



2023-2024 PGHS STUDENT HANDBOOK

Board Policy Changes May Alter the Contents of This Handbook

Pacific Grove High School
615 Sunset Drive
Pacific Grove, CA 93950
PHONE (831) 646-6590
FAX: (831) 646-6660
WEBSITE: pghigh.pgusd.org

Name: _____

Email: _____

School Administration

Lito M. Garcia, *Principal*
Larry Haggquist, *Assistant Principal*

District Administration

TBD, *Superintendent*
Josh Jorn, *Assistant Superintendent*
TBD, *Director of Human Resources*
Buck Roggeman, *Director of Curriculum and Special Projects*
Yolanda Cork-Anthony, *Director of Student Services Special Education Coordinator*

Board of Education

Carolyn Swanson, *President*
Jennifer McNary, *Clerk*
Brian Swanson, *Trustee*
Elliott Hazen, *Trustee*
Laura Ottmar, *Trustee*
Dario Dimaggio & Dayci Dishny, *Student Reps*

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 2023-2024 school year. We hope 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/guardians. 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 with your family, as you and your parents/guardians 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
- Being honest

Cultural awareness by

- Understanding of the diversity of cultures
- Holding an open mind to different cultures, religions, political views, and life experiences
- Displaying acceptance to differences in others contrary to their own

Conscientious citizenship by

- Fulfilling civic duties; such as registering to vote 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

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

(e.g. bhowell@pgusd.org)

Administration - A-Wing/Main Office – Main Door

Principal	Lito García
Principal's Admin. Assistant	Jill Houston
Assistant Principal	Larry Haggquist
Assistant Principal's	Johanna Biondi
Admin. Assistant	
T.O.S.A	Stefanie Alvarez
Campus Supervisor	Bobby Howell
Campus Supervisor	Ginny Roggeman
Health Clerk	Tammie Kirmil
PGUSD Nurse	Katrina Powley
PGUSD SRO	Justin Hanks

Counseling - A-Wing/Main Office – Second Door

11 th /12 th Counselor	Kristin Paris
9 th /10 th Counselor	Margaret Rice
Outreach Counselor	James Ehret
Mental Health Therapist	Audrey Cordova
Counseling Office &	Summer Coe
Registration - Incoming Students	
Attendance Clerk	DiAnna Gamecho
Registrar - Transcripts	Johanna Biondi
School Psychologist	Leslie King
Speech and Language	Heidi Friery

Student Store – A-Wing – Pride Place Door

A.S.B./CTE Admin. Asst./Athletics	Felicia Afifi
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Cafeteria

Cafeteria	Fran Castorina
Cafeteria	Linda Lyon
Cafeteria	Maria Ramirez
Cafeteria	Bobbette Rood
Cafeteria	Claudia Gutierrez

Custodial Building

Custodian	Miguel Soria
Custodian	Oscar De La Cruz
Custodian	Adisa Vaughn
Custodian	Nestor Dantes
Custodian	John Intagliata

PGHS Library

Librarian	Alex Morrison
Media Computer Tech	Raymond DeVost
Library Assistant	Shirley Ushakoff
College & Career Center	Janet Light
Collaboration Room	

Activities Director L-3	Katie Selfridge/Lauralea
Gaona	
Athletic Director GYM	Chris Morgan

Teaching Staff

AVID	K-1	Maddie Portela
Art	O-4	Matt Kelly
Band/Orchestra	MP-1&2	George Warren
Drama	C-2	Jessica Grogan
English	F-1	Nicole Bulich
English	E-5	TBD
English	B-5	Jessica Grogan
English	K-2	Jenna Hall
English	B-4	Kristen Lukefahr
English	L-3	Katie Selfridge
World Languages	F-2	Jason Bainbridge
World Languages	F-4	Desma Johnson
World Languages	F-3	Margot Samuels
Math	E-4	Joe D'Amico
Math	C-1	Sunny Lee
Math/AP Computers	N-1	Sally Richmond
Math	I-2	Isaac Rubin
Math	B-1	Travis Selfridge
Math	B-2	Nicole Brophy
Physical Education	Gym	John Martine
Physical Education	Gym	Donna O'Donnell
CTE/Culinary	I-1	Imogen Erickson
CTE/ Photo	0-3	Celia Lara
Science	C-4	Marc Afifi
Science	D-3	Adrienne D'Amico
Science	D-1	Natasha Hanks
Science	D-2	Amanda Mello
Science	D-2	Maddie Portela
Social Science	O-1	Lauralea Gaona
Social Science	O-2	Justus Grate
Social Science	B-3	Dan Powers
Social Science	L-2	Kim Shurtz
Special Education	L-4	TBD
Special Education	E-1	Alyce Avenell
Special Education	K-4	Becky Goldfinch
Special Education	L-1	Lysa Ogburn
Special Education	K-3	Calvin Miller

A-Day (Monday), Periods 1 - 8				B/C Days (Tues, Wed, Thurs, Fri)			
			minutes				minutes
Period 1	8:30:00 AM	9:11:00 AM	41	Period 1/2	8:30:00 AM	9:57:00 AM	87
passing	9:11:00 AM	9:16:00 AM	5	break	9:57:00 AM	10:07:00 AM	10
Period 2	9:16:00 AM	9:57:00 AM	41	passing	10:07:00 AM	10:12:00 AM	5
break	9:57:00 AM	10:07:00 AM	10	Period 3/4	10:12:00 AM	11:41:00 AM	89
passing	10:07:00 AM	10:12:00 AM	5	lunch	11:41:00 AM	12:26:00 PM	45
Period 3	10:12:00 AM	10:55:00 AM	43	passing	12:26:00 PM	12:31:00 PM	5
passing	10:55:00 AM	11:00:00 AM	5	Period 5/6	12:31:00 PM	1:58:00 PM	87
Period 4	11:00:00 AM	11:41:00 AM	41	passing	1:58:00 PM	2:03:00 PM	5
lunch	11:41:00 AM	12:26:00 PM	45	Period 7/8	2:03:00 PM	3:30:00 PM	87
passing	12:26:00 PM	12:31:00 PM	5				
Period 5	12:31:00 PM	1:12:00 PM	41				
passing	1:12:00 PM	1:17:00 PM	5				
Period 6	1:17:00 PM	1:58:00 PM	41				
passing	1:58:00 PM	2:03:00 PM	5				
Period 7	2:03:00 PM	2:44:00 PM	41	Minimum Day			
passing	2:44:00 PM	2:49:00 PM	5				minutes
Period 8	2:49:00 PM	3:30:00 PM	41	Period 1	8:30:00 AM	8:51:00 AM	21
				passing	8:51:00 AM	8:56:00 AM	5
				Period 2	8:56:00 AM	9:17:00 AM	21
Breaker Time				passing	9:17:00 AM	9:22:00 AM	5
			minutes	Period 3	9:22:00 AM	9:43:00 AM	21
Period 1/2	8:30:00 AM	9:46:00 AM	76	passing	9:43:00 AM	9:48:00 AM	5
break	9:46:00 AM	9:56:00 AM	10	Period 4	9:48:00 AM	10:09:00 AM	21
passing	9:56:00 AM	10:01:00 AM	5	break	10:09:00 AM	10:19:00 AM	10
Period 3/4	10:01:00 AM	11:17:00 AM	76	passing	10:19:00 AM	10:24:00 AM	5
passing	11:17:00 AM	11:22:00 AM	5	Period 5	10:24:00 AM	10:47:00 AM	23
Breaker Time	11:22:00 AM	12:03:00 PM	41	passing	10:47:00 AM	10:52:00 AM	5
lunch	12:03:00 PM	12:48:00 PM	45	Period 6	10:52:00 AM	11:13:00 AM	21
passing	12:48:00 PM	12:53:00 PM	5	passing	11:13:00 AM	11:18:00 AM	5
Period 5/6	12:53:00 PM	2:09:00 PM	76	Period 7	11:18:00 AM	11:39:00 AM	21
passing	2:09:00 PM	2:14:00 PM	5	passing	11:39:00 AM	11:44:00 AM	5
Period 7/8	2:14:00 PM	3:30:00 PM	76	Period 8	11:44:00 AM	12:05:00 PM	21

