

**Pacific Grove
Community High School**



**Student / Parent Handbook
2021-2022**



2021-2022 PGCHS STUDENT HANDBOOK

Board Policy Changes May Alter the Contents of This Handbook: Students and Parent(s)/Guardian(s) will be Contacted When This Occurs

Pacific Grove Community High School
1004 David Avenue, Suite A
Pacific Grove, CA 93950
PHONE: (831) 646-653
FAX: (831) 648-8417
WEBSITE: pgchs.pgusd.org

Name: _____

Email: _____

School Administration

Lito M. García, *Principal*

District Administration

Dr. Ralph Gomez Porras, *Superintendent*
Song Chin-Bendib, *Assistant Superintendent*
Billie Mankey, *Director of Human Resources*
Ani Silva, *Director of Curriculum and Special Projects*
Clare Davies, *Director of Student Services Special Education Coordinator*

Board of Education

John Paff, *President*
Brian Swanson, *Clerk*
Cristy Dawson, *Member*
Frank Rivera, *Member*
Caroline Swanson, *Member*
TBD, *Student Rep*

Pacific Grove Community High School does not discriminate on the basis of race, creed, color, national origin, gender or disability.

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PACIFIC GROVE COMMUNITY HIGH SCHOOL

Site Address:
1004 David Ave., Bldg A
Pacific Grove, CA 93950

Mailing Address:
435 Hillcrest Ave.
Pacific Grove, CA 93950

Phone: (831) 646-6535

Fax: (831) 648-8417

Website: <https://pgchs.pgusd.org/>

PACIFIC GROVE COMMUNITY HIGH SCHOOL STAFF

Lito M. García	Principal	lgarcia@pgusd.org
Sheri Deeter	Lead Teacher	sdeeter@pgusd.org
Christian Lamonea	Teacher	clamonea@pgusd.org
Luciana Morgan	Administrative Assistant	lmorgan@pgusd.org

PACIFIC GROVE UNIFIED SCHOOL DISTRICT ADMINISTRATION

Dr. Ralph Gómez Porras	Superintendent	rporras@pgusd.org
Song Chin-Bendib	Assistant Superintendent	schinbendib@pgusd.org

PACIFIC GROVE COMMUNITY HIGH SCHOOL

Pacific Grove Unified School District - 2021-2022						Date	Event
180 Day School Calendar							
	M	T	W	TH	F		
July 2021	26	27	28	29	30	7/30	New Hire Orientation
Aug 2021	2	3	4	5	6	8/2	Professional Development Day (Non Student Day)
	9	10	11	12	13	8/3	Welcome
	16	17	18	19	20	8/4	Teacher Prep Day (Non Student Day)
	23	24	25	26	27	8/5	First Day of School
	30	31	1	2	3		
Sept 2021	6	7	8	9	10	9/6	Labor Day Holiday
	13	14	15	16	17	9/17	END OF ROUND 1
	20	21	22	23	24		
	27	28	29	30	1	10/2	Butterfly Parade
Oct 2021	4	5	6	7	8	10/8	End of 1st Quarter (46 days)
	11	12	13	14	15	10/11-10/15	Fall Break
	18	19	20	21	22		
	25	26	27	28	29		
Nov 2021	1	2	3	4	5	11/5	END OF ROUND 2
	8	9	10	11	12	10/11	Veterans day Holiday
	15	16	17	18	19	11/24	Minimum Day for Students and Classified Staff
	22	23	24	25	26	11/25-11/26	Thanksgiving Holiday
	29	30	1	2	3		
Dec 2021	6	7	8	9	10	12/17	End of 2nd Quarter (42 days)
	13	14	15	16	17	12/17	End of 1st Semester (88 days) / END OF ROUND 3
	20	21	22	23	24	12/17	Minimum Day for Students and Classified Staff
	27	28	29	30	31	12/20-1/3	Winter Break
Jan 2022	3	4	5	6	7	12/21-1/3	Winter Break
	10	11	12	13	14		
	17	18	19	20	21	1/17	Martin Luther King Holiday
	24	25	26	27	28		
	31	1	2	3	4		
Feb 2022	7	8	9	10	11	2/11	END OF ROUND 4
	14	15	16	17	18	2/14-2/18	Presidents' Holiday
	21	22	23	24	25	2/21	Professional Development Day (Non Student Day)
	28	1	2	3	4		
March 2022	7	8	9	10	11	3/11	End of 3rd Quarter (42 days)
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30	31	1	4/1	END OF ROUND 5
April 2022	4	5	6	7	8	4/8	Minimum Day for Students and Classified Staff
	11	12	13	14	15	4/11-4/15	Spring Break
	18	19	20	21	22		
	25	26	27	28	29	5/25	GRADUATION DAY
May 2022	2	3	4	5	6	5/27	End of 4nd Quarter (50 days)
	9	10	11	12	13	5/27	End of 2nd Semester (92 days) / END OF ROUND 6
	16	17	18	19	20	5/27	Last Day of School
	23	24	25	26	27	5/30	Memorial Day
	30	31				5/31	Teacher Prep Day (Non Student Day)

<table style="width: 100%;"> <tr> <td style="background-color: #ADD8E6; width: 20px;"></td> <td>First Day/Last Day of School</td> </tr> <tr> <td style="background-color: #90EE90; width: 20px;"></td> <td>Professional Development Day/Teacher Prep Day</td> </tr> <tr> <td style="background-color: #FFDAB9; width: 20px;"></td> <td>Welcome</td> </tr> <tr> <td style="background-color: #FF6347; width: 20px;"></td> <td>Minimum Day for Students and Classified Staff (3 total)</td> </tr> </table>		First Day/Last Day of School		Professional Development Day/Teacher Prep Day		Welcome		Minimum Day for Students and Classified Staff (3 total)	<table style="width: 100%;"> <tr> <td style="background-color: #FFFF00; width: 20px;"></td> <td>Breaks</td> </tr> <tr> <td style="background-color: #FF6347; width: 20px;"></td> <td>Holiday (8 total)</td> </tr> <tr> <td style="background-color: #ADD8E6; width: 20px;"></td> <td>Local Holiday (5 total)</td> </tr> </table>		Breaks		Holiday (8 total)		Local Holiday (5 total)
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185 Work Days - Current Teachers
186 Work Days - New Teachers
Instructional Days 180

PACIFIC GROVE COMMUNITY HIGH SCHOOL VISION STATEMENT

Pacific Grove Community High School provides a small, non-traditional learning environment in which students can pursue an alternative pathway to college and career success. We seek to:

- Provide a challenging project-based curriculum that emphasizes student strengths and is individualized to meet the learning needs of each student
- Create a holistic environment in which students' diverse emotional, social, and cultural needs are recognized and celebrated
- Maximize opportunities for students to become responsible citizens who participate actively in their communities both today and into the future

EXPECTED SCHOOLWIDE LEARNING RESULTS

Pacific Grove Community High School graduates will be:

EDUCATED INDIVIDUALS WHO:

- Demonstrate competence in reading, writing, mathematics, science, social studies, and technology

CRITICAL THINKERS AND PROBLEM SOLVERS WHO:

- Think through and solve problems by using relevant evidence and information

INDEPENDENT AND COLLABORATIVE WORKERS WHO:

- Set goals, organize time and tasks to meet deadlines, participate cooperatively in group projects, and produce independent and group work that reflects academic content standards

RESPONSIBLE CITIZENS WHO:

- Are employable and able to successfully participate in a college environment
- Understand and appreciate diverse cultures and points of view
- Understand and participate in the duties, rights, and privileges of citizens in a democracy

HEALTHY INDIVIDUALS WHO:

