

**Pacific Grove  
Community High School**



**Student Handbook  
2023-2024**



## 2023-2024 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) 646-6535  
FAX: (831) 648-8417  
WEBSITE: [pgchs.pgusd.org](http://pgchs.pgusd.org)

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### **School Administration**

Lito M. García, *Principal*

### **District Administration**

Dr. Ralph Gomez Porras, *Superintendent*

Josh Jorn, *Assistant Superintendent*

Billie Mankey, *Director of Human Resources*

Buck Roggeman, *Director of Curriculum and Special Projects*

Clare Davies, *Director of Student Services Special Education Coordinator*

### **Board of Education**

Carolyn Swanson, *President*

Jennifer McNary, *Clerk*

Brian Swanson, *Trustee*

Elliot Hazen, *Trustee*

Laura Ottmar, *Trustee*

TBD, *Student Rep*

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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	<a href="mailto:lgarcia@pgusd.org">lgarcia@pgusd.org</a>
Sheri Deeter	Lead Teacher	<a href="mailto:sdeeter@pgusd.org">sdeeter@pgusd.org</a>
Mansour Abdur-Rahim	Teacher	<a href="mailto:mabdurrahim@pgusd.org">mabdurrahim@pgusd.org</a>
Luciana Morgan	Administrative Assistant	<a href="mailto:lmorgan@pgusd.org">lmorgan@pgusd.org</a>

## PACIFIC GROVE UNIFIED SCHOOL DISTRICT ADMINISTRATION

Dr. Ralph Gómez Porras	Superintendent	<a href="mailto:rporras@pgusd.org">rporras@pgusd.org</a>
Josh Jorn	Assistant Superintendent	<a href="mailto:jjorn@pgusd.org">jjorn@pgusd.org</a>

## Pacific Grove Unified School District - 2023-2024

180 Day School Calendar						Date	Event
	M	T	W	TH	F		
July 2023	24	25	26	27	28	8/3	New Hire Orientation
	31	1	2	3	4	8/4	Professional Development Day (Non Student Day)
Aug 2023	7	8	9	10	11	8/7	Welcome
	14	15	16	17	18	8/8	Teacher Prep Day (Non Student Day)
	21	22	23	24	25	8/9	First day of School
	28	29	30	31	1		17
Sept 2023	4	5	6	7	8	9/4	Labor Day Holiday
	11	12	13	14	15		
	18	19	20	21	22		20
	25	26	27	28	29		
Oct 2023	2	3	4	5	6	10/6	End of 1st Quarter (42 days)
	9	10	11	12	13	10/7	Butterfly Parade
	16	17	18	19	20	10/16-10/20	Fall Break
	23	24	25	26	27		
	30	31	1	2	3		17
Nov 2023	6	7	8	9	10	11/10	Veterans Day Holiday
	13	14	15	16	17	11/22	Minimum Day for Students and Classified Staff
	20	21	22	23	24	11/23-11/24	Thanksgiving Holiday
	27	28	29	30	1		19
Dec 2023	4	5	6	7	8	12/15	End of 2nd Quarter (42 days)
	11	12	13	14	15	12/15	End of 1st Semester (84 days)
	18	19	20	21	22	12/22	Minimum Day for Students and Classified Staff
	25	26	27	28	29	12/25-1/5	Winter Break
Jan 2024	1	2	3	4	5	12/25-1/5	Winter Break
	8	9	10	11	12	1/8	Teacher Prep Day (Non Student Day)
	15	16	17	18	19	1/15	Martin Luther King Holiday
	22	23	24	25	26		
	29	30	31	1	2		16
Feb 2024	5	6	7	8	9	2/12-2/14	Presidents' Holiday
	12	13	14	15	16	2/12-2/16	Presidents' Break (Holiday's 12,13 & 14)
	19	20	21	22	23	2/19	Professional Development Day (Non Student Day)
	26	27	28	29	1		15
March 2024	4	5	6	7	8		
	11	12	13	14	15	3/15	End of 3rd Quarter (47 days)
	18	19	20	21	22		
	25	26	27	28	29		21
April 2024	1	2	3	4	5	4/5	Minimum Day for Students and Classified Staff
	8	9	10	11	12	4/8-4/12	Spring Break
	15	16	17	18	19		
	22	23	24	25	26		17
May 2024	29	30	1	2	3	5/27	Memorial Day
	6	7	8	9	10	5/31	End of 4nd Quarter ( 49 days)
	13	14	15	16	17	5/31	End of 2nd Semester ( 96 days)
	20	21	22	23	24	5/31	Last Day of School
	27	28	29	30	31	5/31	Minimum Day for Students /180-190 Classified Staff
	First Day/Last Day of School						Breaks
	Professional Development Day/Teacher Prep Day						Holiday (8 total)
	Welcome						Local Holiday (5 total)
	Minimum Day for Students and Classified Staff (4 total)						
185 Work Days - Current Teachers			186 Work Days - New Teachers			Instructional Days 180	
Leap year, this calendar has one extra day we need to omit to make it 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
<b>9:00-9:15AM</b>	Morning Meeting	Morning Meeting	SEL	Morning Meeting	Morning Meeting
<b>9:20- 10:00AM</b>	Class 1	Class 1	SEL	Class 1	Class 1
<b>10:05-10:45AM</b>	Class 2	Class 2	SEL/Speakers/ Projects	Class 2	Class 2
<b>10:45-11AM</b>	Break	Break	Break	Break	Break
<b>11AM-12PM</b>	Projects/Group work	STRIVE Class	Projects/Group work	STRIVE Class	Projects/Group work
<b>12-12:30PM</b>	PE/Health	PE/Health	PE/Health	PE/Health	PE/Health
<b>1:00-2:30PM</b>	Afternoon Workshops	Afternoon Workshops	Staff & Parent Meetings	Afternoon Workshops	Afternoon Workshops