Exam Day				Exam Day - Minimum Day			
			minutes				minutes
Office Hours	8:30:00 AM	9:50:00 AM	80	Exam A	8:30:00 AM	10:10:00 AM	100
break	9:50:00 AM	10:00:00 AM	10	break	10:10:00 AM	10:20:00 AM	10
passing	10:00:00 AM	10:05:00 AM	5	passing	10:20:00 AM	10:25:00 AM	5
Exam A	10:05:00 AM	11:45:00 AM	100	Exam B	10:25:00 AM	12:05:00 PM	100
lunch	11:45:00 AM	12:30:00 PM	45				
passing	12:30:00 PM	12:35:00 PM	5				
Exam B	12:35:00 PM	2:15:00 PM	100	MAP Schedule			
Office Hours	2:15:00 PM	3:30:00 PM	75				minutes
				Period 1/2	8:30:00 AM	9:38:00 AM	68
				break	9:38:00 AM	9:48:00 AM	10
CAASPP Testing Schedule (block day)				passing	9:48:00 AM	9:53:00 AM	5
			minutes	Period 3/4	9:53:00 AM	11:03:00 AM	70
Testing	8:30:00 AM	10:30:00 AM	120	passing	11:03:00 AM	11:08:00 AM	5
break	10:30:00 AM	10:40:00 AM	10	Breaker - MAP	11:08:00 AM	12:19:00 PM	71
passing	10:40:00 AM	10:45:00 AM	5	lunch	12:19:00 PM	1:04:00 PM	45
Period 1/2	10:45:00 AM	11:42:00 AM	57	passing	1:04:00 PM	1:09:00 PM	5
Lunch	11:42:00 AM	12:27:00 PM	45	Period 5/6	1:09:00 PM	2:17:00 PM	68
passing	12:27:00 PM	12:32:00 PM	5	passing	2:17:00 PM	2:22:00 PM	5
Period 3/4	12:32:00 PM	1:28:00 PM	56	Period 7/8	2:22:00 PM	3:30:00 PM	68
passing	1:28:00 PM	1:33:00 PM	5				
Period 5/6	1:33:00 PM	2:29:00 PM	56				
passing	2:29:00 PM	2:34:00 PM	5	Rally Schedule			
Period 7/8	2:34:00 PM	3:30:00 PM	56				minutes
				Period 1/2	8:30:00 AM	9:38:00 AM	68
				break	9:38:00 AM	9:48:00 AM	10
				passing	9:48:00 AM	9:53:00 AM	5
				Period 3/4	9:53:00 AM	11:19:00 AM	86
				Rally	11:19:00 AM	12:19:00 PM	60
				lunch	12:19:00 PM	1:04:00 PM	45
				passing	1:04:00 PM	1:09:00 PM	5
				Period 5/6	1:09:00 PM	2:17:00 PM	68
				passing	2:17:00 PM	2:22:00 PM	5
				Period 7/8	2:22:00 PM	3:30:00 PM	68

Where to Go and Who to See

Principal's Admin. Assistant

- Appointments to see principal
- Facilities use answers for Facilitron (PGUSD online facilities request system)

Assistant Principal's Admin. Assistant

- Daily Bulletin copies and requests for entries
- Transcript Questions – Use Parchment.com to order transcripts

Attendance Office

- Re-admit slips and off-campus passes
- Clear absences via parent/guardian note or phone call (646-6590 ext. 6211)
- Pick up dropped off material from parents/guardians (outside)
- Lost and found
- Detention and Saturday School information

Counseling Office

- Personal/Academic Counseling - 11th/12th (Ms. Paris) , 9th/10th (Ms. Rice), Outreach (Mr. Ehret), & Mental Health Therapist (Ms. Cordova)
- Schedule changes
- Financial aid information
- Scholarship information

Career Center: Library

- Turn in Community Service Hours
- College and career information
- College and Career Research using californiacolleges.edu
- Community Service Opportunities and job listings
- AP exam information and cancellation forms
- Find information about careers, colleges, and trade schools, check out career books
- Dual Enrollment form support
- Armed Services information
- Job Shadow/Internship Opportunities information

A.S.B. Clerk, Athletics, and CTE Admin. Assistant: Student Store

- Work permit information
- Purchase A.S.B. Card, dance tickets, and other senior activity functions
- Athletic Forms & Student Accident and Health Insurance Information
- Purchase PGHS spirit items
- Pay for AP Exams
- Locker information, School IDs, pictures, parking permit information, and dance guest forms
- Sport physical information

Library: Hours – 8:00 A. M. - 4:00 P.M.

- Check out & return books/textbooks
- Check out laptops, digital cameras, and video cameras available with parent/guardian and/or teacher signed consent form.
- Pay book/textbook fines
- Computers & Printer access
- Scanner available
- Quiet study tables/room

GENERAL INFORMATION/SCHOOL SAFETY

ENROLLMENT

Qualifications for enrollment to Pacific Grove High School: A student must live with a parent/guardian, who resides within the Pacific Grove Unified School District attendance boundaries. Students who live with a relative must show proof of court ordered guardianship or complete the District's Caregiver Affidavit form before a student may be enrolled at Pacific Grove High School.

STUDENT DROP OFF/PICK UP

Parents/Guardians may drop off/pick up a student in front of the school, the Sunset Drive 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 near the band room are off limits and are not a drop off/pick up area.

Parents/Guardians should not create a hazardous environment for PGHS or Forest Grove students by:

1. Making U-turns in front of school on Sunset Drive or near the Forest Lodge Road entrance
2. Dropping off/picking up students on the opposite side of the street.

Please take the time to keep all students, staff, and other drivers safe.

VISITORS

All visitors, such as scheduled speakers, individuals with appointments in the Administrative Offices or classrooms, etc. are required to go through the Main Office to sign-in and acquire a visitor badge. Anyone found on campus without valid authorization will be directed to leave campus.

Students are not permitted to bring visitors on campus during school hours, including break or lunch, or for shadowing.

ANTI-BULLYING/CYBERBULLYING

Pacific Grove High School staff believes all students, staff and community have an obligation to promote mutual respect, tolerance, and acceptance. The school will not tolerate behavior infringing 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 site level 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 occurs at home and impacts school activities or school attendance, the student responsible may be subject to consequences appropriate to the behavior.

DRESS CODE

Pacific Grove High School offers a casual dress environment for students. Students are expected to use good judgment and to show courtesy to their peers and teachers by dressing in a presentable and appropriate manner. At all times, students are asked to be cognizant, 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 about any possible dress code violations. If any further action is required, parents/guardians will be contacted.

