

Pacific High School



Student & Parent Handbook

Table of Contents

Table of Contents	2
Chapter 1: School Information	6
<i>About Pacific High School</i>	7
<i>Pacific High School Alma Mater</i>	7
<i>Pirate Code</i>	8
<i>PHS Mission Statement</i>	9
<i>PHS Vision Statement</i>	9
<i>PHS Schoolwide Learner Outcomes (SLO'S)</i>	9
<i>Pacific High School Administration Team</i>	10
<i>School Map</i>	11
<i>Bell Schedule</i>	12
<i>Finals Bell Schedule</i>	13
<i>Important Dates and Holidays</i>	14
<i>SBCUSD School Year Calendar</i>	15
<i>Website and Social Media</i>	15
<i>Aeries Parent Portal & Student Portal</i>	16
<i>Parent Square</i>	17
<i>PBIS Rewards</i>	17
Chapter 2: Counseling and Guidance	18
<i>Counseling Center Services and Information</i>	19
<i>Counseling Office Procedures and Guidelines</i>	20
<i>Appointments</i>	20
<i>Schedule Change Policy</i>	21
<i>Procedure for Requesting a Schedule Change</i>	21
<i>Withdrawals</i>	21
<i>Four-Year Plans</i>	21
<i>Senior Activities</i>	21
<i>Graduation Ceremony/Tickets</i>	22
<i>Graduation Requirements</i>	22
<i>Credits Required to Graduate</i>	22
Physical Education Course Permanent Exemptions	22
<i>High School Commencement Activities Contract</i>	24
<i>Academic Requirements for Graduation and College/ University Requirements (A-G)</i>	25
<i>University of California "A-G" Entrance Requirements</i>	25

<i>Student Study Team</i>	27
<i>Scholarships</i>	27
<i>Financial Aid for Education</i>	27
<i>Report Cards</i>	27
<i>Progress Reports</i>	27
<i>Homework</i>	27
<i>Advanced Placement Classes</i>	28
<i>Pacific High School Electives</i>	29
<i>Civic Learning at Pacific</i>	29
<i>Pacific College Now Dual Enrollment</i>	30
<i>Promotion Requirements</i>	30
<i>Credit Recovery</i>	31
Chapter 3: Parent/Guardian Services	32
<i>Accident Insurance</i>	33
<i>Change of Address</i>	33
<i>Visitors</i>	33
<i>Closed Campus Policy</i>	33
<i>School Committees</i>	34
<i>Volunteers</i>	34
<i>Parental Responsibility for After-School Events</i>	34
<i>Dropoff and Pickup Zones</i>	35
Chapter 4: Transportation	36
<i>Buses and Transportation</i>	37
<i>Omnitrans Free Fares for School Program</i>	37
<i>Student Parking Policy</i>	37
<i>Parking Lot Rules</i>	37
<i>Damage to Motor Vehicles or Bicycles</i>	37
<i>Bicycles, Scooters, and Skateboards</i>	37
Chapter 5: Safety	39
<i>Crisis Counseling</i>	40
<i>Accidents</i>	40
<i>Emergency Drills</i>	40
<i>Fire Drill Procedures</i>	40
<i>Earthquake Procedures</i>	40
<i>Lockdown Procedures</i>	40

Chapter 6: Attendance	42
<i>Procedures and Policies</i>	43
<i>Auto Caller</i>	43
<i>Clearing Absences</i>	43
<i>Early Dismissal</i>	43
<i>Truancy</i>	44
<i>Clear or Check Student Attendance</i>	44
<i>Tardies</i>	44
<i>Forged Documents</i>	44
Chapter 7: Student Services	45
<i>The Student Services Center</i>	46
<i>Closed Campus Policy</i>	46
<i>Breakfast and Lunch Procedures</i>	46
<i>Food Delivery</i>	47
<i>Senior Lunch Pass</i>	47
<i>Communications</i>	47
<i>Telephones</i>	47
<i>Classroom Passes</i>	48
<i>Student ID Cards</i>	48
<i>Library</i>	48
<i>Textbooks</i>	48
<i>1:1 Chromebooks/Wifi Hotspots</i>	48
<i>Internet Permission</i>	49
<i>SBCUSD Student Technology Responsible Use Agreement</i>	49
<i>Electronic Devices</i>	52
<i>Cell Phone Policy</i>	52
<i>Lost and Found</i>	52
<i>Health Services</i>	53
<i>School-Based Health Center</i>	53
<i>Medication Procedures</i>	53
<i>Flowers/Balloons</i>	53
<i>Missed Assignments/Make-Up Work</i>	53
<i>Online Gradebook</i>	53
<i>PE Dress Code</i>	53
<i>PE Loaners:</i>	54
<i>College and Career Center</i>	54