- Have a strong sense of self-worth
- Resolve conflicts through positive actions
- Demonstrate tolerance and respect for diversity

PACIFIC GROVE COMMUNITY HIGH SCHOOL DAILY CLASS SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:45AM	Class 1	Class 1	ALL SCHOOL Assembly	Class 1	Class 1
9:50- 10:35AM	Class 2	Class 2	Independent work & tutoring	Class 2	Class 2
10:35-10:50AM	Break	Break	Break	Break	Break
10:55-11:45AM	Independent work & tutoring	STRIVE CLASS	SPEAKERS	STRIVE CLASS	Independent work & tutoring
11:50-12:30PM	PE, health, scheduled activities	Independent work & tutoring	PBL group work	PE, health, scheduled activities	Independent work & tutoring
1:00-2:30PM	Afternoon Workshops	Afternoon Workshops	Staff & Parent Meetings	Afternoon Workshops	Afternoon Workshops

ATTENDANCE POLICY

The Administration and Staff of Pacific Grove Community High School believe that if a student is absent from class, the educational experience lost during the absence is irretrievable. Interaction in the classroom setting can seldom be duplicated through make-up work. Insofar as class participation is an integral part of student’s learning experiences, parent(s)/guardian(s) and students shall be encouraged to schedule medical appointments during non-school hours.

ENROLLMENT

Qualifications for enrollment to Pacific Grove Community High School: A student must live with natural parents or an adult who has legal guardianship and live within the Pacific Grove Unified School District attendance boundaries. Students who live with relatives must show proof of court-ordered guardianship or complete the District’s Caregiver Authorization form before a student may be enrolled at Pacific Grove Community High School.

PERMITS TO LEAVE CAMPUS/PARENT/GUARDIAN REQUEST TO PICK UP

Students leaving campus prior to the end of their regular school day must have a parent/guardian call the front office BEFORE being picked up and signed out in person with the front office – an email is not sufficient for verification. Any student, who leaves the campus without being properly signed out, will be marked truant.

Prearranged Early dismissal: If your student will need to leave school for any reason, please send them to school with a note for the front office. Remind your student that they will need to stop by the front office when they return to campus. Failure to do so will result in truancy.

RE-ADMITS

Students need re-admits to clear their absences; they may obtain these before school, during the break, and during lunch. When clearing absences, please note that only a parent or guardian can clear an absence. **PGUSD Board Policy 5121.1** states that a student has 72 hours in which to clear an absence in order to make up any missing assignments. Clearing absences is the responsibility of the

parent(s)/guardian(s) and student. Failure to clear absences in a timely manner could result in truancy.

MESSAGES & DELIVERIES TO STUDENT / CALLING STUDENTS FROM CLASS

Messages and deliveries for students will only be distributed between classes. Classroom interruptions jeopardize student learning. All messages and deliveries must be for a valid emergency. Please note that items such as flowers, balloons, and gifts will not be accepted for delivery to students by the Pacific Grove Community High School Staff. Also, please respect instructional minutes, know the times for break/lunch/after school, and refrain from texting/calling your student during class time – many students use this as an excuse to disrupt instruction to check his/her phone. Call slips or phone calls are used by staff when they need to see students during class time. Students should report immediately to the person requesting to see them. Class disruptions will be kept to a minimum whenever possible.

PHONES AND MESSAGES

Telephones in the front office are available to students **ONLY** outside of class time and with permission, which includes lunch and break. Since it is important to keep classroom disruptions to a minimum, **messages and items (flowers, balloons, lunches, clothes, etc.) from home to classrooms cannot be delivered.** Reminders for appointments or after-school activities should be made in advance. In the case of a medical or life-threatening emergency, where you must reach your child immediately or speak to someone immediately, dial 831-646-6535 or come to the main administrative office at Pacific Grove Community High School. Cell phone use is permitted only during break; any student using a cell phone during a restroom break will have the phone confiscated – phones should be turned off and left in a backpack/purse during class and restroom breaks unless teachers provide time to use technology in class. Parent(s)/Guardian(s) should refrain from texting students during instructional minutes as it is a disruption to their child's education.

EXCUSED ABSENCES

The State of California considers illness, medical appointment, and the funeral of an immediate family member to be excused absences. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law **CA. Education Code 46014**. Justifiable personal necessity may be excused with administrator approval – see the front office for the form. Seven excused absences (10 for period 1) are allowed per semester. After seven absences (10 in period 1) an absence will be considered excused only if an illness is documented by a physician or a court appearance is documented by the court. (Time missed from class while attending extracurricular or co-curricular is not considered an absence.) Beyond seven absences (10 in a period) that are not excused by a physician's note or documentation from the court will be considered excessive absences.

CLASSWORK/MAKE UP POLICY

Students are expected to complete all work assigned in each class. When a student has an excused absence, he/she will be given one day for each day of absence to make up classwork. If you know that you will be absent, it is recommended that you contact the classroom teacher via email to arrange for homework and to view posted assignments. Please allow at least 24 hours for teachers to respond with information regarding your request.

REQUEST FOR JUSTIFIABLE ABSENCE

The Principal reviews all appeals. A **Justifiable Absence Form** must be picked up in the front office, filled out completely, and turned in at least two weeks prior to the absence. **NO EXCEPTIONS.**

Case-by-case issues of exceptions are such things as college visitations and bereavement. The Principal will also review appeals based on illness beyond seven days which may have unusual circumstances. *Note: Two college visits per year are allowed only through the appeal process.* Family vacations should take place during school breaks. Please refer to district school calendars (current and the following year) when planning vacations.

If granted, students are expected to keep up with schoolwork while out and to make arrangements with their teachers for turning in work. Students may be required to turn in work prior to missing school. In addition, there will be no grace period given to make up exams and students may be required to take any missed exams immediately upon returning to school.

UNEXCUSED ABSENCES / TRUANCY

Unexcused absences are absences that don't qualify according to *CA. Education Code 48200*. An unexcused absence is one that occurs without permission of the student's parent or legal guardian for reasons other than illness, quarantine, funeral, medical, or legal business. Examples of unexcused absences are trips, inclement weather, transportation problems, babysitting, work, and truancy. A student will receive detention at the first unexcused absence/truancy, and Saturday Schools for Subsequent unexcused absences. Students may not receive credit for work missed due to unexcused absences per teacher discretion. Six unexcused absences/truancies in one year will result in a referral to the District Attorney's office.

- Any student who is absent from school, without a valid excuse, more than three (3) days *or* absent or tardy in excess of 30 minutes on each of more than three (3) days in one (1) school year is a truant. *CA. Education Code 48260*
- The following *CA. Education Code* reference applies to ALL unexcused absences: The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. *CA. Education Code 48913*
- Teachers are encouraged to allow students to make up all work that can be reasonably provided. In such cases, the student will be responsible for all make-up arrangements. Work will be completed within the time specified by the teacher. Excessive absences without make up may result in a failing grade for the course.
- Parent(s)/Guardian(s) need to make prior arrangements with the front office in person as to the name, address, and home telephone number of any temporary guardian. Please indicate the length of time the temporary arrangement will be in effect.

When the student's attendance problems cannot be resolved or the student and parent(s)/guardian(s) have failed to respond to directives to correct the problem, a student who has been classified as truant may be referred to the District Attorney or probation officer for truancy mediation.

A student's grades may be affected by excessive unexcused absences in accordance with PGUSD Board policy 5113: Students with excessive unexcused absences (25% of the school days in a quarter) may receive a failing grade, not receive credit for the class(es).

EXTRACURRICULAR and FIELD TRIP ACTIVITIES ATTENDANCE REQUIREMENT

In order to practice or participate in an extracurricular activity or a field trip, on any given day, a student must be present in classes for **at least half of the instruction minutes of the day**. If a group is leaving for an event before school begins, a member must be in attendance the day before the event for half the instruction minutes of the day.