- Shirts/sweatshirts and footwear must be worn at all times.
- Clothing, jewelry, and personal items, such as backpacks and bookbags with language or images that are vulgar, discriminatory, obscene, libelous, or those containing threats or promoting illegal or violent content such as the use of weapons, drugs, alcohol, tobacco, or drug paraphernalia are prohibited.

FOOD/DRINK

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

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.

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/guardians being notified.

LOST/FOUND

Lost and found is located outside the Attendance Office. Any unclaimed items are given to a charitable organization.

BIKES, SKATEBOARDS, SCOOTERS, and MOTORCYCLES

No bikes, skateboards or scooters of any kind may be ridden on the Pacific Grove High School campus at any time, including before or after school. 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..

PERSONAL PROPERTY

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

Parents/Guardians who wish to opt their student out of Open Campus during lunch must email the Assistant Principal to notify the high school.

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 to a Saturday School. The incidents are cumulative for the entire school year.

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: have no trancies on record for any period or days for the current year, have not been suspended at any time during the year, and are up to date with community service. Students who qualify for the privilege of open campus and whose parent/guardian gave permission via Synergy will have an OPEN CAMPUS STICKER affixed to their student ID card. Open Campus can be lost due to habitual tardiness, trancies, and other discipline issues, especially suspension and behavior contracts per administrative discretion. **Students must be able to produce their ID card with the sticker when leaving and returning to campus.** Campus may be closed to anyone at any time when deemed necessary. **DOORDASH (or any delivery service) is NOT ALLOWED.**

CLOSED CAMPUS

Closed Campus is for all 9TH/10TH and ineligible 11TH/12TH graders at break and lunch. The Board of Trustees, as authorized by **CA Ed. Code 44808.5** and **PGUSD 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.** **Students may not visit their vehicles during morning break** – all binders and school supplies need to be placed in lockers for access. Parent/Guardian permission is required for a student to leave campus. 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. **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 (e.g. quiet study in the library).**

SCHOOL SAFETY AND CONDITIONS

Two campus supervisors patrol the grounds during the school day. The Pacific Grove Police Student Resource Officer and two administrators provide additional grounds supervision during break and lunch.

Safety drills are practiced during the school year to familiarize staff and students with emergency procedures. Security cameras have been installed at strategic locations to watch for vandalism and student behavior. The school grounds are maintained by the District ground crew, four custodians clean the classrooms and restrooms as well as light landscaping. Maintenance of facilities and heavy landscaping is done through the PGUSD maintenance staff.

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.

ATTENDANCE

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

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

Students leaving campus prior to the end of their regular school day must have a parent/guardian email dgamecho@pgusd.org, provide a note from the parent/guardian or call 646-6590 BEFORE being picked up and prior to the student signing out in person with the Attendance Clerk. Any student, who leaves the campus without being properly signed out, will be marked as a cut.

Parents/Guardians should be prepared to provide ID when picking up their student.

CLEARING AN ABSENCE

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

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

Classroom interruptions jeopardize student learning, therefore **messages and items (flowers, gifts, lunches, clothes, etc.) from home cannot be delivered to classrooms**. Reminders for appointments or after-school activities should be made in advance. In the case of a medical or life-threatening emergency, where you must reach your child immediately or speak to someone immediately, dial 646-6590 or come to the main administrative office at Pacific Grove High School.

EXCUSED ABSENCES

The **State of California** considers illness, medical appointment, and the funeral of an immediate family member to be excused absences. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused, subject to administrative regulations and law (**CA Ed. Code 46014**). Justifiable personal necessity may be excused with administrator approval. Seven excused absences are allowed per semester. In our effort to promote satisfactory attendance, parents/guardians may receive a message after any absence and can expect a notification if "excused" absences exceed 10% of the school days in the school year. If excused absences or tardies exceed 10% of school days in the school year, and a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

REQUEST FOR JUSTIFIABLE ABSENCE

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

- See the Justifiable Absence Form for further details

UNEXCUSED ABSENCES / TRUANCY

Unexcused absences are absences that don't qualify according to **CA Ed. Code 48200**. Three unexcused absences/truancies in one year will result in a referral to the District Attorney's office.

- Any student who is absent from school, without a valid excuse, more than three (3) days, or absent or tardy in excess of 30 minutes on each of more than three (3) days in one (1) school year is truant. (**CA Ed. Code 48260**)
- In our effort to promote satisfactory attendance, parents/guardians may receive a message after any absence and can expect a notification if "excused" absences exceed 10% of the school days in the school year. If excused absences or tardies exceed 10% of school days in the school year,

and a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

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

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 instructional 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 at least half the instruction minutes of the day.

EMERGENCY CONTACT

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

TEMPORARY GUARDIANSHIP

Parents/Guardians need to make prior arrangements with the Counseling Office in person with Ms. Coe as to the name, address, and home telephone number of any temporary guardian. Please indicate the length of time the temporary arrangement will be in effect.

CHANGE OF ADDRESS, E-MAIL, OR LEGAL GUARDIANSHIP

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

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 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 the policies and rules of the school. In addition, you have the right to request your parents/guardians no longer have access to your student records. This process requires you to contact your counselor and fill out an 18-year-old rights form. When you complete this form, your parents/guardians will be notified and offered the opportunity to provide proof you remain a dependent for tax purposes. As long as you are claimed as a dependent, your parents/guardians may continue to access your student records.

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 considered 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 comes to class late, marked tardy (unexcused). Warning.
4 th Offense	Email notice sent home. Possible teacher assigned detention.
5 th or 6 th Offense	DETENTION issued for next session. Upon teacher request - loss of activities. Student given date, time, and location of detention via on-site notification. Student and parent/guardian notified via email.
7 th or 8 th Offense	DETENTION issued for next session. Upon teacher request - loss of activities. Student given date, time, and location of detention via on-site notification. Student and parent/guardian notified via email. When requested by the teacher, student will meet with Assistant Principal.
9 th or 10 th Offense	SATURDAY SCHOOL issued for next session. Student given date, time, and location of Saturday School via on-site notification. Student and parent/guardian notified via email. *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 Administrative discretion.
11 th Offense & Beyond	SATURDAY SCHOOL issued for next session and Work Duty at Administrative Discretion. Student given date, time, and location of Saturday School via on-site notification. Student and parent/guardian notified via email. Meeting with the Assistant Principal. *Students who have neglected to serve Saturday School: 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 Administrative Discretion. When requested, parent/guardian shadows student to 1 st , 2 nd , and/or 3 rd period to guarantee arrival and inform the attendance office the student arrived on time.

