



## 2009-2010 STUDENT HANDBOOK

Pacific Grove High School  
615 Sunset Drive  
Pacific Grove, CA 93950  
PHONE (831) 646-6590  
FAX: (831) 646-6660  
WEBSITE: <http://www.pghs.org>

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_

### **School Administration**

Matt Bell, Principal  
Barbara Martinez, Assistant Principal

### **District Administration**

Dr. Ralph Gomez Porras, *Superintendent*  
Robin Blakley, *Assistant Superintendent*

### **Board of Education**

Beth Shammass, *President*  
Mike Niccum, *Clerk*  
Jessie Bray, *Member*  
Bill Phillips, *Member*  
Tony Sollecito, *Member*

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



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## Welcome to Pacific Grove High School

The staff at Pacific Grove High School would like to welcome you to the 2009-2010 school year. We hope that each of you will find this year to be rewarding, relevant, productive, and enjoyable as we continue to build upon our successes in student academic achievement. It is the vision of Pacific Grove High School to promote active learning, creative problem solving, and integration of skills and knowledge for application within and beyond the classroom, and also to provide a safe and intellectually challenging learning community that fosters diversity, choice, and voice among staff, students and parents. The staff is here to assist in academic pursuits, school activities, and athletic endeavors. As you experience obstacles in your educational career, we encourage you to take advantage of all the services available at Pacific Grove High School. Feel free to ask questions or seek assistance from any staff member. We are all here to help.

All schools utilize certain procedures to ensure smooth and effective operations. We are not an exception. In order to familiarize you with Pacific Grove High School, enable you to assume all of your responsibilities, and take full advantage of all PGHS has to offer, we have created this handbook. Please read and discuss the handbook's contents immediately with your child, as he/she will be responsible for compliance with the policies, procedures, and regulations herein. If at any time you have questions related to the school's policies and/or procedures, please contact the school.

## Expected Schoolwide Learning Results

**The Pacific Grove High School graduates will be:**

**EFFECTIVE COMMUNICATORS WHO:**

- demonstrate skills in speaking, listening, writing, observing, and interpreting work collaboratively and independently to solve problems

**WELL-ROUNDED INDIVIDUALS WHO:**

- demonstrate appreciation and/or aptitude for the fine arts
- demonstrate a knowledge of the importance of good physical health

**LIFE-LONG, SELF-DIRECTED LEARNERS WHO:**

- maintain curiosity for learning
- develop wide area of interests
- continue to grow as individuals

**EDUCATED INDIVIDUALS WHO:**

- demonstrate competency in reading, writing, mathematics, and technology

**RESPONSIBLE CITIZENS WHO:**

- participate in the democratic process
- are employable
- exhibit self-discipline
- prioritize and use time effectively
- establish long and short-term goals
- demonstrate leadership qualities
- appreciate diverse cultures and points of view
- demonstrate consideration for other members of society
- contribute time, energy and talents to improve the quality of life

# PACIFIC GROVE HIGH SCHOOL STAFF

(831) 646-6590

## Administration

<b>Principal</b>	<b>Matt Bell</b>	<b>273</b>
Principal's Secretary	Rachel Mein	208
<b>Assistant Principal</b>	<b>Barb Martinez</b>	<b>274</b>
Asst. Principal Secretary		201

## Counseling

Counselor	Stefanie Briscoe	279
Counselor	Pat Rolander	278
Guidance Office	Debby Farmer	277
Registrar		201

## Support Staff

ASB/ROP Clerk	Felicia Afifi	209
Attendance Clerk	Cynthia Russell	211
Cafeteria	Kathy Cleary	206
Cafeteria	Dianne Hobson	
Cafeteria	Nellie DaSilva	
Cafeteria	Maria Taschner	
Campus Supervisor	Bobby Howell	
Campus Supervisor	Stacy McDonald	
Career Center	Kristin Paris	285
<b>Custodian</b>	<b>Miguel Soria</b>	<b>238</b>
Custodian	Rick Carter	
Custodian	Walt Notley	
Custodian	Gita Prasad	
Health Clerk	Julie Leon-Guerrero	212
IMPACT	Lori Aiello	307
IMPACT	Janet Meyer	307
Media Computer Tech	Carey Parker	294
Paraeducator	Monique Barr	
Paraeducator	Chris Conneau	
Paraeducator	Laurie Weddington	
School Psychologist	Lonnie Mook	210

## Teaching Staff

ASB/English	Sean Keller	289
Athletic Director		276
Art	Norm Muhl	297
AVID	Todd Buller	293
Band/Orchestra	Dave Hoffman	204
Computers	Tom Wortham	218

Drama	Tom Bussio	225
English	Tom Bussio	225
English	<b>Larry Haggquist</b>	<b>286</b>
English	Sean Keller	289
English	Lynn Larsen	299
English	Katie Selfridge	304
English	Karinne Gordon	291
Foreign Language	<b>Kathy Buller</b>	<b>296</b>
Foreign Language	Desma Johnson	226
Foreign Language	Heema Sinibaldi	282
Health	Donna O'Donnell	292
Librarian	Carolyn Hawes	240
Math		309
Math	Geoff Kostyshak	290
Math	Nan Lemmon	302
Math	<b>Tom Light</b>	<b>287</b>
Math	Travis Selfridge	224
Photo	Matt Kelly	232
Physical Education	<b>Todd Buller</b>	<b>293</b>
Physical Education		276
Physical Education	Donna O'Donnell	230
ROP/Woodshop	Antonio Cardoso	228
ROP/Media Production	Ken Ottmar	308
ROP/Digital Imaging	Tom Wortham	218
ROP/Digital Music	Dave Hoffman	204
ROP/Sports Medicine		276
ROP/Hospitality	Adrian Schueneman	235
Science	Marc Afifi	223
Science		219
Science	<b>Patti Long</b>	<b>220</b>
Science	Fred Rubin	221
Social Science	Justis Grate	231
Social Science	<b>Lillian Griffiths</b>	<b>300</b>
Social Science		298
Social Science	Dan Powers	284
Social Science	Shane Steinback	303
Special Education	Vivian Michaelae	295
Special Education	Miriam Thorpe	301
Special Education	<b>Linda Vrijenhoek</b>	<b>236</b>

**Bold denotes Department Chair**

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT  
2009-2010**

	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>Instructional Days</b>
<b>Aug</b>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	8/7– New Teacher Orientation
	10	11	<b>12</b>	13	14	8/10– District Staff Dev. Day
	17	18	19	20	21	8/11– Teacher Prep. Day
	24	25	26	27	28	<b>8/12 – First Day of School</b>
	31					14
<b>Sept</b>		1	2	3	4	
	<del>7</del>	8	9	10	11	<b>9/7 - Labor Day Holiday</b>
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30			21
<b>Oct</b>				1	2	10/3– Butterfly Parade
	5	6	7	8	9	10/9–End of 1 <sup>st</sup> Quarter ( <b>42 days</b> )
	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<b>10/12 - 10/16 Fall Break</b>
	19	20	21	22	23	
	26	27	28	29	30	17
<b>Nov</b>	2	3	4	5	6	
	9	10	<del>11</del>	12	13	<b>11/11 – Veterans Day Holiday</b>
	16	17	18	19	20	
	23	24	25*	<del>26</del>	<del>27</del>	<b>11/26 – 27 Thanksgiving Holiday</b>
	30					18
<b>Dec</b>		1	2	3	4	
	7	8	9	10	11	12/18 – End of 2 <sup>nd</sup> Quarter ( <b>42 days</b> )
	14	15	16	17	18*	12/18 – End of 1 <sup>st</sup> Semester ( <b>84 days</b> )
	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	
	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>		<b>12/21 – 1/1 - Winter Break</b>
						14
<b>Jan</b>					<del>1</del>	
	4	5	6	7	8	
	11	12	13	14	15	
	<del>18</del>	19	20	21	22	<b>1/18 – Martin Luther King Holiday</b>
	25	26	27	28	29	
						19
<b>Feb</b>	1	2	3	4	5	
	8	9	10	11	<del>12</del>	2/11 – Teacher Professional Development Day
	<del>15</del>	16	17	18	19	<b>2/12–15 – Presidents’ Holiday</b>
	22	23	24	25	26	
						17
<b>Mar</b>	<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	
	8	9	10	11	12	3/12 - End of 3 <sup>rd</sup> Quarter ( <b>46 days</b> )
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			23
<b>Apr</b>				1	2*	
	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<b>4/5 – 4/9 - Spring Break</b> (Easter is 4/4)
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	17
<b>May</b>	3	4	5	6	7	
	10	11	12	13	14	5/28 – End of 4 <sup>th</sup> Quarter ( <b>50 days</b> )
	17	18	19	20	21	5/28 – End of 2 <sup>nd</sup> Semester ( <b>96 days</b> )
	24	25	26	27	28	<b>5/28 – Last Day of School</b>
	<del>31</del>					<b>5/31 – Memorial Day</b>
						20
<b>Jun</b>		<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	
	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	
	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	
	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	
	<del>28</del>	<del>29</del>	<del>30</del>			

\* minimum day for students

183 Work Days

184 Work Days for New Teachers

2009/2010 calendar, Approved: 2/5/09

180

<b>PACIFIC GROVE HIGH SCHOOL BELL SCHEDULES</b>					
<b>Monday Schedule A-Day</b>		<b>Tuesday/Thursday Schedule B-Day</b>		<b>Wednesday/Friday Schedule C-Day</b>	
<b>Bell</b>	<b>7:20- 7:25</b>	<b>Bell</b>	<b>7:20- 7:25</b>	<b>Bell</b>	<b>7:20- 7:25</b>
<b>Period 1</b>	<b>7:25- 8:15</b>	<b>Period 1</b>	<b>7:25- 8:15</b>	<b>Period 1</b>	<b>7:25- 8:15</b>
<b>Period 2</b>	<b>8:20- 9:10</b>	<b>Period 2</b>	<b>8:20-10:05</b>	<b>Period 3</b>	<b>8:20-10:05</b>
<b>Period 3</b>	<b>9:15-10:05</b>	<b>Break</b>	<b>10:05-10:20</b>	<b>Break</b>	<b>10:05-10:20</b>
<b>Break</b>	<b>10:05-10:20</b>	<b>Period 4</b>	<b>10:25-12:10</b>	<b>Period 5</b>	<b>10:25-12:10</b>
<b>Period 4</b>	<b>10:25-11:15</b>	<b>Lunch</b>	<b>12:10-12:50</b>	<b>Lunch</b>	<b>12:10-12:50</b>
<b>Period 5</b>	<b>11:20-12:10</b>	<b>Period 6</b>	<b>12:55- 2:40</b>	<b>Period 7</b>	<b>12:55- 2:40</b>
<b>Lunch</b>	<b>12:10-12:50</b>				
<b>Period 6</b>	<b>12:55- 1:45</b>				
<b>Period 7</b>	<b>1:50- 2:40</b>				

<b>MINIMUM DAY SCHEDULE B or C Day</b>	
<b>Period 1</b>	<b>7:20 - 8:15</b>
<b>Period 2 or 3</b>	<b>8:20 - 9:30</b>
<b>Break</b>	<b>9:30 - 9:45</b>
<b>Period 4 or 5</b>	<b>9:50 – 11:00</b>
<b>Period 6 or 7</b>	<b>11:05 – 12:15</b>

\*Schedule may be modified during finals week, STAR testing, and special events.

## Attendance

The administration and staff of Pacific Grove High School believe that if a student is absent from class, the educational experience lost during the absence is irretrievable as the interaction in the classroom setting can seldom be duplicated through make-up work.

### ATTENDANCE RESPONSIBILITIES (Education Code Section 48200)

PARENTS ARE RESPONSIBLE FOR THE PUNCTUAL AND REGULAR ATTENDANCE OF THEIR CHILDREN. Illness, death, or funerals in the immediate family and medical/dental appointments are the only excusable reasons for absence. It is recommended that dental and medical appointments be made for non-school hours. Because of the need to interpret California School Attendance laws, the school determines whether the absence was excused or not. Excessive tardiness and/or unexcused absences may lead to loss of credits, removal from class, or referral to the Student Attendance Review Team (SART). If the problem persists, the student will be referred to the Student Attendance Review Board (SARB), and/or be placed in an alternative education program.