TARDY POLICY

PGCHS views punctuality as an important function for future college and/or career aspirations. Any student who arrives in class after the bell marking the beginning of class is tardy. Please be aware that some teachers may define a tardy as not being in an assigned seat. The following consequences will be applied to discourage tardiness.

- 1st, 2nd & 3rd Offense Student goes to class marked tardy (unexcused). Students will be aware of tardies via Synergy attendance feature.
- 4th Offense Student's family will be contacted.
- 5th to 8th Offense Upon teacher request - loss of activities.
Student given date, time, and location of detention via on-site notification.
Student and parent/guardian notified. Meeting with Administration/Lead Teacher- loss of cell phone for the school day per Administration/Lead Teacher discretion
-When requested by Administration, the Parent/Guardian shadows the student at school.
- 9th or more Offense Student and parent/guardian notified. via email or phone call. Teacher and/or administration will assign student to additional afternoon sessions.

Students will have their tardies “zeroed out” with a fresh start for the second semester IF s/he has served all detentions issued for the semester.

TRUANCY POLICY

- 1st Offense** Staff will contact the home regarding the absence.
- Parent/Guardian Contacted
 - Meeting with Administration/Lead Teacher
- 2nd Offense** Staff will contact the home regarding the absence.
- If verified truant, then the student meets with the Administration/Lead Teacher.
 - **Loss of PGCHS activities for one event**
- 3rd Offense** Message sent home
- Referral to Principal – direct contact made by Administration/Teacher to the parent/guardian – appropriate intervention noted in the discipline file.
 - Continued discipline found in Step 2
 - When requested, parent/guardian, shadow the student throughout the school day to ensure attendance.
 - Parent/student warned of D.A. notification
 - **Monterey County D.A. Truancy Abatement Letter #1 generated**
- 4th Offense** Message sent home

- Direct contact with parent(s)/guardian(s) made by the Administrator.
- **All student field trips are taken away for the remainder of the semester**
- When requested, parent/guardian, shadow the student throughout the school day to ensure attendance.
- Parent/student warned of D.A. notification
- **Monterey County D.A. Truancy Abatement Letter #2 generated**

5th Offense

Message sent home

- **Mandatory meeting set up with Administration, Counselor, parent/guardian, and student.**
- When requested, parent(s)/guardian(s), shadow the student throughout the school day to ensure attendance.
- Parent/student warned of D.A. notification
- **Monterey County D.A. Truancy Abatement Letter #3 generated**

ENROLLMENT

CONDITIONS OF ENROLLMENT: Students must be at least 16 years of age and not older than 18 years of age. (Age requirements can be reviewed on an individual basis with the approval of the principal and teaching staff.) Prospective students must live within the boundaries of Pacific Grove Unified School District, be referred by the Pacific Grove High School Counseling office, and once approved, attend an orientation conference at Pacific Grove Community High School with the Principal, Lead Teacher, and their parent(s) or guardian(s).

In addition to new students attending an orientation conference with their parent(s)/guardian(s), all returning students and their parent(s)/guardian(s) will be required to attend an orientation with PGCHS staff at the beginning of each academic year.

If anytime during the year there is a consensus among the staff and principal that a student is not benefiting from enrollment at Pacific Grove Community High School, the parent(s)/guardian(s) will be requested to meet with the principal to determine if an alternative placement would be more appropriate. At that time, the student could be placed on a probation period. A subsequent failure to meet academic and/or behavior expectations could result in a recommendation for alternative placement.

TRANSFER TO ALTERNATIVE PROGRAM: Students at Pacific Grove Community High School may return to Pacific Grove High School at the beginning of a semester, only after attending an entire semester at PGCHS and with administrator approval. Students must take all required classes normally associated with the semester in which they return. Students may be recommended for an independent study program if appropriate and students 18 years old may be recommended for Pacific Grove Adult School's high school diploma program.

EMERGENCY CONTACT

In case a parent or guardian cannot be reached by telephone, only the people listed on the Emergency Card may be contacted. Please list three local contacts on the Emergency Card and keep this information up-to-date. Parent(s) or guardian(s) are responsible for notifying the front office if another adult is in charge of their student or if they have Hospital Release Forms on file at local hospitals. If a parent signs over legal guardianship, the school cannot contact the parent(s) in regards to the student.

TEMPORARY GUARDIANSHIP

Parent(s) need to make prior arrangements with the front office in person as to the name, address, and home telephone number of any temporary guardian. Please indicate the length of time the temporary arrangement will be in effect.

CHANGE OF ADDRESS, E-MAIL, OR LEGAL GUARDIANSHIP

All changes should be immediately registered in the office, 831-646-6535. Proof of new residency will be required.

GRADUATION REQUIREMENTS & GRADING POLICY

GRADUATION REQUIREMENTS

To **earn a diploma** from Pacific Grove Community High School, a student **must earn a minimum of 200 units of credit** and complete **48 hours of community service**: 12 hours due per academic year. Pacific Grove Community High School shall graduate and grant a diploma to any pupil who satisfactorily completes the following requirements.

COURSE	CREDITS
ENGLISH	40
GEOGRAPHY	10
WORLD HISTORY	10
UNITED STATES HISTORY	10
GOVERNMENT	5
ECONOMICS	5
MATHEMATICS	10
ALGEBRA	10
LIFE SCIENCE	10
PHYSICAL SCIENCE	10
PHYSICAL EDUCATION	20
COMPUTERS	10
HEALTH	5
ARTS	10
VOCATIONAL EDUCATION	5
ELECTIVES	30
TOTAL CREDITS:	200

GRADING POLICY: At Pacific Grove Community High School, credits are broken into points.

Ten (10) points of completed work are equal to one (1) required credit. This system allows the staff to offer a wide variety of small units to meet an individual student's credit needs. It also allows for special incentives and lowers the frustration level for many students. In order to meet the weekly requirement, each student must earn at least 15 points per week. Students who are behind in credits will have a higher minimum number of required points to earn each week.

Students, teachers, and parents/guardians collaborate to develop an Individual Learning Plan (ILP) for each student. ILP meetings include 1:1 academic counseling with the student regarding his/her strengths, areas of need, career interests, community service options and progress, reflection on his/her behavior and attendance, and goal setting. ILPs are updated every six (6) weeks.

HOMEWORK POLICY:

In general, homework assigned at the high school level is expected to require approximately thirty minutes per academic class or approximately two to three hours of the student's time outside of the school day on a regular basis. Homework may be specific to the content of a subject and is expected to incorporate reading, writing, and critical thinking, and independent study skills development and application *PGUSD Board Policy 6154*. Homework that is copied is considered a violation of the Academic Dishonesty Policy and will receive a zero grade. Teachers will regularly monitor and evaluate the amount of time homework assignments are taking students to complete and will assess and recommend any adjustments as needed. Teachers assigning technology-based homework assignments will offer non-technology-dependent homework as an alternative, if possible. Departments will make every effort to coordinate projects and larger assignments so that conflicts in due dates will be minimized.

PGCHS understands the amount of homework for some will be an ongoing struggle; for those students, we recommend the following:

- 1) Start as early as possible so questions can be sent to teachers via email, Google Classroom, or in person.
- 2) Use the provided PGCHS planner to write down assignments/due dates and/or use apps for time management.
- 3) Utilize time provided in classes and ask peers and staff questions before leaving campus.
- 4) Remove all electronic devices that may disrupt you – especially cell phones!
- 5) Speak with your teacher(s) privately if there are consistent or excessive homework assignments that demand longer minutes/hours than usual.

