



2019-2020 STUDENT HANDBOOK

Board Policy Changes May Alter the Contents of This Handbook: Students and Parents will be Contacted When This Occurs

Pacific Grove High School
615 Sunset Drive
Pacific Grove, CA 93950

PHONE (831) 646-6590

FAX: (831) 646-6660

WEBSITE: <http://pghigh.pgusd.org>

Name _____

Email _____

Phone # _____

Illuminate Login: _____

Turnitin Login: _____

Password (Hint): _____

Password (Hint): _____

(Ask the library if you forget your Illuminate Login)

Locker # _____

Hall: A B C D E Combination _____ - _____ - _____ **(Hint)**

(Ask the student store if you forget your combination)

School Administration

Matt Bell, Principal

Shane Steinback, Assistant Principal

District Administration

Dr. Ralph Gomez Porras, *Superintendent*

Song Chin-Bendib, *Assistant Superintendent*

Ani Silva, *Director of Curriculum and Special Projects*

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

Board of Education

John Paff, *President*

Brian Swanson, *Clerk*

Debbie Crandell, *Member*

Cristy Dawson, *Member*

John Walton, *Member*

TBD, *Student Rep*

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 2019-2020 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 contents immediately with your family, as you and your parents 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.

Our Vision

“Pacific Grove High School is a community of learners committed to providing students with opportunities that will steer their lives toward academic, career, and personal success. Through collaboration, a commitment to evidence-based decision-making, and a spirit of inclusion, PGHS aims to cultivate culturally aware, employable, healthy, active students who are eager learners, conscientious digital citizens, environmental stewards, and effective communicators.”



Schoolwide Learning Outcomes (SLOs)

Every Breaker graduate shall demonstrate

Academic success by

- Searching for and evaluating adequate and reliable information from a variety of sources
- Organizing their time and priorities effectively
- Maintaining a growth mindset
- Working effectively both independently and collaboratively
- Utilizing study skills based on understanding their learning style

Career success by

- Composing communication through a variety of mediums appropriate to the audience
- Thinking innovatively
- Being punctual and prepared
- Understanding their own passions
- Utilizing knowledge and skills to learn something new
- Holding themselves accountable for that which they are responsible

Personal success by

- Advocating for themselves
- Maintaining a balance between work, academics, and their personal life
- Utilizing basic skills for independent living
- Maintaining a healthy life physically, socially, electronically, and emotionally
- Achieving a vision for themselves through challenging themselves, overcoming fears, and safe risk-taking
- Embracing lifelong learning

Effective communication skills by

- Writing clearly and professionally
- Making and articulating points both verbally and electronically
- Understanding and utilizing strong interpersonal communication
- Articulating in a logical fashion

Strong moral character by

- Displaying empathy toward others
- Taking responsibility for their own actions, laudable and not
- Being honest

Cultural awareness by

- Understanding geography
- Holding an open mind to different cultures, religions, political views, and life experiences
- Displaying tolerance to differences in others contrary to their own

Conscientious citizenship by

- Fulfilling civic duties such as registering to vote, choosing a political party and voting
- Volunteering both within and outside their community
- Employing a strong knowledge of technology to have a positive impact on society
- Seeking information actively

PACIFIC GROVE HIGH SCHOOL STAFF

(831) 646-6590

Phone Extensions – All email addresses: first initial+last name@pgusd.org

(e.g. mbell@pgusd.org)

Administration - A-Wing/Main Office – Main Door

Principal	Matt Bell	273
Principal's Secretary	Rachel Mein	208
Assistant Principal	Shane Steinback	274
Assistant Principal's Secretary	Cynthia Russell	201

Counseling A-Wing/Main Office – Second Door

11 th /12 th Counselor	Kristin Paris	279
9 th /10 th Counselor	Margaret Rice	278
Outreach Counselor	Michelle Cadigan	332
College & Career Center	Janet Light	269
Guidance Office	Debby Farmer	277
& Registration – Incoming Students		
Registrar- Transcripts	Cynthia Russell	201
School Psychologist	Leslie King	210
Speech and Language A-Wing	TBD	301

Support Staff – A-Wing – Pride Place Door

ASB/CTE Clerk/Athletics	Felicia Afifi	209
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Attendance A-Wing/Main Office – Second Door

Attendance Clerk	DiAnna Gamecho	211
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Cafeteria	Prep area	206
Cafeteria	Linda Lyon	202
Cafeteria	TBD	202
Cafeteria	Maria Taschner	202

Administration - A-Wing/Main Office – Main Door

Campus Supervisor	Bobby Howell	276
Campus Supervisor	Lori Aiello	276
Health Clerk	Tammie Kirmil	212
PGUSD Nurse	Katrina Powley	212
PGUSD SRO	Billy Hawkins	272

Custodian	Miguel Soria	238
Custodian	Rick Carter	238
Custodian	Cliff Houston	238
Custodian	Nina Prasad	238
Custodian	Elsa Rugama	238

PGHS Library

Librarian	Alex Morrison	240
Media Computer Tech	Jonathan Mejia	294
Library Assistant	Shirley Ushakoff	240
Collaboration Room		305

Teaching Staff

Activities Director	E-1	Larry Haggquist	289
Athletic Director	A-Wing	Todd Buller	293
Art	O-4	Matt Kelly	297

AVID 9/10	L-2	Kim Shurtz	303
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Band/Orchestra	MP-1	Teresa Hrubci	204
	MP-2		

Drama	C-2	Katie Selfridge	288
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English	F-1	Nicole Bulich	282
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English	E-5	Karinne Gordon	291
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English	E-1	Larry Haggquist	289
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English	K-2	Jenna Hall	299
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English	B-5	Jessica Grogan	286
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English	L-3	Katie Selfridge	304
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World Languages	F-2	Kathy Buller	296
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World Languages	F-4	Desma Johnson	226
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World Languages	F-3	Janine Olin	225
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World Languages	TBA	TBA	TBA
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Math	E-4	Joe D'Amico	290
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Math	C-1	Sunny Lee	287
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Math/AP Computers	B-2	Sally Richmond	227
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Math	I-2	Isaac Rubin	236
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Math	B-1	Travis Selfridge	295
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Physical Education Gym		Todd Buller	293
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Physical Education Gym		Donna O'Donnell	230
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CTE/Culinary

I-1 Jenn

Erickson 235

CTE/ Photo	0-3	Cecilia Lara	232
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CTE/CSIS	N-1	John Olsen	224
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CTE/Sports Med.	B-1	Tony Payan	295
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Science	C-4	Marc Afifi	221
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Science	D-3	Adrienne D'Amico	220
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Science	D-2	Maddie Eberle	219
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Science	D-3	Amanda Mello	220
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Science	D-1	Natasha Pignatelli	223
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Social Science	K-3	Lauralea Gaona	300
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Social Science	O-2	Justus Grate	231
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Social Science	K-1	Chris Morgan	298
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Social Science	B-3	Dan Powers	284
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Social Science	L-2	Kim Shurtz	303
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Special Education	O-1	Alyce Avenell	292
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Special Education	L-1	Becky Goldfinch	302
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Special Education	L-4	Nick Lackey	233
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Special Education	K-4	Vivian Michaelae	309
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SPED Paraeducator	L-4	Lori Arnaldo	233
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SPED Paraeducator	L-4	Itana Avdalovic	233
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SPED Paraeducator	L-4	Laurie Weddington	233
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SPED Paraeducator	L-4	Natalie Montgomery	233
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PACIFIC GROVE UNIFIED SCHOOL DISTRICT
2019-2020

	M	T	W	T	F		180 Instructional Days
Aug				1	2	8/1 – New Hire Orientation	
	5	6	7	8	9	8/2 - Professional Development Day	
	12	13	14	15	16	8/5 - Welcome	
	19	20	21	22	23	8/6 - Teacher Prep Day (Non Student/Work Day)	
	26	27	28	29	30	8/7 – First Day of School/Work	18
Sept	H	3	4	5	6	9/2 – Labor Day Holiday	
	9	10	11	12	13		
	16	17	18	19	20		
	23	24	25	26	27		
	30						20
Oct		1	2	3	4	10/5 - Butterfly Parade	
	7	8	9	10	11	10/11 - End of 1 st Quarter (47 days)	
	14	15	16	17	18	10/14-10/18 - Fall Break	
	21	22	23	24	25		
	28	29	30	31			18
Nov					1		
	4	5	6	7	8		
	H	12	13	14	15	11/11- Veterans Day Holiday	
	18	19	20	21	22		
	25	26	27*	H	LH	11/28- 29 - Thanksgiving Holiday	18
Dec	2	3	4	5	6		
	9	10	11	12	13	12/20 - End of 2 nd Quarter (42 days)	
	16	17	18	19	20*	12/20 - End of 1 st Semester (89 days)	
	LH	H	25	26	27	12/23- 1/3- Winter Break	
	LH	31					15
Jan			H	3	3	12/23- 1/3- Winter Break	
	6	7	8	9	10	1/6 – Teacher Prep Day (Non Student/work Day)	
	13	14	15	16	17	1/20– Martin Luther King Holiday	
	H	21	22	23	24		
	27	28	29	30	31		18
Feb	3	4	5	6	7		
	10	11	12	13	14		
	H	LH	LH	20	21	2/17-21– Presidents' Holiday	
	24	25	26	27	28	2/24 – Professional Development Day	14
Mar	2	3	4	5	6		
	9	10	11	12	13		
	16	17	18	19	20	3/13 - End of 3 rd Quarter (43 days)	
	23	24	25	26	27		
	30	31					22
Apr			1	2	3*		
	6	7	8	9	10	4/6-4/10 - Spring Break	
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30			17
May					1		
	4	5	6	7	8	5/29 - End of 4 th Quarter (49 days)	
	11	12	13	14	15	5/29 - End of 2 nd Semester (91 days)	
	18	19	20	21	22	5/25 - Memorial Day	
	H	26	27	28	29	5/29 - Last Day of School/Work	20
							180
						185 Work Days ~ Current Teachers	
* minimum day for students						186 Work Days ~ New Teachers	

H = Holiday = total of 9 (including July 4th)

LH = Local Holiday = total of 5

PACIFIC GROVE HIGH SCHOOL BELL SCHEDULES

STANDARD DAILY BELL SCHEDULES:

COLLABORATION "A" DAY SCHEDULE (MONDAYS)

	BEGINNING BELL	ENDING BELL
<i>WARNING BELL</i>		7:15
Collaboration	7:20	8:22
Period 2	8:27	9:15
Period 3	9:20	10:08
<i>BREAK</i>	10:08	10:23
Period 4	10:28	11:21
Period 5	11:26	12:14
<i>LUNCH</i>	12:14	12:59
Period 6	1:04	1:52
Period 7	1:57	2:45

REGULAR "B" DAY SCHEDULE (TUESDAYS/THURSDAYS)

	BEGINNING BELL	ENDING BELL
<i>WARNING BELL</i>		7:15
Period 1	7:20	8:22
Period 2	8:27	10:08
<i>BREAK</i>	10:08	10:23
Period 4	10:28	12:14
<i>LUNCH</i>	12:14	12:59
Period 6	1:04	2:45

REGULAR "C" DAY SCHEDULE (WEDNESDAYS/FRIDAYS)

	BEGINNING BELL	ENDING BELL
<i>WARNING BELL</i>		7:15
Period 1	7:20	8:22
Period 3	8:27	10:08
<i>BREAK</i>	10:08	10:23
Period 5	10:28	12:14
<i>LUNCH</i>	12:14	12:59
Period 7	1:04	2:45

