

Pacific High School

501 College Drive
Ventura, CA 93003
805-289-7950

2024-2025 Student Handbook



District programs and activities shall be free from discrimination, including harassment, with respect to ethnic group, religion, gender, actual or perceived sexual orientation, color, race, national origin, and physical or mental disability. The district shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities.

ADMINISTRATORS

Mr. Russell Gibbs - Principal
Mr. Charles Cornwell - Assistant Principal
Ms. Geneva Bento – Learning Director

COUNSELORS

Ms. Jacqueline Carmona
Ms. Ena De La Cruz
Ms. Lorena Garcia
Mr. Tim Soto

SCHOOL RESOURCE OFFICER

Officer Matt Thompson, VPD

FAMILY LIAISON

Ms. Rosemary Arroyo

TEACHERS

Mr. Jesse Barnett
Ms. Mireille Blanchard
Ms. Diann Block
Ms. Beth Borer
Ms. Frances Castellon
Ms. Monique Cornette
Mr. Sebastien DeClerck
Ms. Charlotte DiPaolo
Mr. Pete Ippel
Ms. Sarah Jimenez
Mr. Doug Kidwell
Ms. Margaret Sellers
Ms. Angela Williams
Ms. Jessica Winchester
Mr. Steve Zermeno

Mission

Cultivate a safe and nurturing learning community that fosters academic engagement and personal growth

Vision

Empower students' resilience and determination to achieve success



Core Values

Relationships

We prioritize and work relentlessly to build positive staff/student, staff/family, staff/staff relationships.

Routines

We provide positive, planned, predictable, and structured learning and working environments that build trust.

Responsibility

We take ownership of our thoughts, words, actions, and choices and work together to repair harm and restore relationships when necessary.

Respect

We show consideration for the feelings, wishes, cultures, rights, traditions, space and property of others.

Results

We strive for continuous improvement while embracing a growth mindset.

School Wide Behavior Norms

Based on PHS Core Values

1. Prioritize relationships

- Be kind and respectful to all students, staff, and visitors.
- Apologize and repair harm when appropriate.

2. Support school and classroom policies and routines

- Be present, alert, and follow instructions the first time.
- Complete assignments and ask for help when needed.
- Adhere to classroom phone/earbud/technology policies

3. Be responsible

- Take ownership of thoughts, words, actions and choices.
- Cooperate with others and seek solutions to problems.
- Complete school assignments with genuine effort and integrity.

4. Be respectful

- Show consideration for the feelings, wishes, cultures, rights, traditions, space, and property of others.
- Use school appropriate language when speaking to others and for all classroom writing assignments (professional/formal language).

5. Achieve results

- Strive for daily improvement in attendance, behavior and academic credits (A,B,C's.)
- Set quarterly goals and monitor your progress.
- Graduate from high school!



GRADUATE PROFILE

Solve Problems - We strive for all students to seek solutions to problems both in and out of the classroom. We provide students opportunities to collaborate and practice their creativity, critical thinking, effective communication and decision making skills regularly.

Honor Diversity & the Dignity of Others - We strive for all students to show consideration for the feelings, wishes, cultures, rights, traditions, space, and property of others. We provide students opportunities to demonstrate these behaviors daily.

Analyze Information and Think Critically - We strive for all students to approach ideas with an open-mind while looking for evidence and reasoning to support their perspectives and points of view. We provide students with multiple opportunities to demonstrate these skills regularly in each of their classes.

Responsible and accountable to self and community - We strive for all students to take ownership of their thoughts, words, actions and choices while seeking opportunities to contribute positively to their school and community regularly.

Know how to set and achieve realistic goals - We strive for all students to achieve positive outcomes by setting goals that are specific, measurable, attainable, realistic, and timely.

PHS students become a *SHARK* by actively participating in:

- ★ PHS core values and behavior norms
- ★ Individualized academic success plans created together with their parents/guardians, counselors, teachers, and administrators
- ★ First Period Homeroom/Advisory community circles, SEL/ELA lessons & journal activities
- ★ Core and Elective Instruction including Project Based Learning and Career Technical Education
- ★ School-wide SEL/Restorative Practices in the classrooms, hallways, and offices

PHS measures the progress of each *SHARK* quarterly via (ABC'S)

- **A**ttendance Data
- **B**ehavior and Visits Data
- **C**redit/Grade Data
- **S**urveys

SKILLS FOR SUCCESS

Successful people don't become successful by luck. Their success is the result of setting goals and working to achieve those goals. In other words, successful people plan to succeed. You too, can plan to succeed, start planning for success today!

Organization—Getting organized is the first step to success. Know what you need to do and what materials you will need. All students should carry a binder with their Graduation Progress Sheet (GPS) to every class.

Prioritize— You have a lot to do, it is important to set priorities. Make a list and rank each task in 1,2,3, order. Start with #1—the most important task, and continue down the list. Check off the tasks you have finished. Completing daily credit recovery should be a priority!