MAKE UP WORK

Make-up work is defined as all classroom work and exams. Homework is the work assigned by a teacher to be completed outside of the classroom.

- **Responsibility: Students are responsible for requesting make-up work and homework after an excused absence.** These requests should be made at the teacher's convenience on the day the student returns to school, Tuesday through Friday, regardless of whether or not the student has that class that day. If the absence is an extended absence (longer than a week) due to illness or emergency, the parent/guardian should contact the student's teacher to facilitate making up both classroom work and homework.
- **Due Dates:** The teacher will determine when make-up work is due. If the absence is less than a week, the student will have one day for each day of an excused absence to turn in homework.
- **Suspension:** Students may request make-up work and homework from their teachers upon returning to school after the period of suspension is over. The make-up work will be graded, and the student will receive credit for that work. If the student is suspended for longer than one day, the parent/guardian may request a homework packet from the teacher that can be picked up from the Front Office by the parent/guardian of the student between 2:30 and 3:00 p.m. (The suspended student is not allowed on campus during the period of suspension.) **This homework will be due to the teacher upon return to school.** In lieu of requesting homework during the time of a suspension that is longer than one day, the student would contact the teacher upon return to school and receive their assignment and a due date for the missed work at that time.
- All students are encouraged to get information about classroom work and homework by calling friends, or by checking on Google Classroom for assignments when made available by particular teachers in this manner.

REPORT CARDS: Every six weeks credits are totaled and report cards are sent to the parent(s)/guardians(s) and students. Parent(s)/Guardian(s) are also kept up-to-date on their student's progress through phone calls, emails, and/or parent/guardian conferences after every six-week Round.

STATE TESTING: State-mandated testing is administered every year to students. It is vital that all students participate and give their best effort. Results from state testing may be used for college placement. Students will also participate in other district exams.

COMMUNITY SERVICE: All students must complete 48 hours of community service in order to receive a high school diploma. Students are encouraged to arrange for community service experiences with Boy or Girl Scouts, Salvation Army, American Heart Association, local schools, libraries or churches, or any other *non-profit agency of their choice*, including science camp counseling. Community service hours must be completed outside of school hours. Forms must be on file with the front office by the end of May in order to participate in the graduation ceremony and receive a diploma. Community service options are listed on class websites, posted on the Community Service bulletin board, and are reviewed in class regularly.

WORK EXPERIENCE: All students under the age of 18 must have a work permit in order to be employed as required by state law. Work permits will be revoked if a student's academic progress or attendance is jeopardized. Information and applications regarding work permits may be obtained in the school front office. Pacific Grove Community High School offers Work Experience as an elective course. Students may earn up to 10 credits per year. Applications for Work Experience may be obtained in the school office. Teachers and/or staff will periodically talk with student's employers to discuss the student's progress. If students are not meeting their weekly point goals at PGCHS, their work permits may be revoked.

COLLEGE CLASSES FOR HIGH SCHOOL CREDIT: Students who choose to take college classes for high school for credit may do so under the following guidelines:

- The student must meet with the Lead teacher, complete a Monterey Peninsula College (MPC) dual enrollment form, and secure administrative permission from the Principal prior to enrolling in the college class.
- Students must request that the college send transcripts to the high school in order for credit to appear on their high school transcripts. PGCHS credits will be determined in conjunction with the student, parent(s)/guardian(s), counselor, Principal, and lead teacher prior to enrollment.
- If students plan to return to Pacific Grove High School, the PGHS counseling office will calculate the number of high school credits a student receives.

CAREER INTERNSHIPS: As part of our Vocational Education curriculum, students are encouraged to participate in a career internship for college credit through the MPC CO-OP program.

ONLINE COURSES: Online courses offered by an accredited institution will be accepted for high school credit **only with prior approval**. Midterm and final exams must be approved and proctored by school personnel. It is the responsibility of the student to arrange exams in accordance with the individual requirements of the online course.

NON-GRADUATES: Students not graduating with their class must complete all requirements before the start of the next school year to be granted a diploma from Pacific Grove Community High School.

COUNSELING SUPPORT

Our Outreach Counselor is available to every student. Though not a licensed therapist, she provides a confidential, safe place for struggling students. Pacific Grove Community High School offers group and individual counseling to those students who are experiencing personal and/or school-wide issues. The outreach counselor visits the school once each week in order to work with students on further developing their career and college plans. Services include:

- Student crisis
- Academic intervention
- Short-term coping skills for anxiety and depression
- Time and stress management
- Financial Aid Application (FAFSA)
- Referrals to community services
- Additional support for special populations

COUNSELING

- **Student Study Team (SST):** For those students who are having academic problems or are experiencing other issues outside the classroom an SST Committee consisting of the Principal or Principal's designee, counselor, teachers, parent(s) or guardian(s), student, and district personnel will gather information about the student and will meet and develop a plan of interventions aimed at assisting the student inside and outside of the classroom. Please contact the Counselor for additional information.
- **Outreach Counselor Services:** Free, optional program for students needing support for any academic or at-risk behavioral health issue that is negatively affecting academics, including academic intervention check-ins, and program referrals and resources for drug/alcohol-related suspensions. Students meet with a counselor one day per week, bi-weekly, or once per month based on need. Contact Michelle Cadigan at 646-6590 ext. 332.
- **Seaside Youth Resource Center:** Free programs available for all Monterey Peninsula youths, including drug/alcohol counseling with the Seven Challenges program. Other programs for mental/emotional health, truancy issues, employment support, and gang involvement are available for teens and parent(s)/guardian(s). Contact the SYRC at 899-1105.

SCHOOL SERVICES

FOOD SERVICE: Pacific Grove Community High School has two break periods per day, one during each session (see schedule on pg. 7). We are a **CLOSED** campus, students are not permitted to independently leave campus during the school day.

Free School Meals (August 2021 - June 2022)

On August 31, USDA & CDE announced the waiver extensions of operating under Seamless Summer Option and Open Area Eligibility, allowing us to serve free school meals to any child aged 18 and younger. On October 9, the waivers were extended, remaining in effect through June 30, 2021. On April 20, a new waiver allowing districts to operate Seamless Summer Option through SY 2021-22 was confirmed.

Breakfast meals include entrée, fruit, juice, and/or milk. Lunch meals include entrée, vegetables, fruit, juice, and/or milk.

Students can bring their own storable snacks, lunches, and/or water bottles from home, particularly if they attend both Sessions I and II. A refrigerator, freezer, and private lockers are all available for food storage. We recommend that food or drinks that are kept in the community fridge or freezer be clearly labeled with the student's name to avoid confusion. Students may not take items from the fridge or freezer without staff permission. Food left in the fridge or freezer after its expiration date will be discarded.

Please notify the school office of any food allergies.

PLEASE SEE THE PACIFIC GROVE UNIFIED WEBSITE FOR MORE INFORMATION
(<https://www.pgusd.org/Departments/Food-Services/index.html>)

HEALTH SERVICES – Use of Prescriptions and Over-the-Counter Medications

In compliance with *Ca. Ed. Code section 49423*, when an employee of the school district gives medication to a student, the employee must be acting in accordance with the written directions of a physician and with the written permission of the student's parent or legal guardian. These authorizations must be renewed whenever the prescription changes or at the beginning of the new school year – forms can be obtained through the Main Office. A prescription label on the container is not acceptable as a physician's statement. Over-the-counter medications will be given only if prescribed by a physician or dentist and are NOT allowed to be carried by students or left in vehicles.