### ABSENCES

A 24-hour answering machine is available for calls at 646-6590x211. **All absences must be cleared** by a telephone call or note from the parent or guardian **within 72 hours** of the absence. Any absence not **cleared** within 72 hours will be **UNEXCUSED** and may become a **TRUANCY**.

## Attendance Codes

### ATTENDANCE CODES

For clarification of the various absences, the following attendance codes are used and can be viewed in POWERSCHOOL:

<b>I</b>	Excused for illness, injury, doctor and dental appointments (no doctor or dental notes on file)	<b>U</b>	Unexcused due to running late, oversleeping, alarm clock failure, car trouble. This includes any tardy over 15 minutes
<b>M</b>	Excused for medical or dental reasons with a note from the doctor or dentist	<b>C</b>	Truancy, or intentional absence by the student of over 30 minutes that is not excused
<b>B</b>	Bereavement of immediate family member	<b>A</b>	Unverified, waiting for teacher or parent verification
<b>Q</b>	Quarantine, usually for medical reasons	<b>E</b>	Excessive absence over the seven day limit without medical or dental notes on file
<b>R</b>	Religious holiday	<b>V</b>	School sponsored activity or appointment
<b>S</b>	Suspension	<b>O</b>	Other, used for home hospital absences
<b>L</b>	Allowed, but <i>unexcused</i> , for family necessity or emergency, appointments other than medical or dental, or out of town travel that was not approved by the administration ahead of time	<b>T</b>	Tardy
<b>W</b>	Absence was waived by the administration (justification for absence must be applied for ahead of time), or a court appointment that is documented by the court system	<b>X</b>	Excused Tardy

Work **cannot** be made up for these types of absences: **unverified, unexcused** and **truancy**.

## EXCUSED

The State of California considers illness, medical appointment and the funeral of an immediate family member to be excused absences. Justifiable personal necessity may be excused with administrator approval (see Appeal Process below). Seven excused absences (10 for period 1) are allowed per semester. After the 7<sup>th</sup> absence (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 activities is not considered an absence.) Absences beyond the 7<sup>th</sup> (10<sup>th</sup> in period 1) that are not excused by a physician's note or documentation from the court will be considered excessive absences. **Early dismissal:** If your student will need to leave school for any reason, please send them to school with a note for the Attendance Office and an Off-Campus Pass will be issued. Remind your student that they will need to stop by the Attendance Office when they return to campus to pick up an Admit Slip. Failure to do so will result in a detention. Absence for illness, funeral or death of any immediate family member, medical/dental appointments (verification required), and court (verification required).

## UNEXCUSED

Unexcused absences are absences that don't qualify according to State Education Code Section 48200. An unexcused absence is one that occurs without the permission of the student's parent or legal guardian for reasons other than illness, quarantine, and funeral, medical, or legal business. Examples of unexcused absence are: trips, inclement weather, transportation problems, babysitting, work, and truancy. The student will receive a warning at the first unexcused absence. Subsequent unexcused absences will result in detention. Students will not receive credit for work missed due to unexcused absences. 6 unexcused absences in one year will result in a referral to the District Attorney's office.

- The following EC 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. (EC 48913)
- Teachers are encouraged to allow students to make-up all work that can be reasonably provided. In such case, 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.
- Parents need to make prior arrangements with the Attendance 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.

## EXCESSIVE ABSENCES

*Any absence accompanied by a note from a physician or documentation from court will not count toward excessive absences.* All other absences for any reason do count and once seven absences (10 in any daily class) have accumulated in a semester, all subsequent absences are considered excessive. With each subsequent excessive absence, teachers for the class or classes that the student is absent from will be notified and the grade for that class may be reduced by 1/3 letter grade, i.e., B- into a C+, at the end of the grading period. The parent will be notified of each excessive absence and each reduction in grade.

## REQUEST FOR 'JUSTIFIABLE ABSENCE'

The Appeal Committee reviews all appeals. This committee consists of the principal, the assistant principal, the athletic director, a counselor and may also include the ROP coordinator and the activities director. **A Justifiable Absence Form** must be picked up in the Attendance 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 committee 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.

If granted, students are expected to keep up with school work 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.

### **CHANGE OF ADDRESS, E-MAIL, OR LEGAL GUARDIANSHIP**

All changes should be immediately registered in the Counseling Office, 646-6590x277. Proof of new residency will be required.

### **CLASS WORK/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 class work. If you know that you will be absent, it is recommended that you contact the classroom teacher via e-mail ([www.pghs.org](http://www.pghs.org)) through POWERSCHOOL to arrange for homework and to view posted assignments. Please allow at least 24 hours for teachers to respond with information regarding your request.

### **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.** Parents or guardians are responsible for notifying the Attendance 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 in regards to the student.

### **MEDICAL EXCUSES (LONG TERM PE)**

For a student to receive a "medical" for a unit (3 weeks of class time) in Physical Education, a doctor's note must be on file in the Counseling Office before the end of the unit in question. A parent's note will suffice until a doctor's note is obtained. If a note is not obtained, a failing grade will be given. A student who is on a long term medical that requires the student to miss two units will receive "NM" (no mark) for that quarter.

### **MESSAGES AND DELIVERIES TO STUDENT**

Messages and deliveries for students will only be distributed between classes. Classroom interruptions jeopardize student learning. All messages and deliveries must be 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 High School Staff.**

### **PASSES**

It is the student's responsibility to obtain a signed pass when he/she is out of class for any reason. Passes require students name, time, destination, date, and teacher's signature. This includes all students, regardless of status or schedule. Unscheduled visits to classes will not be tolerated.

### **PERMITS TO LEAVE CAMPUS**

Students leaving campus prior to the end of their regular school day **must sign out in person** with the Attendance Office. **Any student, who leaves the campus without being properly signed out, will be marked truant.**

### **RE-ADMITS**

Students need re-admits to clear their absences; they may obtain these before school, during break, and during lunch. When clearing absences, please note that only a parent or guardian can clear an absence. Board Policy 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 and student. Failure to clear absences in a timely manner could result in a truancy.**

### **REPORTING AN ABSENCE**

Parents must call the school at (831) 646-6590 ext.211 during normal business hours (8:00 a.m. – 4:00 p.m.) for EACH day the student is absent.

### **TARDIES**

Pacific Grove High School will follow a progressive disciplinary matrix for excessive tardiness. Generally, this policy utilizes the following steps: warnings, after school detentions, Saturday school, attendance contract, parent conference with SART (Student Attendance Review Team), suspension for defiance, referral to the District Attorney's Office, and/or recommendation for alternative placement.

### **TARDY POLICY**

Any student who arrives in class after the bell marking the beginning of the class period has rung is tardy. Please be aware some teachers may define a tardy as being in their assigned seat. The following consequences will be applied to discourage tardiness:

#### **TARDY POLICY (Per Grading Period)**

1 <sup>st</sup> Offense	Student goes to class marked tardy (unexcused) 1 <sup>st</sup> warning
2 <sup>nd</sup> Offense	Student goes to class marked tardy (unexcused). Parent contacted by teacher.
3 <sup>rd</sup> Offense	Student goes to class marked tardy (unexcused) Student referred to Counselor for intervention
4 <sup>th</sup> Offense	Student to meet with Administrator Student assigned Detention Parent notified of Detention
5 <sup>th</sup> , and	Student to meet with Administrator Student assigned Saturday School Parent notified of Saturday School
Subsequent Offenses	There could be a 5% grade reduction on the next test or assignment given at teacher discretion.

### **TARDY SWEEP POLICY**

Tardy sweeps will be done before school and during each passing period for students who are not getting to class on time. If you are late to class, campus security and administrative staff will stop you, write your name down and assign you a tardy. You will then be sent to class. After school detentions will be issued on the third consecutive class period tardy. After the third class period tardy, a Saturday School detention will be assigned. Any student failing to show for a Saturday School detention will be suspended from school for defiance. **Students out of class without a pass will be issued a detention regardless of their placement on any tardy contract.**

### **TEMPORARY GUARDIANSHIP**

Parents need to make prior arrangements with the Attendance 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.

### **TRUANCY**

Any student who is absent from school, without valid excuse, more than three (3) days or absent or tardy in excess of thirty (30) minutes on each of more than three (3) days in one (1) school year is a truant. (EC 48260)

Pacific Grove High School will follow a progressive disciplinary matrix for excessive trancies. Generally, this policy utilizes the following steps: teacher warnings, counseling intervention, after school detentions or Saturday School,

attendance contract, parent conference with SART (Student Attendance Review Team), suspension for defiance, referral to the District Attorney's Office, and/or recommendation for alternative placement.

A truancy may consist of any absence that has not been cleared within 72 hours by the parent. Class work may not be made-up for any truancy. Students who are truant will become ineligible to participate in off campus privileges.

### **Truancy Policy**

1 <sup>st</sup> Offense	Staff will contact home regarding absence. <ul style="list-style-type: none"> <li>• If verified truant, then Detention assigned.</li> <li>• Counselor intervention</li> </ul>
2 <sup>nd</sup> Offense	Staff will contact home regarding absence. <ul style="list-style-type: none"> <li>• If verified truant, then student meets with Assistant Principal and a Saturday School is assigned.</li> </ul>
3 <sup>rd</sup> Offense	Message sent home <ul style="list-style-type: none"> <li>• Referral to counselor – direct contact made by the counselor to the parent – appropriate intervention noted in the discipline file.</li> <li>• Saturday School assigned</li> <li>• SART letter #1 generated</li> </ul>
4 <sup>th</sup> Offense	Message sent home <ul style="list-style-type: none"> <li>• Direct contact with parent made by Administrator.</li> <li>• Continued contact with the counselor (intervention continued).</li> <li>• Document contacts and interventions in the discipline file.</li> <li>• Saturday school assigned</li> <li>• SART Letter #2 generated</li> </ul>
5 <sup>th</sup> Offense	Message sent home <ul style="list-style-type: none"> <li>• Mandatory meeting set up with Admin., counselor, parent, and student.</li> <li>• All Student Privileges are taken away for the remainder of semester (senior privileges, dances, club activities, field trips, etc)</li> <li>• Saturday school assigned</li> <li>• SART letter #3 generated</li> <li>• SART Attendance contract signed at the meeting.</li> <li>• Parent/student warned of DA notification</li> </ul>

## **ACADEMIC POLICIES**

The Counseling Office offers academic and career technical education. Some counseling services are offered through the Career Center, which offers similar services with more emphasis on the vocational aspects. Counselors provide orientation inside the classroom each spring to plan courses for the following year. Courses are selected with the student's post-secondary goals in mind. Each student entering the ninth grade has a four-year plan developed in concert with the counseling staff, student and parent. The four-year plan may be reviewed annually.

The Monterey County Regional Occupational Program (ROP) offers career preparation training to high school students. Pacific Grove High School currently offers several ROP classes to students who are interested in career technical education (CTE). Information regarding ROP classes can be obtained in the Counseling Office.