### ATTENDANCE POLICY

The Administration and Staff of Pacific Grove Community High School believe 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 a student's learning experiences, Parent(s)/Guardian(s) and students shall be encouraged to schedule appointments during non-school hours.

#### **PERMITS TO LEAVE CAMPUS/parent(s)/guardian(s) REQUEST TO PICK UP**

Students leaving campus before the end of their regular school day must have a parent(s)/guardian(s) email [lmorgan@pgusd.org](mailto:lmorgan@pgusd.org) , provide a note from the parent(s)/guardian(s) or call 646-6535 BEFORE being picked up and before the student signing out in person with the Administrative Assistant. Any student, who leaves the campus without being properly signed out, will be marked as a cut.

#### **CLEARING AN ABSENCE**

Only a parent(s)/guardian(s) can clear an absence. PGUSD Board Policy 5121.1 states a student has 72 hours in which to clear an absence. Failure to clear absences in a timely manner could result in truancy.

#### **PHONES AND MESSAGES, DELIVERIES TO STUDENTS/CALLING STUDENTS FROM CLASS**

Classroom interruptions jeopardize student learning, therefore messages and items (flowers, gifts, lunches, clothes, etc.) from home cannot be delivered to classrooms. 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 646-6535 or come to the main office at Pacific Grove Community High School.

#### **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 Ed. Code 46014**). Justifiable personal necessity may be excused with administrator approval. Seven excused absences are allowed per semester. In our effort to promote satisfactory attendance, Parent(s)/Guardian(s) may receive a message after any absence and can expect a notification if “excused” absences exceed 10% of the school days in the school year. If excused absences or tardies exceed 10% of school days in the school year, a medical verification of the need for absence will be requested.

### **REQUEST FOR JUSTIFIABLE ABSENCE**

The administration reviews all appeals. A Justifiable Absence Form can be printed from the district website, filled out completely, and turned in at least two weeks before the absence.

- See the Justifiable Absence Form for further details

### **UNEXCUSED ABSENCES / TRUANCY**

Unexcused absences are absences that don't qualify according to **CA Ed. Code 48200**. Three 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 truant. (**CA Ed. Code 48260**)

### **EXTRACURRICULAR, CO-CURRICULAR, and FIELD TRIP ACTIVITIES ATTENDANCE REQUIREMENT**

To practice or participate in an extra/co-curricular activity, or field trip, on any given day, a student must be present in classes for at least half of the instructional 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 at least half the instruction minutes of the day.