<i>Work Permits</i>	54
<i>Release of Information</i>	54
Chapter 8: Student Activities	55
<i>Student Activities</i>	56
<i>School Colors</i>	56
<i>EXL Before & After School Program</i>	56
<i>Campus Clubs</i>	56
<i>Dances</i>	56
<i>Dance Court Eligibility</i>	57
<i>Captain's Crew</i>	57
<i>Senior Activities Eligibility</i>	57
<i>Senior Behavior Contract</i>	58
Chapter 9: Athletics	59
<i>Academic Eligibility</i>	60
<i>Athletic Awards</i>	60
<i>Completing the Season</i>	60
<i>Athletics Website</i>	60
<i>Athletic Events Behavior Policy</i>	61
<i>Football Season Backpack Policy</i>	61
Chapter 10: Awards, Honors and Scholarships	62
<i>Beginning of the Year Academic Awards and Honors</i>	63
<i>First Semester Awards</i>	63
<i>Senior Regalia Awards</i>	64
Chapter 11: Student Conduct & School Policy	66
<i>The PBIS Rewards Program</i>	67
<i>Student Behavior Policy (BP 5131)</i>	67
<i>Student Responsibilities</i>	68
<i>SBCUSD Anti-Bullying Board Policy</i>	68
<i>Dress Code Policy</i>	69
<i>Discipline Policy</i>	70
<i>Suspensions</i>	71
<i>Expulsions</i>	71
<i>Causes for Suspensions and Expulsions</i>	71
<i>Gang Policy (BP 5136)</i>	72
<i>Student Search Policy</i>	72

<i>Vandalism, Theft and Graffiti Policy</i>	73
<i>Weapon-Free Campus Policy</i>	73
<i>Tear Gas Policy</i>	73
<i>Smoking and Use of Tobacco</i>	73
<i>Alcohol and Drugs</i>	74
Chapter 12: Parent and Student Rights	75
<i>General Policy Statement</i>	76
<i>Board Policies – Gamut Online Access</i>	76
<i>Nondiscrimination Policy</i>	76
<i>Family Educational Rights and Privacy Act of 1974</i>	77
<i>Uniform Complaint Procedures</i>	78
<i>Nondiscriminatory Harassment Policy</i>	79
<i>504 Plan Guidance</i>	81