Detention is held every other Wednesday from 3:35 p.m. - 4:35 p.m. **Saturday 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 he or she has served all detentions and Saturday Schools issued for the semester.**

TRUANCY POLICY

1st Offense	<p>Staff will contact home regarding absence.</p> <ul style="list-style-type: none"> • If verified truant, then detention assigned for each period missed. • Parent/Guardian Contacted • Administrator intervention; Attendance contract signed at the meeting • LOSS of off-campus privilege for semester and/or following semester, if applicable.
2nd Offense	<p>Staff will contact home regarding absence.</p> <ul style="list-style-type: none"> • If verified truant, the student then meets with the Assistant Principal and a Saturday School is assigned. • Re-establish loss of off-campus privilege for semester and/or following semester, if applicable. • LOSS of PGHS extracurricular activity for one day (eg. Dance, Senior Activity, Team match or game, Club event, Representation on Dance/Cheer or Band event) • Administrator will meet with a counselor to determine if 1st period can/should be dropped
3rd Offense	<p>Message sent home</p> <ul style="list-style-type: none"> • Referral to Assistant Principal – direct contact made by Assistant Principal to the parent/guardian – appropriate intervention noted in the discipline file. • Saturday School assigned • Continued discipline found in Step 2 • When requested, the parent/guardian will shadow the student throughout the school day to ensure attendance. • Monterey County D.A. Truancy Abatement Letter #1 generated
4th Offense	<p>Message sent home</p> <ul style="list-style-type: none"> • Direct contact with the parent/guardian made by an Administrator. • <u>All student privileges are taken away for the remainder of semester</u> (senior privileges, off campus at lunch, sports, dances, club activities, field trips, etc.) • When requested, the parent/guardian will shadow the student throughout school day to ensure attendance. • Saturday school assigned • Monterey County D.A. Truancy Abatement Letter #2 generated
5th Offense	<p>Message sent home</p> <ul style="list-style-type: none"> • Mandatory meeting set up with Administration, Counselor, parent/guardian, and student. • When requested, the parent/guardian will shadow the 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/Guardian and student warned of D.A. notification

COUNSELING DEPARTMENT

Our Outreach Counselors are available to every student. Counselors provide a confidential, safe place for students. Services include:

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

COUNSELING

- **Student Study Team (SST):** The SST Committee consisting of the Principal or Assistant Principal, counselor, teachers, parent/guardian and student, will meet to gather information and develop a plan of interventions aimed at assisting the student inside and outside of the classroom. Please contact the Counseling Department for additional information at 646-6590.
- **Outreach Counseling:** Free optional services for students needing support for any academic or at-risk behavioral health issue negatively affecting academics, including academic intervention check-ins, and program referrals and resources for drug/alcohol related suspensions. Students meet with a counselor as needed. Contact the Outreach Counselor at 646-6590.
- **Mental Health:** Free optional services for students needing support for mental health needs are made available by our on-site Mental Health Therapist. Contact the Mental Health Therapist at 646-6590.
- **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/guardians. Contact the SYRC at 899-1105.

ACADEMIC COUNSELING/POLICIES

SEMESTER SCHEDULE

Freshmen students are required to enroll in a minimum of seven PGHS classes each semester. Freshman must include the following core courses in their schedules: English, History, Science, Math, and P.E. Sophomore students must enroll in the following

Sophomores and Juniors are required to take at least six classes per semester; required core courses: English, History, Science, and Math. Juniors concurrently enrolled in an MPC course may take five PGHS classes with counselor approval and confirmation of community college class registration.

Seniors are required to take at least five classes per semester. Seniors concurrently enrolled in an MPC course may take four PGHS classes with counselor approval and confirmation of community college class registration.

COLLEGE CLASSES FOR HIGH SCHOOL CREDIT

Students who choose to take dual enrolled classes during high school may do so under the following guidelines:

- MPC Dual Enrollment classes are offered at PGHS and on the MPC campuses.
 - o Students receive a tuition waiver for all Dual Enrollment classes.
 - o Grades earned in Dual Enrollment classes will be recorded on the students' permanent college transcripts.

- In order to register for Dual Enrollment classes, students are required to complete a Dual Enrollment form with a signature from the school counselor, assistant principal, or principal.
- Students must request the college send transcripts to the high school in order for credit to appear on their high school transcripts.
 - All three-credit classes at the college level will be worth ten high school credits.
 - College courses worth less than 3 credits will be awarded 2.5 high school credits.

SELECTION CRITERIA FOR VALEDICTORIAN/SALUTATORIAN

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

- Grade points shall be determined by 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 Art or Foreign Language (10 credits) and electives (45 credits).
- Grades earned in online high school classes will not be considered. Up to ten credits per subject area earned in Community College Dual Enrollment classes will be considered in the calculations, but no additional honors grade point will be added. Courses transferred from an accredited high school where the student previously attended will be eligible for inclusion in the calculations.
- Credits must total 175 and all the categories above must be completed by the end of the first semester in senior year. No course work completed during the second semester of senior year will be included in the calculations.
- Student candidates for academic recognition must have attended PGHS for at least the three previous, consecutive semesters: The entirety of junior year and Fall/Semester 1 of senior year.
- Students with the highest average shall be determined to be valedictorian. The student with the second highest average shall be determined to be salutatorian.

2023-2024 Standardized Test Dates

College Board SAT (anticipated)	ACT	CAASPP – Smarter Balance ELA/Math/Science	AP Tests
August 26 October 7 November 4 December 2 March 9 May 4 June 1	September 9 October 21 December 9 February 10 April 6 June 8 July 13	11 th Grade English Language Arts (ELA) Math Science (CAST) April 22-26	Government Physics C Mechanics Calculus Human Geography Eng. Lit US History Computer Science A (Last day for Studio Art Portfolio) Env. Sci. Spanish Psychology Eng. Lang. World 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 one's locker/car BEFORE testing begins or technology will be collected and given back at the end of the school day.	

<ul style="list-style-type: none"> • Primary test day: October 11 • Saturday test day: October 14 • Alternative test day - October 25 		<p>French</p> <p>Statistics</p> <p>College Board update: We expect that 2024 AP Exams will be administered during the first two full weeks of May 2024, with late testing occurring during the 3rd week of May.</p>
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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 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 California 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.

ALTERNATIVE EDUCATION PROGRAMS

Alternative Education Programs through Pacific Grove Community High School and/or Summer School 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. Any student who is severely credit deficient may be alternatively placed in Pacific Grove Community High School. An Alternative Placement form must be obtained through the student’s counselor.

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

SUMMER SCHOOL CREDITS and CREDIT RECOVERY

PGHS Summer School offers courses for Credit Recovery only. Courses cannot be used to take a class for original credit. Courses taken for credit recovery in Summer School will not replace the previously failed course. Both the classes and the grades earned in those courses will be published on the PGHS transcript.

SUPPLEMENTAL ONLINE HIGH SCHOOL COURSES

To earn a PGHS diploma, students are required to take all courses required for high school graduation at PGHS or as Dual Enrolled course work. Students may elect to take additional, supplemental courses at accredited online high schools.

It is the responsibility of the student to confirm online courses not provided by PGUSD are accredited, UC A-G eligible, and transferable. Students are required to arrange online exams in accordance with the individual requirements of the online course.

To add supplemental courses to the PGHS transcript, send official transcripts to the PGHS registrar, Johanna Biondi at jbiondi@pgusd.org.

NON-GRADUATES

Students not graduating with their class must complete all requirements prior to the first day of school of the following school year to be granted a diploma or Certificate of Completion from Pacific Grove High School.

GRADES/REPORT CARDS

Semester report cards are mailed to the parent/guardian's place of residence. The final report card of the year will be mailed home in the month of June.

- **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 the 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.

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 or parent/guardian. **To 'opt out' of consent to release student information to Armed Forces Recruiting Representatives, parents need to complete the designated statement during the PGHS online registration process each year.**

DEBTS AND FINES

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

TRANSFER OUT OF SCHOOL

Parents must notify the school before 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.