### **18 -YEAR-OLD RIGHTS**

As an 18-year-old, you are considered an adult with all the responsibilities and legal rights of citizenship. Some of these rights include excusing your own absences, voting in State and Federal elections, and having sole rights to your educational records. You are no longer considered a minor, and compulsory education is no longer a requirement should you choose to discontinue your education. School sites have the right to terminate your enrollment and refer you to adult education if you do not follow the policies and rules of the school. In addition, you have the right to request your Parent(s)/Guardian(s) no longer have access to your student records. This process requires you to contact the Principal and fill out an 18-year-old rights form. When you complete this form, your Parent(s)/Guardian(s) will be notified and offered the opportunity to provide proof you remain a dependent for tax purposes. As long as you are claimed as a dependent, your Parent(s)/Guardian(s) may continue to access your student records.

### **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. 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).

## **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.

## **TRUANCY POLICY**

- |                               |  |
|-------------------------------|--|
| <b>1<sup>st</sup> Offense</b> | <b>Staff will contact the home regarding the absence.</b> <ul style="list-style-type: none"><li>● parent(s)/guardian(s) Contacted</li><li>● Meeting with Administration/Lead Teacher</li></ul>   |
| <b>2<sup>nd</sup> Offense</b> | <b>Staff will contact the home regarding the absence.</b> <ul style="list-style-type: none"><li>● If verified truant, then the student meets with the Administration/Lead Teacher.</li><li>● <b>Loss of PGCHS activities for one event</b></li></ul>   |
| <b>3<sup>rd</sup> Offense</b> | <b>Message sent home</b> <ul style="list-style-type: none"><li>● Referral to Principal – direct contact made by Administration/Teacher to the parent(s)/guardian(s) – appropriate intervention noted in the discipline file.</li><li>● Continued discipline found in Step 2</li><li>● When requested, parent(s)/guardian(s), shadow the student throughout the school day to ensure attendance.</li><li>● Parent/student warned of D.A. notification</li></ul> |

- **Monterey County D.A. Truancy Abatement Letter #1 generated**

**4<sup>th</sup> 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(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 #2 generated**

**5<sup>th</sup> Offense**

**Message sent home**

- **Mandatory meeting set up with Administration, Counselor, parent(s)/guardian(s), 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**

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.

**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.) A prospective student and the student’s parent(s)/guardian(s) must meet with the Principal and PGCHS Counselor to determine if the student is eligible to attend PGCHS. Once approved, the student and parent(s)/guardian(s) must attend an orientation conference with staff at Pacific Grove Community High School.

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(s)/guardian(s) cannot be reached by telephone, only the people listed as emergency contact may be contacted. Please list three local contacts as emergency contacts and keep this information up-to-date.

### **TEMPORARY GUARDIANSHIP**

Parent(s)/Guardian(s) need to make prior arrangements, in person, with the PGCHS Administrative Assistant 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 PGCHS Office. 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 **42 hours of community service**: 12 hours due per academic year. Class of 2022, 2023, and 2024 will need to earn 36 hours of community service to earn their high school diploma. Pacific Grove Community High School shall graduate and grant a diploma to any pupil who satisfactorily completes the following requirements.

<b>COURSE</b>	<b>CREDITS</b>
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
HEALTH	5
ARTS	10
VOCATIONAL EDUCATION	5
ELECTIVES	40
<b>TOTAL CREDITS:</b>	<b>200</b>

**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 units to meet an individual student's credit needs. It also allows for special incentives and lowers the frustration level for many students. 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 Parent(s)/Guardian(s) 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(s)/guardian(s) 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(s)/guardian(s) may request a homework packet from the teacher that can be

picked up from the Front Office by the parent(s)/guardian(s) 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(s)/guardian(s) 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 **42 hours of community service:** 10.5 hours due per academic year. Class of 2022, 2023, and 2024 will need to earn 36 hours of community service to earn their high school diploma to receive a high school diploma. 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.

**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.

## **ACADEMIC AND SOCIAL EMOTIONAL SUPPORT**

### **OUTREACH COUNSELOR**

The PGCHS Counselor is available to every student. Though not a licensed therapist, the PGCHS 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 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
- **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.

### **LICENSED MENTAL HEALTH THERAPIST**

The High School Licensed Mental Health Therapist provides direct mental health services including counseling, consultation, mental health evaluations, treatment, mental health assessments, and case management to help guide students in developing skills and strategies for dealing with problems like anxiety, depression, trauma, substance abuse, suicide, grief, family discord or any problems contributing functional impairments in school and achievement. The Licensed Mental Health Therapist also acts as a resource to teachers and staff by communicating and collaborating with them as a means of effectively supporting student progress.