Set Goals— Just wishing or wanting to get better grades accomplishes nothing. You need a plan of action to achieve your goals. Be specific; set time limits, set realistic goals, draw up a step-by-step plan; write your goals down; share your goals with others; keep at it; reward yourself! Setting short term goals and/or long term goals will result in better grades, achievements and higher self-esteem. Best of all, setting goals will make you feel in control of your life and its journey. Your GPS helps you make your quarterly plan!

SKILLS FOR LISTENING

Listening (unlike hearing, which is a physical process not requiring thinking) gives meaning to the sounds you hear. It helps you understand. Listening is an active process that requires concentration and practice. In learning, the teacher's responsibility is to present information; the student's responsibility is to be "available" for learning. Not listening means you will be unable to learn material.

To help develop listening skills:

- Approach the classroom ready to learn: leave personal problems outside the classroom.
- Focus your attention directly on the teacher, even if you do not sit close to them.
- Pay attention to the teachers' style and how the lecture is organized.
- Participate! Ask questions when you do not understand.
- Take notes.
- Listen for key words, names, events.
- Connect what you hear with what you already know.
- Distractions matter—phones/iWatches should not be visible during class time.

SOCIAL EMOTIONAL LEARNING

Social and emotional learning (SEL) enhances students' capacity to integrate skills, attitudes, and behaviors to deal effectively and ethically with daily tasks and challenges. Pacific High School staff will be integrating SEL opportunities daily during homeroom Life Skills instruction as well as throughout students' core and elective classes. All students are expected to participate in weekly homeroom community circles.

SELF AWARENESS

The ability to accurately recognize one's own emotions, thoughts, and values and how they influence behavior. The ability to accurately assess one's strengths and limitations, with a well-grounded sense of confidence, optimism, and a "growth mindset."

- Identifying emotions
- Accurate self-perception
- Recognizing strengths
- Self-confidence
- Self-efficacy

SELF MANAGEMENT

The ability to successfully regulate one's emotions, thoughts, and behaviors in different situations and effectively managing stress, controlling impulses, and motivating oneself. The ability to set and work toward personal and academic goals.

- Impulse control
- Stress management
- Self-discipline
- Self-motivation
- Goal-setting
- Organizational skills

SOCIAL AWARENESS

The ability to take the perspective of and empathize with others, including those from diverse backgrounds and cultures. The ability to understand social and ethical norms for behavior and to recognize family, school, and community resources and supports.

- Empathy
- Appreciating diversity
- Respect for others

RELATIONSHIP SKILLS

The ability to establish and maintain healthy and rewarding relationships with diverse individuals and groups. The ability to communicate clearly, listen well, cooperate with others, resist inappropriate social pressure, negotiate conflict constructively, and seek and offer help when needed.

- Communication
- Social engagement
- Relationship-building
- Teamwork

RESPONSIBLE DECISION MAKING

The ability to make constructive choices about personal behavior and social interactions based on ethical standards, safety concerns, and social norms. The realistic evaluation of consequences of various actions, and a consideration of the well-being of oneself and others.

- Identifying problems
- Analyzing situations
- Solving problems
- Evaluating
- Reflecting
- Ethical responsibility

DISCIPLINE POLICIES

To ensure a positive and safe learning environment, the Board of Education has developed a comprehensive discipline code. **The discipline code is in effect to and from school, during the school day, and during any school sponsored activity.**

STUDENT RESPONSIBILITIES

Every pupil shall attend school punctually and regularly, conform to the regulations of the school, be respectful to his/her teacher and others in authority, be kind and courteous to schoolmates, and refrain from the use of profane and vulgar language.

BIKES & SKATEBOARDS

For safety, students may NOT ride bikes or skateboards through the PHS parking lots. Students are expected to walk their bike and/or skateboard when on campus. All bikes and skateboards are to be locked in the designated areas on campus.

CELL PHONES and ELECTRONIC DEVICES

The use of camera/cell phones or electronic devices with the ability to take pictures or record sounds is strictly forbidden in private areas such as classrooms and restrooms. Such use may be in violation of criminal code.

EXCESSIVE DISPLAYS OF AFFECTION

Individuals, as well as couples, must understand that it is their responsibility to conduct themselves in a manner that is appropriate for a school campus. Excessive displays of affection are inappropriate on school grounds or at a school sponsored activity. "Excessive" refers to kissing, inappropriate touching, necking and other physical demonstrations considered to be inappropriate when conducted in public. No one may have any physical contact with another person over that person's objections, discomfort, or embarrassment.

SURVEILLANCE CAMERAS

Ventura Unified is committed to providing a school environment at Pacific High School that promotes the safety of students, employees, and visitors to our campus. We also recognize the importance of protecting District property, facilities, and equipment from vandalism and theft.

In consultation with industry experts, staff, and relevant public agencies, we have installed surveillance cameras at Pacific High School in areas deemed appropriate in the overall safety of our campus. It is important to note that cameras have not been installed in areas where students, staff, or visitors have a reasonable expectation of privacy.