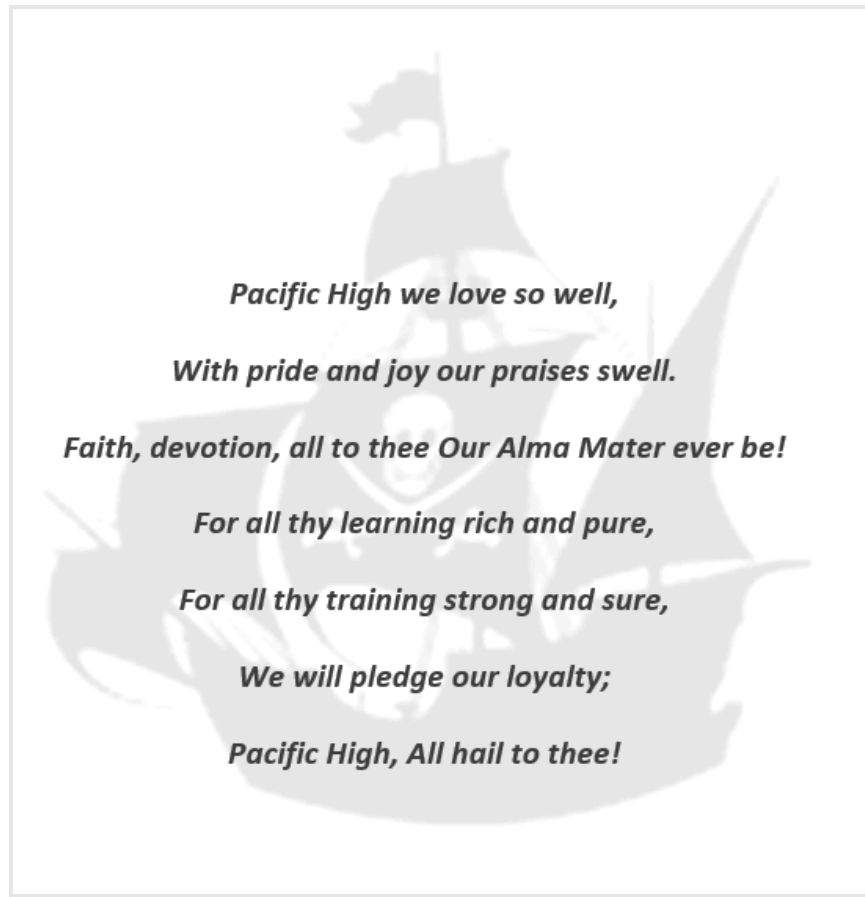
Chapter 1: School Information

History of Pacific High School
Alma Mater
The Pirate Code
Mission Statement
Vision Statement
Schoolwide Learning Outcomes (5-Cs)
Pacific High School Administration
School Map
Bell Schedule
Important Days and Holidays
Website and Social Media
Access to Aeries Portal
ParentSquare
Hero Program Login
Computer Access Information
Google Classroom Codes

About Pacific High School

Pacific High School is one of seven comprehensive high schools in the San Bernardino City Unified School District (SBCUSD) in San Bernardino, California. Pacific High School is located south of Perris Hill Park in the northeastern section of the city. The 46-acre campus boasts a spectacular view of Perris Hill and the San Bernardino mountains. Pacific High School first opened in 1953. It closed thirty years later in 1983 due to decreasing enrollment and reopened in the fall of 1990. Pacific has four administrators and 106 teachers and support staff who serve a culturally diverse population of approximately 1,360 students.

Pacific High School Alma Mater



Pirate Code

Pacific High School's code of conduct, the Pirate Code, was collaboratively developed in the 2016-2017 school year by students, parents, and staff. The Pirate Code helps all students and staff understand our mutual expectations for how we behave and treat each other. The Pirate Code is a set of value-based behaviors that all staff and students agree to. The purpose is to make our expectations of each other clear. It's different from rules because it's something we develop together and it covers behaviors that rules might not. For example, if you take ownership of your school (because it belongs to you), you will do more to take care of it than if there is a rule that says, "Throw your trash away."



The Pirate Code

RESPONSIBILITY

- Pirates attend class daily and on time
- Pirates strive toward academic excellence
- Pirates seek support to meet goals
- Pirates are prepared daily with a charged Chromebook and classroom supplies

INTEGRITY

- Pirates are honest and tell the truth
- Pirates do not cheat
- Pirates act morally, even when no one is looking

RESPECT

- Pirates are considerate of others in their dress, language, and actions
- Pirates agree and disagree peacefully
- Pirates use empathy and consider the impact of their actions on others
- Pirates accept there are different standards for behavior and language in different settings

OWNERSHIP

- Pirates accept the consequences of their choices
- Pirates admit when they are wrong and work to make it right
- Pirates take care of their school environment

PHS Mission Statement

Pacific High School provides meaningful, relevant, and rigorous opportunities to ensure all students graduate prepared to think, act, and communicate successfully in college, career, and life.

PHS Vision Statement

Pacific High School is an exceptional school, committed to preparing all students to be socially responsible, life-long learners who adapt and thrive in the community.

PHS Schoolwide Learner Outcomes (SLO'S)

Pacific High School

MISSION

Pacific High School provides meaningful, relevant, and rigorous opportunities to ensure all students graduate prepared to think, act, and communicate successfully in college, career, and life.

VISION

Pacific High School is an exceptional school, committed to preparing all students to be socially responsible lifelong learners who adapt and thrive in the community.