## **SCHOOL SERVICES**

### **FOOD SERVICE: CA Universal Meals:**

The Food Service Department is committed to providing students with nutritious meals and is aware of the importance and impact good nutrition has on student learning and achievement. We are happy to offer free school meals in SY 2023-24. We will make available one (1) breakfast meal and one (1)

lunch meal to every PGUSD student every school day.

- A reimbursable breakfast meal consists of an entree, fruit and/or vegetable, and optional milk.
- A reimbursable lunch meal consists of an entree, fruit, vegetable, and optional milk.

If the student wishes to take milk to complement their meal from home, we encourage the student to take two more food items to make the meal free and reimbursable. Otherwise, the student will have to pay for milk individually.

### **Meal Application:**

The District encourages each household to complete a meal application every school year *on or after July 1* as the previous year's eligibility expires 30 days into the new school year. While a meal application is not required to receive free school meals, your household may qualify for education benefits or reduced utility and broadband rates if you qualify for free or reduced-priced meals by completing a meal application.

[Online meal applications](#) are available during registration as well as on the District [website](#) throughout the year. Paper applications are available at school offices and the District Office. We encourage online meal applications to ensure all fields are completed accurately. Completed meal applications will be processed within 10-business days of receiving and a notice of eligibility will be sent via mail or email.

### **Meal Account:**

Every student has a meal account automatically linked to his/her name and student ID number. The meal account is a DEBIT account, not a credit account. At the time of receiving a meal, the student will need to input their student ID number into the Point of Sales. A reimbursable meal will be provided at no cost to the student.

If a student wishes to purchase a la carte items, an additional entree, a second meal, or individual milk there must be sufficient funds at the time of purchase.

### **Payment & Refunds on Meal Account:**

- Cash or check payments can be made out to PGUSD Food Services and can be dropped off at the school sites or District Office.
- Online Pre-payments: Pre-payments for a la carte items via credit/debit card can be made on [Titan Family Portal](#) and will be automatically updated on the student's account.
- Refund requests may be made by contacting the School Nutrition Director.

We are a CLOSED campus, students are not permitted to independently leave campus during the school day. Students are also encouraged to bring their storable snacks, lunches, and/or water bottles from home, particularly if they attend afternoon workshops. 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's 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(s)/guardian(s) contact, notifying the parent(s)/guardian(s) that the student either needs to be picked up or is being sent home. If no parent(s)/guardian(s) contact can be made, the student must remain in school. In cases of emergency, paramedics will be called and the parent(s)/guardian(s) 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(s)/guardian(s) 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. **Parent(s)/Guardian(s) 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(s)/guardian(s))**

You have the right as a parent(s)/guardian(s): 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:

*Director of Student Services 831-646-6523*

**HEALTH INSURANCE:** It is strongly recommended that all students be covered for accidents under 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 before 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 the loss of privileges for 30 days; a second offense will result in the 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(s)/guardian(s) 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 breaks, 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 hand in their cell phones upon arrival. Students are expected to stay off their cell phones and all other electronic devices that have not been approved by the school district during instruction time (9:00 AM-12:30 PM). Cell phones will be returned to students at 12:30 following campus checkout procedures.

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.

**Parent(s)/Guardian(s) 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 Parent(s)/Guardian(s), 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.
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.

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 the dress code.