DRUGS, ALCOHOL AND TOBACCO

Drugs, alcohol and tobacco negatively affect a student's physical well-being and performance. District policy prohibits the use of smoking or smokeless tobacco products. Students who use, possess, or are under the influence of a controlled substance, as defined in section 11007 of the Health and Safety Code which include alcoholic beverages and/or intoxicants of any kind should fully understand that he/she/they may be suspended, lose other school privileges and/or be expelled in some cases. This includes, but is not limited to, field trips during, before and after the school day.

Drug and Alcohol Free Schools Board Policy 3514.4 Adopted 4/27/21

The Governing Board recognizes the need to keep district schools free of drugs and alcohol in order to create a safe and healthy environment conducive to learning and promote student health and well-being. The Board prohibits the possession, use, or sale of drugs and alcohol at any time in district-owned or leased buildings, on district property, and in district vehicles, unless otherwise permitted by law.

The following substances are prohibited on all district property:

1. Any substance which may not lawfully be possessed, used, or sold in California
2. Cannabis or cannabis products (Health and Safety Code 11362.3; 21 USC 812, 844)
3. Alcoholic beverages, unless approved by the Superintendent or designee for limited purposes specified in Business and Professions Code 25608
4. Prescription medication, except for prescribed cannabis, may be administered at school in accordance with law, district policy and regulations, and written statements by the parent/guardian and the student's authorized health care provider as applicable.

Information about the district's drug- and alcohol-free schools policy and the consequences for violations shall be communicated clearly to employees, parents/guardians, students, and the community.

Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate the possession, use, or sale of alcohol and other drugs and related paraphernalia in district facilities, on district property, in district vehicles, or at school-sponsored activities. As appropriate, he/she may direct anyone violating this policy to leave school property and/or refer the matter to law enforcement.

Students and employees who violate the terms of this policy may be subject to discipline and/or referred to assistance programs in accordance with law and Board policy.

VAPE DETECTORS in PHS RESTROOMS

All of the restrooms at Pacific High School are equipped with vape detection units. These units can detect THC and tobacco vape, aggressive noises, and vandalism on the unit. Once the unit detects these anomalies, the PHS administration is immediately notified.

Pacific High School, similar to many other traditional and alternative high schools, has observed a concerning increase in incidents involving student use of nicotine and THC vaping products on campus during the school day. The purpose of this notice is to inform you of this concern, provide you resources if you believe your child is participating in this behavior, as well as alert you to possible consequences if your child vapes on school property during the school day. We take this issue very seriously due to the negative health effects vaping can have on our students and the impact this behavior has on their school success. Our ultimate goals are to establish the root cause of the vaping behavior, support student learning and health, and to decrease the vaping incidences at Pacific High School.

Students engage in vaping nicotine/THC for many reasons. Both products are cause for concern when it comes to teen health, wellness, and learning. Per the **Centers for Disease Control**, nicotine and THC cause significant negative impact on adolescent health and behaviors including those listed below.

Negative effects of nicotine:	Negative effects of THC:
<ul style="list-style-type: none">● Addictive● Causes feelings of: restlessness, stress, anxiety, depression, difficulty sleeping, problems concentrating● Harmful to development of adolescent brain● Affects memory and concentration	<ul style="list-style-type: none">● Difficulty thinking and problem solving● Problems with memory and learning● Reduced coordination● Difficulty maintaining attention● Problems with school and social life

Please consider reviewing these resources from the Center for Disease Control:

Talk with Your Teen About E-cigarettes: A Tip Sheet for Parents
https://e-cigarettes.surgeongeneral.gov/documents/SGR_ECig_ParentTipSheet_508.pdf

Marijuana Use and Teens
<https://www.cdc.gov/marijuana/factsheets/pdf/MarijuanaFactSheets-Teens-508compliant.pdf>

We hope you find this notice informative and understand our health and safety concerns about the negative impacts of vaping. Thank you for partnering with us to support our student's health and school success.

More local resources on vaping may be found by visiting the BRITE website:

<https://brite.mykajabi.com/brite>

BRITE is a local Ventura County youth development organization for students ages 12-25. Their goal is to change social norms that encourage, accept and allow underage substance use and prevent the negative impacts of these behaviors.

When students' vape in school it results in missed class time and is correlated closely to lower grades/credits and understanding of course material. Additionally, vaping on school grounds negatively affects students and staff who do not want exposure to these dangerous, illegal products.

Vaping is prohibited in all VUSD schools as stated in our Ventura Unified School District Board Policy. This notice in our student handbook, which all students and parents/guardians sign, serves as your acknowledgement and understanding of the rules and behavioral expectations of our PHS students.

Again, our proactive approach is to inform you of this concern, provide you resources if you believe your child is participating in this behavior, as well as alert you to possible consequences if your child vapes on school property during the school day.