CLASSROOM ACADEMIC POLICIES

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 maintain a manageable classroom, teachers may use a variety of methods to redirect students' behavior. Strategies may include, but are not limited to, the following:

1. Confer with the student and explain the school behavior policy.
2. Take away privileges enjoyed by other students.
3. Contact the parents/guardians so concerted action can be taken to mutually correct the inappropriate behavior patterns of the student.
4. Give student detention as authorized by state law (**CA Ed. Code 44807.5**).
5. Suspend the student up to two days from class (**CA Ed. Code 48910**).
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 or Saturday school) 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.

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, critical thinking, and independent study skills development and application (**PGUSD Board Policy 6154**).

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 the provided PGHS planner to write down assignments/due dates and/or use an 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.

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 and completing make-up work and homework after an excused absence.**
- **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 the work. If the student is suspended for longer than one day, the parent/guardian may request a homework packet via the Main Office that can be picked up by the parent/guardian between 7:30 a.m. and 4:30 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 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 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 final**

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."

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.

ACADEMIC DISHONESTY/CHEATING

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, classwork, writing, quiz and/or test)
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
6. The public posting of any class material - quizzes, tests, writing assignments, homework, etc. - should not be done without specific permission from a teacher.
7. Any of the above is considered academic dishonesty.

Frequency of Offense	Consequence (*teacher syllabus may state further requirements)
1st Offense	* Zero on assignment
	* Parent/Guardian Notification by staff via email or phone
2nd Offense	* Zero on assignment
	* Saturday School
3rd Offense	* "F" for the class per Admin. discretion
	* Saturday School or Possible Suspension

LOCKER ROOM THEFTS

It is recommended that students 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 must bring a combination lock and report the combination to the teacher. 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.

STUDENT SERVICES

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. Replacement I.D. cards are free. ID must be shown to administration, staff, or campus supervisors when leaving campus.

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 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** (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 will 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.

LOCKERS

Each new student will be assigned a locker, typically in a hallway according to their graduating class, prior to beginning the school year. Students assigned a locker from a previous year will keep the same locker for the subsequent years. **Do not keep valuables in lockers over vacations, weekends or overnight -- this includes textbooks. Do not give out locker combinations or share lockers.** The school is not responsible for items missing from student 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.

WORK PERMITS

CA Ed. Code 12259 states a permit to work is necessary for all minors 14 through 17 years of age.

Applications for work permits are available on our website under the Student Tab and in the Student Store.

Work permits must be completed before the actual work permit can be issued. If you have any questions go to the Student Store.

LIBRARY/TEXTBOOKS

The PGHS library is open from 8:00 a.m. to 4:00 p.m. for students who wish to check out library books and textbooks. **CA Ed. 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 arrangement...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 set of textbooks 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. 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. No food or drink is allowed in the library.

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 (online form through Synergy). These agreements will also be 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.

The public posting of any class material - quizzes, tests, writing assignments, homework, etc. - should not be done without specific permission from a teacher. Any of the above is considered academic dishonesty.

SCHOOL PROPERTY

Students are responsible for any school property 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.

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
10 Day Punch Pass: \$10	

You may download a transportation application from the district website at pghigh.pgusd.org or retain one in the Main Office. Bus routes can be obtained at the District Office and are subject to change.

BUS PRIVILEGES

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

FOOD SERVICES

CA Universal Meals:

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

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

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

- A reimbursable breakfast or lunch meal consists of three of the five food items offered.
 - Choose three items from milk, fruit, vegetable, protein, and grain (one item must be fruit/vegetable).
 - A student may also choose all components offered at each meal.

Meal Application:

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

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

Meal Account:

Every student has a meal account automatically linked to his/her name and student ID number. The meal account is a DEBIT account, not a credit account. At the time of receiving a meal, the student will need to input

their student ID number into the Point of Sales. A reimbursable meal will be provided at no cost to the student. If a student wishes to purchase a la carte items, an additional entree, a second meal, or individual milk there must be sufficient funds at the time of purchase.

Payment & Refunds on Meal Account:

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

COMMUNITY SERVICE

- Class of 2022, 2023, 2024 will need to earn 36 hours of community service to earn their high school diploma.

PGUSD recognizes the importance of community service and values the experience for our students. Ms. Light can provide a variety of resources to help students earn their community service credit. Ms. Light can be reached at jlight@pgusd.org. The link to the [Career Center webpage](#) contains information about Community Service.

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

In compliance with **CA Ed. Code 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 licensed California physician and with the written permission of the student's parent or legal guardian. **Parents/guardians must provide prescription and/or over-the-counter medications in the original container labeled by a California pharmacist.** These authorizations must be renewed whenever the prescription changes or at the beginning of the new school year. 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. **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 Health Office and should be returned to the Health Office. If possible, discuss with your physician the possibility of arranging medication times during out-of-school hours. If a student has a condition which could result in an emergency situation during the school day, please contact the Health Assistant at 646-6590 x6212 to develop a specific emergency plan to attach to the student's emergency card.

Students who become ill at school will be sent to the Health Office to determine if they need to be checked out of school. Prior to releasing a student, the Health Office must make parent/guardian contact, notifying the parent/guardian the student needs to be picked up or is being sent home. If no parent/guardian contact can be made, the student must remain at school. In cases of emergency, paramedics will be called and parent/guardian notified as soon as possible.

STUDENT HEALTH (related to parent/guardian)

You have the right as a parent/guardian to be informed that school authorities will notify students in grades 7 to 12 that they may be excused from school for the purpose of obtaining confidential medical services without your consent. (**CA Ed. Code 46010.1**)

REPORTING ACCIDENTS

Anytime a student is injured on campus, he/she should report the injury to his/her teacher, the health assistant/nurse, or administration immediately. Accident report forms are available in the PGHS main office.

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 may also be viewed on the school website at pghigh.pgusd.org. Students should pay close attention to these announcements for information of interest and importance to them.

ACTIVITIES

A.S.B.

The Student Store handles activities and provides services to students during the school year. The Student Store sells A.S.B. stickers (see below), dance tickets, P.E. clothes, yearbook, and Breaker Spirit wear. A.S.B. elections occur annually in April. (Please refer to pghigh.pgusd.org to view the A.S.B. Constitution)

A.S.B. EXECUTIVE OFFICERS	CLASS OFFICERS	AS.B. 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 dances and other school-related activities. Stickers can be purchased in the Student Store. The money raised helps to support dances, assemblies, Homecoming events, Renaissance Awards, Breaker Buddies, and the Student Voices Talent Show.

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 must find a teacher advisor to host meetings, download a Club Charter form, and turn it into the student store for A.S.B. approval.

DANCES

Tickets for semi and formal dances should be purchased prior to the event. 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 older than 20 years of age are not eligible to attend Pacific Grove High School dances. Guest forms must be turned in to the student store by no later than Wednesday of the week of the dance. No visitors will be admitted without a guest pass. 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 (pg. 11). Additional rules may accompany a particular event. Hours of high school dances will be from either 7:00 p.m. - 10:00 p.m. unless otherwise set by the Associated Student Council with the approval of the Principal or Principal's designee. All students and guests entering a Pacific Grove High School dance may be breathalyzed at any time during the event and/or upon exiting.

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

Students suspended from, expelled from, or on suspended expulsion status (probation) at a District school are ineligible to attend or participate in any extracurricular 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.

