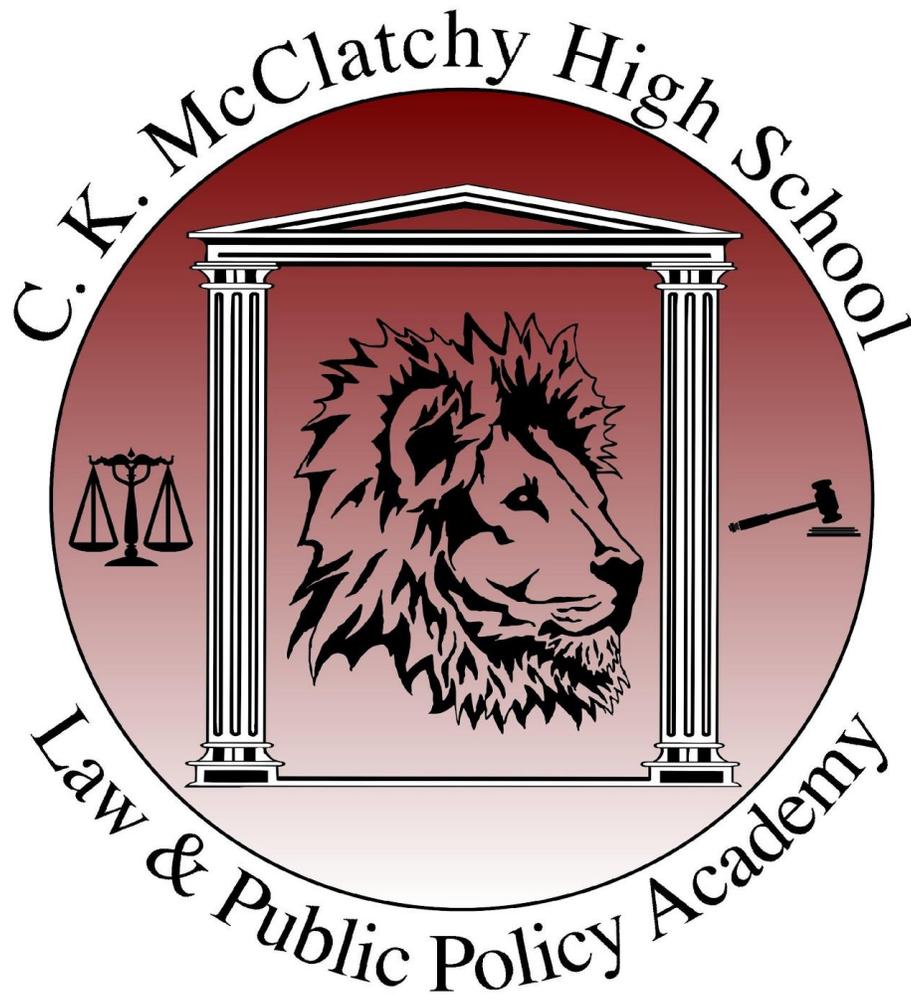


Law and Public Policy Academy C.K. McClatchy High School



Student Manual

(Last Date of Revision August 2016)

No person shall be subjected to discrimination on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code in any program or activity conducted by an educational institution that receives, or benefits from, state financial assistance or enrolls pupils who receive state student financial aid.

Law and Public Policy Academy Mission Statement

Our mission is to immerse students in cross-curricular law and public policy based projects and activities and a rigorous academic course of study that provides avenues to success for all students, while providing work based learning experiences and college and career planning throughout high school.

INTRODUCTION

This manual is designed to provide all students enrolled in the Law and Public Policy Academy with an understanding of the expectations with regard to behavior and performance. During enrollment in the academy, students will be evaluated on several different areas: academics, citizenship, and effort. It is each student's responsibility to make the effort to succeed in all these areas. Teachers are here to support students to be successful.

Parental Involvement

Educational research has shown that when parents are involved in their children's school activities and education children have higher grades and standardized test scores, improved behavior at home and school, better social skills and an easier time adapting to the school environment.

Parents of academy students are encouraged to participate as field trip chaperones and volunteer at academy events. If you would like more information about how to volunteer, go online to www.scusd.edu/volunteer or call the District Volunteer Office at (916) 643-7924.