Any student who chooses to “vape” on campus will have the following consequences:

First Offense:

- Vape/product confiscated
- Parent/Guardian Notification
- Sent home on personal necessity if under the influence of THC/Alcohol
- Brief drug/alcohol intervention in lieu of suspension (two, 30-minute sessions with school counselor)

Second Offense

- Vape/product confiscated
- Parent/Guardian Notification
- Sent home on 1 day suspension
- BRIMM Family Intervention with VUSD Student Assistance Counselor
- Ventura County Behavioral Health drug and alcohol counseling on PHS/VUSD campus

Third Offense

- Vape/product confiscated
- Parent/Guardian Notification
- Sent home on 2 day suspension
- School Resource Officer Intervention – Ticket
- Continued participation in Ventura County Behavioral Health drug/alcohol counseling.

Continued offenses will result in increased suspensions, police intervention, and possible placement at Gateway Community School in Camarillo.

MANDATORY RECOMMENDATION FOR EXPULSION

The following behaviors will result in a 5-day suspension, and notification to law enforcement.

E.C. 48915(c) requires mandatory suspension and a recommendation for Expulsion for the following acts committed by your child:

- C1.** Possessing, selling or otherwise furnishing a firearm.
- C2.** Brandishing a knife at another person.
- C3.** Unlawfully selling a controlled substance.
- C4.** Committing or attempting to commit a sexual assault or committing sexual battery
- C5.** Possession of an explosive.

E.C. 48915 (a)(1) Requires a recommendation for Expulsion for the following act committed by your child unless it is determined that Expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct;

- (A)** Causing serious physical Injury to another person, except in self-defense.
- (B)** Possession of any knife, or other dangerous object of no reasonable use to the pupil.
- (C)** Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (D)** Robbery or extortion.
- (E)** Assault or battery upon any school employee.

SUSPENDABLE OFFENSES

The following behaviors may result in 1-5 day suspension and/or expulsion. Discipline will be progressive for recurring activity. Repeated offenses may result in placement in an alternative program such as Independent Study, Gateway, or Adult Ed. (18 yrs. of age)

Reason for Suspension * E.C. 48900

- (a)(1)** Caused, attempted to cause, or threatened to cause physical injury
- (a)(2)** Willfully used force or violence on another person, except in self-defense.
- (b)** Possessed, sold, or furnished any firearm, knife, dangerous object, or explosive.
- (c)** Possessed, used, sold, furnished, or under the influence of any controlled substance, alcohol or an intoxicant of any kind.
- (d)** Offered, arranged, or negotiated to sell any controlled substance, alcohol, intoxicant, or representation of items thereof.
- (e)** Committed or attempted to commit robbery or extortion.
- (f)** Caused or attempted to cause damage to school or private property.
- (g)** Stole or attempted to steal school or private property.

SUSPENDABLE OFFENSES, Cont'd

Reason for Suspension * E.C. 48900

- (h) Possessed or used tobacco, or tobacco products. or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

Tobacco product" means any of the following:

(A) A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff.

(B) An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah. (EDC 48901/BPC 22950.5)

- (l) Committed an obscene act or engaged in habitual profanity or vulgarity.

- (j) Offered, possessed, arranged. or negotiated to sell any drug paraphernalia.

"Drug paraphernalia" means all equipment, products and materials of any kind which are designed for use or marketed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of this division. (Health and Safety Code 11014.5)

- (k) Disrupted school activities or willfully defied valid authority.

- (l) Knowingly received stolen school property or private property.

- (m) Possessed an imitation firearm.

- (n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined In the Penal Code.

- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness

- (p) 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.

- (t) Aided or abetted the infliction or attempted infliction of physical injury.

- (E.C 48900. 7)** Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4-12

(E.C. 48900.2) Committed sexual harassment as defined in section 212.5 of the California Education Code.

(E.C. 48900.3) Caused, attempted to cause, threatened to cause, or participate in an act of hate violence.

(E.C. 48900.4) Engaged In harassment, threats or intimidation against school district personnel or pupils.

****Per E.C. 48900(s)**, a pupil may be suspended or expelled for acts that are enumerated in this form and related to school activity or attendance that occur at any time.

SEARCHES

All students have the right to a school environment that is safe and secure. To assure that our campus provides a safe educational setting, student privacy interests must be balanced with the school interests. Therefore, when there is reasonable suspicion that a student has violated or is violating either the law or a school rule, the principal or designees may search an individual, his or her personal property, cellphone and/or electronic device, locker, and vehicle.**(Board Policy 5145.12)**

In our ongoing efforts to keep students and staff safe in a drug-free environment. Pacific High School will be conducting K-9 searches (using a drug-detection dog) randomly throughout the school year. Searches will be conducted in classrooms, and other public areas on campus. If something is found that is illegal, is unsafe or prohibited on campus, school officials will follow up with an appropriate administrative procedure that may involve discipline or law enforcement.

CELL PHONES/EAR BUDS/PERSONAL DEVICES

We understand that cell phones and ear buds/music have great utility, but both have increasingly become a source of distraction, antisocial behavior and conflict both at home and at school. Students may have a cell phone/earbuds on campus. However, students must have their cell phones/ear buds turned off and secured during instructional time.