Students who become ill at school will be sent to the Main Office to determine if they need to be checked out of school. Prior to releasing a student, the office must make parent/guardian contact, notifying the parent/guardian that the student either needs to be picked up or is being sent home. If no parent/guardian contact can be made, the student must remain in school. In cases of emergency, paramedics will be called and parent/guardian notified as soon as possible. According to district board policy, school staff may not recommend or administer over-the-counter medication to students without a physician's form on file authorizing it. **Please do not send medication to school with your student if we do not have a medication release form completed by you and your doctor.** This form can be obtained at the Main Office and should be returned to the Main Office. **Parent/Guardian permission and physician authorization forms must be completed and on file in the school office before any medications can be administered by school staff.** This includes medications purchased over-the-counter. The physician must provide a written statement detailing the amount of medication and the method and time schedules by which the medication is to be taken. **Parents/guardians must provide medications in a container labeled by a California pharmacist or, if it is an over-the-counter medication, in the original container.** Only a physician licensed in California should prescribe medications. If possible, discuss with your physician the possibility of arranging medication times during out-of-school hours. If a student has a condition that could result in an emergency situation during the school day, please contact the Main Office 646-6535, to develop a specific emergency plan that can be attached to the student's emergency card.

STUDENT HEALTH (related to parent/guardian)

You have the right as a parent/guardian:

To be informed that school authorities will notify students in grades 7 to 12 that they may be excused from school for the purpose of obtaining confidential medical services without your consent. *Ca. Ed. Code §46010.1*

Student mental health services are available through the Pacific Grove Unified School District by contacting:

Clare Davies, *Director of Student Services* 831-646-6523

HEALTH INSURANCE: It is strongly recommended that all students be covered for accidents under the family health insurance. Pacific Grove Unified School District **does not** carry insurance that covers individual accidents and cannot be responsible for accidents that are beyond our control. The school does offer low-cost accident insurance that can be purchased from Myer-Stevens (forms are available in the Main Office).

GUEST SPEAKERS & SUBSTITUTE STAFF: We regularly invite local experts, business owners, college representatives, and other outside agencies to present information to our students. Students are expected to be polite and cooperative with guest speakers/substitute teachers at all times. Best behavior is expected.

FIELD TRIPS: We are able to supplement our on-site education programs with field trips each year. Students are required to participate in these events. Best behavior is expected.

STUDENT VISITOR POLICY: Student visitors are not allowed at Pacific Grove Community High School at any time. Students may not visit with persons loitering near the school boundaries, nor may items be exchanged from outside school limits onto campus.

PACIFIC GROVE HIGH SCHOOL EVENTS

DANCES: Pacific Grove Community High School seniors can attend Pacific Grove High School's Prom. Tickets for Prom must be purchased prior to the event and will not be sold at the door. Only a PGCHS senior and approved guest will be admitted. **Middle School students or individuals more than twenty years of age are not eligible to attend Prom.** All Pacific Grove High School rules apply. Students will not be readmitted to a dance once they leave and are expected to follow the PGHS dress code. Additional rules may apply. Guest passes must be obtained **before the event**. No visitors will be admitted without a guest pass. Hours of the Prom will be from 8:00 p.m. - 11:00 p.m. unless otherwise set by Pacific Grove High School. Students will not be admitted later than one hour after the beginning of the dance. All students and guests entering a Pacific Grove High School dance will be BREATHALYZED and may be breathalyzed upon exiting. All student guests may be required to show identification at the door.

ATHLETIC EVENTS: If Pacific Grove Community High School students attend any athletic events at Pacific Grove High School they are required to follow PGHS rules. Pacific Grove High School is a member of the Pacific Coast Athletic League and is governed by the League and CIF Constitution. All spectators are required to follow the CIF rules of good sportsmanship: no berating of the opposing school's team or mascot; no obscene gestures or cheers; no negative signs; no noisemakers; no complaints about the officials' calls are allowed. The administration, as part of its responsibility to maintain order and a true spirit of sportsmanship, has the right and the duty to eject any person whose behavior, verbal or physical, does not comply with the above.

SCHOOL POLICIES AND EXPECTATIONS

TECHNOLOGY USER AGREEMENT: Computers are available in class and are to be used for classwork. In order for students to access the computers on campus, including the Internet, all students must have a signed Tech User Agreement on file with the office. These agreements will be made available to students during classes at the beginning of school. Violations of the agreement will result

in disciplinary consequences. The first offense will result in loss of privileges for 30 days; a second offense will result in loss of privileges for the remainder of the school year. **All repair or replacement costs incurred due to damage or negligence will be billed to the student and family.**

TEXTBOOKS: If textbooks are damaged or not returned, we will be enforcing *Ca. Ed. Code 489904b*, which states, "...property loaned to a pupil and willfully not returned upon demand...may, after affording the pupil his or her due process rights, withhold grades, diploma, and transcripts of the pupil...until the pupil...has returned or paid the damage..." Lost textbooks must be paid for before a student is issued another textbook.

DEBTS AND FINES: In order to receive a diploma a student must satisfy all graduation requirements and have cleared all debts and fines *CA Ed Code 48904(a)(1) and (b)(1)*. *Fines for lost books from PG Community High School will be paid in the office. Fines for lost books or late books from Pacific Grove High School could be paid to the office and the office will send it to the Pacific Grove High School Library or the parent/guardian or student may take it to the Pacific Grove High School Library. All other fines should be paid to the office.*

CELL PHONES OR ELECTRONIC DEVICES: The telephone in the school office is available to students, with permission, outside of class time, which includes break, and after school. Since it is important to keep classroom disruptions to a minimum, reminders for appointments or after-school activities should be made ahead of time, or to the school office. In the case of a medical or life-threatening emergency, where you must reach your child immediately or speak to someone immediately, call 831-646-6535 or come to the office at Pacific Grove Community High School. In such emergencies, students will be allowed to use their cell phones to notify families of their safety.

Under state law, students may have possession of a cell phone on campus. This law allows the local districts to determine the guidelines for the use of phones on campus during school hours.

At PGCHS, students are expected to silence their cell phones upon arrival. Students are expected to stay off their cell phones or any other electronic devices, not approved by the school district during instruction time. If cell phones or other devices become an issue during instruction, your teacher/administrator/staff will:

- Speak to the student
- Contact home
- Send a referral to the administrator

This policy is intended to increase student focus on in-class learning and credit recovery, reduce the likelihood of cyberbullying during the school day, and decrease the distractions that social media inevitably brings to our class time. Please support our learning environment by encouraging students to follow our cell phone policy.

Parents/Guardians are encouraged not to call students on cell phones during school hours.

STUDENT VEHICLES: Student parking is available on campus. The *only* areas on campus designated for student parking are the parking spaces beyond the dumpster. For safety and security reasons, Pacific Grove Community High School has the following vehicle guidelines that students must follow:

- During school hours, the parking lots are **off-limits to all students**, unless they have administrative permission or are leaving campus for the day.

- Any student, who is observed speeding, driving recklessly, driving on school grounds without administrative permission, or who is parked illegally will be referred to the police department for citation and may be subject to school discipline measures. In addition, violators may have their driving privileges restricted.
- Any vehicle parked on campus is subject to search by school officials.

BICYCLES AND SKATEBOARDS: Students may not ride bikes or skateboards on school grounds. Pacific Grove Community High School provides a bicycle rack to lock up bicycles. Skateboards may be brought to the front office for the duration of the school day. Riding or doing tricks on skateboards/bicycles inside of PGCHS classrooms or on the sidewalk is not permitted.

The school is NOT responsible for lost or stolen bikes or skateboards.

SCHOOL PROPERTY: Students are responsible for any school property that they use including any damage to or loss of school equipment and/or textbooks. This also includes laptops, AV equipment, cameras, etc
Security cameras have been installed at strategic locations to monitor student behavior.