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 (depending on achievement), and block letters.

ATHLETICS

Pacific Grove High School Breakers are a member of the Pacific Coast Athletic League. We offer the following athletic programs:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Boys Basketball	Softball
Girls Volleyball	Girls Basketball	Baseball
Cross Country	Boys Soccer	Track & Field
Girls Golf	Girls Soccer	Boys Golf
Cheerleading	Wrestling	Swimming/Diving
Dance Team	Cheerleading	Boys Tennis
Girls Tennis	Dance Team	Lacrosse
Boys Water Polo		
Girls Water Polo		

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.

ATHLETIC CODE

Pacific Grove High School is a member of the Pacific Coast Athletic League and is governed by the League and CIF Constitution. The CIF Blue Book Rules and Regulations, as well as PGHS Student Athletic Agreement will govern athletic participation. Athletes will be the direct responsibility of the head coach of that sport and their assistants.

Parents/Guardians and athletes will follow team rules set forth by the coach and this Athletic Code and agree they will read and abide by the guidelines presented on the Athletic Agreement.

All players and spectators are required to follow the CIF rules of good sportsmanship: No berating opposing school's team or mascot, no obscene gestures or cheers, no negative signs, noisemakers, or complaints about the officials' calls are allowed. **The administration, as part of its responsibility to maintain order and a true spirit of sportsmanship, has the right and the duty to eject any person whose behavior, verbal or physical, does not comply with the above.** 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

SCHOLASTIC ELIGIBILITY AND GRADES

According to **PGUSD Board regulation**, all students in grades 9 through 12 must meet the following standards for extracurricular and co-curricular eligibility, as well as off-campus privileges.

A student (including incoming freshmen) must:

1. Maintain an unweighted GPA of 2.0 or above (on a scale of 4.0) for all courses attempted during the previous grading period (quarter or semester).
2. Must be currently enrolled in at least 25 semester credits of classwork. This may be reduced to 20 semester credits (CIF rule) under special situations such as enrollment in a local college if approved by the site administrator for students who have accrued excess credits and are on course for graduation.
3. Passing in the equivalent of at least 20 semester credits of work at the completion of the most recent grading period.
4. Make satisfactory progress toward graduation in accordance with the standards indicated below.

Progress and GPA's will be determined by the grades earned at the end of each grading period (quarter

or semester). Students not at an appropriate credit level (freshmen 0-50, sophomores 51-110, juniors 111-170 and seniors 171+), at the end of the year may gain eligibility through a written plan developed with a counselor and approved by the principal.

5. A student who fails to meet these requirements each grading period is scholastically ineligible to participate in extracurricular, co-curricular activities and loses off-campus privileges. This ineligibility lasts until the completion of the following grading period (quarter or semester). There are no appeals to this policy.

6. All students shall become eligible or ineligible five school days following the end of each grading period (quarter or semester).

7. In order to practice or participate in after-school activities/sports on any given day, a student must be present in classes for at least half of the student's instructional minutes of the day 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.

C.I.F. (CALIFORNIA INTERSCHOLASTIC FEDERATION) ELIGIBILITY

All California Interscholastic Federation/Central Coast Section (CIF/CCS) requirements apply to all games including practice, interscholastic scrimmage, league, tournament and play-off games. A student athlete must:

- Be scholastically eligible
- Have reached the ninth grade
- Since entering the ninth grade, not be your ninth semester of attendance
- Show proof of medical coverage
- Abide by specific team rules and regulations
- Final clearance to participate is granted from the Athletic Director.
- Not have turned 19 prior to June 15, shall not participate or practice on any team in the following school year
- Participate in no more than four seasons in the same sport after enrolling into the ninth grade
- Meet residence requirements or file an Application for Residential Eligibility if you transferred from another school without an inter-district transfer
- Meet attendance requirements
- Meet citizenship requirements
- Maintain amateur standing
- Not have participated in any tryout for a professional team
- Not compete on outside teams during the season of sport
- Maintain in your school files an annual physical examination card (Athletic Agreement) certifying you are physically fit to try out and/or participate in athletics. Physical must be on approved form by the PGUSD Board of Education (<https://athleticclearance.com/>)
- Show proof of medical coverage
- 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.
- Complete the Athlete's Code of Ethics
- Questions should be directed to your school coach and/or Athletic Director

C.I.F. CODE OF ETHICS

As an athlete, I understand 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 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.

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 extracurricular or co-curricular activities regardless of their academic standing during the entire period the Transfer Student's suspension, expulsion, or suspended expulsion status.

EQUIPMENT

Athletes are financially responsible for any school-owned equipment utilized or rented out by 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 grades, diploma, and/or transcripts until such time as reimbursement is made.

VIOLATIONS OF SCHOOL DISCIPLINE POLICY/GAME BEHAVIOR

Athletes are expected to display exemplary behavior in class and on campus, as well as set an example for all students to follow, showing respect for all coaches, teachers, officials, spectators, school facilities and equipment. Therefore, serious violations of school discipline – fighting, for example – may put the student at risk of discipline, including temporary or immediate termination of athletic participation. If an athlete is ejected from a 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 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 being allowed to compete again.

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. Proper communication and returning of equipment to the coach is required. 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/guardians have moved, should notify the Athletic Director's office for CCF information on his/her status of eligibility. All incoming transfer students must be cleared by CCS before competing at any level.

TRANSPORTATION

All athletes are expected to follow school and transportation rules set forth by the district and the transportation company that is utilized.

INSURANCE

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

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 main office or athletic department to obtain the necessary insurance forms. Read through them and decide which policy you would like to purchase. The most recommended and lowest cost plan you can purchase for minimum coverage is the *School Time Accident Plan*. This will cover your athlete during any type of school activity at any time and any place. However, if your athlete is going to play football, extended coverage must be purchased. The most recommended and lowest cost plan 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.

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. 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:

The following reflects the PGHS Athletic Agreement signed by both athlete and parent/guardian.

FIRST VIOLATION:

1. Conference with athlete, Administrator, Athletic Director, and parent/guardian. Athletes may practice pending judgment of the violation. (If evidence shows justification, go to step 2.)
2. Investigate and go to step 3 if justified by the investigation.
3. Suspended from team participation and athletic competition for a minimum of one week. (Administrator will determine duration.)

SECOND VIOLATION:

1. Conference with athlete, Administrator, Athletic Director, Counselor and parent/guardian. Athletes may practice pending judgment of the violation.
2. Investigate and go to step 3 if justified by the investigation.
3. Suspended from all athletic participation for a minimum of five weeks. (Administrator will determine when the athlete is once again eligible.)

THIRD VIOLATION:

1. Conference with athlete, Administrator, Athletic Director, Counselor and parent/guardian. Athletes may practice pending judgment of the violation.
2. Investigate and go to step 3 if justified by the investigation.
3. Suspended from all athletic participation for the remainder of the school year. (Administration will determine when the athlete is once again eligible.)

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.

PGHS ALCOHOL-TOBACCO-DRUGS USE POLICY (For Athletes)

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 all student-athletes are in top physical condition, minimizing the potential for injury and further ensures athletic teams are appropriately represented by their student-athletes. Therefore, the possession or use of any controlled substance, (**CA 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 extracurricular 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, the Athletic Director and/or PGUSD.