PHS believes in maintaining a safe and effective educational environment for all of its students. Research shows that the mere presence of cellphones in the classroom can be detrimental to student performance. Phones may not be stored in binders or on student desks. Students may not listen to personal music during class instruction. It is recommended that students store their phones and ear buds in their backpacks/purses/pockets at all times.

Teachers will provide one warning in class daily. After this warning students will receive progressive consequences per new 23-24 VUSD policies.

1st Offense—Parent/Guardian phone call—Student turns in phone to office and picks it up at end of the day.

2nd Offense—Parent/Guardian phone call—Parent/Guardian must pick up the phone from the office at the end of the day. Students may be suspended from the class for two days with a parent conference.

3rd Offense-Parent/Guardian phone call-parent/guardian pick up-2 week contract for office check in and out daily

In an effort to best serve your child, we will need your full support in implementing this policy at our school. We want to assure our families that you can reach your student at the main office at 805-289-7950. Please save this number for easy access.

GANG AFFILIATIONS

Gang related behavior or intimidation on campus will not be tolerated at Pacific High School. Graffiti and/or vandalism on school property or the property of theirs is unacceptable. **Clothing as well as backpacks, book covers, notebooks, etc., that display or depict logos, pictures or names of racist groups or gangs, as defined by the Ventura Police Department are prohibited.** Writing or etching implements used for graffiti vandalism that may include paint pens, spray paint, markers, etc. are prohibited on campus. Penalties may range from referral to recommendations to the Governing Board for expulsion. Parents will be contacted and items will be confiscated. Contact will be made with Law Enforcement with the possibility of arrest if the student is in violation of any city ordinance or Health and Safety or Penal Code or if gang activity or association is suspected. Verbal/physical confrontation while “claiming” affiliation or wearing or displaying gang paraphernalia, shall be referred to the principal or designee for appropriate disciplinary action. Students may receive an automatic 5-day suspension and may be alternately placed or expelled.

DRESS CODE

The following guidelines shall apply to all regular school activities, including field trips and dances.

1. Shoes must be worn at all times.
2. Clothing, accessories and personal items (Including backpacks and binders) shall be free of inappropriate writing, pictures or any other insignia that makes references to gangs, drugs, sex, alcohol, tobacco products, violence, weapons, vulgarity, nudity, racial supremacy or other antisocial behavior.
3. Baseball hats and beanies may be worn with appropriate logos in the classroom. Bandanas may not be worn on campus. Faith based or health related head coverings are exempted. Also, gloves are not to be worn.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the shoulder or low-cut tops, and skirts or shorts shorter than mid-thigh are prohibited.
5. No sagging pants or underwear showing.
6. No sunglasses inside buildings

7. No attire displaying Ventura /Oxnard neighborhoods (or other specific City neighborhoods)
8. ***No symbols related to or identified as local gang-related symbols, even if you do not associate with or identify with that group, per the recommendation of the VPD***

*Hoods are permitted but cannot distract a student from learning. Students are expected to adjust or remove the hood if requested to do so.

WORK PERMITS

Students must maintain regular attendance in order to obtain a valid work permit. Work permit eligibility pertains to work permits issued for the months of September through May. Work permits for the months of June, July and August will be issued upon request. Work permits may be canceled for failure to comply with attendance regulations or classroom/academic standards. Applications are available in the Hope Center.

ATTENDANCE POLICY

Research shows that consistent attendance is a key factor for student success. Students, parents and staff members all share in the responsibility of ensuring regular school attendance. If you are not here you cannot participate in the learning activities of the day which inevitably will affect and disrupt the continuity of your learning process.

All absences are considered unexcused until it is properly reported by the student's parent/guardian of the reason for the absence. When a reason for an absence is properly reported within **three school days**, an absence may be excused. The following defines reasons for which an absence will be excused or remain unexcused (per the California Education Code):

EXCUSED:

- Personal illness.
- Medical, dental, therapy, or chiropractic services. Students are strongly urged to make appointments during non-school hours.
- Attendance at funeral services of an immediate family member, limited to one day if the funeral is in California and three days if it is outside of California.
- For students who are the custodial parent of a child who is ill or has a medical appointment during school hours.
- Court Appointments.
- Religious Holidays.

UNEXCUSED ABSENCES (Examples):

- Oversleeping
- Car trouble or other transportation problems.

- VACATIONS.
- Family business / Babysitting.
- Truancy: defined as an unexcused absence from class, absence from class without school and/or parent guardian knowledge or permission. Leaving class without permission before the class is officially over.
- Suspension.
- Absences not cleared within three days after a student returns to school.

PROCEDURES FOR REPORTING AN ABSENCE

It is the parent's/guardian's or 18 year old student's responsibility to notify Pacific High School when and why the student is absent from school. Whenever a student is absent, we require from the parent/guardian, or 18 year-old students do one of the following to report the absence:

1. By telephone: Call 805-289-7950 extension 2108. When calling please:
 - Speak clearly.
 - Give the student's name/grade level.
 - Give days/periods and dates of absence.
 - State reason for absence.
 - Identify yourself and give a phone number.
2. With a note (written in ink and with parent or guardian signature) with the above information.

