmark.

Extra Credit/Quiet Hour Work: This work may come into the classroom but must be placed on the teacher's desk. The teacher will then decide the appropriate times when a student may do this work during class time.

Art Work/Drawings: Artwork that is being done or kept in the classroom must be school related.

Student Desks: Students are to stay in their assigned seats at all times unless otherwise directed by staff. The student desk and the area around it must be kept clean by the student of that desk. The whole class is responsible for the cleanliness of the classroom. This means all papers, books and other items belonging to a student must be on the desk, in the rack, or in a student binder. The floor should have nothing on it. The desks must also be free of markings, graffiti etc.

Note: Student keeps the Handbook and the Signature Page in front of subject dividers in student binder.

Signature Page

I have read and gone over the above material with a staff member. I understand my role as a student and what is expected of me throughout the course of my stay.

Student - Print Name
Date

Signature of Student

Teaching Staff- Print Name
Date

Signature of Teaching Staff

Note: Student keeps the Handbook and the Signature Page in front of subject dividers in student binder.

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