**First Offense:** Student conference with teacher and attire altered

**Second Offense:** Attire altered. Teacher conference with parent(s)/guardian(s) and student

**Third Offense:** Attire altered. Administrator, teacher, parent(s)/guardian(s), 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(s)/guardian(s). Any of the following actions are possible when a behavior or disciplinary infraction occurs, depending on its severity: conference with the student, parent(s)/guardian(s) contact, student and parent(s)/guardian(s) 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(s)/guardian(s) notification.
- b) The **second incident** in the same class will result in a "0" on the test, quiz, or assignment, and the parent(s)/guardian(s) 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(s)/guardian(s), 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
<p><b>1. PHYSICAL INJURY &amp; VIOLENCE</b></p> <p><b>MUTUAL COMBAT/FIGHTING/ THREATS/ASSAULT</b></p> <p>EC § 48900 (a1) EC §48900 (s)</p>	<p><b>(a1)</b> 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. <b>(s)</b> Aiding or abetting infliction of physical injury.</p>	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (a1) or (s).</li> <li>✓ Referral to Counseling.</li> <li>✓ Police Citation - Fighting on school grounds: PC 243.2.</li> <li>✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a5).</li> </ul>
<p><b>2. BATTERY</b></p> <p>EC § 48900 (a2)</p>	<p><b>(a2)</b> 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"> <li>✓ Suspension EC § 48900 (a2).</li> <li>✓ Referral to Counseling.</li> <li>✓ Police Intervention PC 242, 243.2.</li> <li>✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a5).</li> </ul>
<p><b>3. WEAPONS/DANGEROUS OBJECTS EXPLOSIVES/REPLICA WEAPONS</b></p> <p>EC § 48900 (b) (m) US Code, Section 921, Title 18</p>	<p><b>(a2)</b> Assault with deadly weapon. <b>(b)</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. <b>(m)</b> Possessed an imitation (replica) firearm: BB gun, pellet gun, paint gun.</p>	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (b) (m).</li> <li>✓ Police Intervention PC 626.9, 244.5, 417, 653 (g). PC626.10</li> <li>✓ Fire Department Intervention (Explosives) PC 148.1, HSC 12000, 12301 (a).</li> <li>✓ Expulsion Recommendation – EC § 48915 [Mandatory for brandished knife (c2), possession of a firearm (c1), explosives (c5)].</li> <li>✓ Expulsion Recommendation – locking blade or similar knife or other dangerous object regardless of size.</li> <li>✓ 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.</li> </ul>
<p><b>6. PROPERTY DAMAGE/ VANDALISM GRAFFITI/ARSON</b></p> <p>EC § 48900 (f)</p>	<p><b>(f)</b> 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"> <li>Suspension EC § 48900 (f).</li> <li>✓ Restitution to Victim/Community Service.</li> <li>✓ Police Citation - Graffiti: PC 594 (a1), 594.1, 640.5; Vandalism: PC 594; Arson: PC 451, 452.</li> <li>✓ Fire Department Intervention PC 451, 452.</li> <li>✓ Expulsion Recommendation.</li> </ul>

<b>7. THEFT</b> EC § 48900 (g) (l)	<b>(g)</b> Caused or attempted to steal school property or private property. <b>(l)</b> Knowingly received stolen school property or private property (Possession of stolen goods).	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (g).</li> <li>✓ Restitution to Victim/Community Service.</li> <li>✓ /Police Intervention PC 484, 487, 488.</li> <li>✓ Expulsion Recommendation.</li> </ul>
<b>8. TOBACCO</b> EC § 48900 (h) EC § 48901	<b>(h)</b> Possessed or used tobacco or nicotine products: Cigarettes, cigars, mini cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel or electronic cigarettes...	<ul style="list-style-type: none"> <li>✓ Police Citation PC 308 (b).</li> <li>✓ Referral to Smoking Cessation Program.</li> <li>✓ Suspension EC § 48900 (h).</li> <li>✓ Referral to Counseling.</li> </ul>
<b>9. PROFANITY &amp; VULGARITY OBSCENITY</b> EC § 48900 (i)	<b>(i)</b> Committed an obscene act or engaged in habitual profanity or vulgarity: Indecent exposure (may/may not be sexual harassment), mooning, pantsing, urinating in public, possession of pornographic literature or use of pornographic Internet websites, lewd or obscene gestures	<ul style="list-style-type: none"> <li>✓ Teacher warning; Teacher suspension; Detention or Suspension.</li> <li>✓ Administrative Conference.</li> <li>✓ Suspension Automatic if profanity is directed toward a school official EC § 48900 (i).</li> <li>✓ Police Intervention. PC415(3)</li> </ul>
<b>10. PARAPHERNALIA</b> EC § 48900 (j) HSC 11364	<b>(j)</b> Possessed, offered, arranged, or negotiated to sell any drug paraphernalia: Pipes, smoking or injecting devices, syringes, Zig Zags (rolling papers), roach clips, bowls, bong.	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (j).</li> <li>✓ Referral to Counseling.</li> <li>✓ Police Intervention.PC308(b) B&amp;P4140</li> <li>✓ Expulsion Recommendation.</li> </ul>
<b>11. DISRUPTION &amp; DEFIANCE</b> EC § 48900 (k)	<b>(k)</b> 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"> <li>✓ Teacher warning; Removal from class/activity; Teacher suspension.</li> <li>✓ Detention or In-House Suspension.</li> <li>✓ Administrative Meeting and Counseling.</li> <li>✓ Suspension EC § 48900 (k). Expulsion recommendation for repeated violation.</li> <li>✓ Police Intervention.</li> </ul>
<b>12. SEXUAL ASSAULT OR BATTERY</b> EC § 48900 (n)	<b>(n)</b> 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"> <li>✓ Suspension EC § 48900 (n).</li> <li>✓ Police Intervention PC 243.4, 261 - 269, 286, 288.</li> <li>✓ Expulsion Recommendation.</li> </ul>
<b>13. ELECTRONIC SIGNALING &amp; OTHER DEVICES</b> EC § 48901.5, EC § 48900 (k). <b>May possess on school campus during the day, not activated.</b>  <b>ELECTRONIC MUSIC EQUIPMENT OR GAMES</b> 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"> <li>✓ 1<sup>st</sup> Offense: Confiscation of device. Student reminded of policy and device returned at the end of the day.</li> <li>✓ 2<sup>nd</sup> Offense: Confiscation of device. parent(s)/guardian(s) contacted to pick up device.</li> <li>✓ 3<sup>rd</sup> Offense: Confiscation of device. Parent/ Guardian contacted to pick up device.</li> <li>✓ Suspension for defiance EC § 48901.5, 48900 (k).</li> </ul>
<b>14. SEXUAL HARASSMENT</b> EC § 48900.2 PC 212.5	Committed acts of sexual harassment: Unwanted sexual	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900.2.</li> <li>✓ Police Intervention PC 243.4.</li> </ul>