NON-COLLABORATION "D" DAY SCHEDULE

	BEGINNING BELL	ENDING BELL
<i>WARNING BELL</i>		7:15
Period 1	7:20	8:22
Period 2	8:27	9:15
Period 3	9:20	10:08
<i>BREAK</i>	10:08	10:23
Period 4	10:28	11:21
Period 5	11:26	12:14
<i>LUNCH</i>	12:14	12:59
Period 6	1:04	1:52
Period 7	1:57	2:45

LATE START COLLABORATION SCHEDULE

	BEGINNING BELL	ENDING BELL
<i>WARNING BELL</i>		7:55
Collaboration	8:00	9:40
<i>Breakfast Meal</i>	9:25	9:40
Period 1	9:45	10:45
Period 2 or 3	10:50	11:50
<i>LUNCH</i>	11:50	12:35
Period 4 or 5	12:40	1:40
Period 6 or 7	1:45	2:45

MINIMUM DAY SCHEDULES:**MINIMUM BLOCK DAY SCHEDULE: B-DAY OR C-DAY**

	BEGINNING BELL	ENDING BELL
<i>WARNING BELL</i>		7:15
Period 1	7:20	8:22
Period 2 or 3	8:27	9:37
<i>BREAK</i>	9:37	9:52
Period 4 or 5	9:57	11:07
Period 6 or 7	11:12	12:22

MINIMUM D-DAY SCHEDULE

	BEGINNING BELL	ENDING BELL
<i>WARNING BELL</i>		7:15
Period 1	7:20	8:22
Period 2	8:27	8:57
Period 3	9:02	9:32
Period 4	9:37	10:07
<i>BREAK</i>	10:07	10:22
Period 5	10:27	11:02
Period 6	11:07	11:37
Period 7	11:42	12:12

RALLY/ASSEMBLY/SAFETY DRILL SCHEDULES:**BLOCK DAY RALLY/ASSEMBLY/SAFETY SCHEDULE: B-DAY OR C-DAY**

PERIOD	BEGINNING BELL	ENDING BELL
<i>WARNING BELL</i>		7:15
Period 1	7:20	8:22
Period 2 or 3	8:27	9:47
<i>BREAK</i>	9:47	10:02
Period 4 or 5	10:07	11:32
RALLY/ASSEMBLY/SAFETY DRILL	11:32	12:35
<i>LUNCH</i>	12:35	1:20
Period 6 or 7	1:25	2:45

(NON-COLLABORATION) D-DAY RALLY/ASSEMBLY/SAFETY DRILL SCHEDULE

PERIOD	BEGINNING BELL	ENDING BELL
<i>WARNING BELL</i>		7:15
Period 1	7:20	8:22
Period 2	8:27	9:07
Period 3	9:12	9:52
<i>BREAK</i>	9:52	10:07
Period 4	10:12	10:57
Period 5	11:02	11:42
RALLY/ASSEMBLY/SAFETY DRILL	11:47	12:30
<i>LUNCH</i>	12:30	1:15
Period 6	1:20	2:00
Period 7	2:05	2:45

SHAKESPEARE DAY/SPECIAL ASSEMBLY: B-DAY OR C-DAY

PERIOD	BEGINNING BELL	ENDING BELL
<i>WARNING BELL</i>		7:15
Period 1	7:20	8:22
Period 2 or 3A	8:27	9:36
Period 2 or 3B	9:36	10:45
<i>BREAK</i>	10:45	11:00
Period 4 or 5	11:05	12:30
<i>LUNCH</i>	12:30	1:15
Period 6 or 7	1:20	2:45

FINALS SCHEDULES:**SEMESTER 1 FINALS SCHEDULE**

Monday D Day		Tuesday D Day		Wednesday Modified C-Day		Thursday <u>Minimum Finals Day</u>		Friday <u>Minimum Finals Day</u>	
Period 1	7:20 – 8:22	Period 1	7:20 – 8:22	Study Hall	8:00 - 8:30	Study Hall	8:00 -- 8:30	Study Hall	8:00 -- 8:30
Period 2	8:27 – 9:15	Period 2	8:27 – 9:15	Period 1	8:35 – 10:15	Period 2	8:35 – 10:15	Period 4	8:35 – 10:15
Period 3	9:20 - 10:08	Period 3	9:20 -10:08	<i>BREAK</i>	10:15 –10:30	<i>BREAK</i>	10:15 – 10:30	<i>BREAK</i>	10:15 – 10:30
<i>BREAK</i>	10:08- 10:23	<i>BREAK</i>	10:08- 10:23	Period 3	10:35 - 12:15	Period 5	10:35 – 12:15	Period 6	10:35 – 12:15
Period 4	10:28- 11:21	Period 4	10:28- 11:21	<i>LUNCH</i>	12:15 - 1:00				
Period 5	11:26 -12:14	Period 5	11:26 -12:14	Period 7	1:05 - 2:45				
<i>LUNCH</i>	12:14 -12:59	<i>LUNCH</i>	12:14 -12:59						
Period 6	1:04 - 1:52	Period 6	1:04 - 1:52						
Period 7	1:57 - 2:45	Period 7	1:57 - 2:45						

SEMESTER 2 FINALS SCHEDULE

Tuesday, May 28th “D” Day		Wednesday, May 29th Modified “C” Finals Day		Thursday, May 30th <u>Minimum Finals Day</u>		Friday, May 31st <u>Minimum Finals Day</u>	
Period 1	7:20 – 8:22	Study Hall	8:00 - 8:30	Study Hall	8:00 - 8:30	Study Hall	8:00 - 8:30
Period 2	8:27 – 9:15	Period 1	8:35 - 10:15	Period 2	8:35 – 10:15	Period 4	8:35 – 10:15
Period 3	9:20 –10:08	<i>BREAK</i>	10:15 – 10:30	<i>BREAK</i>	10:15 – 10:30	<i>BREAK</i>	10:15 –10:30
<i>BREAK</i>	10:08 –10:23	Period 3	10:35 – 12:15	Period 5	10:35 – 12:15	Period 6	10:35 –12:15
Period 4 Senior Finals (Period 4 Senior Finals Continue)	10:28 –11:21 In the Library	<i>LUNCH</i>	12:15 – 1:00				
Period 5 (Period 4 Senior Finals Continue)	11:26 - 12:14	Period 7	1:05 - 2:45				
<i>LUNCH</i>	12:14 – 12:59						
Period 6 Senior Finals	1:04 - 1:52 In the Library						
Period 7 (Period 6 Senior Finals Continue)	1:57 – 2:45						

**CAASPP Testing Week
April 20-24**

Monday 4/20	Tuesday 4/21 Testing Block	Wednesday, 4/22 Testing Block	Thursday, 4/23 Testing Block	Friday, 4/24 Testing Block

A Day Collaboration		B Day		C Day		B Day		C Day	
Collaboration	7:20 - 8:22								
Period 2	8:27 – 9:15	Testing	8:27-10:08 (101)	Testing	8:27 - 10:08 (101)	Testing	8:27-10:08 (101)	Testing	8:27-10:08 (101)
Period 3	9:20 – 10:08								
Break	10:28-10:23	Break	10:08- 10:23 (15)	Break	10:08 - 10:23 (15)	Break	10:08 - 10:23 (15)	Break	10:08-10:23 (15)
Period 4	10:28-11:21	Period 1	10:28 - 11:13 (45)	Period 1	10:28 - 11:13 (45)	Period 1	10:28 - 11:13 (45)	Period 1	10:28 -11:13 (45)
Period 5	11:26-12:14	Period 2	11:18 - 12:12 (49+5)	Period 3	11:18 - 12:12 (49+5)	Period 2	11:18 - 12:12 (49+5)	Period 3	11:18 -12:12 (49+5)
Lunch	12:14-12:59	Lunch	12:12 - 12:57 (45)	Lunch	12:12 - 12:57 (45)	Lunch	12:12 - 12:57 (45)	Lunch	12:12 - 12:57 (45)
Period 6	1:04 - 1:52	Period 4	1:02 - 1:51 (49)	Period 5	1:02 - 1:51 (49)	Period 4	1:02 - 1:51 (49)	Period 5	1:02 - 1:51 (49)
Period 7	1:57 - 2:45	Period 6	1:56 - 2:45 (49)	Period 7	1:56 - 2:45 (49)	Period 6	1:56 - 2:45 (49)	Period 7	1:56 - 2:45 (49)
NO TESTING		STUDENTS TESTING: JUNIORS		STUDENTS TESTING: JUNIORS		STUDENTS TESTING: FRESHMEN, SOPHOMORES, JUNIORS		STUDENTS TESTING: FRESHMEN, SOPHOMORES, JUNIORS	

Where to Go and Who to See

Principal's Secretary

- Appointments to see principal & help with copy machine in office

Assistant-Principal's Secretary

- Daily Bulletin copies and requests for entries
- Transcripts Free of Charge – Must request official to send to university of choice by June!
- Athletic Forms & Student Accident and Health Insurance Information
- Homework Pick Up
- Facilities Use answers for Facilitron (PGUSD online facilities request system)
- Phone Available for Student Use

Attendance Office

- Re-admit slips and off-campus passes
- Clear Absences via Parent Note or Phone call (646-6590 ex.211)
- Pick up dropped off material from Parents
- Detention and Saturday School Information
- *Lost and Found*

Counseling Office

- Schedule Changes
- College/Career Information
- Financial Aid Information
- Scholarship Information
- Job Board
- Personal/Academic Counseling
- 11th - 12th (Ms. Paris) , 9th – 10th (Ms. Rice), & Outreach Counselor (Ms. Cadigan)

Career Center: Library

- College/Career Research through Naviance Software and Brochures
- Community Service and Job Listings
- Turn in Community Service Hours – 48 required for graduation/200 for graduation recognition & certificate
- Find information about careers, colleges, and trade schools
- Sign Up for Guest Speakers regarding careers of interest and universities
- Sign Up for the Armed Services Vocational Aptitude Battery (ASVAB) test
- Check out career books
- Sign up for Job Shadow/Internship Opportunities When Advertised

CTE Clerk: Student Store

- Work Permit
- 3 hours per day, 15 hours per week 14-15 years old
- 4 hours per day, 40 hours per week 16-17 years old
- Increase in hours with CTE Capstone Course
- Turn in Fees For CTE Classes/Skills USA & Catering Team: Photo, Catering, Woodshop-Checks made out to PGHS, or Cash

ASB Clerk: Student Store

- Purchase ASB Card & PE Clothes, dance tickets, and senior activity functions: picnic, breakfast, Disneyland, Sober Grad Night.
- PGHS Spirit and Classroom Items such as pencils, stickers, T-shirts, and more!
- Pay for PSAT, SAT, and ACT testing
- Pick Up School IDs, Pictures, and Dance Pictures

In the Library: Hours – 7:30 A. M. - 4:00 P.M.

- Check Out & Return Books/Textbooks
- Check out Laptops, Digital Cameras, and Video Cameras available with parent and/or teacher signed consent form.
- Pay Fines
- Computer Lab available
- Scanner Available
- Quiet Study tables/room available

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. Interaction in the classroom setting can seldom be duplicated through make-up work.

The Governing Board believes that regular attendance plays a key role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 years to 18 years are obligated to send their children to school unless otherwise provided by law (Compulsory Education). The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

Excused Absences

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 attendance clerk for form. Seven excused absences (10 for period 1) are allowed per semester. After 7 absences (10 in period 1) an absence will be considered excused only if an illness is documented by a physician or a court appearance is documented by the court. (Time missed from class while attending extracurricular or co-curricular is not considered an absence.) Beyond 7 absences (10 in a period) 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).