Note: *An absence must be cleared within three (3) days upon the student returning to school. After the third day the absence will be recorded permanently as "unexcused".*

PROCEDURES FOR EXCUSING A STUDENT FOR EARLY DISMISSAL

Whenever possible, it is highly encouraged that appointments be scheduled before or after school hours, he/she may be excused by following the procedure defined below:

1. Parent/Guardian call the Attendance Office, or student brings a note to the Attendance Office prior to departure stating the time and reason for dismissal.
2. Student arrives at the Office at the time of the Early Dismissal and is signed out while getting an Early Dismissal pass.
3. If the student returns to school on the same day, the student must return the Early dismissal Pass to the Office.
4. If a student leaves campus without an off-campus pass, even if picked up by a parent, the absence will be considered unexcused.
5. Telephone calls or notes to the Attendance Office or Nurse's Office after the student leaves campus without permission will remain unexcused.

REFERRAL TO THE STUDENT ATTENDANCE REVIEW BOARD (SARB)

Pursuant to the Ed Code, a student is considered truant "who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any thirty minute period during the school day without a valid excuse on any three occasions in one school year or any combination thereof." The SARB process is as follows:

SARB 1 - students with three or more unexcused period absences can receive a 1st letter notifying the parent/guardian.

SARB 2 - students with five or more unexcused period absences can receive a 2nd letter notifying the parent/guardian.

SARB 3 - students with 8 or more unexcused period absences can receive a 3rd letter notifying the parent/guardian. The school will then make a referral to a SARB hearing where the student will be placed on an attendance contract for severe truancy problems that have not been corrected, the student and/or parent can be cited by the Ventura Police Department and scheduled a Court date.

VENTURA UNIFIED SCHOOL DISTRICT GRADUATION REQUIREMENTS

Credit toward graduation is earned for all subjects taken in the 9th, 10th, 11th and 12th grade. No credit is earned if the student receives a grade “NM”. Credit may also be earned through participation in Career Pathway courses, Youth Activities, Work Experience, College Courses, Adult Education, and approved on-line courses. Any course taken before the completion of 8th grade does not count towards High School Graduation.

Subject	Units/Credits
World History	10
US History/Geography	10
American Democracy	5
Economics	5
English	40
Math 1	10
Math	20
Science	20
Health	5
Physical Education	20
Arts	20
College & Career Seminar <small>(required elective)</small>	5
Electives	60
TOTAL NEEDED TO GRADUATE	230

ACADEMIC HONESTY

Honesty is one of the most basic character traits necessary for a meaningful life. When cheating occurs, all students suffer. Therefore, students who cheat, lie, plagiarize, or act dishonestly in regard to their academic endeavors will be dealt with promptly and effectively to eliminate cheating. Infractions will be disciplined following **Board Policy 5131.9**. Actions may include a score of “0” on the assignment, entry into their student file, parent conference, suspension, removal from class/extra curricular, No Mark in the class, and alternate placement.

Intervention

As a means of academic, behavior, and or social-emotional intervention, a student may be placed in smaller classes and or on a minimum day (180 minutes). This is designed for a very small percentage of students.

- Reasons that a student may receive targeted interventions include:
- Insufficient academic progress
- Unacceptable attendance
- Severe or persistent negative behavior

Note: A parent or guardian conference will take place before a program change.

The HOPE Center

- The Hope Center is the PHS Counseling Office and is the place to go for:
- Academic counseling and scheduling
- Social Emotional support
- Career Counseling
- Expanded Learning Options such as College Classes, and CTE classes off site

The Wellness Center

The Wellness Center is in Lower Campus and is available to students with a pass who need support with emotional regulation or access to community resources. The Wellness Center staff will provide students opportunities to participate in social emotional groups throughout the year including: Grief Group, Drug/Alcohol Addiction Group, Girls/Boys Groups

Adult Supervision and Hall Pass Policy

Students may not be out of class without a hall pass or a bathroom pass. Passes will not be issued during the first or last five (5) minutes of a period.

Students must present their pass to any PHS staff member when asked.

Students may not sit/stand/congregate in any area that is not directly supervised by a PHS staff member at all times.

Students must have a green pass to sit at a picnic table during class time. The green pass indicates that the teacher has provided permission for this student to work outside their classroom.

MEALS

All Pacific High School students are provided meals at **no cost**.

- Morning Nutrition is provided beginning at 7:45 am.
- Students tardy to the first period may get breakfast until 8:35am with a tardy pass.
- Lunch/Nutrition is provided after the 2nd or 3rd period depending on schedule.
- There is another afternoon snack provided during the after school program.

YOUTH ACTIVITIES BEFORE & AFTER SCHOOL PROGRAM

Youth Activities is a program designed to offer students more opportunities for engagement and to earn credits while gaining valuable life and work skills after the regular school day from 7:45am-8:25 am and 1:09 pm -3:15 pm. This program partners with many community partners and resources and is funded through the Federal Assets grant providing after school safety and enrichments for teens. Students are able to earn elective credits towards graduation when they participate in the program.