FIRST VIOLATION (possession, use, or sale) - If evidence shows justification, go to step 2 or 3:

1. Conference with athlete, Administrator, Coach, if available, and parent/guardian.
2. Ineligibility from team competition for **three contests** – student may practice with the team; however, sale of any substance results in termination from athletics for the remainder of the year, including sales made off campus with information provided by law enforcement or through administrative investigation.
3. Completion of an approved drug/alcohol-counseling program. Once the athlete fulfills these requirements and sits out for three contests, 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 (possession, use, or sale) - If evidence shows justification, go to step 2 or 3:

1. Conference with athlete, Administrator, Athletic Director, Coach, if available, Counselor and parent/guardian. If evidence shows justification go to step 3.
2. Indefinite ineligibility to participate on athletic teams – minimum of ten contests or weeks & no practice - determined by administration and coach.
3. To regain eligibility, the athlete must attend a formal drug/alcohol dependency treatment program approved by the PGHS administration and provide verification to an administrator when the treatment has been completed.

THIRD VIOLATION:

1. Conference with athlete, Administrator, Athletic Director, Coach, if available, Counselor and parent/guardian.
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 (recommendation for expulsion, etc.).

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 a pupil may be suspended or recommended for expulsion for acts which are enumerated in **CA Ed. Code 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 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/guardian contact and warning; detention; parent/guardian/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 Ed. 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.

ALCOHOL/TOBACCO/DRUGS

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, mandatory minimum two day suspension and up to five days, and referral to school's intervention program.

Second Offense: Notification of legal authorities, a mandatory 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 someone fails a breathalyzer test, the student will not be admitted to the event and parents/guardians will be contacted. 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 suspended and may be cited by the PG Police Department. Students with multiple drug and alcohol suspensions will be considered for expulsion and cited by the PG Police Department.

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

TOBACCO

Pacific Grove High School and its grounds are **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 Saturday School. If an athlete, up to three contest suspension from participation.

Subsequent Offenses: Each subsequent offense may result in suspension and/or notification of legal authority/mandatory enrollment in abatement program. **(CA Ed. Code 48900.H)**

BEHAVIOR/NON PERFORMANCE 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 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.
- **Step 2:** After the second incident, the teacher shall personally contact the parents/guardians. The student shall be referred to the counselor for guidance.
 - **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/guardian, 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 the student during class. The student and parent/guardian will be supplied with a copy of these conditions before leaving the meeting.
 - **Saturday School Assigned and loss of open campus and/or extracurricular 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)

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

DETENTION

Detention is assigned to students for minor classroom infractions, tardies and other minor discipline problems. Detention is held every other Wednesday from 3:35 p.m. - 4:35 p.m. Once assigned, students must serve the detention date on the referral or they will be assigned Saturday School. Students who are sent out of detention for disruption will be given a Saturday School. Work detail may be assigned.

ELECTRONIC DEVICES: Cell Phones, Tablets, Game Consoles, etc.

Cell phone use is permitted only during lunch and break. Parents/Guardians should refrain from texting students during instructional minutes as it is a disruption to their child's education.

According to **CA 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 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, cellular/digital media player, camera, and/or a personal digital assistant ("PDA").

CELL PHONES

Electronic Signaling or Imaging Devices Policy and Regulations 5146:

- An electronic signaling or imaging device shall be defined collectively as a cell phone, 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.
- 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.

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 main 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**. 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 school day**.
- If a third infraction occurs, other disciplinary measures will result, in accordance with **PGUSD Board Policy and Regulations 5146**.
- Students are expected to place their phones in the wall hangers or in a bin upon entering a PGHS classroom. Per **CA 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/Saturday School, depending on the number of infractions.
- 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, they may request to use the phone in the Main Office.

SEARCH OF 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.

SATURDAY SCHOOL

Saturday School is assigned to students for truancies, excessive tardies, missed detention, and other discipline issues. 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/Saturday School hours.

SUSPENSION

Suspension from school requires a student to 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 **CA Ed. Code 48900** listed below. (**PGUSD Board Policies/Administrative Rules and Regulations 6053**) **Students who have repeated suspensions throughout the year are subject to alternative placement.** Following are the suspendable offenses as listed under the **CA Ed. Code 48900**:

- a) 1. "Caused, attempted to cause, or threatened to cause physical injury to another person."
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 (**Penal Code 261, 266c, 286, 288, 288a, or 298**) or committed a sexual battery"(**Penal Code 253.4**).
- 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 been 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 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 the pupil has caused, attempted to cause, threatened to cause, or participated in, an act of hate violence as defined in **CA Ed. 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."

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.

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/Guardians 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 the gym at lunch while there is a staff member or district-cleared volunteer present. Students may not be outside of the gym during this time unless going to or from the gym area.**

BEHAVIOR GUIDELINES

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

Pacific Grove High School Behavior Guidelines

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

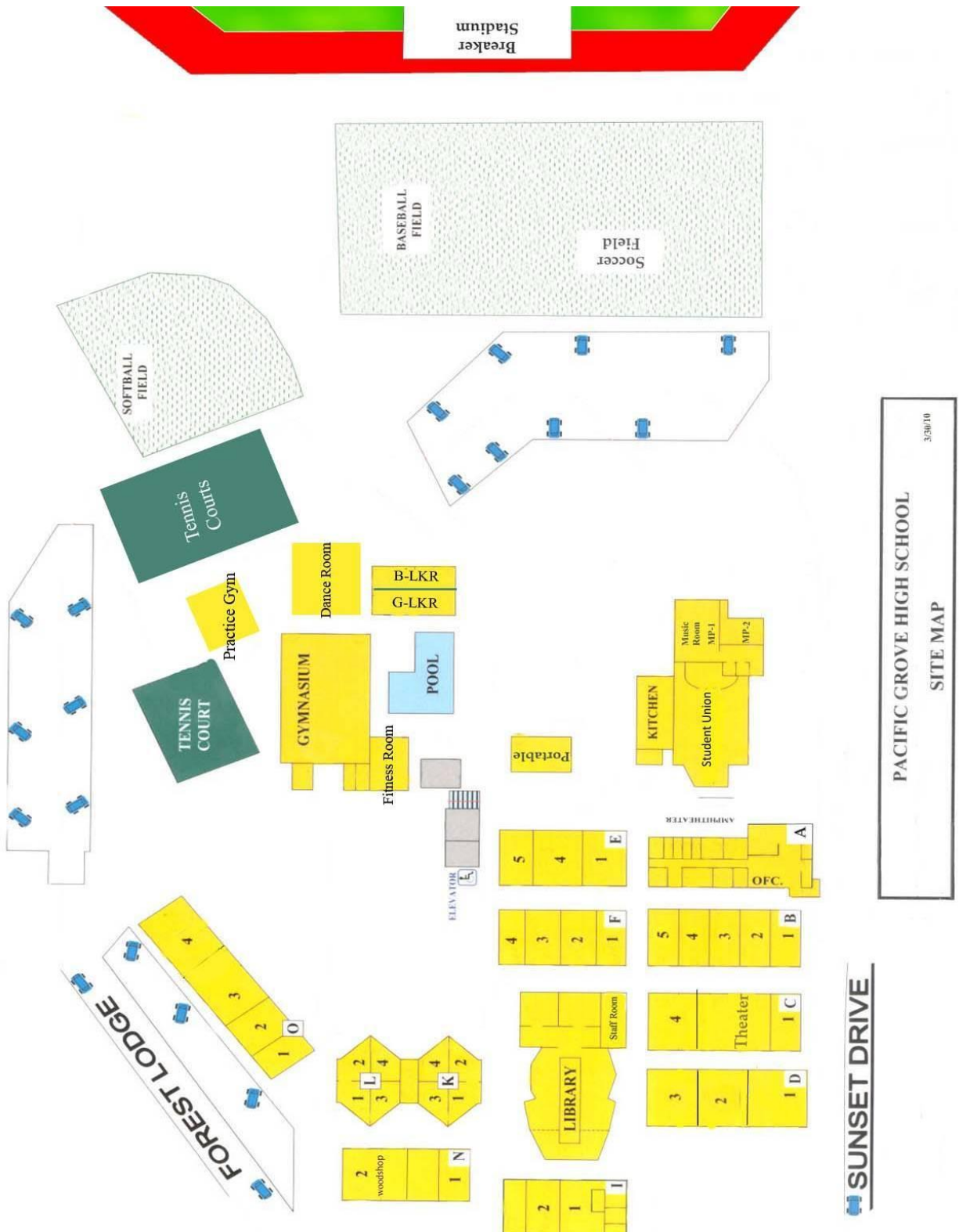
ISSUES	VIOLATIONS	CONSEQUENCES
1. PHYSICAL INJURY & VIOLENCE <i>MUTUAL COMBAT/FIGHTING/ THREATS/ASSAULT</i> EC § 48900 (a1) EC §48900 (s) EC §48900 (t)	(a1) Caused, attempted to cause, or threatened to cause physical injury to another person; fighting/mutual combat. Threats (telephone, written, electronic): 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).
3. WEAPONS/DANGEROUS OBJECTS EXPLOSIVES/REPLICA WEAPONS EC § 48900 (b) (m) US Code, Section 921, Title 18	(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,	✓ 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