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, (listed in the regulation) as permitted by law, Board policy and administration regulations. (EC 46010, 46010.5, 48205)

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law. (Education Code 46014)

Unexcused Absences/Truancy

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

- The following Ed. Code reference applies to ALL unexcused absences: The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. (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.

Students who are habitual truants or habitually insubordinate or disorderly during attendance at school may be referred to the District Attorney's office or to the county probation department.

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

A student's grades may be affected by excessive unexcused absences in accordance with Board policy. Students with excessive unexcused absences (25% of the school days in a quarter) may receive a failing grade, not receive credit for the class(es), and/or be dropped from a 1st period class the following semester/year per administration discretion as the student does not require 7 classes to graduate.

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.

In addition, 8th (from PGMS advanced courses)-11th grade students may lose 1st period privileges the following semester/year per administration discretion as long as the student does not require seven classes to graduate.

Contact from Parent/Guardian regarding Absences

A 24-hour answering machine is available for calls at 646-6590, ext. 211. All absences must be cleared by a telephone call or note from the parent or guardian within 72 hours of the absence; however, if parent/guardian does not contact PGHS by 9:30 A.M. the day of the absence, an automated phone call will be sent by 10:00 A.M. to notify that a student is absent from school. Any absence not cleared within 72 hours will be UNEXCUSED and may become a TRUANCY.

Explanation of Student Absences

A. Procedure for Parents to explain Absences:

1. Absence from School

If a student is absent from school, the parent or guardian should call the school that morning to report the absence or the student will be required to bring a note from the parent to the office upon returning to school within two (2) days of return to school.

2. Tardiness to School

If a student will be late to school, parents are requested to call the school office prior to 9:30 a.m. to inform the school. Regardless of this call, the tardy will remain unexcused unless it qualifies as a justifiable or excused absence.

3. Early Dismissal from School

If a parent wishes to have a student dismissed from school early, the parent shall sign the student out of school at the school office prior to leaving. Students are not permitted to leave the building or school grounds without prior approval.

- B. The Board of Education treats all students equally regardless of age. Students who are 18 or older are responsible for abiding by all attendance regulations including absences, dismissal, tardiness and class cutting.
- C. Failure to account for absences as described above will result in the absence being treated in the same manner as trancies.

Attendance Codes

ATTENDANCE CODES

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

Attendance Codes

ATTENDANCE CODES

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

EXCUSED MARKS	UNEXCUSED MARKS
B Bereavement of immediate family member	A Unverified--Waiting for teacher or parent verification
H Home hospital absences	C Cut--Truancy or intentional absence by the student over 30 minutes during any part of the school day that is not excused. Three of these will result in First Truancy Letter
I Excused for illness, injury, medical and dental appointments (No doctor or dental notes on file. Up to 14 days per school year allowed)	J Justifiable Absence--Parent/Guardian generated by submitting a Justifiable Absence Form to administration <i>two weeks in advance</i> may allow the student to make up work but the absence remains unexcused. Allowable credit may be granted for up to 10 days per school year BP5113
ISS In School Suspension--On campus	T Tardy Unexcused--Up to 30 minutes (such as running late, oversleeping, alarm clock failure, car trouble, traffic jam)
M Excused for medical or dental reasons with a note from the doctor or dentist	T30 Tardy Unexcused--In excess of 30 minutes is an automatic truancy. Three of these will result in First Truancy Letter
Q Quarantine, usually for medical reasons	U Unexcused Absence-- For family necessity or emergency, non-medical/dental appointments, business or vacation travel
R Religious instruction--Student must attend the minimum school day. No more than four school days per month. Ed Code 46014	Y Early Out Unexcused--Student attended part of school day but left early for unexcused reason (Elementary Schools only)
SUS Suspension--Off campus	NOTE: Students with excessive unexcused absences (25% of the school days in a grading period) may receive a failing grade and may not receive credit for the class(es) BP5113
V School sponsored activity or appointment	
W Waiver--Submit a Justifiable Absence Form for court appointment that is documented by the court system, funeral for a person other than student's immediate family, religious holiday or ceremony (no more than four days during a semester), and Military family leave BP5113, Ed Code 48205	
X Tardy Excused--Must be validated with written documentation by parent or staff	

REQUEST FOR *JUSTIFIABLE ABSENCE*

The Principal reviews all appeals. **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 Principal will also review appeals based on illness beyond seven days which may have unusual circumstances. *Note: Two college visits per year are allowed only through the appeal process.* Family vacations should take place during school breaks. Please refer to district school calendars (current and following year) when planning vacations.

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, 646-6590, ext. 277. 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.pghigh.pgusd.org/staff-directory, Illuminate, and/or Google Classroom) to arrange for homework and to view posted assignments. Please allow at least 24 hours for teachers to respond with information regarding your request.

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

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

If a group/team is leaving for an event before school begins, a member must be in attendance the day before the event for half the instruction minutes of the day. Athletes should be attending all their classes.

If a student athlete needs to visit a doctor/trainer the day of a contest, the injury may be too severe and the athlete must provide a doctor's note to the district nurse/PGHS admin clearing him/her for participation **BEFORE** the end of the school day.

Students leaving for a field trip once the school day has begun must attend all classes **BEFORE** leaving for the field trip.

See Tardy (p. 18) and Truancy (p. 19) policies for loss of extra-curricular participation.

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. Also, please respect instructional minutes, know the times for break/lunch/after school, and refrain from texting/calling your student during class time – many students use this as an excuse to disrupt instruction to check his/her phone.

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 6 weeks will receive "NM" (no mark) for that quarter.

PASSES

It is the student's responsibility to obtain a signed pass when he/she is out of class for any reason. Passes require student's 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/PARENT REQUEST TO PICK UP

Students leaving campus prior to the end of their regular school day must have a parent/guardian call (ext. 211) BEFORE being picked up and signing out in person with the Attendance Office – an email is not sufficient for verification. 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 truancy.

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, conference with administration, referral to the District Attorney's Office, and/or recommendation for alternative placement. Students who do not attend assigned detentions and/or Sat. Schools will not be allowed to attend/participate in extracurricular activities: dances, athletics, club field trips, etc. per administration discretion.

TARDY POLICY

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

1 st , 2 nd & 3 rd Offense	Student goes to class marked tardy (unexcused). Students will be aware of tardies via Illuminate attendance feature.
4 th or 5 th Offense	Student goes to class marked tardy (unexcused). Possible teacher assigned detention for next session. Student and parent notified of detention via email or phone call. This applies to one class period only (4 or 5 tardies in one class period).
6 th Offense	Student goes to class marked tardy (unexcused). Warning issued to student and parent via email or phone call. Warning issued to student via on-site notification - next tardy results in detention (applies to 6 tardies for all classes - aggregate).
7 th or 8 th Offense	Student goes to class marked tardy (unexcused). DETENTION issued for next session. Upon teacher request - loss of activities. Student and parent notified via email or phone call. Student given date, time, and location of detention via on-site notification. -When requested by Admin., Parent/Guardian shadows student to detention to guarantee arrival to detention if student has refused to attend previously
9 th or 10 th Offense	Student goes to class marked tardy (unexcused). Saturday School issued for next session. Student and parent notified via email or phone call. Student given date, time, and location of Sat. School via on-site notification. Student must meet with Administration. *May lose PGHS extracurricular activity for one day (eg. Dance, Senior Activity, Team match or game, Club event, Representation on Dance/Cheer or Band event) per Admin. Discretion.
11 th Offense & Beyond (for students who have neglected to serve Saturday School)	Saturday School issued for next session and Work Duty at Admin. Discretion. Student and parent notified via email or phone call. Student given date, time, and location of Sat. School via on-site notification. Student must meet with Administration. *Loss of off-campus privilege (until Sat. School is served) AND one-time loss of extracurricular activity (eg. Dance (non-negotiable) , Senior Activity, Team match or game, Club event, Representation on Dance/Cheer or Band event) Possible loss of 1st period per Admin. Discretion. When requested, Parent/Guardian shadows student to 1 st , 2 nd , and/or 3 rd period to guarantee arrival and informs attendance office that student arrived on time.

Detention is held every other Thursday from 2:50 p.m. to 3:50 p.m. Sat. School is held twice a month from 9:00 a.m. to 11:00 a.m. **Students will have their tardies “zeroed out” with a fresh start for the second semester IF s/he has served all detentions and Sat. Schools issued for the semester.**

TRUANCY POLICY

1st Offense

Staff will contact home regarding absence.

- If verified truant, then **detention assigned** for each period missed.
- Parent Contacted
- Counselor/Admin intervention Attendance contract signed at the meeting
- **LOSS of off-campus privilege for semester and/or following semester, if applicable.**

2nd Offense**Staff will contact home regarding absence.**

- If verified truant, then student meets with Assistant Principal and a **Saturday School assigned.**
- **Re-establish loss of off-campus privilege for semester and/or following semester, if applicable.**
- **LOSS of PGHS extra-curricular activity for one day (eg. Dance, Senior Activity, Team match or game, Club event, Representation on Dance/Cheer or Band event)**
- Admin will meet with Counseling to determine if 1st period can/should be dropped

3rd Offense**Message sent home**

- Referral to Assistant Principal – direct contact made by Assistant Principal to the parent – appropriate intervention noted in the discipline file.
- **Saturday School assigned**
- Continued discipline found in Step 2
- When requested, parent to shadow student throughout school day to ensure attendance.
- **Monterey County D.A. Truancy Abatement Letter #1 generated**

4th Offense**Message sent home**

- Direct contact with parent made by Administrator.
- **All student privileges are taken away for the remainder of semester** (senior privileges, off campus at lunch, sports, dances, club activities, field trips, etc.)
- When requested, parent to shadow student throughout school day to ensure attendance.
- **Saturday school assigned**
- **Monterey County D.A. Truancy Abatement Letter #2 generated**

5th Offense**Message sent home**

- **Mandatory meeting set up with Admin., Counselor, parent, and student.**
- When requested, parent to shadow student throughout school day to ensure attendance.
- **Multiple Saturday schools assigned** and/or on campus suspension during lunch for multiple days
- **Monterey County D.A. Truancy Abatement Letter #3 generated**
- Parent/student warned of D.A. notification

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 lose their extracurricular privileges. **Students out of class without a pass will be issued a detention.**

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 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.

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.

ACADEMIC POLICIES

The Counseling Office/College and Career Center offers academic and career technical education. 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 an academic 4-year plan developed in concert with the counseling staff, student and parent.

The Career Technical Education Program (CTE) offers career preparation training to high school students. Pacific Grove High School currently offers several CTE classes to students who are interested. Information regarding CTE 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 found in the course bulletin on the school website: www.pghigh.pgusd.org

Class Standing

- Completion of **50 credits and 12 community service hours** are required for **sophomore standing**.
- Completion of **110 credits and 24 community service hours** are required for **junior standing**.
- Completion of **170 credits and 36 community service hours** are required for **senior standing**.

GRADUATION REQUIREMENTS

To **earn a diploma** from Pacific Grove High School, a student **must earn a minimum of 230 units of credit** and complete **48 hours of community service**: 12 hours due per academic year.