5 C'S

It is our schoolwide goal that all learners are:

- Effective Communicators
- Complex Thinkers
- Community Participants
- Collaborative Workers
- College and Career Ready Students

PIRATE CODE

Responsibility	Integrity
Ownership	Respect



Pacific High School

MISIÓN

Pacific High School ofrece oportunidades significativas, relevantes y rigurosas para asegurar que todos los estudiantes se gradúen preparados para pensar, actuar y comunicarse con éxito en la universidad, en su carrera y la vida.

VISIÓN

Pacific High School es una escuela excepcional, comprometida a preparar a todos los estudiantes para ser aprendices de por vida socialmente responsables que se adaptan y prosperan en la comunidad.

5 C'S

Nuestro objetivo a nivel escolar es que todos los alumnos sean:

- Comunicadores Eficaces
- Pensadores Complejos
- Participantes Comunitarios
- Trabajadores Colaboradores
- Preparados para la Universidad y su Carrera

CÓDIGO PIRATA

Estar Preparados	Integridad
Responsabilidad	Respeto



Pacific High School Administration Team

Principal, Dr. Natalie Raymundo



Secretary, Mayo Hernandez

Mayo.Hernandez@sbcusd.k12.ca.us

Vice Principal, Mrs. Raquel Almazan
Students A-G



VP Secretary, Lani Gomez

Lani.Gomez@sbcusd.k12.ca.us

Vice Principal, Ryan Ramey
Students H-O



VP Secretary, Agyna Camacho

Agyna.Camacho@sbcusd.k12.ca.us

Vice Principal, Ms. Trimonisha Singer
Students P-Z

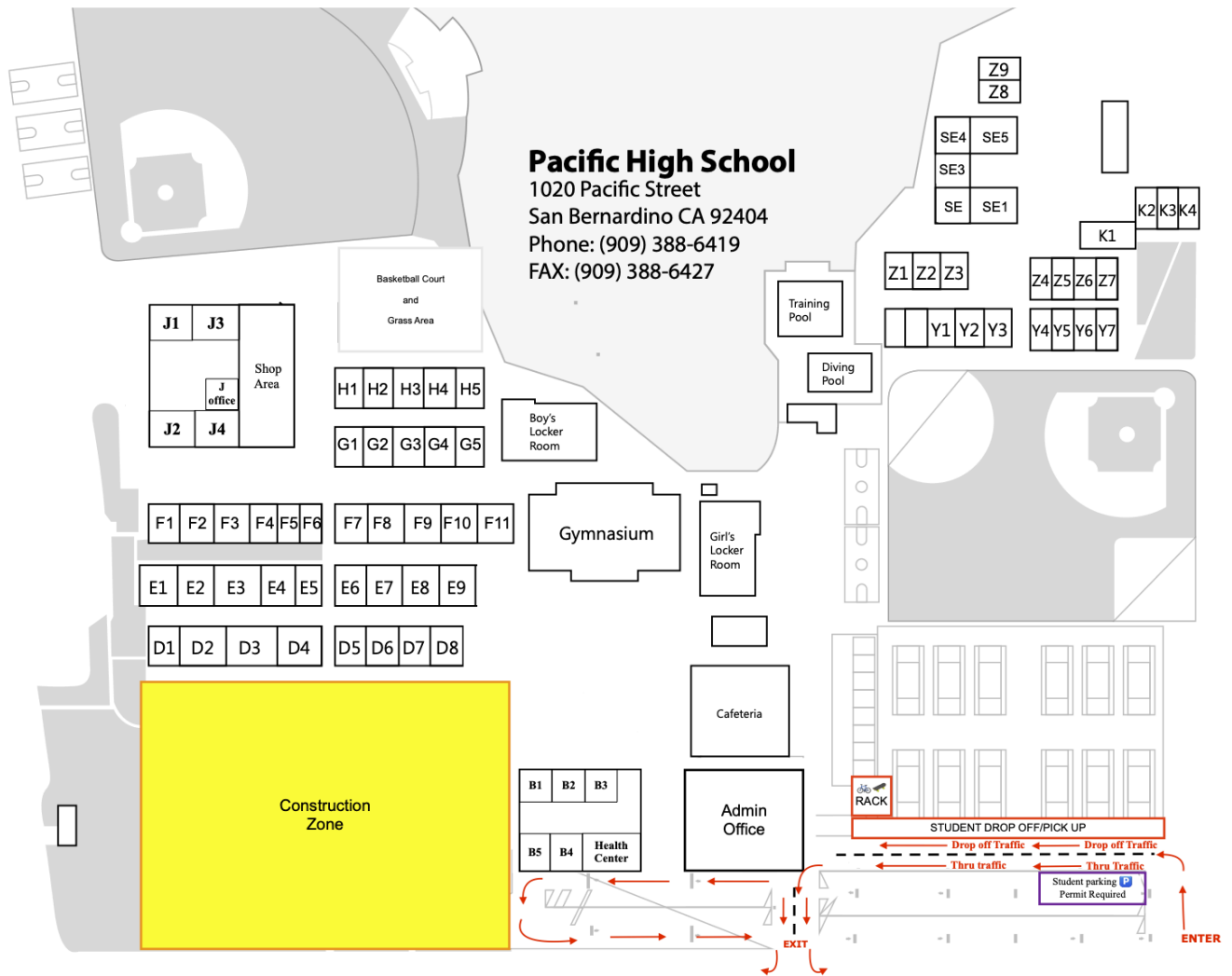


VP Secretary, Vanessa Lopez

Vanessa.Lopez2@sbcusd.k12.ca.us

School Map