PERSONAL PROPERTY AND SCHOOL LOCKERS: Pacific Grove Community High School is not responsible for loss of or damage to personal property that is brought on campus. This includes headphones, wallets, purses, money, jewelry, cell phones, etc. Students are, however, assigned secure private lockers with individual combination locks that may help protect personal property*. Students are encouraged **not** to share locker combinations with peers. Students are also encouraged to take extra precautions to label items with their names and not to lend items to peers, nor leave items in the classroom. The best way to prevent damage to or the loss of personal property is to leave valuable items at home.

NOTE: Lockers may be searched at any time and for any reason by staff members or law enforcement officials, including K9 units brought in by third-party agencies. Although staff will do their best to respect student privacy, lockers are school property and all items in lockers must adhere to PGCHS school policies e.g. contraband items.

STUDENT DRESS: In cooperation with teachers, students, and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming that are consistent with District policy and regulations. These school dress codes shall be regularly reviewed. The following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions, and likenesses, or which advocate racial, ethnic or religious prejudice.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

Consequences for Dress Code Violation

Students who fail to follow the provisions of the dress code will be held accountable in accordance with the established district/site discipline policy. Staff and administrators will refer to the SB Unified Discipline Ladder when working with students who are not following dress code.

First Offense: Student conference with teacher and attire altered

Second Offense: Attire altered. Teacher conference with parent/guardian and student

Third Offense: Attire altered. Administrator, teacher, parent/guardian, and student meeting

Persistent and flagrant violations of the dress code may result in further consequences as allowed by the California Education Code

NOTE: Pacific Grove Community High School curriculum often requires outdoor work in our garden or tree nursery, as well as for participation in our outdoor PE activities. Students are encouraged to wear clothing and footwear that is appropriate for outdoor activities and athletics. Not being dressed appropriately will not excuse a student from our outdoor learning/activities.

SEARCHES: Students and their belongings are subject to search by school officials under any circumstances considered to be “reasonable suspicion.” Other devices may be used such as metal detectors, breathalyzers, and search dogs. The administration reserves the right to random, unannounced searches of bags and vehicles parked on campus by school administrators and/or search dogs.

SMOKING: Pacific Grove Community High School and its grounds are **non-smoking** areas for all students, staff, and visitors at any time. Smoking or possession of tobacco and nicotine products is not allowed on campus, within the sight of campus, or at any school event. District policy defines tobacco and nicotine products as, but not limited to; a lighted or unlighted cigarette, cigar, pipe, or other smoking product or material, smokeless tobacco in any form, snuff, chew, clove cigarettes, and electronic cigarettes and/or vaping devices.

ANIMALS: Animals are not allowed on campus without prior approval from the principal and/or lead teacher. Parent(s)/Guardian(s) will be called to retrieve any animals that are brought without prior permission.

BEHAVIOR AND DISCIPLINE GUIDELINES

Pacific Grove Unified School District desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender

expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Our schools aim to provide alternatives to suspension or expulsion that are age-appropriate and designed to address the specific misbehavior. *Ca. Ed. Code 48900 (v)* A student may be suspended or expelled for acts that occur during a school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off-campus, and during or while going to or coming from a school-sponsored activity.

Progressive discipline is addressed with each student and when necessary the student's parent/guardian. Any of the following actions are possible when a behavior or disciplinary infraction occurs, depending on its severity: conference with the student, parent/guardian contact, student and parent/guardian conference with the teacher and/or administration, suspension, alternative placement, contact with police or other appropriate agency, a possible recommendation to the Board for expulsion from the District.

Pacific Grove Community High School maintains a positive, supportive environment that ensures personal and social growth. Students are expected to follow established school rules, cooperate with the staff, and learn to tolerate and respect differences in others.

REWARDS: Students can earn positive rewards for class participation, surpassing Individualized Learning Plan (ILP) goals, meeting class goals, winning class competitions, and other exceptional behaviors.

ACADEMIC HONESTY: It shall be the policy of Pacific Grove Community High School that students shall not represent another person's work, information, ideas, or research as their own without properly identifying the originator. The following are examples of plagiarism: copying material word for word without giving credit; copying the classwork of another student; looking at another student's work during an exam; having another student complete coursework assigned to you; any other attempt to misrepresent another student's work as your own.

- a) The **first incident** of academic dishonesty will result in a zero "0" on the test, quiz, or assignment, and parent/guardian notification.
- b) The **second incident** in the same class will result in a "0" on the test, quiz, or assignment, and the parent/guardian notification.
- c) The **third incident** during the school year, in any class, may result in a suspension.

<https://boardpolicy.pgusd.org/2019/04/30/5144-student-student-welfare-discipline-3/>

DRUGS/ALCOHOL: Students who possess or are under the influence of any illegal substance and/or who possess drug paraphernalia are subject to the following discipline:

- **First Offense:** Notification to parent(s)/guardian(s); notification of legal authorities; suspension; and referral to an intervention program. Offenses remain in the active discipline file and are cumulative for the student's entire high school career.
- **Second Offense:** Notification to parent(s)/guardian(s); notification of legal authorities; suspension; referral for alternative placement and/or expulsion.

- **Sale or possession for sale:** Notification to parent(s)/guardian(s); notification of legal authorities; automatic five-day suspension and mandatory recommendation for expulsion.

NONDISCRIMINATION/HARASSMENT

Philosophy

Students have the fundamental right to a safe and secure environment. Students and parent(s)/guardian(s) place their trust in school officials to take all reasonable steps to provide a setting that is free of humiliation, intimidation, and threat. Accordingly, the district and staff shall not tolerate any incidents of unlawful discrimination, including harassment, intimidation, or bullying. To this end, the administration has the duty to implement programs that encourage students to behave with civility and common decency, and to establish and enforce codes of conduct that hold students accountable should they violate this policy.

Definitions

For purposes of this policy, harassment consists of verbal or physical conduct relating to an individual's race, color, religion, ancestry, nationality, national origin, immigration status, ethnicity, ethnic group identification, marital or parental status, pregnancy, physical or mental disability, age, economic status, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected category or association with a person or group with one or more of these actual or perceived characteristics when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities.

For the purposes of this policy, bullying occurs when a student is intimidated by verbal or physical conduct or actions by one or more persons, i.e., "picked on." Bullying includes assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; social isolation; and hazing, which is defined as ritualistic behavior that subjects persons to abusive or humiliating tasks and ridicule. Intimidation refers to actions that would inflict or attempt to inflict fear, humiliation, or injury.

Application

This policy shall apply to all academic programs and extracurricular activities, including school-sponsored events away from school and while traveling to and from any school activity.

The Board of Education prohibits unlawful discrimination, including harassment, intimidation, or bullying of any student by any employee, student, or other people in the district. Staff shall be alert and immediately responsive to any individual's conduct, which may interfere with a student's ability to participate in or benefit from school services, activities, or privileges. Upon witnessing an act of unlawful discrimination, including harassment, intimidation, or bullying, staff members are expected to immediately intervene, unless intervention would pose a threat to the staff member's safety. All incidents of unlawful discrimination, including harassment, intimidation, or bullying are to be reported to the school principal for investigation.

Any student who feels that he/she is being or has been subjected to unlawful discrimination, including harassment, intimidation, or bullying shall immediately report the incident to a school employee. Any student who has witnessed unlawful discrimination, including harassment, intimidation, or bullying is expected to immediately report the incident to a school employee. Parents and/or guardians, on behalf of their child, are similarly expected to immediately report incidents of unlawful discrimination, including harassment, intimidation, or bullying to the principal. A school employee to whom a complaint is made shall report it to the principal or designee immediately. If the alleged offender is the principal or designee, the person reporting the complaint shall report the incident to the Superintendent or designee. Any student who retaliates against another for reporting unlawful discrimination, including harassment, intimidation, or bullying may be subject to disciplinary action as defined in this policy.