Pacific Grove High School shall graduate and grant a diploma to any pupil who satisfactorily completes the following requirements (All information regarding course selection and course offerings may be obtained on the school web site [www.pghs.org](http://www.pghs.org))

## GRADUATION REQUIREMENTS

### Class of 2010-2011

To **earn a diploma** from Pacific Grove High School, a student **must earn a minimum of 230 units of credit**, pass the **High School Exit Exam** and complete 24 hours of **community service**. **165 credits** must be **in the required subjects** listed

**below:**

- A. 40 credits (4 years) of **English** (Eng. 4 must be completed at PGHS).
- B. 40 credits (4 years) of **Social Science:**
  - 10 credits **Geography** or **Honors Social Studies**
  - 10 credits **World History/Geography**
  - 10 credits **U.S. History**
  - 10 credits **Govt/Civics & Economics** (must be completed at PGHS).
- C. 20 credits (2 years) of **Science** (One year of life science and one year of physical science)
- D. 20 credits (2 years) of **Mathematics** (This must include Algebra 1)
- E. 20 credits (2 years) of required **Physical Education** (Grades 9 and 10)
- F. 10 credits (1 year) of **Fine Arts or Foreign Language**
- G. 5 credits (1 semester) of **Vocational Education**
- H. 10 credits (1 year) of **Health/ Computers**
- I. Completion of 65 credits of **Electives**
- J. **Extracurricular activities** – (optional)

Students may receive a maximum of 10 credits for participating in the following PGHS extracurricular activities; sports, spirit squad, mock trial, play production, musical and ASB/Class officer. Participants will receive 2.5 credits per activity, per semester until they have earned the maximum 10 credits. The credits will be applied to elective credit.

**The required subjects listed above are for high school graduation. College entrance requirements are often different and additional. (See College Admissions section)**

If you have any questions about college admissions or high school graduation requirements, please contact your student's counselor. Guidance Office Phone – (831) 646-6590, Ext. 277

### Class Standing

- Completion of **50 credits** is required for **sophomore standing**.
- Completion of **110 credits** is required for **junior standing**.
- Completion of **170 credits** is required for **senior standing**.

## GRADUATION REQUIREMENTS (Note: New Requirements)

### Class of 2012-2013

To **earn a diploma** from Pacific Grove High School, a student **must earn a minimum of 230 units of credit**, pass the **High School Exit Exam** and complete 48 hours of **community service**.

2. **170 credits** must be **in the required subjects** listed

**below:**

- A. 40 credits (4 years) of **English** (Eng. 4 must be completed at PGHS)
- B. 40 credits (4 years) of **Social Science:**
  - 10 credits **Geography** or **Honors Social Studies**
  - 10 credits **World History/Geography**
  - 10 credits **U.S. History**
  - 10 credits **Govt/Civics & Economics** (must be completed at PGHS)
- C. 20 credits (2 years) of **Science** (One year of life science and one year of physical science)
- D. 20 credits (2 years) of **Mathematics** (This must include Algebra 1)
- E. 20 credits (2 years) of required **Physical Education** (Grades 9 and 10)
- F. 10 credits (1 year) of **Fine Arts or Foreign Language**
- G 10 credits (1 year) of **Career Technical Education OR**

**(1 year) Additional UC a-g approved course**

H. 10 credits (1 year) of **Health/Computers**

I. Completion of 60 credits of electives

J. **Extracurricular activities** – (optional)

Students may receive a maximum of 10 credits for participating in the following PGHS extracurricular activities; sports, spirit squad, mock trial, play production, musical and ASB/Class officer. Participants will receive 2.5 credits per activity, per semester until they have earned the maximum 10 credits. The credits will be applied to elective credit.

**The required subjects listed above are for high school graduation. College entrance requirements are often different and additional. (See College Admissions section)**

If you have any questions about college admissions or high school graduation requirements, please contact your student's counselor. Guidance Office Phone – (831) 646-6590, Ext. 277

**ALTERNATIVE EDUCATION PROGRAMS**

Alternative Education Programs are available to students needing an alternative educational setting or credit recovery. The first step is to arrange an appointment with your student's counselor at Pacific Grove High School. An Alternative Placement form must be obtained through the student's Counselor. Any student who is severely credit deficient may be alternatively placed in either Pacific Grove Community High School or Pacific Grove Adult School .

**CALIFORNIA HIGH SCHOOL EXIT EXAMINATION**

Students will be required to pass a state mandated California High School Exit Examination in order to graduate from high school beginning with the graduating class of 2006. A Certificate of Completion will be issued to students (if all other graduation requirements are met) if the California High School Exit Exam is not passed.

**CHANGE OF CLASS SCHEDULE**

Class schedule changes will be made for the following reasons only:

1. A class is needed for graduation
2. The class has already been completed
3. The student does not have a complete schedule
4. A prerequisite is needed for a class
5. To balance class size
6. To complete the final step in a behavior non-performance contract.

Students may withdraw from a year-long class at the semester with parent approval. Student initiated schedule changes will be considered only during the first five days of each semester. A parent and teacher signature is also required after the first five days.

**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 their counselor and secure permission prior to enrolling in the college class. Mathematics classes (Algebra 1 and above), foreign language classes, and science classes with a lab will all be worth ten high school credits (with the exception of Statistics which is worth five high school credits). Students must request that the college send transcripts to the high school in order for credit to appear on their high school transcripts. Each physical education class is worth 2.5 credits All other three credit classes at the college level will be worth five high school credits when transferred back to the high school. The Pacific Grove High School counseling office calculates the amount of high school credits a student receives for college classes by evaluating the amount of curriculum the college class covers in comparison to parallel high school class curriculum. As an example, an MPC Algebra I class is a semester-long class. The Pacific Grove High School counseling office has determined that the MPC Algebra I class curriculum covers the entire Pacific Grove High School Algebra I curriculum, therefore, the transfer of those college credits is a full year's worth of Pacific Grove High School math credit (10 credits). Students will be able to transfer back to the high school one college class from an accredited institution per semester. Questions regarding the above policies should be directed to the high school guidance office.

## COMMUNITY SERVICE

All students must receive community service hours in order to graduate from PGHS. Students graduating with the class of 2010 & 2011 need to fulfill 24 hours of community service. Students graduating with the class of 2012 & 2013 must complete 48 hours of community service. Final credit for community service is at the discretion of the assistant principal. Community service opportunities are regularly listed in the daily bulletin. Students are encouraged to arrange for community service at any non-profit agency of their choice. Community service hours must be completed outside of school hours. Forms must be on file with the Career Center by the beginning of the first graduation rehearsal in order to participate in the graduation ceremony and receive a diploma. See Senior Expectations for additional requirements.

## DROPPED CLASSES

Students may drop a class three weeks prior to a quarter reporting period and/or six weeks prior to a semester reporting period without the course showing up on their report card/transcript. Students dropping a class after that time will receive an "F" grade and will not receive credit for the course. Any student removed from a class can be suspended from extracurricular or co-curricular activities and can have their work permit revoked. Any student removed from two or more classes may be recommended for alternative placement.

## FAILED CLASS

To make up a failed academic class (English, history, math and science), students can enroll in the Pacific Grove Adult School if they are 16 years old and/or a junior in high school. The Adult School academic classes are accepted for credit toward a Pacific Grove High School diploma, but are not approved courses (a-g) for colleges/universities.

## GRADES

Report cards are issued four times during the school year. The first progress report (a temporary, preliminary report) is issued after 4 ½ weeks of class work. Approximately four weeks later and each nine weeks thereafter, quarter grades are given, with semester grades compiled at the end of the half year and at the close of the spring semester.

- **"F" Grades:** "F" grades are earned by a student who refuses to participate in, opposes or fails class work, tests, and/or the minimum requirements for the course. The "F" grade will appear on the student's permanent record and will be included in determining his grade point average. No student will be issued a failing grade unless the teacher has sent home a progress report.
- **Incomplete Grades:** An incomplete grade is reserved for a student who has a school authorized absence and has not had the opportunity to make up his work prior to the end of a grading period. An incomplete grade must be cleared within ten school days or it will automatically become an "F".
- **No Mark Grades (NM):** A "NM" (no mark) may be given to a student who has not been in class long enough to meet the requirements of the course. This will appear on the student's permanent record, but it will not have any bearing in determining the grade point average.

## HONOR ROLL

To qualify for the highest honors, students must achieve a grade point average of 4.0 or higher; high honors: 3.50-3.99; honors: 3.0-3.49. All classes taken in grades 9-12 will count toward the cumulative grade point average. Advanced placement or honors classes are worth an extra grade point for a grade of "A", "B" or "C."

## 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 if 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 should contact the student's counselor to facilitate making up both classroom work and homework.
- **Due Dates:** The teacher will determine when the 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 may request a homework packet via the Attendance Office that can be picked up from the front office by the parent or a friend of the student between 3:00 and 4:00 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, calling teacher homework hotlines (when available per individual teachers) or by checking on Power School for assignments when made available by particular teachers in this manner.
- **Final Exams: Students are responsible for contacting the school and arranging to make up exams.** Students missing final examinations will receive an incomplete on their report card. An incomplete grade not made up within ten school days will become an "F."

### NON-GRADUATES

Students not graduating with their class must complete all requirements by August 30 of the current school year to be granted a diploma from Pacific Grove High School. If a student has completed all required course work for graduation along with 24/48 hours of community service, but has not passed one or more sections of the CAHSEE, the student may participate in the graduation ceremony and receive a certificate. In order to receive a diploma, the student has up to two years to attend Adult School and pass the CAHSEE at which time a diploma from Pacific Grove High School will be granted.

### ONLINE COURSES

Online courses offered by an accredited institution and given academic credit will be accepted for high school credit **only with prior counselor approval.** Exams must be proctored by school personnel and **approved by the counselors.** It is the responsibility of the student to arrange exams in accordance with the individual requirements of the online course. Students may enroll in one online class, for a maximum of 5 credits, per semester, per institution.

### PHYSICAL EDUCATION

- **Physical Education Uniform:** Approved PE short and PE shirt must be worn during physical education class. Students may wear the PE clothes available for purchase or red shorts and white t-shirt with PGHS and the student's last name and first initial written on it. All other clothing will be considered as a "non-dress" violation. Students must wear laced athletic shoes with arch supports. Sandals (any open-toed shoe), flat bottoms (i.e. deck/skipper shoes), and non or un-laced shoes (skating shoes) will be considered a "non-dress violation". Jeans (full or short length) may not be worn under PE clothing.. Sweat clothing is optional and only red sweats with PGHS and the student's name written on it may be worn on top of the PE uniform. All other sweats will be considered "non-dress" violations.
- **FITNESSGRAM:** Students in California public schools who began their 9th grade year on or after July 1, 2007, are required to take the California Physical Fitness Test as reflected in Senate Bills 78 and 601. The California State Board of Education has designated the FITNESSGRAM as the test to be administered to all freshmen in their regularly scheduled physical education class. Starting with the graduating class of 2011, students are required to pass this test, in addition to taking two years of physical education, in order to fulfill high school physical education requirements. The high school physical education requirement for the Pacific Grove Unified School District is two years. Most students fulfill this requirement by their sophomore year. If students do not earn a passing score on the FITNESSGRAM assessment (by scoring five out of six in the healthy fitness zones), they will be required to enroll in a physical education class (grades 11 and 12) until they earn a passing score. The assessment is given once a year in the spring. The FITNESSGRAM is a comprehensive, research based, health-related physical fitness battery designed to assist students in establishing lifetime habits of regular physical activity. The FITNESSGRAM uses standards called Healthy Fitness Zones to determine students' fitness levels based on what is optimal for good health. The assessment measures six physical fitness standards that include: aerobic capacity, body composition, abdominal strength, trunk extensor strength, upper body strength and flexibility. Students must pass five of the six standards to earn a passing score. Physical education teachers have been trained in the administration of the assessment and how to engage students in activities that promote fitness and health that enable them to pass this assessment. Additional information on the FITNESSGRAM and Senate Bills 78 and 601 may be found on the California Department of Education's website at [cde.ca.gov](http://cde.ca.gov). Results from the FITNESSGRAM will be mailed home this June. In light of SB78, counselors will be reviewing the fitness test results to determine if students will need to add a physical education class to their schedule for the following year. Please consult with your counselor just prior to the end of the school year to

confirm your schedule for the fall. Click here to view some FAQ's about the new requirement. If you have additional questions about the California Fitness Test, please contact your school's administration.

### REPORT CARDS

Report cards and Progress Reports will be mailed at regular 4 ½ intervals. The final report card of the year will be mailed home the month of June 2009. Please mark your calendars and discuss your student's academic performance regularly.