Program Organization

The Law and Public Policy Academy consists of two curriculum structures: Academic and Career Technical. Each student in the academy is enrolled in an academic class integrated with Career Technical programs. The students will also have other required classes (such as English, Social Science, Science) cohorted with other academy students.

Academy Courses

English 9 Advanced – This is the first of the academy courses, and focuses on comprehension and composition of informational, literary, and persuasive texts, as well as on speaking, listening, research, and critical reasoning skills. This course exposes students to a variety of texts from American and world cultures. Students read novels, short stories, plays, essays, poems, nonfiction, and case studies. Students write in a variety of styles with a focus on structure, vocabulary, and writing mechanics. In addition, students engage in a variety of discussions, debates, and oral presentations, as well as research and reasoning tasks, and the research process. As an advanced course, this course goes beyond the curriculum expectations of a standard course offering by increasing the depth and complexity. Students are engaged in dynamic, high level learning. Students will participate in integrated curriculum units where they will participate in small group projects designed to increase their practical knowledge.

Law & Justice – This course is taken in the sophomore year and is the first of the career and technical courses. The main topic of consideration includes history and principles of law, ethics, professionalism, the California court system, civil and criminal law, and the mock trial competition. This course provides students with a basic professional orientation to the legal field. Students will participate in integrated curriculum units where they will take part in small group projects designed to increase their analytical, critical thinking, and problem solving skills. Role-playing and scenario training will be utilized to increase the students' practical knowledge.

Legal Careers – This course is taken in the junior year and includes exposure to different professions within the legal field. In addition, this course continues building the skills of public speaking, logical thinking, and argumentative writing which began in the sophomore year. This course has a one-on-one mentorship component where students will be paired with a legal professional. In addition, students participate in a summer internship designed to give them practical experience in a law or policy firm.

Intro to Social Justice – This course is designed to expose students to various issues in their communities and the world related to social justice. Some of these issues are related to the legal system; others are related to issues of policy. Students will culminate their Law and Public Policy experience with a senior project drawing together the various lessons and skills gained through high school.

ACADEMICS

1. Students are required to maintain a 2.5 overall GPA.
2. Students failing to maintain a 2.5 GPA or “C” or better in all classes will be placed on formal academic probation and required to attend tutoring sessions until the next grading period, including progress reports. (For after school tutoring information, go to the After School Safety & Enrichment for Teens Program website sites.google.com/site/ckmassets/home and click on the Library Tutoring Lab link.)
3. Students who fail to raise their GPA to a 2.5 or better by the next grading period will be subject to removal from the academy.
4. Students must also maintain satisfactory citizenship grades in all classes.

ATTENDANCE

Excessive tardiness, absences, or trancies may be causes for removal from the program. (Any absence not cleared by an official “readmit” is considered truant.)

1. Students **will be** allowed to make up assignments missed due to an excused absence subject to each teacher’s policy on late assignments.
2. Students **will not be** allowed to make up assignments missed because of truancy.

WRITING SKILLS

To be considered acceptable, all written assignments must meet the following criteria:

1. The assignments must be reasonably fluent, well developed, and well organized, showing sufficient command of the English language to communicate the information.
2. All essential information must be included.
3. The assignments must be reasonably free of mechanical errors (i.e. grammar, punctuation, or spelling errors).

COMMUNITY / POLITICAL SERVICE:

- Freshmen and sophomore academy students are required to complete a minimum of 5 **community or political service** hours each quarter, for a total of 10 hours each semester.
- Junior and senior academy students are required to complete a minimum of 5 **political service** hours each quarter, for a total of 10 hours each semester.

*Note: Community / political service sheets must be completed and turned in at the end of each quarter. **Hours are due at the end of each quarter.** It is the student’s responsibility to keep up with his or her own hours and turn in the hours by the required dates.*

CITIZENSHIP:

Students shall conduct themselves as young professionals on campus and in the community. Students shall not commit any acts during or outside scheduled hours that are incompatible with the legal profession or which might reflect unfavorably upon the academy or the school.