In addition, the student, parent/guardian, or employee may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures (*BP 1312.3*).

SUSPENSION AND EXPULSION/DUE PROCESS

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and wellbeing, and promotes their learning and development. The Superintendent shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law and the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or other school district, regardless of when it occurs, including, but not limited to, the following: *Ca. Ed. Code 48900(s)*

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

Suspended or expelled students shall be excluded from all school-related extra-curricular activities during the period of suspension or expulsion.

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

Suspension from school requires that a student remains under his/her parent or guardian's custody during regular school hours. **Suspended students are not to be on or near the school campus during the suspension. Students are ineligible to participate, as a participant or spectator, in any school-related activity during their suspension.** Students may be suspended for any violation of Education Code section 48900 listed below. (Board Policies/Administrative Rules and Regulations Number 6053) **Students who have repeated suspensions throughout the year are subject to alternative placement.** Per *CA ED Code 49079*: Teachers are to be notified about students who have

violated *CA Ed Code 48900* – regardless if the offense occurred while in attendance at PGUSD or not.

The following are suspendable offenses as listed under the California Ed Code 48900:

- a) a.1 “Caused, attempted to cause, or threatened to cause physical injury to another person.”
a.2. “Willfully used force or violence on another person, except in self-defense.”
- b) “Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.”
- c) “Unlawfully possessed, used sold, or otherwise furnished, or been under the influence of, any controlled substance, listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.”
- d) “Unlawfully offered, arranged, or negotiated to sell any controlled substance, listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either 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 or attempted to commit robbery or extortion.”
- f) “Caused or attempted to cause damage to school property or private property.”
- g) “Stolen or attempted to steal school property or private property.”
- h) “Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets betel and electronic cigarettes. However, this section does not prohibit use or possession by a pupil of his/her own prescription products.”
 - i) “Committed an obscene act or engaged in habitual profanity or vulgarity.”
- j) “Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health & Safety Code.”
- k) “Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l) “Knowingly received stolen school property or private property.”
- m) “Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.”
- n) “Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 298 of the Penal Code or committed a sexual battery as defined in Section 253.4 of the Penal Code.”

o) “Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.”

p) “Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.”

q) “Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined by subdivision (f) and (g) of Section 32261, directed specifically toward pupil(s) or school personnel.”

r) “A pupil who aids or abets the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion.”

s) “A pupil who aids or abets in the attempted or infliction of physical injury to another.”

48900.2 Sexual Harassment

“A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.”

48900.3 Hate Violence Crime

“A pupil in any grades 4-12 inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in, an act of hate violence as defined in Education Code 33032.5.

48900.4: Harassment/Intimidation

“Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.”

48900.7 Terrorist Threats

“Terrorist threats against school officials, school property, or both.

BEHAVIOR GUIDELINES

The following guidelines are a matrix of possible consequences for violation of California Education Code and school policy. EC=Ed. Code PC=Penal Code HSC=Health and Safety Code

ISSUES	VIOLATIONS	CONSEQUENCES
1. PHYSICAL INJURY & VIOLENCE MUTUAL COMBAT/FIGHTING/ THREATS/ASSAULT EC § 48900 (a1) EC §48900 (s)	(a1) Caused, attempted to cause, or threatened to cause physical injury to another person; fighting/mutual combat. Threats (telephone, written, electronic): Bomb threats, verbal threats (not terrorist threats-see below); Assault: Verbal attack, attempt to cause injury, place person in fear. (s) Aiding or abetting infliction of physical injury.	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (a1) or (s). ✓ Referral to Counseling. ✓ Police Citation - Fighting on school grounds: PC 243.2. ✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a5).

<p>2. BATTERY EC § 48900 (a2)</p>	<p>(a2) Willfully used force or violence upon another person, except in self-defense: striking, shoving and/or kicking. Not mutual combat. Battery against student, battery against staff member. Battery: Unlawful injury, beating, hitting of another person – does not fight back.</p>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (a2). ✓ Referral to Counseling. ✓ Police Intervention PC 242, 243.2. ✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a5).
<p>3. WEAPONS/DANGEROUS OBJECTS EXPLOSIVES/REPLICA WEAPONS EC § 48900 (b) (m) US Code, Section 921, Title 18</p>	<p>(a2) Assault with deadly weapon. (b) Possessed, sold, or otherwise furnished any firearm (handgun, rifle, shotgun, pistol), knife (dirk, dagger, fixed, sharpened blade for stabbing, screwdriver), explosive, or other dangerous object (aims or points a laser pointer at another), possession, use of fireworks, firecrackers, snappers, poppers, lighter, matches, razor blades, shocking pens. EC 48915 (c5) Explosives: M80, bottle rocket, dynamite, bomb, grenade, nitroglycerin, blasting caps. (m) Possessed an imitation (replica) firearm: BB gun, pellet gun, paint gun.</p>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (b) (m). ✓ Police Intervention PC 626.9, 244.5, 417, 653 (g). PC626.10 ✓ Fire Department Intervention (Explosives) PC 148.1, HSC 12000, 12301 (a). ✓ Expulsion Recommendation – EC § 48915 [Mandatory for brandished knife (c2), possession of a firearm (c1), explosives (c5)]. ✓ Expulsion Recommendation – locking blade or similar knife or other dangerous object regardless of size. ✓ Other weapons: to include, but not be inclusive of: switchblade, stiletto, box cutter, billy club, sandbag, nunchaku, ninja star, mace, pepper spray, sling shot, sword, stun gun, brass knuckles.
<p>6. PROPERTY DAMAGE/ VANDALISM GRAFFITI/ARSON EC § 48900 (f)</p>	<p>(f) Caused or attempted to cause damage to school property or private property. Possession or graffiti implements (markers, scribes, liquid or aerosol paint).</p>	<ul style="list-style-type: none"> Suspension EC § 48900 (f). ✓ Restitution to Victim/Community Service. ✓ Police Citation - Graffiti: PC 594 (a1), 594.1, 640.5; Vandalism: PC 594; Arson: PC 451, 452. ✓ Fire Department Intervention PC 451, 452. ✓ Expulsion Recommendation.
<p>7. THEFT EC § 48900 (g) (l)</p>	<p>(g) Caused or attempted to steal school property or private property. (l) Knowingly received stolen school property or private property (Possession of stolen goods).</p>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (g). ✓ Restitution to Victim/Community Service. ✓ /Police Intervention PC 484, 487, 488. ✓ Expulsion Recommendation.
<p>8. TOBACCO EC § 48900 (h) EC § 48901</p>	<p>(h) Possessed or used tobacco or nicotine products: Cigarettes, cigars, mini cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel or electronic cigarettes...</p>	<ul style="list-style-type: none"> ✓ Police Citation PC 308 (b). ✓ Referral to Smoking Cessation Program. ✓ Suspension EC § 48900 (h). ✓ Referral to Counseling.
<p>9. PROFANITY & VULGARITY OBSCENITY EC § 48900 (i)</p>	<p>(i) Committed an obscene act or engaged in habitual profanity or vulgarity: Indecent exposure (may/may not be sexual harassment),</p>	<ul style="list-style-type: none"> ✓ Teacher warning; Teacher suspension; Detention or Suspension. ✓ Administrative Conference.