### SEMESTER SCHEDULE:

Freshmen, sophomores and juniors are required to enroll in a minimum of six classes each semester. Seniors must enroll in a minimum of five classes each semester. We will accept one class per accredited institution per semester for credit and for meeting the minimum number of classes the student needs to be enrolled.

## 2009-2010 Standardized Test Dates

College Board SAT	ACT	CAHSEE	STAR	AP
October 10, 18 November 7, 8 December 5, 6 January 23, 24 March 6, 7 May 1, 2 June 5, 6	September 12 October 24 December 12 February 6 April 10 June 12	October 6, 7 November 3,4 December 8, 9 February 2, 3 March 16, 17 May 11, 12	April 19-30	Gov May 3 Spanish May 4 Statistics May 4 Calculus May 5 English May 6 U.S. History May 7 Biology May 10 Psychology May 11 World History May 13

### SENIOR ENGLISH AND GOVERNMENT ECONOMICS CLASSES

All Seniors must enroll in English 4 or AP English 4 and Government/AP Government/Economics classes at Pacific Grove High School.

### SPORTS BAGS

All sports bags should be dropped off to the locker room by 8:20 a.m. Bags will be secured until it is time for the athlete to dress out or leave for an event. **Bags are not kept in the office.**

### STAR TESTING

STAR testing is administered to students' grade 9 through 11 every year. This is a state mandated test. It is vital that all students participate and give their best effort. Results from STAR testing will be one of the criteria used to determine eligibility for honors and AP classes at PGHS. Additionally, results from STAR may be used for college placement.

### SUMMER SCHOOL

Academic courses, during the summer, are available for **remedial purposes only** at Pacific Grove Adult School. A student may earn a maximum of 10 remedial credits per summer. Elective courses are also available and need not be for remedial purposes only. A maximum of 5 credits may be earned for elective credits per summer. Students must be at least 16 years of age. These courses are currently not a-g UC approved courses. Counselors must sign a concurrent enrollment form prior to registering at PG Adult School.

### TRANSFERS TO/FROM ALTERNATIVE PROGRAMS

Students at Community High School or Independent Study may return to Pacific Grove High School at the beginning of a semester only after attending an entire semester at Community High School or Independent Study. Students must take all required classes normally associated with the semester in which they return and be on track to graduate.

### TRANSFER OUT OF SCHOOL

Parents must accompany any student withdrawing from Pacific Grove High School and provide the name of the student's next school to the Counseling Office. All fines and charges must be cleared before the withdrawal process can be completed and permanent records forwarded to another school.

### VALEDICTORIAN/SALUTATORIAN

The standards for being recognized as the valedictorian and salutatorian are as follows:

- Grade points shall be determined by the average of grades earned in the following courses: English (35 credits), Social Science (35 credits), Science (20 credits, one year life and one year physical), Mathematics (30 credits), Fine Arts or Foreign Language (10 credits) and electives (45 credits).
- Credits must total 175 and all of the categories above must be completed by the end of first semester senior year. No course work completed during second semester will be accepted. All transcripts from off campus courses completed prior to second semester must be submitted to PGHS by March 1<sup>st</sup>.
- The student with the highest average shall be determined to be valedictorian. The student with the second highest average shall be determined to be salutatorian.

## Student Services

### BIKES, SKATEBOARDS & SCOOTERS

No bikes, skateboards or scooters of any kind may be ridden on the Pacific Grove High School campus at anytime including before or after school. Students may not "jump" off benches or do "tricks" of any kind on the campus. Bicycle parking is provided in the fenced bicycle rack next to the Multi-Purpose room. All bikes should be chained and locked into the racks. **PGHS is not responsible for lost or stolen bikes.** Motorcycles must be parked in the student parking lot or on the street. Students may not carry skateboards throughout the day on campus. Skateboards should be locked in the skateboard rack in front of the office. Students carrying their skateboards on campus during school hours may lose the privilege of bring the skateboard to school for the remainder of the year.

### BUS TRANSPORTATION

In an effort to increase student bus ridership and reduce vehicle congestion at our schools, Pacific Grove Unified High School District provides bus transportation for the following fees:

1 student	2 students
\$100/yr	\$150/yr
\$80/semester	\$120/semester

You may download a transportation application from the district website at [www.pgusd.org](http://www.pgusd.org) or retain one in the administration office. Bus routes may change and can be obtained at the district office.

### CALLING STUDENTS FROM CLASS

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.

### CLOSED CAMPUS

The Board of Trustees, as authorized by Education Code Section 44808.5 and Board Policy 5112.5, has established a closed campus at Pacific Grove High School with the exception of lunch break. No student is permitted to leave campus without proper authorization from school administration. Students who meet eligibility requirements for off campus privileges may obtain a sticker to be placed on their student ID card. Students must show this card to campus supervisors as they leave campus. The campus is closed for all freshmen.

## COUNSELING

Pacific Grove High School counseling department offers group, family and individual counseling to those students who are experiencing personal problems, family problems, eating disorders and drug or alcohol dependency, etc. Please contact your student's counselor for details at 646-6590x277.

- **Student Study Team (SST):** For those students who are having academic problems or are experiencing other problems outside the classroom. An SST Committee consisting of the principal or principal's designee, counselor, teachers, parent or guardian, 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 assistant principal or counselor for additional information at 646-6590x277.
- **Grief Busters:** Designed for students and staff who have experienced the loss of a loved one or family member. Individual counseling is offered. Please contact the counseling office at 646-6590x277.
- **IMPACT:** A community-based drug prevention and youth leadership program. The goal of its many projects is to harness the powerful influence of peer pressure-- making it a positive force that encourages young people to live free of tobacco, alcohol and other drugs.
- **Crisis/Group counseling:** County services provided to address the needs of at-risk students in an effort to support emotional well being.

## DAILY BULLETINS

Each day the bulletin is read to the entire student body. Announcements of important school events and deadlines are read. The daily bulletin may also be viewed on the school website at [www.pghs.org](http://www.pghs.org). Students should pay close attention to these announcements for information of interest and importance to them. There will be various announcements posted on the marquee in front of the school.

## DEBTS AND FINES

In order to receive a diploma a student must satisfy all graduation requirements and have cleared all debts and fines (Ed Code 48904(a)(1) and (b)(1). *Fines for lost books or late books should be paid to the librarian.*

## ENROLLMENT

Qualifications for enrollment to Pacific Grove 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 the District's Caregiver Authorization form before a student may be enrolled at Pacific Grove High School.

## FOOD SERVICES

The cafeteria is open during break and lunch. At these times the cafeteria offers full meals and many a la carte items. Students may apply for free and reduced meals at any time during the school year. Free and reduced price meal applications are available in the school office or the cafeteria. Parents are encouraged to prepay for meals and snacks. Parents may do this by sending in any amount that is convenient in the form of a check or cash. This money is then applied to the student's meal account. As the student makes purchases in the cafeteria the amount is deducted from the account. When the balance gets low the cafeteria staff will let the student know. Checks for student meal accounts should be payable to **PGUSD Cafeteria**. Parents may also apply money to a student's meal account using a credit or debit card. Please visit [EZSchoolPay.com](http://EZSchoolPay.com) to register. Credit cards are not accepted in the cafeteria. **The office will not deliver lunches or lunch money to classes.** For more information or questions please call the Student Nutrition Director at 646-6590x206.

## HEALTH SERVICES

In compliance with California Education 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. The 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.

Pacific Grove High School does not have the services of a school nurse. Students who become ill at school will be sent to the Attendance Office to check out of school. Prior to releasing a student, the Attendance Office must make parent contact, notifying the parent that the student either needs to be picked up or is being sent home. If no parent

contact can be made, the student must remain in school. In cases of emergency, paramedics will be called and parent 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 Attendance Office and should be returned to the Attendance Office. **Parent 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 Health Clerk at 646-6590x212 to develop a specific emergency plan that can be attached to the student's emergency card.

### 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 a low cost accident insurance that can be purchased from Myer-Stevens (forms are available in the Main Office). California Education Code requires all athletes to have health insurance, either a family's current coverage or Myers-Stevens coverage. The coverage for all sports other than football is very inexpensive and is **highly** recommended to complement any current coverage a student may have.

### LIBRARY/TEXTBOOKS

The library is open from 7:30 to 4:00 p.m. for student use. Students check out library and textbooks from the PGHS library. Education Code 489904b will be enforced if library and/or textbooks are damaged or not returned: "...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..." Students will be issued only one textbook unless a written request is received asking for a second set of textbooks for home use. Lost textbooks must be paid for before a student is issued another textbook. Students will not be allowed to check out a textbook for a period of a day if they have left their copy at home. Students may borrow a textbook to study or do homework while in the library. Students using the library during class time are required to have a pass from their teacher. No food or drink is allowed in the library. Computers are available with access to the Internet. Students must have a Technology User Agreement on file with the library in order to use the Internet.

### LOCKERS

Each student will be assigned a locker. The school is not responsible for items missing from student lockers. **Specifically, do not keep valuables in lockers over vacations, weekends or overnight -- this includes textbooks. Do not give out locker combinations or share lockers.** Lockers may be inspected by school authorities in the interest of maintenance, health and safety.

### LOST/FOUND

Students who lose any items while at school should report the loss immediately to the Attendance Office. Found items are kept there until the last day of each semester. After that, the items are given to a charitable organization.

### PERSONAL PROPERTY

The school is not responsible for any personal property brought to school, i.e., bicycles, skateboards, cell phones, i-Pods, etc.

### PHONES AND MESSEGES

Telephones in the Main Office and in the Attendance Office are available to students **ONLY** outside of class time, 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 646-6590 and

press 0 or come to the main administrative office at Pacific Grove High School. **Cell phone** use is permitted only during lunch and break.

### **RELEASE OF STUDENT INFORMATION**

Federal law requires schools to release the following student information when requested by Armed Forces Recruiting representatives: student's name, address, telephone number and date of birth. No other information will be released without the consent of the student, parent or guardian. To "opt out" of providing information to recruiters, parents need only sign the designated statement to that effect on the emergency card that is filled out each year.

### **REPORTING ACCIDENTS**

Anytime a student is injured on campus, he/she should report the injury to his/her teacher, the nurse, or Assistant Principal immediately. An accident report forms are available and should be filled out.

### **SCHEDULING SCHOOL ACTIVITIES**

All student groups who plan an activity, both within school hours and outside, must obtain an Activity Proposal form from the A.S.B. Director. When properly completed and returned to the Director, this form will reserve time on the school calendar, reserve rooms and all other school equipment and services needed for the activity. All activities must be supervised by a credentialed member of the school staff and conducted under normal school rules, whether taking place on or off the school campus. All requests must be submitted at least two weeks prior to the event.

### **STUDENT DRIVING/PARKING PERMITS ON CAMPUS**

Student parking is available on campus. The parking lot behind the tennis courts is designated student parking for all students. The parking lot between the gym and baseball field is designated for staff and seniors. Seniors will have the option to have Senior Parking Permit which designates them to park in the lower lot. Additionally, if a senior gives their permit to another student that is not a senior, then parking privileges will be suspended. During the final week of school, seniors must return their parking placard to the Student Store. Failure to return the placard will result in a \$10.00 fine. Seniors are not obligated to accept the senior parking placard. Seniors may receive a regular sticker which enables parking in the upper lot behind the tennis courts. School administration reserves the right to revoke parking privileges at any time.

Any vehicles parked outside of designated areas are subject to citation and/or towing. Any vehicles parked on school property are subject to search by school officials or their designees. **For safety and security reasons, Pacific Grove 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 his or her driving privileges restricted.
- Any vehicle parked on campus is subject to search by school officials.

### **STUDENT DROP OFF**

Parents may drop a student off in front of the school or in the parking lot off of Forest Lodge Road behind the tennis courts. The area behind the Multi is off limits and is not a drop off area.

### **STUDENT IDENTIFICATION**

All students will be issued a student I.D. card at the beginning of the year. Students must carry this I.D. on campus and present it to school personnel when requested to do so. Replacement I.D. cards are available in the Student Store for \$5.00.