Pacific High School will be under construction throughout the 2025-2026 school year. Changes will be updated to our campus map and student pathways periodically.



Bell Schedule

 PACIFIC HIGH SCHOOL Bell Schedule	
Period 1	8:30-9:19
2	9:25-10:14
3	10:20-11:09
4	11:15-12:15
LUNCH 12:15-12:50	
5	12:56-1:45
6	1:51-2:40
7	2:46-3:35

 PACIFIC HIGH SCHOOL MONDAY - LATE START	
Period 1	9:45-10:17
2	10:23-10:55
3	11:01-11:33
4	11:39-12:21
LUNCH 12:21-12:56	
5	1:02-1:34
6	1:40-2:12
7	2:18-2:50

 PACIFIC HIGH SCHOOL RALLY SCHEDULE	
Period 1	8:30-9:14
2	9:20-10:04
3	10:10-10:54
4	11:00-12:30
RALLY 11:10 - 11:40	
LUNCH 12:30- 1:05	
5	1:11-1:55
6	2:01-2:45
7	2:51-3:35

 PACIFIC HIGH SCHOOL NWEA TESTING	
1	8:30-9:06
2	9:12-9:48
3	9:54-10:30
TESTING BLOCK 10:30-12:02	
LUNCH 12:02 - 12:37	
4	12:43-1:29
5	1:35-2:11
6	2:17-2:53
7	2:59-3:35

Finals Bell Schedule



Finals Week Bell Schedule 2025-2026



1ST SEMESTER

** Friday, Dec. 19th is a Teacher Work Day**

All Day – Monday, Dec 15TH

Period	Time
1	8:30 -9:08
6	9:14-11:14
2	11:20-11:58
4	12:04-12:48
Lunch	12:48-1:23
3	1:29-2:07
5	2:13-2:51
7	2:57-3:35

FINALs- Tuesday, Dec. 16TH

Period	Time
1	8:30-10:30
4	10:45-12:45
Lunch	12:45-1:20

FINALs- Wednesday, Dec. 17TH

Period	Time
2	8:30-10:30
3	10:45-12:45
Lunch	12:45-1:20

FINALs- Thursday, Dec. 18TH

Period	Time
7	8:30-10:30
5	10:45-12:45
Lunch	12:45-1:20

Minimum Day-Monday, June 1st

Period	Time
1	8:30-8:47
6	8:53 -10:53
2	10:59-11:15
3	11:21-11:38
4	11:44-12:01
5	12:07-12:23
7	12:29-12:45
Lunch	12:45-1:20