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 **Gov't./Civics & Economics** (must be completed at PGHS unless there are scheduling conflicts)

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** including Integrated Math I and Integrated Math II

E. 20 credits (2 years) of required **Physical Education** (Grades 9 and 10). Includes PGUSD health requirement.

F. 10 credits (1 year) of **Fine Arts or World Language**

G 10 credits (1 year) of **Career Technical Education (CTE) OR (1 year) additional UC a-g approved course**

H. Completion of 70 credits of **electives**

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

Students may receive a maximum of 10 credits for participating in the following PGHS extra/Co-curricular activities; sports, spirit squad, mock trial, play production, musical, robotics, ASB/Class officer

– check with counselor to see if other extra-curricular activities will be accepted for credit. 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 Pacific Grove Community High School.

AVID PROGRAM ELIGIBILITY

Advancement Via Individual Determination (AVID) is a college readiness program with an emphasis to guide students with the capability to enroll in a 4-year university after high school. All prospective AVID students must apply and interview before enrolling in an AVID elective course, must take at least one AP course and a math course their 12th grade year (Integrated Math III or higher). AVID students visit CA universities and prep for PSAT/SAT.

CHANGE OF CLASS SCHEDULE

Unacceptable reasons for a class change:

- Period change
- Wants to be in a class with a friend
- Doesn't like the class/or change of mind
- Wants to select a different teacher for a particular class

If any of the above are checked, you are not eligible to make a schedule change.

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
7. Student has excessive tardies and/or unexcused absences

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 ADMISSIONS

UC a-g Requirements (*CSU indicators in italics*).

All courses require grade C or higher, but many admissions depts. recommend B or higher.

History/social science (“a”) – *Two years*, including one year of world history, cultures and historical geography and one year of U.S. history, or one-half year of U.S. history and one-half year of American government or civics. *Same for CSU*

English (“b”) – *Four years* of college preparatory English that integrates reading of classic and modern literature, frequent and regular writing, and practices listening and speaking. *Same for CSU*

Mathematics (“c”) – *Three years* of college-preparatory math, including or integrating the topics covered in elementary and advanced algebra and two- and three-dimensional geometry. *CSU, Four years recommended*

Laboratory science (“d”) – *Two years* of laboratory science providing fundamental knowledge in at least two of the three disciplines of biology, chemistry and physics. *CSU, one biological and one physical science*

Language other than English (“e”) – *Two years* of the same language other than English or equivalent to the second level of high school instruction. *Same for CSU, American Sign Language applicable*

Visual and performing arts (“f”) – *One year* chosen from dance, music, theater or the visual arts. *Same for CSU*

College-preparatory elective (“g”) – *One year* chosen from the “a-f” courses beyond those used to satisfy the requirements above, or courses that have been approved solely in the elective area. *Same for CSU*

COLLEGE CLASSES FOR HIGH SCHOOL CREDIT

Students who choose to take college classes during high school for credit may do so under the following guidelines:

- Dual Enrollment: MPC courses offered at PGHS will provide high school and college credit and will be free of charge to students. These may be taught by PGHS or MPC staff and will be recorded on permanent college transcripts.
- The student must meet with their Counselor and secure permission prior to enrolling in the college class. Mathematics classes (Algebra 2 and above), world language classes, and science classes with a lab will all be worth 10 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 2 class is a semester-long class. The Pacific Grove High School Counseling Office has determined that the MPC Algebra 2 class curriculum covers the entire Pacific Grove High School Algebra 2 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. Courses completed at MPC that are comparable to Honors or AP courses currently offered at PGHS during the same semester will be weighted accordingly on the PGHS transcript.
- Questions regarding the above policies should be directed to the high school Guidance Office.

COMMUNITY SERVICE

All students must earn 48 community service hours in order to graduate from PGHS; 12 hours must be earned per academic year. Final credit for community service is at the discretion of the College and Career Center and Administration. 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, and no hours required by

juvenile probation/adult probation may be used toward PGHS graduation. 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. See Community Service Guidelines at

<https://pghigh.pgusd.org/wp-content/uploads/sites/3/2014/10/Community-Service-Guidelines.pdf>

DROPPED CLASS(ES)/REMOVAL FROM CLASS(ES)

A student requesting to drop a course may do so without any entry on his/her transcript or report card if the drop is made at least **one week prior** to the end of quarter 1 (semester 1) or at least **one week prior** to the end of quarter 3 (semester 2). Please refer to the PGHS Calendar for end of quarter dates. Any courses dropped after those deadlines will result in a grade of “F” on the report card and the semester transcript from when the drop was made. This is a strict deadline. Students must consult with their Counselor regarding a drop, and obtain parent and teacher signatures on the PGHS Drop Form. Any student removed from a class can be suspended from extracurricular or co-curricular activities and may have their work permit revoked. Any student removed from two or more classes may be recommended for alternative placement.

GRADES

Report cards are issued four times during the school year. The first progress report (a temporary, preliminary report) is issued after four and one-half 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 **10 school days** or it will automatically become an “F”; for 4th quarter grades, permission is required from instructor(s) for any extension beyond 10 days into the summer break and agreement made for when work will be turned in and final assessment provided.
- **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.

HOMEWORK POLICY

In general, homework assigned at the high school level is expected to require approximately thirty minutes per academic class or approximately two to three hours of the student’s time outside of the school day on a regular basis; however, students who choose to enroll in honors or AP courses may expect a significant increase and course load should be discussed with parents/guardians. Homework may be specific to the content of a subject and is expected to incorporate reading, writing, and critical thinking and independent study skills development and application (PGUSD Board Policy 6154). Homework that is copied is considered a violation of the Academic Dishonesty Policy (p. 48) and will receive a zero grade.

Teachers will regularly monitor and evaluate the amount of time homework assignments are taking students to complete and will assess and recommend any adjustments as needed.

Homework Policy (continued)

Teachers assigning technology-based homework assignments will offer non-technology-dependent homework as an alternative, if possible.

Departments will make every effort to coordinate projects and larger assignments so that conflicts in due

dates will be minimized.

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

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

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 of whether or not the student has that class that day. If the absence is an extended absence (longer than a week) due to illness or emergency, the parent should contact the student's Counselor to facilitate making up both classroom work and homework.
- **Due Dates:** The teacher will determine when make-up work is due. If the absence is less than a week, the student will have one day for each day of an excused absence to turn in homework.
- **Suspension:** Students may request make-up work and homework from their teachers upon returning to school after the period of suspension is over. The make-up work will be graded, and the student will receive credit for that work. If the student is suspended for longer than one day, the parent 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, or by checking on Illuminate or Google Classroom 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 **10 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 coursework for graduation, along with 48 hours of community service, 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 all requirements 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 approved personnel and confirmed 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 five credits, per semester, per institution. During summer, students may earn 10 credits at the same 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 slip-on or unlaced 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 or graduate. 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. In light of SB78, PE teachers 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.

REPORT CARDS

Report cards and Progress Reports will be mailed at approximately four and one half week intervals. The final report card of the year will be mailed home the month of June. Please mark your calendars and discuss your student's academic performance regularly.

SCHOLASTIC ELIGIBILITY REQUIREMENTS

A student must be currently enrolled in at least 25 semester credits of classwork. This may be reduced to 20 semester credits (CIF rule) if approved by the site administrator for students who have accrued excess credits and are on course for graduation.

SEMESTER SCHEDULE:

Freshmen, sophomores and juniors are required to enroll in a minimum of six classes each semester. No early release for freshmen and sophomores. Juniors and seniors are permitted to select either 6th OR 7th period “unscheduled” *if* scheduling allows. **An unscheduled period is not guaranteed.** (It is possible that in a few instances, some seniors might be scheduled into an “unscheduled 6th AND unscheduled 7th” due to PGHS Master Schedule restraints.) Seniors are required to enroll in a minimum of 5 classes if they have earned at least 190 credits by the end of their junior year. Seniors who have earned less than 190 credits by the end of their junior year will be required to enroll in a minimum of 6 or 7 classes. Current seniors must have at least 5 classes each semester, 4 classes on campus and 1 class off campus is permissible, but not recommended. Only freshmen and sophomores, who are enrolled in 7 classes, will be scheduled into a first period class. All freshmen and sophomores who are enrolled in 6 classes will begin with period 2. If any district-required/UC a-g required classes for juniors or seniors are scheduled during the same period, a student may enroll in either needed class at MPC – as long as it fits into that student’s current schedule at PGHS.

2019-2020 Standardized Test Dates

College Board SAT (anticipated)	ACT	CAASPP – Smarter Balance ELA/Math/Science	AP
August 24 October 5 November 2 December 7 May 2 June 6	September 14 October 26 December 14 February 8 April 4 June 13 July 18	11 th Grade Only April 21 & 22 Math April 23 & 24 English Language Arts (ELA) April 24 Science Make Ups: April 27- May 1 9 th and 10 th grades take Math and ELA benchmark tests	May 4 - 7:30 A.M. Government May 4 – 11:30 A.M. Physics C Mechanics May 5 – 7: 30 A.M. Calculus May 5 - 11: 30 A.M. Human Geography May 6 – 7:30 A.M. Eng. Lit May 8 – 7: 30 A.M. US History
PSAT/National Merit Scholarship Qualifying Test (NMSQT)		Phones/iPods/iPads/technology of any kind are not allowed during testing. All technology should be left in ones locker/car BEFORE testing begins or technology will be collected and given back at the end of the school day.	May 8 – 11:30 A.M. Computer Science A (Last day for Studio Art Portfolio)
<ul style="list-style-type: none"> ● October 10 or 24 ● Testing held at PGHS ● All 10th grade students participating paid for by PGUSD Board of Education 			May 11 - 11:30 A.M. Env. Sci. May 12 – 7:30 A.M. Spanish May 12 – 11:30 A.M. Psychology May 13 – 7: 30 A.M. Eng. Lang. May 14 – 7: 30 A.M. World History May 15 - 11: 30 A.M. French May 15 - 11:30 A.M. Statistics

CA Assessment of Student Performance and Progress (CAASPP)/Smarter Balanced Testing (SBAC)

SBAC testing is administered to students in grade 11 (CAASPP) every year. These are state-mandated tests. It is vital that all students participate and give their best efforts. Results from CAASPP testing will be one of the criteria used to determine eligibility for honors and AP classes at PGHS. Additionally, results from CAASPP can be forwarded with student approval to CSU or CA Community Colleges (CCC) that accept them. These assessments provide feedback if juniors are “college ready” in English and Math, and may save students time after high school graduation if they are required to take an admissions placement assessment in English and Math.

SUMMER SCHOOL CREDITS and CREDIT RECOVERY (May Change due to New Program)

Credits are earned in summer school through the online Acellus program. Acellus grades are to be used for Credit Recovery only. They can NOT be used to take a class for original credit (unless specifically authorized by a counselor as an exceptional circumstance), to improve a grade, or to allow a student to advance in math because s/he did not otherwise qualify to move on.

Acellus grades will be reflected on the PGHS transcript to show work completed, but the new Acellus grade is NOT counted in the G.P.A. nor used to calculate class rank.

Acellus classes ARE given credit (since they are used to make up for F grades), but, again, are not calculated into the G.P.A.

A student may take a total of 20 credits (4 semesters) using Acellus while a student at PGHS, unless otherwise approved by the Counselor as an exceptional circumstance.

Students with F grades who repeat courses through Acellus and earn grades of D- or higher may use their new Acellus grade to become eligible for sports and/or extra-curricular activities.

TRANSFERS TO/FROM ALTERNATIVE PROGRAMS

Students at Community High School or Independent Study may return to PGHS at the beginning of a semester, only after attending an entire semester at PG 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 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 February 1st.
- 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 candidates for valedictorian and salutatorian must have attended PGHS for at least the two previous, consecutive semesters: Spring semester 2 of junior year and Fall semester 1 of senior year.