Students have the opportunity to:

- Participate in Art, Music, weight training, cooking & more
- Socialize in a safe, healthy, supervised environment
- Receive support while completing class assignments and credit recovery.
- Participate in Graphic Design, Production, and 3D Printing
- Outdoor adventure field trips such as hiking, biking, kayaking and camping

VUSD CLOSED CAMPUSES

Pacific High School is a closed campus. When students arrive at school in the morning, they are expected to remain on campus until the end of Advisory (or appropriate dismissal time based on placement). Students who leave campus without permission will be subject disciplinary action which could include being cited for truancy by the School Resource Officer

Pacific High School students are not permitted on other school campuses during the school day. Students risk being cited for trespassing by SRO. Students who leave and then return may be subject to search.

All students are expected to receive authorization and sign out of the office -even 18 year olds.

VISITORS ON CAMPUS

All visitors must wait at the front gate for a campus supervisor to grant entrance to the campus. Visitors will be directed to the main office.

All visitors requesting to visit PHS during school hours must be approved by school administration.

All approved visitors will be given a temporary visitor I.D. that must be visibly worn at all times. All visitors are required to return to the office prior to leaving PHS to sign out.

AGREEMENTS

Any Pacific High student may be placed on a formal agreement with specific goals and supports to improve behavior, academic performance or attendance as a proactive intervention to help ensure success.

ALL 18 Year Olds and Fifth Year Seniors are on formal agreements which expect:

- Academic progress demonstrated by earning at least 15 credits per quarter
- Minimum 90% attendance rate
- Exemplary behavior
- At least one other activity outside of the regular school day which will help them earn more credits toward graduation (5th Year Seniors) (Work, 6th Period, YA, CTE, VC)

18 year old students who consistently fail to meet these expectations, demonstrate they either have “adult” commitments other than school, or are choosing to not fully participate at PHS may be referred to Adult Education to pursue their high school diploma.

5TH YEAR OPTIONS

A fifth year of high school at PHS may be a good academic option for students. Counselors, and Administrators will review all non-graduating seniors for placement at PHS or at Adult Education. Students who are invited to stay at PHS should have by the end of their 4th year:

- 30 or fewer credits left to graduate
- Satisfactory attendance in 2nd semester (80% or better)
- Exemplary behavior - no suspensions all year
- Agree to attend summer school before the start of their 5th year

Students who may not graduate, but want to stay at PHS will need to meet the expectations above. Every day here is a “try out” for next year. Check with your counselor to see what areas you may need to improve.

A 5th year Senior is the “Best of the Best”. They are leaders on campus and set the highest examples for all students. These students must maintain the following:

- Complete a minimum of 5 credits in summer school before the start of 5th year
- Maintain 90% attendance
- Earn a MINIMUM of 20 credits every quarter
- Exemplary behavior - no suspensions
- Must participate in at least 1 of the following programs outside of the regular school day: 6th period PHS class, classes at Adult Education or Ventura College, ROP/CTC, Work Experience, Edgenuity on-line Courses and Youth Activities (3x per week).

Students may also elect to attend Ventura Adult Education Center in lieu of a 5th year at Pacific High School.