**VISITORS**

All visitors to PGHS must check in with the front office and acquire a visitor sticker. Anyone found on campus without valid authorization will be directed to leave campus.

**WORK PERMITS**

Education Code section 12259 states that a permit to work is necessary for all minors 14 through 17 years of age. Applications for work permits are issued at ROP Office and must be completed by the student's prospective employer prior to issuance of a work permit. Work permits will be revoked if a student's academic progress or attendance is in jeopardy.

**18 YEAR OLD RIGHTS**

As an 18 year old you're considered an adult, you are no longer considered a minor, with all of the responsibilities and legal rights of citizenship, some of these include, excusing absences, leaving school, voting in State and Federal elections, as well as having sole rights to your educational records. Compulsorily education ends at age 18. You are no longer required to remain enrolled in school. School Sites also 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. You have the right to request that your parents do not have access to your educational information. This process involves a meeting with your counselor and the filing out the 18-year-old rights form to request such. Parents of 18 year olds, who are considered dependents for tax purposes, are entitled to access to their child's educational information. 18 year old students who request that their parents be denied access to their records their parents will be notified and they will have the right to nullify this request if they provide proof of dependency.

## Activities

**ASB**

The Associated Student Body Store handles activities and provides services to students during the school year. The A.S.B. student store sells A.S.B. stickers, dance tickets, school supplies and Breaker Spirit wear. ASB student body elections occur annually in March. All officers must be enrolled in the ASB Leadership Class to be eligible. (Please refer to [www.pghs.org](http://www.pghs.org) to view the ASB Constitution)

<b>ASB EXECUTIVE OFFICES</b>	<b>CLASS OFFICERS</b>	<b>ASB OFFICERS</b>
<ul style="list-style-type: none"> <li>• President</li> <li>• Vice President</li> <li>• Secretary</li> <li>• Treasurer</li> <li>• Rally Commissioners</li> <li>• Philanthropy commissioner</li> <li>• Publicity Commissioner</li> <li>• Class Presidents</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• Vice President</li> <li>• Secretary</li> <li>• Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>• Athletic Commissioner</li> <li>• Renaissance/Fine Arts Commissioner</li> <li>• SIP Commissioner</li> <li>• Alumni Liaison</li> <li>• Noontime Commissioner</li> <li>• Breakerman and Breakerwoman</li> <li>• Billy the Breaker Mascot</li> </ul>

**A.S.B. STICKER**

An ASB Sticker entitles students to free admission at all home athletic events (excluding playoffs), discounts on admission to away athletic events, and to dances and other school related activities. Stickers can be purchased during registration, the student store, or online via our website for \$50.00. All students who anticipate receiving a block letter are encouraged to purchase a sticker. Replacement cost of an ID card with or without the sticker is \$5.00. The money raised helps to support dances, assemblies and homecoming events, renaissance awards, athletic block/star/pins, Breaker Buddies (Link Crew), and Student Voices Talent Show. The ASB supports all student activities. A strong ASB results in more activities for students.

**CLUBS/ORGANIZATIONS**

Pacific Grove High School offers a wide variety of co-curricular opportunities for all students. Student clubs and organizations have been established in conjunction with students' requests and availability of qualified sponsors and

advisors.

### **DANCES**

Tickets for formal dances must be purchased prior to the event and will not be sold at the door. Only a Pacific Grove High School student and approved guest will be admitted. Students on the Fine List will not be admitted to major dances such as Homecoming, Winter Ball and Prom. Once students pay their fines, they are eligible to attend all dances. **Middle School students or individuals more than twenty years of age are not eligible to attend Pacific Grove High School dances.** All school rules apply. Students will not be readmitted to a dance once they leave. The following dress code is suggested: Casual dance-- school clothes, semi dressy -- boys: shirt, tie and slacks (no blue jeans); girls: dressy sport clothes; semi-formal dance -- boys: dark suit, coat, slacks or tuxedo; girls: short or long formal. Additional rules may accompany a particular event. A student may invite a guest. Guest passes must be obtained **before the event**. No visitors will be admitted without a guest pass. A guest only has to be approved to attend one time per school year in order to attend all Pacific Grove High School dances. On-file visitors are accountable for the rules and regulations. Hours of high school dances will be from 8:00 p.m. - 11:00 p.m. unless otherwise set by the Associated Student Council with the approval of the principal or principal's designee. 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.

### **DANCE CONTRACT**

All students who plan on attending school dances, must read, sign and have on file, the PGHS Dance Contract. It is available online through the ASB link on the PGHS website. Any person entering a dance function must adhere to the rules and regulations as outlined in the contract. Any violation of the contract will result in disciplinary action up to and including suspension from school and all future dances.

### **ELIGIBILITY FOR ACTIVITIES**

According to Board Policy Number 6145, in order to participate in **co-curricular and extracurricular** activities (for example, sports, spirit squad, clubs, ASB activities, play productions), a student must fulfill additional requirements: Students must be currently enrolled in at least 25 semester credits. Students must compile a GPA of 2.0 or above (on a scale of 4.0) for all courses attempted during any regular grading period (quarter or semester). Students must receive passing grades for all courses attempted during any regular grading period (quarter or semester). Students must be making satisfactory progress towards graduation in accordance with these standards. Progress and GPA's will be determined by the grades earned at the end of each grading period (quarter or semester). **If a student is not eligible, the period of ineligibility lasts until the completion of the following grading period** (quarter or semester). All students shall become eligible or ineligible five school days following the end of each grading period (quarter or semester). A transfer student who was scholastically eligible at the school of previous enrollment, but fails to meet Pacific Grove High School's eligibility requirements, shall be placed on probationary status until completion of one complete (quarter or semester) grading period and remain eligible to participate in interscholastic athletics during the probationary period. A transfer student who does not achieve said educational progress as defined above during the probationary period shall not be allowed to participate in interscholastic athletics the subsequent grading period. Summer school credits may be counted in making up scholastic deficiencies incurred in the grading period (quarter or semester) immediately preceding. A student who compiles a GPA below 2.0 may, if available, take an approved course in summer school and use the grades earned in computing the GPA for the grading period immediately preceding. A student receiving a failing grade in a course may, if available, repeat that same course in summer school and earn a higher grade, replacing the failing grade for determining eligibility. Any student who decides to quit an athletic team after the first league contest will not be allowed to join another team until the first team has completed the final CIF contest for which it is eligible (Refer to pg. 24 "Quitting a sport.") **In order for students to participate in after-school activities, they must be in attendance a minimum of four hours on the day of the activity.** Any and all exceptions must be cleared through the principal. All athletes and parents must read, agree to and sign a Pacific Grove High School Athletic Contract to be eligible. The contract will be good for one academic year. Students who are suspended, expelled, or on suspended expulsion status (probation) are ineligible to attend or participate in any extra-curricular or co-curricular activities, including athletic events as a participant or spectator, regardless of their academic standing during the period of the suspension, expulsion or suspended expulsion. In addition, eligibility may be removed by a site administrator as part of a disciplinary action.

### **RENAISSANCE PROGRAM**

Pacific Grove High School has a student recognition program which showcases student achievement and provides

encouragement for students to improve academics, attendance, and attitude. A series of awards are used, including certificates, pins and block letters. All students are eligible.

## Athletics

### ATHLETIC CODE

The CIF Blue Book Rules and Regulations, as well as PGHS Athletic Agreement as stated on the yellow form will govern athletic participation. Athletes will be directly responsible to the head coach of that sport and their assistants. It is assumed that the athlete's participation in a sport is a privilege, and because of this, he or she wishes to do whatever is necessary to make the team successful. Parents and athletes will follow team rules set forth by the coach and this Athletic Code. Parents and Students agree that they will read and abide by the guidelines presented on the yellow form.

Pacific Grove High School is a member of the Mission Trail Athletic League and is governed by the League and CIF Constitution. All players and spectators are required to follow the CIF rules of good sportsmanship: No berating of opposing school's team or mascot, no obscene gestures or cheers, no negative signs, noisemakers, or complaints about the officials' calls is allowed. **Standing in or on bleachers is not allowed. Repeated violations will result in banishment from current and/or future games. 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.** Further, the administration has the right and the duty, if a situation is generally out of hand, to do any of the following:

- clear the gym or stands to allow the athletic contest to go on;
- stop the game;
- schedule the game as a closed event without spectators.

### APPEARANCE

As a member of our team, we want to be proud of your appearance. Athletes are expected to dress neatly and keep well groomed. The coach may determine dress on the day of a contest.

### California Interscholastic Federation Eligibility Requirements:

All CIF Central Coast Section (CCS) requirements apply to all games including practice, interscholastic scrimmage, league, tournament and play-off games. In order to practice for and compete in interscholastic athletics, a student must be under nineteen (19) years of age before June 15 of the prior school year; meet the attendance requirements; be eligible scholastically (see additional District guidelines below); have met the residence requirements; meet citizenship requirements; not participate in any tryout for a professional or collegiate team; not compete on outside teams during the season of sport; be an amateur; get a physical from a doctor; show proof of medical coverage; abide by specific team rules and regulations; and participation forms. Final clearance to participate is granted from the Athletic Director.

### CONDUCT AND BEHAVIOR

As athletes in high school, you are representing yourself, parents, school, and community and are expected to conduct yourself properly at all times. Because of this, misconduct by an athlete will not be condoned. The Athletic Code is in effect from the first CIF sanctioned practice (August) through the last contest of the year. Athletes are responsible for compliance whether they play during one or all seasons. Of sport, fall winter, and/or spring.

### DEDICATION

An athlete must be willing to dedicate himself/herself to the sport of choice. The athlete should be aware that nothing worthwhile is accomplished without hard work and a sincere desire to succeed. The athlete must also realize that he or she must work out of season as well as in season. He or she must also be willing to sacrifice his or her own personal desires for the good of the team.

### EQUIPMENT

Athletes are financially responsible for any school owned equipment that is utilized or rented out to the athlete. Athletes are expected to demonstrate reasonable care of such equipment, and any misuse or abuse of such, will be the financial responsibility of the athlete. Any lost or unreturned equipment or uniforms will result in a fine

assessment, loss of campus privileges, and academic hold of transcripts until such time as reimbursement is made.

### **GAME BEHAVIOR**

If an athlete is ejected from the game, the coach will discipline them according to school, CIF, and team regulations. A written report will commence following the game with the school's administration, CIF mandates that the athlete not be allowed to play or be present at the next scheduled contest. School administration reserves the right to discipline the athlete further. All ejected athletes will have a consultation with an administrator before they will be allowed to compete again.

### **LANGUAGE**

Anyone associated with high school will use language that is socially acceptable. Profanity or vulgar talk will not be tolerated at any time on or off the playing field.

### **LETTER AND AWARDS**

Letters and awards are given according to team blocking criteria. All coaches reserve the right to award letters. However, all athletes must end the season in good standing, both academically and behaviorally, to earn a varsity letter. CIF playoff and special award patches will be earned according to guidelines that can be obtained in the Athletic Dept. An athlete must be a valid ASB sticker holder to receive any ASB award.

### **QUITTING A SPORT**

There is a distinct difference between "quitting" and being "dropped" and being "cut" from a sport. If you, as an athlete, quit a sport, the right to return to that sport later may be restricted by the athletic department. Dropping a sport is withdrawing from that sport voluntarily. Proper communication and returning of equipment to the coach is required. The coach's approval is required to remain eligible for the remainder of the season.

### **RESIDENCE ELIGIBILITY**

Any student, who is planning to move, has recently moved or whose parents or guardians have moved, should notify the Athletic Director's office for CIF information on his/her status of eligibility. All incoming transfer students must be cleared by CCS before competing at any level.

### **RESPECT**

The athlete is to show respect for all coaches, teachers, officials, spectators, school facilities and equipment.