STUDENT SERVICES

BIKES, SKATEBOARDS, SCOOTERS, and MOTORCYCLES

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 Student Union and bike rack behind the practice gym. Skateboard racks are located in front of the school outside the principal’s office. All bikes and skateboards should be chained and/or locked into the racks. PGHS is not responsible for lost or stolen bikes/skateboards. Motorized scooters and Motorcycles must be parked in the student parking lot or on the street. Students may not carry skateboards or scooters throughout the day on campus or bring them into classrooms or to P.E. Students carrying their skateboards on campus during school hours may lose the privilege of bringing 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 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 FOR ALL 9TH, 10TH AND INELIGIBLE 11TH/12TH GRADERS AT BREAK AND LUNCH

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 may leave campus during morning 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. Students will lose their off campus privilege through excessive tardies, one truancy, and/or suspension. *The campus is closed for all freshmen and sophomores- 11th grade off campus privilege can be lost if students leave campus during their 9th & 10th grades.*

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 646-659 ext. 277.

- **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 646-6590 ext. 277.

- **Outreach Counselor Services:** Free, optional program for students needing support for any academic or at-risk behavioral health issue that is negatively affecting academics, including academic intervention check-ins and mandatory drug/alcohol counseling for related suspension. Students meet with counselor one day per week, bi-weekly, or once per month based on need. Contact Michelle Cadigan at 646-6590 ext. 332.
- **Seaside Youth Resource Center:** Free programs available for all Monterey Peninsula youths, including drug/alcohol counseling with the Seven Challenges program. Other programs for mental/emotional health, truancy issues, employment support, and gang involvement are available for teens and parents. Contact the SYRC at 899-1105.

DAILY BULLETIN

Each day the bulletin is read to the entire student body which includes announcements of important school events and deadlines. The daily bulletin/video bulletin may also be viewed on the school website at <http://pghigh.pgusd.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 and the electronic marquee in the main hall.

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 complete 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 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. Emails and calls will also be made to notify parent that money is owed. Checks for student meal accounts should be made 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 to create an account. You will need your child's student identity number to create an account. Credit cards are not accepted in the cafeteria. All overdue balances must be paid before the end of the school year. Students who owe money will not be allowed to purchase a la carte or snack items. Seniors who owe money on their lunch account will not receive their diplomas until the balance is paid. The office will not deliver lunches or lunch money to classes. All the principles embodied in the district's wellness policy have been adopted and implemented at PGHS. For more information or questions please call the Student Nutrition Director at 646-6521.

IMPORTANT INFORMATION CONCERNING NEGATIVE LUNCH ACCOUNTS BALANCES

- Every student has a lunch account.
- Parents are responsible for their student's lunch account.
- Meals should be pre-paid and accounts should be kept current.

- If there is no money on your child's account and they are not eligible for free meals, the purchase of meals and food items will be charged to their account.
- If the balance reaches a negative \$10.00 the student will only be allowed to charge a full meal until the balance is paid in full. No other item, e.g. drinks, snacks or a la carte items will be allowed to be purchased.
- If a negative balance reaches \$25.00, students will no longer be able to charge to the account until the balance is paid in full. Students will need to use cash until their account is current.
- Site Principals will be notified when student's negative balances reach \$25.00.
- As a courtesy, the Food Service Program emails and calls overdue information at least once a week, using the School Messenger system.
- Students are reminded when their balance is low and also when the accounts become overdrawn.
- The Nutrition Director will also notify parents when accounts are overdrawn.

Payments can be made using either cash or checks (made payable to PGUSD Food Service).

Parents can create an account on EZSchoolPay.com using your student name and student number and pre-pay using a debit or credit card. Allowing charges to accumulate can lead to financial losses to the food service program and is unfair to the families that do pay for their meals. If unpaid charges become excessive, the District reserves the right to take steps deemed necessary to collect charges owed and to prevent further loss to the District. These actions can include, but are not limited to;

- offering an alternative meal
- initiating collective agency actions proceedings, which may affect a parent's personal credit rating
- Or denying campus activities

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

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 – forms can be obtained through the Health or Attendance Office. A prescription label on the container is not acceptable as a physician's statement. Over-the-counter medications will be given only if prescribed by a physician or dentist and are NOT allowed to be carried by students or left in vehicles.

Students who become ill at school will be sent to the Health/Attendance Office to determine if they need to be checked 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.

STUDENT HEALTH (related to parent/guardian)

You have the right as a parent/guardian:

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

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 PGHS library is open from 7:30 a.m. to 4:00 p.m. for students who wish to check out library books and textbooks. 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 – most in a hallway according to their graduating class – after *requesting* one during the beginning of the year Check In/Photo Day; new students will be asked if they would like a locker and assigned one, if available. 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 or health and safety. If you forget your combination, go to the student store.

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 quarter. 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, iPods, iPads, laptops, etc.

PHONES AND MESSAGES

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; any student using a cell phone during a restroom break will have the phone confiscated – phones should be turned off and left in a backpack/purse during class and restroom breaks unless teachers provide time to use technology in class. Parents should refrain from texting students during instructional minutes as it is a disruption to their child's education.

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 during the online registration each year.

REPORTING ACCIDENTS

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

SCHEDULING SCHOOL ACTIVITIES – FACILITIES USE

PGUSD is now using an online facility request and rental system, Facilitron. Users may now access the website, facilitron.com/pgusd93950 at anytime to view photos of the high school's facilities and submit requests. Users will be required to create an account and if assistance is needed, please contact Facilitron directly at: support@facilitron.com or call them at 800-272-2962. Please note: If school clubs are interested in using an area of the high school, the advisor must be the requestor. Students will not be allowed to make the requests.

STUDENT DRIVING/PARKING PERMITS ON CAMPUS

Student parking is available on campus. 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. **For safety and security reasons, Pacific Grove High School has the following vehicle guidelines that students must follow:**

- All students must register their vehicle and receive a free parking placard from the student store.
- During school hours, the parking lots are **off limits to all students, especially during morning break** (unless they have administrative permission or are leaving campus for the day). Student cars cannot be used as a locker.
- Vehicles must travel no more than 5 MPH while on campus
- Any student, who is observed speeding, driving recklessly, driving on school property 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 parking privileges revoked.
- Any vehicle parked on campus is subject to search by school officials.

STUDENT DROP OFF/PICK UP

Parents may drop a student off or pick them up in front of the school, Gym/locker room parking lot or in the shared Forest Grove parking lot off Forest Lodge Road behind the tennis courts. The areas behind the Student Union, O-Wing, N-Wing, and by the Band room are off limits and are not a drop off/pick up

areas. Parents/guardians should not create a hazardous environment for PGHS or Forest Grove students by making U-turns in front of school on Sunset Drive or near the Forest Lodge Road entrance, or drop students off on the opposite side of the street off Sunset Drive in the morning. Please take the time to keep all students, staff, and other drivers safe.

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. ID must be shown to administration, staff, or campus supervisors when leaving campus

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. Student visitors are not allowed to shadow PGHS students or visit on campus during break or lunch.

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 through the Student Store 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 are considered an adult with all the responsibilities and legal rights of citizenship. Some of these rights include excusing your own absences, voting in State and Federal elections, and having sole rights to your educational records; however, **excusing yourself for a "senior cut day" is unacceptable and will be considered an unexcused absence (truancy) – if you call in an excused absence on such a day it will be expected that you serve a Saturday School for the truancy.** You are no longer considered a minor, and compulsory education is no longer a requirement should you choose to discontinue your education. School sites have the right to terminate your enrollment and refer you to adult education if you do not follow policies and rules of the school. In addition, you have the right to request that your parents no longer have access to your student records. This process requires that you contact your counselor and fill out an 18-year-old rights form. When you complete this form, your parents will be notified and offered the opportunity to provide proof that you remain a dependent for tax purposes. As long as you are claimed as a dependent, your parents may continue to access your student records.

ACTIVITIES

A.S.B.

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 (see below), dance tickets, school supplies and Breaker Spirit wear. ASB student body elections occur annually in April. All officers must be enrolled in the A.S.B. Leadership Class to be eligible. (Please refer to www.pghigh.pgusd.org to view the A.S.B. Constitution)

ASB EXECUTIVE OFFICERS	CLASS OFFICERS	ASB OFFICERS
<ul style="list-style-type: none"> ● President ● Vice President ● Secretary ● Treasurer 	<ul style="list-style-type: none"> ● President (Exec Members) ● Vice President ● Secretary ● Treasurer 	<ul style="list-style-type: none"> ● Rally Commissioners ● Athletic Commissioner ● Publicity Commissioner ● SPSA Rep(s) ● Renaissance Commissioner ● Noontime Commissioner ● Alumni Liaison

A.S.B. STICKER

An A.S.B. Sticker entitles students to discounts on admission to away athletic events, dances and other school-related activities. Stickers can be purchased during registration and throughout the year in the Student Store. All students who anticipate receiving a block letter are encouraged to purchase a sticker and will not receive Athletic or Renaissance Awards unless they have purchased one. The money raised helps to support dances, assemblies and Homecoming events, Renaissance Awards, athletic block/star/pins, Breaker Buddies (Link Crew), and the *Student Voices* Talent Show. The A.S.B. supports all student activities. A strong A.S.B. results in more activities for students. **Games package** sticker purchase provides admission at all home athletic events (excluding playoffs) and helps pay for officials – it does not include free entrance to away games or CCS playoffs.

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. A list of active clubs is available in the Student Store and online. Students who would like to start a club should find a teacher advisor to host meetings, download a Club Charter form, and turn it in to the student store for ASB approval.

DANCES

Tickets for semi and formal dances should be purchased prior to the event but may be sold at the door. Only a Pacific Grove High School student and approved guest will be admitted – each PGHS student is allowed one guest. Middle School students or individuals more than 20 years of age are not eligible to attend Pacific Grove High School dances. Guest passes must be turned in to the student store by lunchtime on Friday or before tickets are purchased for 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. All school rules apply. Students will not be readmitted to a dance once they leave. Dress for school dances must be appropriate for school and follow the Dress Code (p. 48). Additional rules may accompany a particular event. 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 during the event and/or upon exiting.

DANCING AND MUSIC

PGHS promotes a positive environment at all of its dancing events and wants all students to enjoy the evening regardless of their musical taste. In addition, PGHS supports DJs that play an eclectic mix of music throughout the night. Any person entering a PGHS dance function must adhere to the rules and regulations regardless of its location: on or off campus. Any violation of the rules (inappropriate dancing/touching: twerking, grinding, bending over) will result in disciplinary action up to suspension from school and all future dances per Ed Code 48900.i - obscene act. Students **SHALL NOT USE** the front to back position for a prolonged period while at the event – any students in the front or back position for more than a few seconds or using inappropriate positioning as previously mentioned will be told to leave the event immediately and lose participation in the following dance. A second infraction during the year will result in lost dance privileges for the remainder of the year or the following year if the second infraction occurs at the last dance of the year (e.g. Prom).