PACIFIC HIGH SCHOOL

2024-2025 Block Schedule

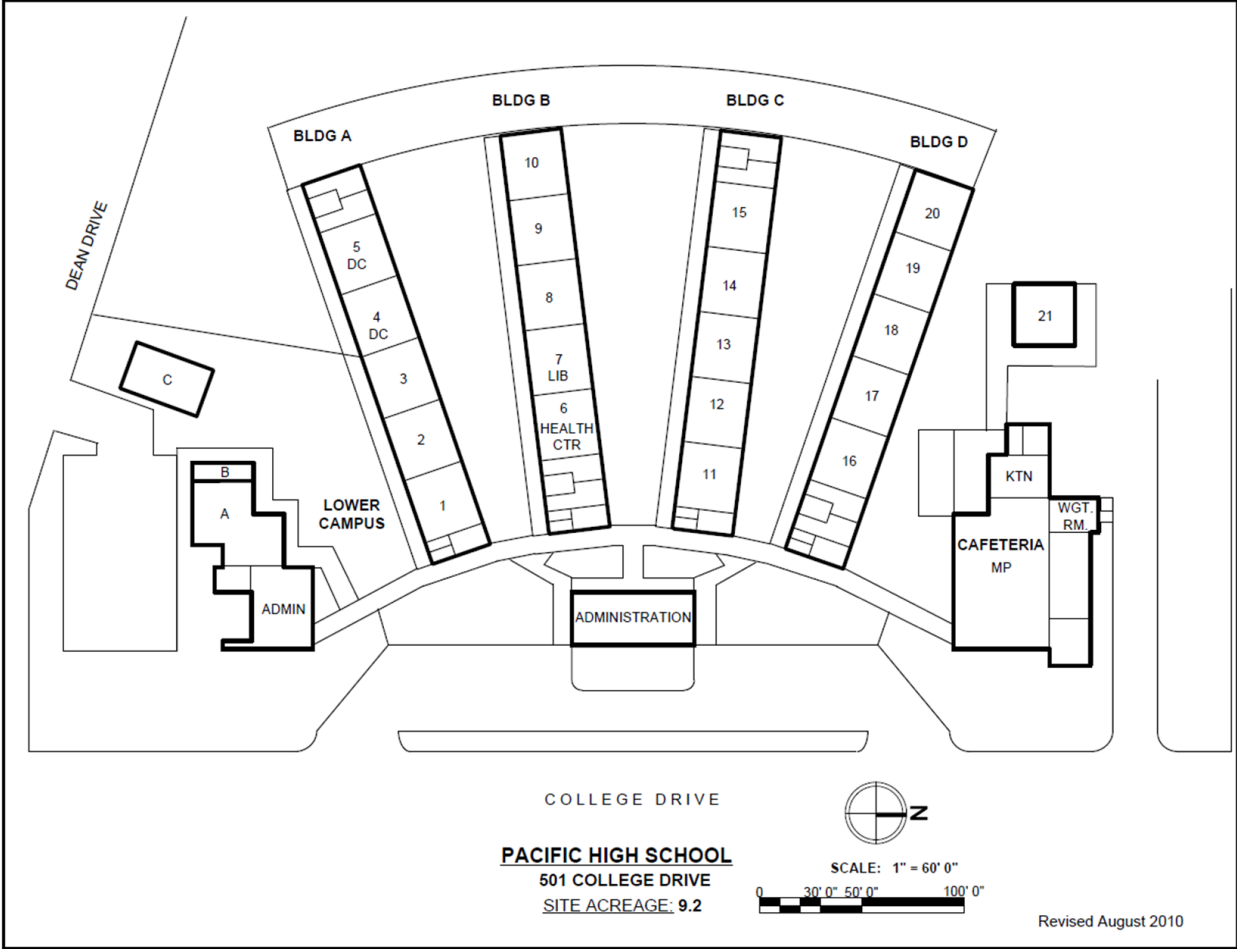
Mon/Wed 1, 3, 5, Adv
 Tues/Thurs 1, 2, 4, Adv
 6th Period T/W/TH
 Fridays 1-5 Minimum Days

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1st/HR 8:30-9:45	1st/HR 8:30-9:45	1st/HR 8:30-9:45	1st/HR 8:30-9:45	1st/HR 8:30-9:15
3RD 9:48-11:03	2ND 9:48-11:03	3RD 9:48-11:03	2ND 9:48-11:03	2nd 9:18-9:53
LUNCH 11:03-11:18	LUNCH 11:03-11:18	LUNCH 11:03-11:18	LUNCH 11:03-11:18	3RD 9:56-10:31
5th 11:21-12:36	4th 11:21-12:36	5th 11:21-12:36	4th 11:21-12:36	4th 10:34-11:09
ADVISORY 12:39-1:09	ADVISORY 12:39-1:09	ADVISORY 12:39-1:09	ADVISORY 12:39-1:09	5th 11:12-11:47
	6th 1:12-2:12	6th 1:12-2:12	6th 1:12-2:12	LUNCH 11:47-12:02

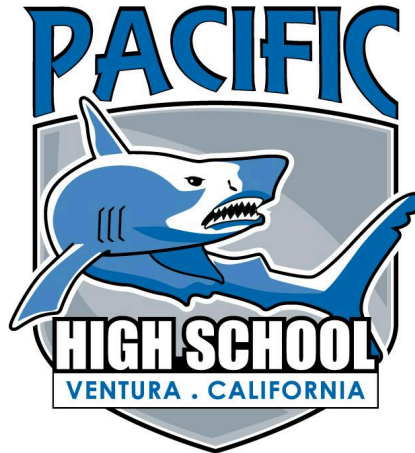
ASSEMBLY SCHEDULE MONDAY-THURSDAY

1st/HR 8:30-9:15	2nd/3rd 9:18-10:18	4th/5th 10:21-11:21	Nutrition 11:21-11:36	Advisory 11:39-11:59	Assembly 12:02-1:09	6th 1:12-2:12
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Pacific High School Map



Student Orientation & Handbook Acknowledgement Form



My signature verifies that I have participated in an orientation and overview of Pacific High School programs, expectations and rules. I have reviewed, or have had explained to me, the PHS 2023-2024 Student Handbook which contains the Rules and Regulations regarding student behavior and other school district policies. I agree that I will follow these rules and policies, and I understand that if I violate them I may be disciplined. Discipline may include a loss of privileges, suspension, expulsion, or other consequences.

I understand that this handbook is only a summary of Board Policies and administrative procedures governing the District and may be amended during the year without prior notice. Board Policies are available to the public at the District Office and on the District's website.

I also understand that the PHS Handbook is available on-line at the PHS website and that I may request a hard copy of the handbook from the office at any time.

_____ Student Name (printed)

_____ Student Signature _____ Date

_____ Parent/Guardian Signature _____ Date

2024-2025 School Year
Sign during Orientation - and return this paper to PHS Staff.