	<p>firecrackers, snappers, poppers, lighter, matches, razor blades, shocking pens.</p> <p>EC 48915 (c5) Explosives: M80, bottle rocket, dynamite, bomb, grenade, nitroglycerin, blasting caps.</p> <p>(m) Possessed an imitation (replica) firearm: BB gun, pellet gun, paint gun.</p>	<p>(c2), possession of a firearm (c1), explosives (c5)].</p> <p>✓ Expulsion Recommendation – locking blade or similar knife or other dangerous object regardless of size.</p> <p>✓ Other weapons: to include, but not be inclusive of: switchblade, stiletto, box cutter, billy club, sandbag, nunchuk, ninja star, mace, pepper spray, sling shot, sword, stun gun, brass knuckles.</p>
<p>4. CONTROLLED SUBSTANCE POSSESSION, USE, OR UNDER THE INFLUENCE</p> <p>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)</p> <p>✓ Police Intervention/Citation: PC 390, 415, 502, 647f,</p>
<p>5. SALE OF CONTROLLED SUBSTANCE OR PARAPHERNALIA</p> <p>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.</p> <p>- Includes arrangements made during school hours on campus or at school activities via electronic means</p>	<p>✓ Suspension EC § 48900 (d) (j) (p)</p> <p>✓ Police Intervention/Citation/Possible arrest: PC 966 Drug deal</p> <p>✓ Automatic recommendation for expulsion for substance(s) sale</p>
<p>6. PROPERTY DAMAGE/ VANDALISM GRAFFITI/ARSON</p> <p>EC § 48900 (f)</p>	<p>(f) Caused or attempted to cause damage to school property or private property.</p> <p>Possession or graffiti implements (markers, scribes, liquid or aerosol paint).</p>	<p>Suspension EC § 48900 (f).</p> <p>✓ Restitution to Victim/Community Service.</p> <p>✓ 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</p> <p>✓ Fire Department Intervention PC 451, 452.</p> <p>✓ Expulsion Recommendation.</p>
<p>7. THEFT, ROBBERY, AND/OR EXTORTION</p> <p>EC § 48900 (e) (g) (l)</p>	<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>	<p>✓ Suspension EC § 48900 (e) (g) (l).</p> <p>✓ Restitution to Victim/Community Service.</p> <p>✓ /Police Intervention PC 211s, 422, 459, 484, 487, 488, 496.</p> <p>✓ Expulsion Recommendation.</p>
<p>8. TOBACCO</p> <p>EC § 48900 (h)</p> <p>EC § 48901</p>	<p>(h) Possessed or used tobacco or nicotine products: Cigarettes, cigars, mini cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel or electronic cigarettes/vaping products.</p>	<p>✓ Suspension Code (h)</p> <p>✓ Police Citation PC 308 (b).</p> <p>✓ Referral to Smoking Cessation Program.</p> <p>✓ Suspension EC § 48900 (h).</p> <p>✓ Referral to Counseling.</p>
<p>9. PROFANITY & VULGARITY OBSCENITY</p> <p>EC § 48900 (i)</p>	<p>(i) Committed an obscene act or engaged in habitual profanity or vulgarity: Indecent exposure (may/may not be sexual harassment), mooning, urinating in public, possession of pornographic literature or use of pornographic Internet websites, lewd or obscene gestures</p>	<p>✓ Teacher warning; Teacher suspension; Detention or Suspension.</p> <p>✓ Administrative Conference.</p> <p>✓ Suspension Automatic if profanity is directed toward a school official EC § 48900 (i).</p> <p>✓ Police Intervention. PC415(3), 647</p>

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, bongos, vaping pens/juice.	✓ Suspension EC § 48900 (j). ✓ Referral to Counseling. ✓ Police Intervention.PC308(b) B&P4140 ✓ Expulsion Recommendation.
11. DISRUPTION & DEFIANCE EC § 48900 (k) EC § 48900.4	(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. Unlawful assembly, inciting riot. Cheating, bus misconduct, classroom disruption, not complying with assigned discipline consequence, forgery, gambling, littering, throwing objects, setting-off fire alarm.	✓ Teacher warning; Removal from class/activity; Teacher suspension. ✓ 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.	✓ 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)	✓ 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.	✓ 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 48 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 	✓ Detention - – depending on severity ✓ Saturday School – depending on severity ✓ Suspension EC § 48900 (r).

16. ELECTRONIC SIGNALING & OTHER DEVICES EC § 48901.5, EC § 48900 (k).	<p>(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.</p> <p>(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. <i>(Amended by Stats. 2002, Ch. 253, Sec. 2. Effective January 1, 2003.)</i></p> <p>(For more detail see pgs 37-38)</p>	<p>✓ 1st Offense: Confiscation of device. Student reminded of policy and device returned at the end of the day.</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>
17. SEXUAL HARASSMENT EC § 48900.2 PC 212.5 <i>Grades 4 to 12</i>	<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>
18. HATE VIOLENCE EC § 48900.3 <i>Grades 4 to 12</i>	<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>
19. HARASSMENT EC § 48900.4	<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>
20. TERRORISTIC THREATS EC § 48900.7	<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>

21. DRESS CODE EC § 48900 (k)	Violation of school dress code policy as outlined in the Student Handbook.	<ul style="list-style-type: none"> ✓ Dress changed/Accessory seized ✓ Parent/Guardian notified. ✓ Driven home to change ✓ Detention ✓ 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/guardian 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 Parked in school lot without permit 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
3/30/10