ELIGIBILITY FOR ACTIVITIES/SPORTS

According to Board Policy Number 6145, in order to participate in **co-curricular and extracurricular** activities (for example, sports, spirit squad, clubs, A.S.B. 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 Fs) for all courses attempted during any regular grading period (quarter or semester). Students must be making satisfactory progress toward graduation in accordance with these standards. Progress and GPAs will be determined by the grades earned at the end of each grading period (quarter or semester). Any student earning an INC must submit coursework and perform a final assessment within 10 school days of a new quarter/semester in order to be eligible (see p. 24). **If a student is not eligible, the period of ineligibility lasts until 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) **In order to participate or practice in after-school activities/sports, a student must be in attendance a minimum of half of his or her instructional minutes on the day of the activity/sport or the day previous to the activity/sport if the club/team leaves before school is in session or the event is the following day (Saturday).**

BEHAVIORAL ELIGIBILITY REQUIREMENTS FOR STUDENTS IN GRADES 9, 10, 11, 12

Students who are suspended from, expelled from, or on suspended expulsion status (probation) at a District school are ineligible to attend or participate in any extra-curricular or co-curricular activities, regardless of their academic standing with the District, during the entire period of the student's suspension, expulsion, or suspended expulsion status. In addition, student eligibility may be removed by the site administrator as part of a disciplinary action – see **Athletic Agreement – Sportsmanship and Alcohol, Tobacco, & Drugs p. 44.**

TRANSFER STUDENTS

A transfer student who was scholastically eligible at the school of previous enrollment, but fails to meet PGHS' 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 in the above requirements during the probationary period shall not be allowed to participate in interscholastic athletics the subsequent grading period.

Transfer students who are suspended or expelled from another school, or are on suspended expulsion status (probation) at another school at the time of their transfer to a District school, are ineligible to participate in any extra-curricular or co-curricular activities regardless of their academic standing during the entire period the Transfer Student's suspension, expulsion, or suspended expulsion status.

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. Students who purchase their ASB sticker are eligible to receive academic block letters and pins. All students are eligible for certificates.

Graduation Cords and Stoles for CTE and VAPA Courses

Academic, Career Technical Education (CTE), and Visual and Performing Arts (VAPA) instructors will determine who earns cord and stole recognition for graduation.

ATHLETICS

SEE: ELIGIBILITY FOR ACTIVITIES FOR ATHLETICS ELIGIBILITY AND PARTICIPATION REQUIREMENTS IN ADDITION TO PGHS ELIGIBILITY REQUIREMENTS

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. An 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 Pacific Coast 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 are 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 remain well groomed. The coach may determine dress on the day of a contest.

California Interscholastic Federation Eligibility Requirements:

All California Interscholastic Federation/Central Coast Section (CIF/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 tolerated. 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.

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 the student(s) according to school, CIF and team regulations. A written report will be filed following the game with the school's administration. CIF's mandate states 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

Everyone associated with PGHS will use language that is socially acceptable. Profanity or vulgar language 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 A.S.B sponsored athletic award.

QUITTING A SPORT

There is a distinct difference between "quitting", 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. Any student who decides to quit an athletic team after the first league contest will not be allowed to join another team/sport until the first team/sport has completed the final CIF contest for which it is eligible.

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, A.S.B. activities, play productions); a student must fulfill additional requirements. Students must be currently enrolled in at least 25 semester credits (Unless approved for a reduction to 20 credits by the PGHS principal if student has accrued excess credits and is on course for graduation). Students must have 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 Fs) for all courses attempted during any regular grading period (quarter or semester). Students must be making satisfactory progress toward graduation in accordance with these standards. Progress and GPAs 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 in 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.

- All athletes/club/activity members with a current grade of D (+/-) or F after progress reports, quarter, or semester grades are encouraged to attend tutoring sessions offered after school.
- Athletes who complete the entire season will receive 2.5 credits for that sport with a "P" grade for passing. Any students who is dismissed from a team, does not attend enough practices/events per coach's discretion, or quits the team will not be eligible for this credit.

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 p. 40 - *Quitting A Sport*). **In order to participate or practice in after-school activities/sports, a student must be in attendance a minimum of half of his or her instructional minutes on the day of the activity/sport or the day previous to the activity/sport if the club/team leaves before school is in**

session. 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 extracurricular 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 and sets an example 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 temporary or 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.

C.I.F. (CALIFORNIA INTERSCHOLASTIC FEDERATION) 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 an inter-district transfer
- 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 15th 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 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 regulations 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 at another school. This insurance information needs to be put onto the Athletic Emergency/Medical Information & Participation Form. The bottom section of this form asks for Family Health Insurance Company, Policy I.D. # and whether 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 provide the insurance company name 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 insurance forms that are necessary. Read through it and decide which policy you would like to purchase. The most recommended and lowest cost plan that you can 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, extended coverage must be purchased. The most recommended and lowest cost that you can purchase for minimum coverage is the *Interscholastic Tackle Football Accident Plan*. This covers athletes during football games, activities and 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 to the insurance company. Once the school receives the form, your athlete has instant coverage. Sending forms to the company could take 2-4 weeks for coverage to begin.

Pacific Grove High School Breakers are a member of the Pacific Coast 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
Co-ed Cheerleading	Co-ed Wrestling	Co-ed Swimming/Diving
Dance team	Co-ed Cheerleading	Boys Tennis
Girls Tennis	Dance team	Co-ed Lacrosse
Water Polo		

ATHLETIC AGREEMENT

SPORTSMANSHIP

Sportsmanship is the utmost priority of PGHS. Student athletes will exhibit sportsmanship behavior before, during and after all athletic practices and competitions, and will represent PGHS, our town and the student's family with honor and respect. The student athlete understands 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:

ATHLETIC AGREEMENT (continued)

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.

The student athlete will also understand that due to the nature of the violation, a School Administrator may suspend him/her from team participation indefinitely, even if it is a first violation.

ALCOHOL/TOBACCO/DRUGS

PGHS ALCOHOL-TOBACCO-DRUGS USE POLICY

Participation in PGHS and CCS sanctioned sports is a privilege and responsibility which requires all participants to adhere to athletic training rules imposed by the school district. Adherence to training rules ensures that all student-athletes are in top physical condition, minimizes potential for injury and further ensures athletic teams are appropriately represented by their student-athletes. We want to hold our student-athletes to a higher standard. *Therefore, the possession or use* of any controlled substance, (Ed. Code 48900) including, but not limited to, alcohol, tobacco, marijuana, hallucinogens, barbiturates, amphetamines, anabolic steroids, inhalants, e-cigarettes, vaping devices or any kind of intoxicant by a student-athlete who is engaged in an extra-curricular sport, whether it occurs on or off of school property, is prohibited and shall result in the penalties set forth by the coach of each team and/or the Athletic Director or PGUSD.

FIRST VIOLATION:

1. Conference with Administrator, Athletic Director, Counselor and parent. (If evidence shows justification, then go to step 2.)
2. Ineligibility from team competition for three contests – student may practice with team.
3. Completion of an approved drug/alcohol-counseling program. Once the athlete fulfills these requirements, he/she is fully eligible to participate with the team. The counselor will verify the completion of the drug-alcohol counseling program and an administrator will make a final decision on eligibility.

SECOND VIOLATION:

1. Conference with Administrator, Athletic Director, Counselor and parent. (If evidence shows justification, then go to step 3.)
2. Indefinite ineligibility to participate on athletic teams – minimum of ten weeks.
3. To regain eligibility, the athlete must attend a formal drug/alcohol dependency treatment program that is approved by the PGHS administration and provide verification to an administrator when the treatment has been completed.

THIRD VIOLATION:

1. Conference with Administrator, Athletic Director, Counselor and parent.
2. Loss of eligibility for the remainder of the school year or for a time no less than one full semester.
3. Administrator will determine when the athlete is again eligible.

NOTE: A second or third violation may extend into other sport seasons. Severe violations may result in additional consequences (that is, recommendation for expulsion, etc.)

EXTRA-CURRICULAR/ATHLETICS PARTICIPATION WAIVER

Under certain unique circumstances, a waiver of the no F policy will be granted if the student submits a packet addressing the five following areas to the principal who will make the final decision:

1. The student has a high GPA (3.0 or higher) in core classes (English, Math, Science, History) excluding the F. Elective courses also have a high GPA.
2. There were circumstances largely beyond the student's control leading to the F.
3. The student has exhibited strong efforts to avoid the F. (Eg. Homework completion, project completion, class participation, meeting with teacher, tutoring, etc.)
4. The student has worked with the counselor to create a strong, realistic plan to improve the grade.
5. The student has a history of consistent eligibility. Process: The student will submit a packet addressing the five areas outlined to the Principal who will make the final decision.

BEHAVIOR & 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 any time 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.

In general PGHS follows CA Education Code 48908, *Duties of pupils*, when it comes to discipline matters: All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.

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 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.
 - **Detention Assigned**
- **Step 3:** Subsequent to the third incident, the student shall be referred to the assistant principal who will schedule a conference with 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, including but not limited to parent/guardian shadowing student during class. 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.

- **Saturday School Assigned and loss of open campus and/or extra-curricular activity**
- **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 place of the parent/guardian during time the student is under the teacher's direction. To insure suitable control, teachers will utilize a variety of methods for 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. Contact the parents/guardians so that concerted action can be taken to mutually correct the inappropriate behavior patterns of the student
4. Give student detention as authorized by state law (Education Code Section 44807.5)
5. Suspend student up to two days from class (Education Code Section 48910) with mandatory
6. Refer student to school administration for behavior correction during class with expectation to return later in the period and/or for further discipline (detention) after class has ended for the day

Students may be required by their teachers to restore cleanliness to a classroom following any instructional activity (break time or lunch) that created physical disorder in the classroom or to any area on school premises in which students littered or disrupted the cleanliness during lunch and break.

ANTI-BULLYING / CYBERBULLING

Pacific Grove High School staff believes 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 or 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.

Cyber bullying includes the posting of harassing messages, direct threats, social cruelty, or harmful texts 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 or 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, the student responsible 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 – including copying another student’s work (Homework, class work, writing, quiz and/or test)
 - Copying during break or lunch – handwritten or taking a picture. **(See p. 57 for definition)**
 - Staff will confiscate all work and turn into admin.
2. Receiving or knowingly supplying unauthorized information (Homework, Classwork, or Quiz/Test)
 - Theft of assessment/supplying copy of assessment not authorized by instructor or student
 - Sending text/email/other electronic means with picture of answers/assessment
3. Using unauthorized material or sources for course work/during an examination
4. Changing an answer after work has been graded and presenting it as graded
5. Forging or altering grade book/roll sheet information

Frequency of Offense	Consequence
1st Offense	* Zero on assignment
	* Parent Notification by staff via email
2nd Offense	* Zero on assignment
	* Saturday School
3rd Offense	* “F” for the class
	* Saturday School or Possible Suspension
	* Removal from class (Admin. discretion)

DETENTION

Detention is assigned to students for minor classroom infractions, tardies and other minor discipline problems. Detention is held every other Thursday from 2:50 p.m. to 3:50 p.m. Once assigned, students must serve the detention date on the referral or they will be assigned Saturday School. Students who are assigned a detention **MUST** serve the detention and may **NOT** reschedule due to sports activities and/or other school activities scheduled at the same time. Students who are sent out of detention for disruption will be given a Saturday School. Work detail may be assigned.

DRESS CODE

Pacific Grove High School offers a casual dress environment for students. Students are expected to use good judgement and to show courtesy to their peers and teachers by dressing in a manner that is presentable and appropriate. At all times students are asked to be cognizant that regardless of their interaction with other students, teachers, administrators, and guests of the school, Pacific Grove High School is still a place of learning. Administration will warn students in private about any possible dress code violations. If any further action is required, parents will be contacted.