	moonng, pantsng, urinating in public, possession of pornographic literature or use of pornographic Internet websites, lewd or obscene gestures	<ul style="list-style-type: none"> ✓ Suspension Automatic if profanity is directed toward a school official EC § 48900 (i). ✓ Police Intervention. PC415(3)
10. PARAPHERNALIA EC § 48900 (j) HSC 11364	(j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia: Pipes, smoking or injecting devices, syringes, Zig Zags (rolling papers), roach clips, bowls, bongos.	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (j). ✓ Referral to Counseling. ✓ Police Intervention.PC308(b) B&P4140 ✓ Expulsion Recommendation.
11. DISRUPTION & DEFIANCE EC § 48900 (k)	(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. Unlawful assembly, inciting riot. Cheating, bus misconduct, classroom disruption, not complying with assigned discipline consequence, forgery, gambling, littering, throwing objects, setting-off fire alarm.	<ul style="list-style-type: none"> ✓ Teacher warning; Removal from class/activity; Teacher suspension. ✓ Detention or In-House Suspension. ✓ Administrative Meeting and Counseling. ✓ Suspension EC § 48900 (k). Expulsion recommendation for repeated violation. ✓ Police Intervention.
12. SEXUAL ASSAULT OR BATTERY EC § 48900 (n)	(n) Committed or attempted to commit a sexual assault, or committed a sexual battery: Rape, sodomy, child molestation, statutory rape. Refer to PC 243.4, 261 - 269, 286, 288.	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (n). ✓ Police Intervention PC 243.4, 261 - 269, 286, 288. ✓ Expulsion Recommendation.
13. ELECTRONIC SIGNALING & OTHER DEVICES EC § 48901.5, EC § 48900 (k). May possess on school campus during the day, not activated. ELECTRONIC MUSIC EQUIPMENT OR GAMES EC § 48900 (k).	Activated, used, or lent to another any electronic signaling device (i.e. cell phone, on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. Possession, use of electronic games, portable music equipment: Radios, iPods, cell phones, "Beats" headphones	<ul style="list-style-type: none"> ✓ 1st Offense: Confiscation of device. Student reminded of policy and device returned at the end of the day. ✓ 2nd Offense: Confiscation of device. Parent/Guardian contacted to pick up device. ✓ 3rd Offense: Confiscation of device. Parent/ Guardian contacted to pick up device. ✓ Suspension for defiance EC § 48901.5, 48900 (k).
14. SEXUAL HARASSMENT EC § 48900.2 PC 212.5 Grades 4 to 12	Committed acts of sexual harassment: Unwanted sexual advances; sexual favors; sexual gestures, objects, or pictures; touching, assault; derogatory comments, slurs, or jokes.	<ul style="list-style-type: none"> ✓ Suspension EC § 48900.2. ✓ Police Intervention PC 243.4. ✓ Expulsion Recommendation.
15. HATE VIOLENCE EC § 48900.3 Grades 4 to 12	Caused, attempted to cause, threatened to cause, or participated in any act of hate violence (expression of hostility due to race, gender, religion, disability, nationality, sexual orientation): Racial slurs over time, e-mail, insults, taunts, posting or distributing posters or leaflets, jokes, physical assault, vandalism, telephone calls,	<ul style="list-style-type: none"> ✓ Suspension EC § 48900.3. ✓ Police Intervention PC 422.6 - 422.76, 628.1. ✓ Expulsion Recommendation.

	cross burning, destroying religious symbols.	
16. HARASSMENT/BULLYING EC § 48900.4 Harassing a complaining witness EC § 48900 (o)	Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students or school employees: Stalking, kidnapping. (o) Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary procedure (expulsion hearing).	<ul style="list-style-type: none"> ✓ Suspension EC § 48900.4. ✓ Referral to Counseling. ✓ Expulsion Recommendation. Possible Police Report for Intimidating a Witness PC136.1
17. TERRORISTIC THREATS EC § 48900.7	Made terroristic threats against school officials, students, staff, or school property, or both, written or oral that could result in death, great bodily injury, or property damage in excess of \$1,000, even if not carried out. Person is in sustained fear of his or her own safety or family's safety.	<ul style="list-style-type: none"> ✓ Suspension EC § 48900.7. ✓ Police Intervention PC 422. ✓ Expulsion Recommendation.
18. DRESS CODE EC § 48900 (k)	Violation of school dress code policy as outlined in the Student Handbook.	<ul style="list-style-type: none"> ✓ Dress changed/Accessory seized/Detention/Suspension. ✓ Parent/Guardian notified. ✓ Suspension EC § 48900 (k).
19. HAZING EC § 48900 (q) EC § 32050	(q) Engaged in or attempted to engage in hazing as defined in EC § 32050. Hazing: Initiation into school/student body clubs or organizations in a manner that causes or is likely to cause bodily damage, harm, degradation, disgrace, or physical or mental harm to a student.	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (q). ✓ Police Intervention PC 242, 212.5., 245.6 ✓ Expulsion Recommendation.
20. ATTENDANCE EC § 48260, EC § 48262, EC § 48264.5 (a) Disruption of school activities EC § 48900 (k)	Left campus during school day without obtaining permission through the front office first; no hall pass, left class without permission. Truant from school or contributed to the truancy of other students.	<ul style="list-style-type: none"> ✓ Detention/Suspension. ✓ Truancy Letters/SART. ✓ Police Citation EC § 48264.5 (a) - ages 13 and above. ✓ Referred to SARB EC § 48320. ✓ Referred to District Attorney Mediation/Juvenile Court.
21. VISITORS/TRESPASSING/ CAMPUS DISRUPTION/THREATS, ASSAULTS TO SCHOOL OFFICIALS EC § 32211, 44811, 44014	Invited visitors to school for any reason during the school day; loitering/unauthorized presence on campus; threats to school officials by parents/guardians or adults; students visiting campus during suspension or expulsion period or during vacation period without permission	<ul style="list-style-type: none"> ✓ Visitor escorted off campus. ✓ Persona non grata declaration/Restraining Order. ✓ Police Intervention/Citation - Trespassing PC 626.7-626.9; Threats to school officials: PC 71; Terroristic Threats: PC 422.

BULLYING/CYBERBULLYING

Philosophy and Application

The Board of Education is committed to providing a safe, positive learning environment for all students. The Board recognizes that bullying and cyberbullying create an atmosphere of fear and intimidation, detract from the safe environment necessary for student learning, and may lead to more serious violence. All forms of bullying by students are hereby prohibited. This policy shall apply to all

academic programs and extracurricular activities, including school-sponsored events away from school and while traveling to and from any school activity.

Definition

For the purposes of this policy, bullying shall mean verbal, written, or physical conduct involving sexual harassment, hate violence, and/or harassment, threats, or intimidation by a student or group of students that has or is likely to have the effect of:

1. Causing a student to fear harm to the student or the student's property;
2. Physically, emotionally or mentally harming a student;
3. Interfering with a student's academic performance; or
4. Interfering with a student's ability to participate in or benefit from the school's services, activities, or privileges.

Bullying includes "cyberbullying" which is committed on or off-campus through an electronic device and involves the creation or transmission of communication such as:

1. An inappropriate message, text, sound, video, or image;
2. A post on a social networking site that involves a burn page, a credible impersonation, or a false profile; or
3. An act of cyber sexual bullying which involves a photograph or other visual recording of a nude, semi-nude or sexually explicit image of an identifiable minor.

The terms "bullying" and "cyberbullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Reports of Suspected Bullying and Cyberbullying

Any student who believes that he/she is being or has been subjected to, or has witnessed bullying or cyberbullying shall immediately report the incident to a school employee and/or contact the district's anonymous, confidential reporting system. Parents and/or guardians, on behalf of their child, are similarly expected to immediately report incidents of bullying or cyberbullying to the principal and/or to contact the district's anonymous, confidential reporting system. Any reports of suspected bullying or cyberbullying will be forwarded to the school principal or designee.