### **SEASONAL PARTICIPATION**

An athlete may only participate in one sport per season unless otherwise granted permission by the Athletic Director. Athletes cannot change from one sport to another during the season unless they have approval of both coaches and the Athletic Director. When an athlete quits or is dropped for disciplinary reasons, he/she may not go out for another sport until the end of that season (excluding playoffs).

### **SCHOLASTIC ELIGIBILITY AND GRADES**

According to Board Policy Number 6145, in order to participate in **co-curricular and extracurricular** activities (for example, sports, spirit squad, clubs, ASB activities, play productions), a student must fulfill additional requirements: Students must be currently enrolled in at least 25 semester credits. Students must compile a GPA of 2.0 or above (on a scale of 4.0) for all courses attempted during any regular grading period (quarter or semester). Students must receive passing grades (no F's) for all courses attempted during any regular grading period (quarter or semester). Students must be making satisfactory progress towards graduation in accordance with these standards. Progress and GPA's will be determined by the grades earned at the end of each grading period (quarter or semester). **If a student is not eligible, the period of ineligibility lasts until the completion of the following grading period** (quarter or semester). All students shall become eligible or ineligible five school days following the end of each grading period (quarter or semester). A transfer student who was scholastically eligible at the school of previous enrollment, but fails to meet Pacific Grove High School's eligibility requirements, shall be placed on probationary status until completion of one complete (quarter or semester) grading period and remain eligible to participate in interscholastic athletics during the probationary period. A transfer student who does not achieve said educational progress as defined above during the probationary period shall not be allowed to participate in interscholastic athletics the subsequent grading period. Summer school credits may be counted in making up scholastic deficiencies incurred in the grading period (quarter or semester) immediately preceding. A student who compiles a GPA below 2.0 may, if available, take an approved course in summer school and use the grades earned in computing the GPA

for the grading period immediately preceding. A student receiving a failing grade in a course may, if available, repeat that same course in summer school and earn a higher grade, replacing the failing grade for determining eligibility.

### **ADDITIONAL PGHS ELIGIBILITY REQUIREMENTS**

Any student who decides to quit an athletic team after the first league contest will not be allowed to join another team until the first team has completed the final CIF contest for which it is eligible (refer to pg. 24 “Quitting a sport.” **In order for students to participate in after-school activities, they must be in attendance a minimum of four hours on the day of the activity.** Any and all exceptions must be cleared through the principal. All athletes and parents must read, agree to and sign a Pacific Grove High School Athletic Contract to be eligible. The contract will be good for one academic year. Students who are suspended, expelled, or on suspended expulsion status (probation) are ineligible to attend or participate in any extra-curricular or co-curricular activities, including athletic events as a participant or spectator, regardless of their academic standing during the period of the suspension, expulsion or suspended expulsion. In addition, eligibility may be removed by a site administrator as part of a disciplinary action.

### **VIOLATIONS OF SCHOOL DISCIPLINE POLICY**

Athletes are expected to display behavior in the classroom and on campus that is exemplary for all students to follow. Therefore serious violations of school discipline – fighting for example – may be considered a violation and puts the student at risk of discipline that could include immediate termination of athletic participation.

### **TRANSPORTATION**

All athletes are expected to follow school and transportation rules set forth by the district and the transportation company that is utilized. Pacific Grove Unified School District supplies the transportation to and from all athletic contests for all teams. If a student athlete wishes to make special arrangements on an occasional basis to receive a ride from a parent or guardian, arrangement must be made prior to the event and must include proper documentation. All students participating in team sports are encouraged to contribute a one time donation for transportation to and from games.

### **CIF ELIGIBILITY**

A student athlete:

- Must be less than 19 years of age as of September 1 of the new academic year.
- Must have reached the ninth grade.
- Must participate in no more than four seasons in the same sport after enrolling into the ninth grade.
- Must be scholastically eligible.
- Must file an Application for Residential Eligibility if you transferred from another school without a bona fide change of residence by your parents/guardians.
- Since entering the ninth grade, must not be your ninth semester of attendance.
- Must meet citizenship requirements.
- Must maintain amateur standing.
- Must not have participated in any tryout for a professional team.
- Must maintain in your school files an annual physical examination card (Yellow form) certifying that you are physically fit to tryout and/or participate in athletics. Physical must be on approved form by the PGUSD Board of Education.
- May not participate on the Varsity Football team until you have reached your 15<sup>th</sup> birthday unless certified by a doctor and granted written approval by a commissioner of C.I.F.
- Questions should be directed to your school coach and/or Athletic Director.
- Must complete the Athlete’s Code of Ethics.

### **C.I.F. CODE OF ETHICS**

As an athlete, I understand that it is my responsibility to:

- Place academic achievement in the highest priority.
- Show respect for teammates, opponents, officials and coaches.
- Respect the integrity and judgment of game officials.
- Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
- Maintain a high level of safety awareness.

- Refrain from the use of profanity, vulgarity and other offensive language and gestures.
- Adhere to the established rules and standards of the game to be played.
- Respect all the equipment and use it safely and appropriately.
- Refrain from the use of alcohol, tobacco, illegal and non-prescription drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration or Surgeon General of the United States or the American Medical Association.
- Know and follow, all state, section and school athletic rules and regulation as they pertain to eligibility and sports participation.
- WIN WITH CHARACTER, LOSE WITH DIGNITY.

**IF YOUR FAMILY ALREADY HAS INSURANCE** – Your insurance may cover your athlete during their activities. It does not matter where the event is, whether it is at a home event or another school. This insurance information needs to be put onto the Athletic Emergency/Medical Information & Participation Form. On the bottom section of this form, it asks for Family Health Insurance Co./Policy I.D. #/and if your insurance covers football. If your athlete is playing football, you will need to call your insurance company and double check to make sure it covers them for the sport of football. On the lines provided, you will need to fill out the insurance company and your policy number. **If the policy number is not present, then your athlete will not play.**

**IF YOUR FAMILY DOES NOT HAVE ANY INSURANCE** – Your family will need to purchase insurance. Contact the school receptionist or athletic department to obtain the insurance forms that are necessary. Read through it and decide which policy you would like to purchase. The most recommended and cheapest that you will need to purchase for minimum coverage is the “School Time Accident Plan”. This will cover your athlete during any type of school activity at anytime and anyplace. However, if your athlete is going to play football, then extended coverage must be purchased. The most recommended and cheapest that you will need to purchase for minimum coverage is the “Interscholastic Tackle Football Accident Plan”. This will cover athlete during football games and activities, which includes practice. For either plan, you will need to include a check or money order made out to Myers-Stevens & Toohey & Co. Complete the order form but **DO NOT SEND IN THE FORM!!!** Send the form with your athlete and their completed physical packet back to the athletic department and the athletic director will forward it. Once the form is received, they have instant coverage. Sending it to the company could take 2-4 weeks for coverage to begin.

Pacific Grove High School Breakers are a member of the Mission Trail Athletic League and opponents are listed on the CIF-CCS website. We offer the following athletic programs:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Boys Basketball	Softball
Girls Volleyball	Girls Basketball	Baseball
Co-ed Cross Country	Boys Soccer	Co-ed Track
Girls Golf	Girls Soccer	Boys Golf
Cheerleading/Dance	Co-ed Wrestling	Co-ed Swimming/Diving
Girls Tennis	Cheerleading/Dance	Boys Tennis
		Co-ed Lacrosse

### **SPORTSMANSHIP**

I realize that sportsmanship is the utmost priority of PGHS. I will exhibit sportsmanship behavior before, during and after all athletic practices and competitions and I will represent my school, my town and my family with honor and respect. I understand that any athlete who initiates or participates in a verbal or physical assault on an official, opposing coach, spectator and/or player shall be disciplined as follows:

#### **FIRST VIOLATION:**

1. Conference with administrator, Athletic Director, counselor and parent. Athlete may practice pending judgment of the violation.
2. PGHS implements a progressive discipline policy. Consequences for a first offense may range from a verbal/written warning up to and including suspension from team play for one week, or removal from the team..

#### **SECOND VIOLATION:**

1. Conference with administrator, Athletic Director, counselor and parent. Athlete may practice pending judgment of the violation.
2. PGHS implements a progressive discipline policy. Consequences for a second offense may range from a suspension from team play to removal from the team indefinitely.

**THIRD VIOLATION:**

1. Conference with administrator, Athletic Director, counselor and parent.
2. PGHS implements a progressive discipline policy. Consequences for a third offense will result in removal from the team for the remainder of the year.

I also understand that due to the nature of the violation, a school administrator may suspend me from team participation indefinitely, even if it is a first violation.

**ALCOHOL-TOBACCO-DRUGS**

I will not participate in any activity involving a controlled substance during school and all school-sponsored events (which include athletic events, dances, concerts, rallies, performances, etc. These activities include the use of any controlled substances (Ed. Code 48900) including, but not limited to, alcohol, tobacco, marijuana, hallucinogens, barbiturates, amphetamines, anabolic steroids, inhalants or any kind of intoxicant.

**FIRST VIOLATION:**

1. Conference with administrator, Athletic Director, counselor and parent.
2. PGHS implements a progressive discipline policy. Consequences for a first offense may range from suspension from team participation from one to five weeks. Student will be referred to a drug alcohol counseling program.

**SECOND VIOLATION:**

1. Conference with administrator, Athletic Director, counselor and parent.
2. PGHS implements a progressive discipline policy. Consequences for a second offense may range from suspension from team participation for five to ten weeks. Student will be referred to a drug/alcohol counseling program. Proof of attendance must be submitted to school administration before student may participate in team play.

**THIRD VIOLATION:**

1. Conference with administrator, Athletic Director, counselor and parent.
2. PGHS implements a progressive discipline policy. Consequences for a third offense will result in suspension of team play and loss of eligibility for the remainder of the school year/ OR for a time no less than one full semester. Student will be referred to a drug/alcohol counseling program. Proof of attendance must be submitted to school administration before student may participate in team play.

I also understand that due to the nature of the violation, a school administrator may suspend me from team participation indefinitely even if it is a first violation and that law enforcement may be contacted.

NOTE: A second or third violation may extend into other sport seasons. Severe violations may result in additional consequences.

## **Behavior and Discipline Expectations**

All students are expected to conduct themselves in such a manner as to contribute to a productive learning environment. Each individual's conduct on the campus and going to and from school shall be orderly and in keeping with the rules and regulations of the school, the school district, and the laws of the state. An educationally sound environment does not allow anyone to interfere with the teacher's right to teach and/or the student's right to learn. It should be noted that a pupil may be suspended or recommended for expulsion for acts which are enumerated in Education Code Section 48900 and related to school activity or attendance which occur at anytime including, but not limited to, the following circumstances:

- While on school grounds or school transportation.
- While going to or coming from school.
- During the lunch period whether on or off campus
- During or while going to or coming from a school sponsored activity
- **Note:** Campus jurisdiction also extends 1,000 feet from campus boundaries at all times, per California law.

This listing of minimum and maximum actions does not imply or require that a "step-by-step" progression of increasing severity be used by school staff in dealing with a violation. In most cases, disciplinary action is dependent upon the situation and the previous behavior record of the student. The progression of actions possible when an infraction occurs is: conference with student regarding violation and a warning; parent contact and warning; detention; signed Behavior Nonperformance Contract; parent/teacher/administrator conference; extracurricular and co-curricular suspension; work detail; Saturday School; suspension; removal from class with possibility of an "F"; alternative placement; contact with police or other appropriate agency; denial of privileges and possible recommendation to the Board for expulsion from the district.