- Shirts/sweatshirts and footwear must be worn at all times.
- Shorts need to have a minimum 4 inch inseam and skirts should be at mid-thigh length – the “finger-tip rule” is not required but is recommended as a quick guide to follow.
- Clothing, jewelry, and personal items, such as backpacks and bookbags with language or images that are vulgar, discriminatory, obscene, libelous, or those that contain threats or promote illegal or violent content such as the use of weapons, drugs, alcohol, tobacco, or drug paraphernalia are prohibited.
- Clothing that is sexually suggestive is not to be worn at school. This includes clothing that is specifically created to expose the chest, sides, or back of the body, the belly button, buttocks, and/or undergarments.
- Hair and facial hair may be worn at any length or style.
- Staff reserves the right to ask students to remove hats/beanies during class and will allow students to wear them outdoors for sun protection.

- In accordance to California Education Code Section 35183: “Gang-related apparel” is hazardous to the health and safety of the school environment and must be removed immediately. This includes but is not limited to sagging pants not at the waist, oversized pants or belts with extended length being worn down the front of the body, bandannas or “do rags”, and any color/insignias that law enforcement determines as gang-related.

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. **Students may not visit their vehicles during morning break** – all binders and school supplies need to be placed in lockers for access. 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 detention at the discretion of the Assistant Principal. A second offense may result in a Saturday School. Repeat offenders will be suspended. Any student who is suspended loses off campus privilege for the remainder of the quarter and will have his/her sticker removed. It will be the student’s responsibility to check in with administration to have a new sticker placed on his/her ID card once the new quarter is in session. 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; however, if a student wishes to use the library during 6th or 7th to study, s/he should sign in and understand that teachers using the library with their classes have the right to ask them to leave if the library is too full. On “Collaboration” schedule days, students who do not have a 6th period class, but do have a 7th period class must stay in Study Hall during 6th period or receive 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 (eg, quiet study in the library).**

OPEN CAMPUS DURING LUNCH ONLY

Only Pacific Grove High School 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 met the following criteria: earned at least 2.0 GPA, no Fs and have class standing at the last semester grading period – including community service hours – 24 for juniors and 36 for seniors, have no truanancies on record for any period or days for the current year, have not been suspended at any time during the year (lost for the remainder of the semester), 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. Open Campus is a privilege, not a right. It can be lost due to habitual tardies, truanancies, and other discipline issues, especially suspension and behavior contracts. **Students must be able to produce their ID card with sticker when leaving and returning to campus.** Campus may be closed to anyone at any time when deemed necessary.

Student 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 boundaries onto campus.**

Off Limit Areas: Student and/or faculty parking areas; football or baseball fields; any area behind the gym and tennis courts; behind the I-Wing and the N-Wing. 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 or 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 during school and 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 extracurricular activities may be dependent upon attendance of substance use education sessions. There is a zero alcohol/drug tolerance policy that means all students found under the influence of or in possession will be cited by the PG Police Department and suspended from school. Students with multiple drug and alcohol suspensions will be considered for expulsion.

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: Cell Phones, iPods, Tablets, Game Consoles, etc.

According to Ed. Code 48901.5:

(a) The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees.

(b) No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil. (Amended by Stats. 2002, Ch. 253, Sec. 2.)

An electronic signaling or imaging device shall be defined collectively as a cell phone, pager, cellular/digital media player, camera, and/or a personal digital assistant ("PDA").

Electronic Signaling or Imaging Devices Policy and Regulations 5146:

- An electronic signaling or imaging device shall be defined collectively as a cell phone, pager, cellular/digital media player, camera, and/or a personal digital assistant ("PDA").
- No student shall use their electronic signaling or imaging device to record instances of mutual combat. No student shall record sound or video in a classroom without the advanced approval by the school site principal and the classroom teacher.

High School:

Except with prior consent for health reasons/teacher preference, cell phones are not to be displayed or used on campus at any time by any student except during nutrition break and lunch. Electronic signaling or imaging devices, such as cameras, may only be used by students who have authorization from school personnel. No electronic signaling or imaging device or camera may be brought to Physical Education lockers/dressing rooms or school restroom areas at any time. Electronic signaling or imaging devices must be left in the students' lockers during tests or quizzes. Students shall not use electronic signaling or imaging devices even in hands-free mode, while driving on school grounds or to and from a school-related activity.

Students leaving class for a restroom break should leave their phones in their backpack/purse. Students using cell phones/electronic devices outside of classrooms during instructional minutes of one of their enrolled courses will have his/her cell phone/electronic device confiscated pending cell phone violation guidelines listed below.

General Discipline for Violation of Cell Phone Guidelines for All Grade Level Students:

If a student violates the limits or restrictions upon use of an electronic signaling or imaging device under District Board policy or administrative regulation, the law, or other rules of the District relating to the use of electronic signaling or imaging devices, then the student will be subject to disciplinary consequences. Such disciplinary consequences may include, but are not limited to, confiscation of the electronic signaling or imaging device, detention, a conference with the student and the student's parent/guardian, suspension, or more severe disciplinary consequences.

- For the first infraction, students will be issued a warning when they have violated their school-level rules and their electronic signaling or imaging device(s) will be confiscated. The electronic signaling or imaging device(s) will be kept in the central office in a secure location. The electronic signaling or imaging device(s) will be returned to the student at the end of the day.
- If a second infraction occurs, the electronic signaling or imaging device(s) will be confiscated and a parent/guardian conference will be held. The parent/guardian of the student who has their electronic signaling or imaging device(s) confiscated shall be notified by administration or designee. The electronic signaling or imaging device(s) will be returned to the parent/guardian at the conclusion of the conference.
- If a third infraction occurs, other disciplinary measures will result, in accordance with Board policy and administrative regulation (refer to Board Policy and Regulations Number 5146).
- Students are expected to place their phones in the wall hangers or in a bin upon entering a PGHS classroom. Per Ed. Code 49908, if students do not follow this direction of the teacher their cell phone will be confiscated and they will serve a detention/Sat. School, depending on the number of infractions.
- Due to a sharp increase in the theft of iPods and cell phones, it is recommended that they not be brought to school. If a student chooses to bring an iPod or cell phone on campus, they do so at their own risk.

If the student whose electronic signaling or imaging device(s) has been confiscated needs to use the phone to contact a parent/guardian, then he/she may request to use the phone in the school's central office.

Search of Student's Electronic Signaling or Imaging Device for All Grade-Level Students

Law enacted in January 2016 limited schools from searching student phones without the phone owner's permission, unless someone's life is in danger or there is evidence the phone was used during a violation of board policy or CA Ed Code. If administration contacts parents/guardians for permission to search a student's phone it is more than likely connected to a current investigation due to such a violation.

FOOD / DRINK

Food and drinks may not be consumed in classroom or Library, 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 from school and reported to the PG Police Department for further consequences.

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 truancies, a fourth tardy, 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 PGHS and turn in their cell phone(s)/smart watch or device in order to stay focused on quiet study time. Students are required to bring class work and may bring their own laptop. Students not following the rules of Saturday School will be excused and assigned additional detention/Sat. School hours.

SCHOOL PROPERTY

Students are responsible for any school property that they use. Students should write their full name on the inside cover of textbooks to identify the borrower; this will also help textbooks get back to the correct students when they are misplaced or borrowed - before textbook return at the end of the year.

SEARCHES

Students and their belongings, including lockers and vehicles parked on campus, 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 safety dogs. The Administration reserves the right to conduct random, unannounced searches by School Administrators and/or safety dogs, of lockers, bags and vehicles parked on campus.

SENIOR EXPECTATIONS

- Seniors are expected to be on time to school and to each class on the day of the senior trip. Students may be pulled from attending the trip for arriving tardy to school or class without an excused absence.
- 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 participation in 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 participation in 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 or other PGUSD property during the suspension. Students are ineligible to participate, as a participant or spectator, in any school-related activity during their suspension and will lose their off campus privilege for the remainder of the semester.** 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) 1“Caused, attempted to cause, or threatened to cause physical injury to another person.”
 - a.2. Willfully used force or violence on another person, except in self defense.

- b) "Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous 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 betel and electronic cigarettes. However, this section does not prohibit use or possession by a pupil of his/her own prescription products."
- i) "Committed an obscene act or engaged in habitual profanity or vulgarity."
- j) "Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health & Safety Code."
- k) "Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties."
- l) "Knowingly received stolen school property or private property."
- m) "Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm."
- n) "Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 298 of the Penal Code or committed a sexual battery as defined in Section 253.4 of the Penal Code."
- o) "Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both."
- p) "Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma."

q) Engaged in, or attempted to engage in, hazing.

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

(1) Bullying means any severe or pervasive physical or verbal act or conduct...including one or

more acts committed by a pupil or group of pupils (ie. group chat or DM)...directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (a) Placing a reasonable pupil or pupils in fear or harm to that pupil’s or those pupils’ person or property.
- (b) Causing a reasonable pupil to experience a substantially detrimental effect on his or physical or mental health.
- (c) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

48900.2 Sexual Harassment

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

48900.3 Hate Violence Crime

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

48900.4: Harassment/Intimidation

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

48900.7 Terrorist Threats

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

TECHNOLOGY USER AGREEMENT

In order for students to access 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 all times. Possession of tobacco products, including vape pens and juice, is not allowed on campus or at any school event, or non-school event. Students who smoke or possess tobacco products on campus are subject to the following: **First Offense:** Confiscation of tobacco product and detention. If athlete, five-week suspension from participation. **Subsequent Offenses:** Each subsequent offense may result in suspension and/or notification of legal authority/mandatory enrollment in abatement program. (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/essay 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/homework 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, understanding, and the time commitment needed to complete homework should not be evaded through plagiarism. (See **Academic Dishonesty on p. 48**)

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 during break/class
- Football/Baseball Fields
- Behind Gyms, Dance, and locker rooms
- Behind I (Foods Room) without employee supervision and N Wing (Woodshop)
- Pool and deck area
- Tennis Courts
- Bottom of stairs leading to back of pool/weight room/bottom of elevator
- **Exception: Students may be in gym at lunch while there is a staff member or district-cleared volunteer present. Students may not be outside of gym during this time unless going to or from gym area.**

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=Ed. Code PC=Penal Code HSC=Health and Safety Code

ISSUES	VIOLATIONS	CONSEQUENCES
1. PHYSICAL INJURY & VIOLENCE <i>MUTUAL COMBAT/FIGHTING/ THREATS/ASSAULT</i> EC § 48900 (a1) EC §48900 (s) EC §48900 (t)	(a1) Caused, attempted to cause, or threatened to cause physical injury to another person; fighting/mutual combat. Threats (telephone, written, electronic): Bomb threats, verbal threats (not terrorist threats-see below); Assault: Verbal attack, attempt to cause injury, place person in fear. (s) Aiding or abetting infliction of physical injury.	✓ Suspension EC § 48900 (a1) or (s); (t) – aides or abets: not stopping fight, informing staff, taking pictures/video. ✓ Referral to Counseling. ✓ Police Citation - Fighting on school grounds: PC 243.2, 415; Criminal threats: 422; Threatening phones calls: 653m ✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a5).
2. BATTERY EC § 48900 (a2)	(a2) Willfully used force or violence upon another person, except in self-defense: striking, shoving and/or kicking. Not mutual combat. Battery against student, battery against staff member. Battery: Unlawful injury, beating, hitting of another person – does not fight back.	✓ Suspension EC § 48900 (a2). ✓ Referral to Counseling. ✓ Police Intervention PC 242, 243.2. ✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a5).