<b>Grades 4 to 12</b>	advances; sexual favors; sexual gestures, objects, or pictures; touching, assault; derogatory comments, slurs, or jokes.	✓ Expulsion Recommendation.
<b>15. HATE VIOLENCE</b> EC § 48900.3 <b>Grades 4 to 12</b>	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, cross burning, destroying religious symbols.	✓ Suspension EC § 48900.3. ✓ Police Intervention PC 422.6 - 422.76, 628.1. ✓ Expulsion Recommendation.
<b>16. HARASSMENT/BULLYING</b> EC § 48900.4  <b>Harassing a complaining witness</b> EC § 48900 (o)	Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students or school employees: Stalking, kidnapping.  <b>(o)</b> Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary procedure (expulsion hearing).	✓ Suspension EC § 48900.4. ✓ Referral to Counseling. ✓ Expulsion Recommendation. Possible Police Report for Intimidating a Witness PC136.1
<b>17. TERRORISTIC THREATS</b> 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.	✓ Suspension EC § 48900.7. ✓ Police Intervention PC 422. ✓ Expulsion Recommendation.
<b>18. DRESS CODE</b> EC § 48900 (k)	Violation of school dress code policy as outlined in the Student Handbook.	✓ Dress changed/Accessory seized/Detention/Suspension. ✓ parent(s)/guardian(s) notified. ✓ Suspension EC § 48900 (k).
<b>19. HAZING</b> EC § 48900 (q) EC § 32050	<b>(q)</b> 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.	✓ Suspension EC § 48900 (q). ✓ Police Intervention PC 242, 212.5., 245.6 ✓ Expulsion Recommendation.
<b>20. ATTENDANCE</b> 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.	✓ 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.
<b>21. VISITORS/TRESPASSING/ CAMPUS DISRUPTION/THREATS,</b>	Invited visitors to school for any reason during the school day; loitering/unauthorized presence on campus; threats to school officials by Parent(s)/Guardian(s) or adults;	✓ Visitor escorted off campus. ✓ Persona non grata declaration/Restraining Order. ✓ Police Intervention/Citation - Trespassing PC 626.7-626.9;

<b>ASSAULTS TO SCHOOL OFFICIALS</b> EC § 32211, 44811, 44014	students visiting campus during suspension or expulsion period or during vacation period without permission	Threats to school officials: PC 71; Terroristic Threats: PC 422.
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## **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.