**Behavior/Nonperformance Contract:** Student classroom behavior which seriously jeopardizes the learning process shall not be tolerated. Students who are continually disruptive or who are not following the classroom rules as defined by the teacher or refuse to participate in class work may be dropped from class with no credit provided that the following procedures have been observed:

- **Step 1:** At the first disruption or incident, the teacher will counsel the student as to the undesirability of his/her action and inform the student of future consequences. The student will sign a Behavior/Nonperformance Contract.
- **Step 2:** After the second incident, the teacher shall personally contact the parents and inform them that the student has reached Step 2 of the Behavior/Nonperformance Contract. The student shall be referred to the counselor for guidance. The student will sign the Behavior/Nonperformance Contract. In the event the teacher is unable to contact a parent, a copy of the Behavior/Nonperformance Contract will be sent home.
- **Step 3:** Subsequent to the third incident, the student shall be referred to the assistant principal who will schedule a conference between teacher, parent, student and assistant principal. At this time, the assistant principal and teacher will outline the specific conditions necessary for the student to remain in class and the student and parent(s) will be supplied with a copy of these conditions before leaving the meeting. The Behavior/Nonperformance Contract will be signed by the teacher, assistant principal, parent and student and will remain in effect until the end of the semester.
- **Step 4:** Student is removed from the class for the remainder of the semester. **(In habitual or extreme cases of misbehavior, the administration may transfer/drop any student from class for disruptive or dangerous behavior.)**

### **BUS PRIVILEGES**

Students behaving in an inappropriate manner may have their bus riding privileges revoked. All school rules apply.

### **CLASSROOM DISCIPLINE**

The classroom teacher under state law is given the authority to act in the place of the parent/guardian during the time the student is under the teacher's direction. To insure suitable control, teachers will utilize a variety of methods of controlling students' behavior. Strategies teachers may use include, but are not limited to, the following:

1. Confer with student and explain the school behavior policy
2. Take away privileges enjoyed by other students
3. Lower a student's participation grade
4. Contact the parents/guardians so that concerted action can be taken to mutually correct the inappropriate Behavior patterns of the student.
5. Give student detention as authorized by state law (Education Code Section 44807.5)
6. Refer student to school administration for correction and control.

Students may be required by their teachers to restore cleanliness to a classroom after such students have been involved in any instructional activity that created physical disorder in the classroom, or to any area on school premises in which students littered or disrupted the cleanliness thereof including lunch and break.

### **ANTI-BULLYING / CYBERBULLING**

Pacific Grove High School staff believe that all students, staff and community have an obligation to promote mutual respect, tolerance and acceptance. The school will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name-calling, social isolation or manipulation.

Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.

This policy applies whenever a student is on school grounds, traveling to and from school, or at a school-sponsored activity, during lunch period, whether on/ off campus and during a school sponsored activity. In addition to this, if this activity is done at home, and impacts school activities or school attendance then they may be subject to consequences appropriate to the behavior.

### **ACADEMIC DISHONESTY/CHEATING**

*Teachers have the responsibility of planning and supervising all academic work in order to encourage honest individual effort and of taking appropriate action if instances of academic dishonesty are discovered. However, honesty is primarily the responsibility of each student. Pacific Grove High School considers cheating to be a voluntary act for which there is no acceptable excuse. The term "cheating" includes, but is not limited to:*

1. Plagiarism.
2. Receiving or knowingly supplying unauthorized information during an examination
3. Using unauthorized material or sources during an examination.
4. Changing an answer after work has been graded and presenting it as graded.
5. Forging or altering roll sheet information

<b>Frequency of Offense</b>	<b>Consequence</b>
1st Offense	* Zero on assignment * Parent Notification by Teacher
2nd Offense	* Zero on assignment * 3-5 day suspension
3rd Offense	* "F" for the class * Removal from class (Admin discretion)

The student who is caught cheating may be subject to a punitive grade for the assignment. Furthermore, the student may be withdrawn from the class without credit. Theft of any examination will result in disciplinary action determined by the school administration to be appropriate

### **DETENTION**

Detention is assigned to students for minor classroom infractions, tardies, and other minor discipline problems. Detention is held every Tuesday and Thursday from 2:45 p.m. to 3:30 p.m. Students will have up to one week in which to serve detention or they will be assigned Saturday School. Students who are sent out of detention for disruption will be given a Saturday School. Work detail may be assigned.

### **DRESS CODE**

Students shall not dress in a way that detracts from the learning environment or is hazardous to student health. Students must wear footwear at all times. Bare midriff, strapless top, backless tops and low-cut tops are not allowed. **Students may not wear clothing or carry items that depict vulgar or obscene language, illegal drugs, tobacco, alcohol, pornography or gang-related symbols.** Students will be asked to remove or change the article of clothing and will have the option to be sent home to change or wear a school-provided article of clothing. This rule also applies to all school dances. Repeat offenders will be suspended.

### **CLOSED CAMPUS**

Pacific Grove High School is a closed campus with the exception of the lunch break (see below). No student is permitted to leave without an off-campus pass issued through the Attendance Office. Parent permission is required for a student to leave campus. Off-campus passes will only be issued for one of the following reasons: illness, medical appointment, funeral of immediate family member, and justifiable personal necessity (administrator approval required). Students who violate the Closed Campus policy will be given a Saturday School or detention at the discretion of the assistant principal. A second offense may result in a suspension. Repeat offenders will be

suspended. Students who do not have a 6th or 7th period class will be permitted to leave during lunch time on the day in which they have no afternoon class. On “A” schedule days, students who do not have a 6th period class and have a 7th period class must stay in study hall during 6th period or receive a truancy. Once students who are finished with classes for the day have left campus, they may not return during school hours unless they have authorized school business.

### **OPEN CAMPUS DURING LUNCH/ BREAK**

Pacific Grove High School sophomores, juniors and seniors are permitted to leave campus during the lunch break (NOT during morning break). Open campus privilege is available to students who have: earned at least 2.0 GPA, no

Fs and have class standing at the last semester grading period, have no truanancies on record for 6<sup>th</sup> and 7<sup>th</sup> period for the current year, have not been suspended at any time during the year, and have returned a signed PARENT PERMISSION FORM (available in the Student Store). Students who qualify for the privilege of open campus and return a signed parent permission form will have an OPEN CAMPUS STICKER affixed to their student ID card.

**Students must be able to produce their ID card with sticker when leaving and returning to campus.** Campus may be closed to anyone at anytime when deemed necessary.

a) **Visitors:** To preserve the learning environment and safety of the campus, student visitors are not allowed at Pacific Grove High School at any time regardless of circumstances. **Students may not visit with persons loitering near the school boundaries nor may items be exchanged from outside school limits onto campus.**

b) **Off Limit Areas:** Student and/or Faculty parking areas; football or baseball fields; any area behind the gym and boys' locker room; behind the I-Wing and the N-Wing. (See the map on the back cover.) Students found in these areas on a first incident will be assigned a detention. On a second incident they will be assigned a Saturday School and on any further incidences, students will be suspended. The incidences are cumulative for the entire school year.

### **DRUGS/ALCOHOL**

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

**First Offense:** Notification of legal authorities, a mandatory five-day suspension and referral to school's intervention program.

**Second Offense:** Notification of legal authorities, five-day suspension, referral for alternative placement and will be recommended for expulsion.

**Offenses remain in the active discipline file and are cumulative for the student's entire high school career.** A breathalyzer will be randomly used at school events, including but not limited to dances and sporting events. In the event that someone fails a breathalyzer test, the student will not be admitted to the event and parents will be summoned. A student's continued eligibility for extra curricular activities may be dependent upon attendance of substance use education sessions. There is a zero alcohol tolerance policy that means all students found under the influence or in possession of alcohol will be cited by the PG Police Department and suspended from school. Zero drug tolerance means that all students found in possession of or under the influence of drugs will be tested by the PG Police Department (when appropriate), cited by the PGPD, and suspended from school. Students with multiple drug and alcohol suspensions will be considered for expulsion. A parent lecture series will be made available by Impact for parents.

**Sale or possession for sale:** Notification of legal authorities, automatic five-day suspension and mandatory recommendation for expulsion.

### **FAILURE TO ATTEMPT WORK**

The student will be placed on a Behavior/Nonperformance Contract.

### **FIGHTING**

Students who fight on campus or at a school event are subject to the following:

- **First Offense:** Suspension for up to five days and possible notification of legal authorities.
- **Second Offense:** Suspension for five days and possible referral for alternative placement and/or recommendation for expulsion.

## **ELECTRONIC DEVICES**

**Under state law, students may have possession of a cell phone on campus.** This law allows the local districts to determine guidelines for *use* of phones on campus during school hours. The following guidelines apply at Pacific Grove High School (refer to Board Policy and Regulations Number 5146):

- Cell phones are not to be displayed or used on campus at any time by any student except during nutrition break (10:05 a.m. – 10:25 a.m.) and lunch (12:10 p.m. – 12:55 p.m.)
- Electronic imaging devices, such as cameras, may only be used by students who have authorization from school personnel.
- PDA devices will be left in the students' lockers during tests or quizzes.
- No electronic signaling devices or cameras of any type may be brought to Physical Education lockers/dressing rooms or school restroom areas at any time.
- Students will be warned when they have violated their school-level rules and the cell phone will be confiscated. The cell phone may be returned to the student at the end of the day. If a second infraction occurs, the cell phone will be confiscated and a parent conference will be held. If a third infraction occurs, other disciplinary measures will result.
- I-Pods do not have an academic purpose on campus. Due to a sharp increase in the theft of I-Pods, it is recommended that they not be brought to school. If a student chooses to bring an I-Pod on campus, they do so at their own risk.

## **FOOD / DRINK**

Food and drinks may not be consumed in classroom, except water.. Food and beverages will be served and eaten in designated areas.

## **HORSEPLAY**

Horseplay is not allowed at any time on campus. Students are subject to possible suspension. Repeated offenses will result in a three- to five-day suspension.

## **LOCKER ROOM THEFTS**

Students are mandated to have their clothes and personal possessions locked in the locker room. All PE students must have a lock registered with the PE department. The student may bring a combination lock and report the combination to the teacher or bring a key lock and give a spare key to the instructor. The school is not responsible for lost or stolen articles in the locker room. Students are not allowed to leave their personal possessions or backpacks unlocked in the locker room or fitness areas. A room is provided for students to lock their backpacks. Any student caught stealing in the locker rooms or gym area will be suspended and reported to the PGPD for further consequences.

## **PORNOGRAPHY**

Pornographic material either displayed or found in a student's possession at school or at any school activity will result in detention and the need for a parent conference.

## **PUBLIC DISPLAYS OF AFFECTION**

Overt physical contact and/or excessive display of affection is not permitted. Students failing to use good judgment will be warned. Continued inappropriate behavior will result in disciplinary action including parents being notified.

## **SATURDAY SCHOOL**

Saturday School is assigned to students for second truancies, tardy #4, missed detention and other less severe discipline problems. Saturday School is NEVER used for offenses such as fighting, drug/alcohol possession or sale, possession of weapons or other more serious offenses. Saturday School will be offered at least once a month and may be rescheduled only once at the discretion of the assistant principal. Students who are assigned Saturday School will be required to attend from 9:00 a.m. to 11:00 a.m. at the high school. Saturday School will be a time of quiet study -- STUDENTS ARE RESPONSIBLE FOR BRINGING WORK.

## **SCHOOL PROPERTY**

Students are responsible for any school property that they use.

## SEARCHES

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

## SENIOR EXPECTATIONS

- Community Service: To participate in any senior activity, student must have 18 hours of community service completed and on file in the office by the date of the first senior activity. To participate in the Disneyland trip, seniors must have all 24 hours of community service completed and recorded before purchasing a ticket to Disneyland.
- Any student who does not attend the Disneyland trip must complete and have on record 24 hours of community service by the beginning of the first graduation rehearsal in order to participate in the graduation ceremony.
- Any senior who is suspended during his/her senior year for any of the following infractions will be ineligible for the next senior activity, will be subject to appropriate consequences as outlined in this handbook, and will be placed on senior probation. **The probation period will extend for the remainder of the year and a second violation of any of the listed infractions will result in the loss of the graduation ceremonies. During the period of time between the last senior activity and graduation, any infraction, regardless of whether it is the first or second occurrence, will result in the loss of the graduation ceremony.**
- Possession, sale, or being under the influence of illegal drugs or alcohol (EC48900. (c),(d) PC 25608);
- Indecent exposure: exposure of a person, or the private parts thereof, in any public place, or in any place where there are present other persons to be offended or annoyed thereby (EC48900.i; PC 314);
- Vandalism and/or damage of school property (EC 48900.f; PC 594);
- Assault and/or battery: unlawful attempt, coupled with a present ability to commit a violent injury on the person of another; battery is any willful and unlawful use of force or violence upon the person of another (EC 48915 (1)(1,5); P 240, 242, 243);
- Repeated incidents of harassment (EC 48900.2, .3, and .4);
- Brandishing, carrying, or use of any weapon, real or simulated;
- Theft;
- Continued pattern of defiance of the authority of school administration/faculty and/or staff (3 offenses).