<p>3. WEAPONS/DANGEROUS OBJECTS EXPLOSIVES/REPLICA WEAPONS EC § 48900 (b) (m) US Code, Section 921, Title 18</p>	<p>(a2) Assault with deadly weapon. (b) Possessed, sold, or otherwise furnished any firearm (handgun, rifle, shotgun, pistol), knife (dirk, dagger, fixed, sharpened blade for stabbing, screwdriver), explosive, or other dangerous object (aims or points a laser pointer at another), possession, use of fireworks, firecrackers, snappers, poppers, lighter, matches, razor blades, shocking pens. EC 48915 (c5) Explosives: M80, bottle rocket, dynamite, bomb, grenade, nitroglycerin, blasting caps. (m) Possessed an imitation (replica) firearm: BB gun, pellet gun, paint gun.</p>	<p>✓ Suspension EC § 48900 (b) (m). ✓ Police Intervention PC 626.9, 244.5, 417, 653 (g). PC626.10 ✓ Fire Department Intervention (Explosives) PC 148.1, HSC 12000, 12301 (a). ✓ Expulsion Recommendation – EC § 48915 [Mandatory for brandished knife (c2), possession of a firearm (c1), explosives (c5)]. ✓ Expulsion Recommendation – locking blade or similar knife or other dangerous object regardless of size. ✓ Other weapons: to include, but not be inclusive of: switchblade, stiletto, box cutter, billy club, sandbag, nunchuku, ninja star, mace, pepper spray, sling shot, sword, stun gun, brass knuckles.</p>
<p>4. CONTROLLED SUBSTANCE POSSESSION, USE, OR UNDER THE INFLUENCE Suspension EC § 48900 (c) (h)</p>	<p>(c) Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol, or intoxicant.</p>	<p>✓ Suspension EC § 48900 (c) (h) ✓ Police Intervention/Citation: PC 390, 415, 502, 647f,</p>
<p>5. SALE OF CONTROLLED SUBSTANCE OR PARAPHERNALIA EC § 48900 (d) (j) (p)</p>	<p>(d) Offered, arranged, or negotiated to sell a controlled substance, alcohol or intoxicant and then provided a replica substance. - Includes arrangements made during school hours on campus or at school activities via electronic means</p>	<p>✓ Suspension EC § 48900 (d) (j) (p) ✓ Police Intervention/Citation/Possible arrest: PC 966 Drug deal ✓ Automatic recommendation for expulsion for substance(s) sale</p>
<p>6. PROPERTY DAMAGE/ VANDALISM GRAFFITI/ARSON EC § 48900 (f)</p>	<p>(f) Caused or attempted to cause damage to school property or private property.</p>	<p>Suspension EC § 48900 (f). ✓ Restitution to Victim/Community Service.</p>

	Possession or graffiti implements (markers, scribes, liquid or aerosol paint).	<ul style="list-style-type: none"> ✓ Police Citation - Graffiti: PC 594 (a1), 594.1, 640.5; Vandalism: PC 594; Arson: PC 451, 452; Hit and Run: 480, 481; Tampering with a Vehicle: 504 ✓ Fire Department Intervention PC 451, 452. ✓ Expulsion Recommendation.
7. THEFT, ROBBERY, AND/OR EXTORTION EC § 48900 (e) (g) (l)	<p>(g) Caused or attempted to steal school property or private property.</p> <p>(l) Knowingly received stolen school property or private property (Possession of stolen goods).</p>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (e) (g) (l). ✓ Restitution to Victim/Community Service. ✓ /Police Intervention PC 211s, 422, 459, 484, 487, 488, 496. ✓ Expulsion Recommendation.
8. TOBACCO EC § 48900 (h) EC § 48901	(h) Possessed or used tobacco or nicotine products: Cigarettes, cigars, mini cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel or electronic cigarettes/vaping products.	<ul style="list-style-type: none"> ✓ Suspension Code (h) ✓ Police Citation PC 308 (b). ✓ Referral to Smoking Cessation Program. ✓ Suspension EC § 48900 (h). ✓ Referral to Counseling.
9. PROFANITY & VULGARITY OBSCENITY EC § 48900 (i)	(i) Committed an obscene act or engaged in habitual profanity or vulgarity: Indecent exposure (may/may not be sexual harassment), mooning, urinating in public, possession of pornographic literature or use of pornographic Internet websites, lewd or obscene gestures	<ul style="list-style-type: none"> ✓ Teacher warning; Teacher suspension; Detention or Suspension. ✓ Administrative Conference. ✓ Suspension Automatic if profanity is directed toward a school official EC § 48900 (i). ✓ Police Intervention. PC415(3), 647
10. PARAPHERNALIA EC § 48900 (j) HSC 11364	(j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia: Lighters, pipes, smoking or injecting devices, syringes, Zig Zags (rolling papers), roach clips, bowls, bongs, vaping pens/juice.	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (j). ✓ Referral to Counseling. ✓ Police Intervention.PC308(b) B&P4140 ✓ Expulsion Recommendation.
11. DISRUPTION & DEFIANCE EC § 48900 (k)	(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other	<ul style="list-style-type: none"> ✓ Teacher warning; Removal from class/activity; Teacher suspension.

EC § 48900.4	school personnel engaged in the performance of their duties. Unlawful assembly, inciting riot. Cheating, bus misconduct, classroom disruption, not complying with assigned discipline consequence, forgery, gambling, littering, throwing objects, setting-off fire alarm.	<ul style="list-style-type: none"> ✓ Detention or In-House Suspension. ✓ Administrative Meeting and Counseling. ✓ Suspension EC § 48900 (k); 48900.4 – creating hostile environment. ✓ Expulsion recommendation for repeated violation. ✓ Police Intervention: Resisting or obstructing a police officer - 148
12. SEXUAL ASSAULT OR BATTERY EC § 48900 (n)	(n) Committed or attempted to commit a sexual assault, or committed a sexual battery: Rape, sodomy, child molestation, statutory rape. Refer to PC 243.4, 261 - 269, 286, 288.	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (n). ✓ Police Intervention PC 243.4, 261 - 269, 286, 288. ✓ Expulsion Recommendation.
13. WITNESS HARASSMENT OR INTIMIDATION EC § 48900 (o)	(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding...(for prevention of being a witness or retaliation for being a witness)	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (o). ✓ Police Intervention, PC 136.1
14. HAZING EC § 48900 (q) EC § 32050	(q) Engaged in or attempted to engage in hazing as defined in EC § 32050. Hazing: Initiation into school/student body clubs or organizations in a manner that causes or is likely to cause bodily damage, harm, degradation, disgrace, or physical or mental harm to a student.	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (q). ✓ Police Intervention PC 242, 212.5., 245.6 ✓ Expulsion Recommendation.
15. BULLYING EC § 48900 (r)	(r) Engaged in act of bullying. See page 47 for extensive definition. <ul style="list-style-type: none"> • Physical or verbal act • Directed toward one person or a group of people • Cyber-bullying via electronic device/app • Affects academics • Affects participation in school activities, services, or programs • Causes physical or mental harm 	<ul style="list-style-type: none"> ✓ Detention -- depending on severity ✓ Saturday School – depending on severity ✓ Suspension EC § 48900 (r).
16. ELECTRONIC SIGNALING & OTHER DEVICES EC § 48901.5, EC § 48900 (k).	Activated, used, or lent to another any electronic signaling device (i.e. cell phone, on campus during the	<ul style="list-style-type: none"> ✓ 1st Offense: Confiscation of device. Student reminded of policy and device returned at the end of the day.

<p>May possess on school campus during the day, not activated.</p> <p>ELECTRONIC MUSIC EQUIPMENT OR GAMES EC § 48900 (k).</p>	<p>school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee.</p> <p>Possession, use of electronic games, portable music equipment: Radios, iPods, cell phones, “Beats” headphones</p>	<p>✓ 2nd Offense: Confiscation of device. Parent/Guardian contacted to pick up device.</p> <p>✓ 3rd Offense: Confiscation of device. Parent/ Guardian contacted to pick up device. Detention</p> <p>✓ Subsequent violations: Sat. School</p> <p>✓ Suspension for defiance EC § 48901.5, 48900 (k).</p>
<p>17. SEXUAL HARASSMENT EC § 48900.2 PC 212.5 <i>Grades 4 to 12</i></p>	<p>Committed acts of sexual harassment: Unwanted sexual advances; sexual favors; sexual gestures, objects, or pictures; touching, assault; pantsing; derogatory comments, slurs, or jokes.</p>	<p>✓ Suspension EC § 48900.2.</p> <p>✓ Police Intervention PC 243.4.</p> <p>✓ Expulsion Recommendation.</p>
<p>18. HATE VIOLENCE EC § 48900.3 <i>Grades 4 to 12</i></p>	<p>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.</p>	<p>✓ Suspension EC § 48900.3.</p> <p>✓ Police Intervention PC 422.6 - 422.76, 628.1.</p> <p>✓ Expulsion Recommendation.</p>
<p>19. HARASSMENT EC § 48900.4</p>	<p>Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students or school employees: Stalking, kidnapping.</p>	<p>✓ Suspension EC § 48900 (o) (r), 48900.4.</p> <p>✓ Referral to Counseling.</p> <p>✓ Expulsion Recommendation.</p> <p>Possible Police Report for Intimidating a Witness PC136.1</p>
<p>20. TERRORISTIC THREATS EC § 48900.7</p>	<p>Made terroristic threats against school officials, students, staff, or school property, or both, written or oral that could result in death, great bodily injury, or property damage in excess of \$1,000, even if not carried out. Person is in sustained fear of his or her own safety or family’s safety.</p>	<p>✓ Suspension EC § 48900.7.</p> <p>✓ Police Intervention PC 422.</p> <p>✓ Expulsion Recommendation.</p>
<p>21. DRESS CODE EC § 48900 (k)</p>	<p>Violation of school dress code policy as outlined in the Student Handbook.</p>	<p>✓ Dress changed/Accessory seized</p> <p>✓ Parent/Guardian notified.</p> <p>✓ Driven home to change</p> <p>✓ Detention</p>

		<ul style="list-style-type: none"> ✓ Saturday School ✓ Suspension EC § 48900 (k).
22. ATTENDANCE EC § 48260, EC § 48262, EC § 48264.5 (a) Disruption of school activities EC § 48900 (k)	Left campus during school day without obtaining permission through the attendance office first; no hall pass, left class without permission.	<ul style="list-style-type: none"> ✓ Detention/Sat. School/Suspension. ✓ Truancy Letters/SART. ✓ Police Citation EC § 48264.5 (a) - ages 13 and above. ✓ Referred to SARB EC § 48320. ✓ Referred to District Attorney Mediation/Juvenile Court.
	Truant from school or contributed to the truancy of other students.	
23. VISITORS/TRESPASSING/CAMPUS DISRUPTION/THREATS, ASSAULTS TO SCHOOL OFFICIALS EC § 32211, 44811, 44014	Invited visitors to school for any reason during the school day; loitering/unauthorized presence on campus; threats to school officials by parents or adults; students visiting campus during suspension or expulsion period or during vacation period without permission	<ul style="list-style-type: none"> ✓ Visitor escorted off campus. ✓ Persona non grata declaration/Restraining Order. ✓ Police Intervention/Citation - Trespassing PC 626.7-626.9; Threats to school officials: PC 71; Terroristic Threats: PC 422.
24. DRIVING OR PARKING ON/NEAR CAMPUS	Reckless driving Speeding Parking in staff designated areas or illegal parking Blocking driveway	<ul style="list-style-type: none"> ✓ Detention ✓ Possible suspension ✓ Banned from parking on campus ✓ Police citation: Reckless driving – 505; Speeding or racing- 510; Illegal parking -586; Vehicle blocking driveway;



PACIFIC GROVE HIGH SCHOOL
 SITE MAP
 3/16/04

SUNSET DRIVE