PERSONAL CONDUCT:

1. Students will at all times be **respectful** to school personnel, guest speakers, and other students. Academy Teachers and Administrators are the final arbiter of what is, and is not, “respectful” behavior in any given context.
2. Students shall not create a negative environment among other students, including practicing or encouraging discrimination regarding race, sex, religion, national origin, or ancestry.
3. Students are prohibited from wearing any potential gang related apparel.
4. Students shall not threaten, attempt, or do bodily harm to another.
5. Students shall not use profanity.
6. Students shall not place the academy or school in an embarrassing situation by his/her conduct.
7. Students shall not cheat during an examination or knowingly allow another student to cheat.
8. Students shall not destroy academy or school property.
9. Students shall not endanger any person, including him/herself, through careless or willful violation of safety rules or instruction.

10. Students shall not show willful disobedience to faculty, staff members, or guests.
11. Students shall maintain an appropriate personal appearance. Academy Teachers and Administrators are the final arbiters as to what is “appropriate” in any given context.
 - a. General school apparel shall comply with the CKM dress code.
 - b. Court apparel/Professional attire shall be as follows:
 - i. Conservatively colored skirt that falls to above the knee or below the knee, or conservatively colored slacks. No blue jeans, cargo pants, or leggings. *If attending a prison tour, no skirts are allowed.
 - ii. Blouse or button-down long-sleeved shirt in conservative color. Neck tie is not required, but students are welcome to wear one. Blouses must cover the shoulders and chest.
 - iii. Shoes shall not have heels higher than 2”. If you do not have dress shoes, wear a conservatively colored pair of clean shoes.
 - iv. Jewelry should be conservative, and be limited in metal content as students will be passing through metal detectors.
12. Students shall not display willful disregard of the school or academy rules and regulations.
13. Students shall not display carelessness, indifference, laziness, lack of attention, or inattention.
14. Students shall not be under influence of drugs or alcohol.
15. Students shall not steal from any person or the academy.
16. Students shall not violate any public law or ordinance.
17. Students shall not disclose any confidential information without authorization.

Failure to comply with the rules of conduct will result in disciplinary action and may lead to removal from the academy.

Disciplinary Action:

Failure to comply with the rules and expectations of the academy and/or the school may result in one or more of the following actions:

1. Verbal warning
2. Written memo by the student accounting for his/her actions that is subsequently signed by parent/guardian
3. Written notice of unsatisfactory performance and potential academic and/or behavioral probation that is signed by parent/guardian
4. Formal meeting with parents, academy coordinator, and school administrator and academic and/or behavioral probation
5. Removal from the academy (any student who is removed from the Academy may be required to return to their home school if they are on permit or open enrollment).

These steps are in addition to any actions taken by classroom teachers and administrators.

**C.K. McClatchy Law and Public Policy Academy
MEDIA RELEASE FORM**

I, _____, grant permission to The C.K. McClatchy Law and Public Policy Academy, to use my name, photographs, videos, audio recordings or any other audio or video medium for use in the Law and Public Policy Academy publications such as recruiting brochures, newsletters, and magazines, and to use my name and/or photographs on display boards, and to Law and Public Policy Academy, website or other electronic forms or media.

I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph or any other image.

I hereby agree to release, defend, and hold harmless the Law and Public Policy Academy, the Sacramento City Unified School District, its agents and/or affiliates, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claim, damages or liability arising from or related to the use of the photographs, including by not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

Please check the paragraph below which is applicable to your present situation:

_____ I am 18 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

_____ I am the parent or legal guardian of the below named child. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Name (Please Print): _____

Date: _____

Address: _____

Signature: _____

Signature of parent or legal guardian
(If under 18 years of age): _____

11th Grade Students Only – CONSENT FORM

As you are aware, your child is participating in a mentor program through the C.K. McClatchy High School Law and Public Policy Program. Through this program, your child meets on a monthly basis with a mentor - a professional in the legal community. In addition to monthly meetings, your child and his/her mentor may wish to communicate outside of the monthly mentor meetings. This will allow for further mentoring, and will allow for students to practice their professional skills, such as communicating with a professional in writing, and the appropriate use of such communication.

Please check the appropriate box below:

- My child may communicate with his/her mentor via phone, text, or emails.
- My child may not communicate with his/her mentor via phone, text or emails.

Parent Name (Please Print): _____

Date: _____

Email Address: _____

Signature: _____

Student Name (Please Print):