## SEXUAL HARASSMENT POLICY

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, made by someone from or in an educational setting. The District is committed to an educational environment in which all individuals are treated with respect and dignity. Each student has the right to learn in an atmosphere that promotes equal educational opportunity and is free from discriminatory practices.

## SUSPENSION

Suspension from school requires that a student remain 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.** Following are the suspendable offenses as listed under the California Ed Code 48900:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the 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 and betel. However, this section does not prohibit use or possession by a pupil of his or 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 so 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.

### TECHNOLOGY USER AGREEMENT

In order for students to access the computers on campus, including the Internet, all students must have a user agreement on file with the Library. These agreements will be made available to students at the beginning of school. Violations of the agreement will result in a referral. 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 costs incurred due to damage will be billed to the student.

### TOBACCO

Pacific Grove High School and its grounds are totally **non-tobacco** areas for all students, staff and visitors at any time. Possession of tobacco products is not allowed on campus, within the sight of campus, or at any school event. Students who smoke or possess tobacco products on campus are subject to the following: **First Offense:** Suspension. **Subsequent Offenses:** Each subsequent offense may result in additional days of suspension and notification of legal authority. (EC 48900.H)

### WEAPONS

**Possession of any knife, regardless of size or use, firearm, imitation firearm, or any other type of weapon is an expellable offense. Students are subject to the following discipline at the first and any subsequent occurrences:** Automatic five-day suspension, notification of legal authorities and recommendation for expulsion.

### WRITING AND PLAGIARISM

Plagiarism is a direct violation of intellectual and academic honesty. Plagiarism refers to representing someone else's words or ideas as one's own. The most extreme forms of plagiarism are the use of a paper written by another person or obtained from a commercial source. The use of a paper made up of passages copied word for word without acknowledgment may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. Plagiarism may constitute grounds for a failing grade or withdrawal from the class with no credit. **One distinctive mark of an educated person is the ability to use language correctly and effectively to express ideas.**

Teachers assign written work for the purpose of helping students achieve that mark. Each teacher will outline specific ideas wanted but all expect students to present work that represents the student's understanding of the subject in the student's own words. It is seldom expected that student papers will be based entirely or even primarily on original ideas or original research. Therefore, to incorporate the concepts of others may be appropriate with proper acknowledgment of sources, and to quote others directly by means of quotation marks and acknowledgments is proper. However, if a paper consists entirely of quotations and citations, the paper should be rewritten to show the student's own understanding and expressive ability. The purpose of the written assignment (i.e., development of communication and analytic skills) should be kept in mind, as each paper is prepared. Research and understanding should not be evaded through plagiarism.

### WORK DETAIL

Work detail may be an option available to students in lieu of detention and may be assigned by the assistant principal.

### VISITORS

Students are not permitted to bring visitors on campus during school hours. Authorized visitors such as scheduled speakers, individuals with appointments in the Administrative Offices, etc. are required to go through the Main Office to check in.

**All unauthorized items brought to school and confiscated by staff, such as but not limited to: skateboards, scooters, radios, cell phones, ipods, electronic devices, markers, toys, etc. and related items may or may not be directly returned to the student. Parents may recover confiscated items not held in evidence upon administrative approval within a reasonable period of time. Items not recovered within a reasonable period of time will be discarded. Pacific Grove High School is not liable for any damage or loss to these confiscated items. The primary objective of requiring students not to bring restrictive materials to school is to ensure students' focus on educational tasks, students' safety and to prevent the loss and damage to private property.**

## Discipline Rules and Boundaries

### OFF-LIMIT AREAS:

- Student and/or Faculty parking areas
- Football/Baseball Fields
- Behind Gym and Boys locker room
- Behind I and N Wing

### BEHAVIOR GUIDELINES

The following guidelines are a matrix of possible consequences for violation of Ed. Code and school policy.

## Pacific Grove High School Behavior Guidelines

EC=Education    Code PC=Penal Code    HSC=Health and Safety Code

ISSUES	VIOLATIONS	CONSEQUENCES
<b>1. PHYSICAL INJURY &amp; VIOLENCE</b> <i>MUTUAL COMBAT/FIGHTING/ THREATS/ASSAULT</i> EC § 48900 (a1) EC §48900 (s)	<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	✓ Suspension EC § 48900 (a1) or (s). ✓ Referral to Counseling. ✓ Police Citation - Fighting on school grounds: PC 415, 242. ✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a5).

	physical injury.	
<b>2. BATTERY</b> EC § 48900 (a2)	(a2) Willfully used force or violence upon another person, except in self-defense: striking, shoving, kicking. Not mutual combat. Battery against student, battery against staff member. Battery: Unlawful injury, beating, hitting of another person – does not fight back.	<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>
<b>3. WEAPONS/DANGEROUS OBJECTS EXPLOSIVES/REPLICA WEAPONS</b> EC § 48900 (b) (m) US Code, Section 921, Title 18	<p>(a2) Assault with deadly weapon.</p> <p>(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.</p> <p>EC 48915 (c5) Explosives: M80, bottle rocket, dynamite, bomb, grenade, nitroglycerin, blasting caps.</p> <p>(m) 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).</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, ninchuk, ninja star, mace, pepper spray, sling shot, sword, stun gun, brass knuckles.</li> </ul>
<b>4. CONTROLLED SUBSTANCES</b> <i>DRUGS &amp; ALCOHOL</i> EC § 48900 (c) (d) EC § 48900 (p) HSC 11366-11375	<p>(c) Possessed, used, sold, furnished, or been under the influence of, any controlled substance, alcoholic beverage, or intoxicant of any kind.</p> <p>(d) Offered, arranged, or negotiated to sell any controlled substance, and then sold, delivered, or furnished to any person another liquid, substance, or material and represented it as a controlled substance, alcoholic beverage, or intoxicant.</p> <p>(p) Offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.</p> <p>EC 48915 (a3) Possession of any controlled substance. Cannot recommend expulsion for first time marijuana possession offense of less than one ounce.</p> <p>Controlled substances: Marijuana, Cocaine, Heroin, Methamphetamine, etc.</p>	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (c) (d).</li> <li>✓ Police Intervention PC 308(b), 380, 381, 647 (f), HSC 11053.</li> <li>✓ Referral to Counseling.</li> <li>✓ Expulsion Recommendation – EC § 48915 [Mandatory for sales of controlled substances (c3)].</li> </ul>

<p><b>5. ROBBERY, BURGLARY, OR EXTORTION</b> EC § 48900 (e)</p>	<p>(e) Committed or attempted to commit robbery (take personal property by means of force or fear) or extortion (obtaining of property from another, with his/her consent induced by a wrongful use of force or fear). Burglary: Entry with intent to commit a theft. Possession of stolen goods.</p>	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (e).</li> <li>✓ Restitution to Victim/Community Service</li> <li>✓ Police Intervention - Burglary: PC 459; Robbery/Extortion: PC 211, 212, 518, 519.</li> <li>✓ Expulsion Recommendation.</li> </ul>
<p><b>6. PROPERTY DAMAGE/ VANDALISM GRAFFITI/ARSON</b> 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"> <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>
<p><b>7. THEFT</b> 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"> <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>
<p><b>8. TOBACCO</b> 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.</p>	<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>
<p><b>9. PROFANITY &amp; VULGARITY OBSCENITY</b> 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), mooning, pantsing, urinating in public, possession of pornographic literature or use of pornographic Internet websites, lewd or obscene gestures</p>	<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.</li> </ul>
<p><b>10. PARAPHERNALIA</b> EC § 48900 (j) HSC 11364</p>	<p>(j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia: Pipes, smoking or injecting devices, syringes, Zig Zags (rolling papers), roach clips, bowls, bongs.</p>	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (j).</li> <li>✓ Referral to Counseling.</li> <li>✓ Police Intervention.</li> <li>✓ Expulsion Recommendation.</li> </ul>
<p><b>11. DISRUPTION &amp; DEFIANCE</b> EC § 48900 (k)</p>	<p>(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,</p>	<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>

	forgery, gambling, littering, throwing objects, setting-off fire alarm.	
<b>12. SEXUAL ASSAULT OR BATTERY</b> 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"> <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 devise (i.e. cell phone, pager, walkie talkies, PDAs, etc.) 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, Walkman, Discman, MP3, watch radio, headsets, earphones.	<ul style="list-style-type: none"> <li>✓ 1<sup>st</sup> Offense: Confiscation of device. Parent/ Guardian contacted to pick up device.</li> <li>✓ 2<sup>nd</sup> Offense: Confiscation of device. Parent/Guardian 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 <i>Grades 4 to 12</i>	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"> <li>✓ Suspension EC § 48900.2.</li> <li>✓ Police Intervention PC 212.5.</li> <li>✓ Expulsion Recommendation.</li> </ul>
<b>15. HATE VIOLENCE</b> EC § 48900.3 <i>Grades 4 to 12</i>	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.	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900.3.</li> <li>✓ Police Intervention PC 422.6 - 422.76, 628.1.</li> <li>✓ Expulsion Recommendation.</li> </ul>
<b>16. HARASSMENT/BULLYING</b> EC § 48900.4  <i>Harrassing a complaining witness</i> 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"> <li>✓ Suspension EC § 48900.4.</li> <li>✓ Referral to Counseling.</li> <li>✓ Expulsion Recommendation.</li> </ul>
<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	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900.7.</li> <li>✓ Police Intervention PC 422.</li> <li>✓ Expulsion Recommendation.</li> </ul>

	out. Person is in sustained fear of his or her own safety or family's safety.	
<b>18. DRESS CODE</b> EC § 48900 (k)	Violation of school dress code policy as outlined in the Student handbook.	<ul style="list-style-type: none"> <li>✓ Dress changed/Accessory seized/Detention/Suspension.</li> <li>✓ Loaner Clothes provided.</li> <li>✓ Parent/Guardian notified.</li> <li>✓ Suspension EC § 48900 (k).</li> </ul>
<b>19. HAZING</b> EC § 48900 (q) EC § 32050	<p><b>(q)</b> Engaged in or attempted to engage in hazing as defined in EC § 32050.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>✓ Suspension EC § 48900 (q).</li> <li>✓ Police Intervention PC 242, 212.5.</li> <li>✓ Expulsion Recommendation.</li> </ul>
<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 attendance office first; no hall pass, left class without permission.	<ul style="list-style-type: none"> <li>✓ Detention/Suspension.</li> <li>✓ Truancy Letters/SART.</li> <li>✓ Police Citation EC § 48264.5 (a) - ages 13 and above.</li> <li>✓ Referred to SARB EC § 48320.</li> <li>✓ Referred to District Attorney Mediation/Juvenile Court.</li> </ul>
	Truant from school or contributed to the truancy of other students.	
	Excessive tardiness to school or class. In unauthorized /restricted areas on-campus.	
<b>21. VISITORS/TRESPASSING/ CAMPUS DISRUPTION/THREATS, ASSAULTS TO SCHOOL OFFICIALS</b> 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 or adults; students visiting campus during suspension or expulsion period or during vacation period without permission	<ul style="list-style-type: none"> <li>✓ Visitor escorted off campus.</li> <li>✓ Persona non grata declaration/Restraining Order.</li> <li>✓ Police Intervention/Citation - Trespassing PC 626.7-626.9; Threats to school officials: PC 71; Terroristic Threats: PC 422.</li> </ul>

This is a hard to read map and it's outdated.