2ND SEMESTER

** Friday, June 5th is a Teacher Work Day**

FINALs- Tuesday, June 2nd

Period	Time
4	8:30-10:30
5	10:45-12:45
Lunch	12:45-1:20

FINALs- Wednesday, June 3rd

Period	Time
2	8:30-10:30
3	10:45-12:45
Lunch	12:45-1:20

FINALs- Thursday, June 4TH

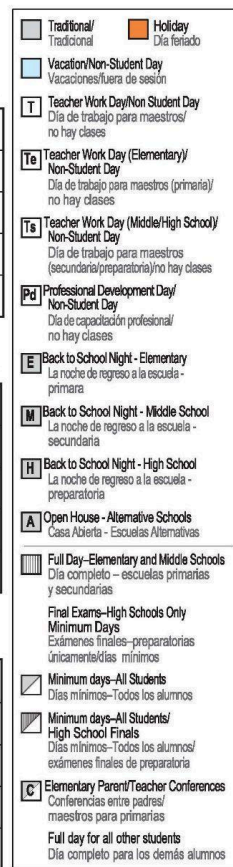
Period	Time
7	8:30-10:30
1	10:45-12:45
Lunch	12:45-1:20

Important Dates and Holidays

First Day of School/Start of Fall Semester	8/4/25
Labor Day	9/1/25
Veterans Day	11/11/25
Thanksgiving Recess	11/24/25-11/28/25
Winter Recess	12/22/25-1/9/26
Start of Spring Semester	1/12/26
Dr. Martin Luther King Jr. Day	1/19/26
Lincoln's Birthday	2/9/26
Washington's Birthday	2/16/26
Spring Recess	3/23/26-4/3/26
Memorial Day	5/25/26
Last Day of School	6/4/26

SBCUSD School Year Calendar

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
2025-2026 Traditional School Calendar/Calendario de año tradicional para 2025-2026



1/19/26	Dr. Martin Luther King Jr. Day/Día del Dr. Martin Luther King
2/9/26	Abraham Lincoln's Birthday (Observed)/Cumpleaños de Abraham Lincoln (observado)
2/18/26	George Washington's Birthday (Observed)/Cumpleaños de George Washington (observado)
3/23/26 – 4/3/26	Spring Break/Receso primaveral
5/25/26	Memorial Day/Día del Soldado Caído en Guerra
6/4/26	Last Day of School (Graduation)/Último día de clases (Graduación)
6/19/26	Juneteenth National Freedom Day: A Day of Observance (Observed)

Website and Social Media

Stay connected with all of the important events and activities that are happening at Pacific High School. You can find our school website at <https://pacific.sbcusd.com/>. We also post information frequently on our social media to keep our students and families updated on events happening around our school. Please remember to follow us on social media to get notifications.



@pacifichighschoolpirate



@pacificpiratesb



@pacificpirates

Aeries Portal

Aeries Parent Portal & Student Portal

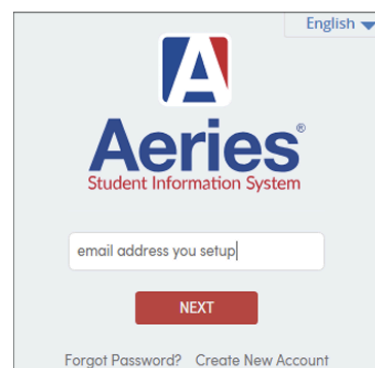
You can log in and check your grades, missing work, and academic progress on the Aeries Portal. We recommend that you check Aeries a minimum of two times per week to be kept up-to-date on your grades. Log-in instructions are listed below. Visit the library, career center, or The Cove for help if you have trouble logging in.

Aeries Parent/Student Portal Resources for Secondary Schools

The steps in this quick reference guide will walk you through logging into the Parent/Student Portal system, adding additional students to your account, and finding student information within the various windows.

Logging In

1. Open your browser, e.g., Google Chrome.
2. Enter the following URL into the address bar:
<https://sbcusd.asp.aeries.net/student>.
3. Press the **[Enter]** key to launch the login screen.
4. In the **Email Address** field, enter your email address. Click **NEXT**.
(Use the same email address that you used when creating the account.)
5. In the **Password** field, enter your password. Click **SIGN IN**.
Use the same password that you used when creating your account.



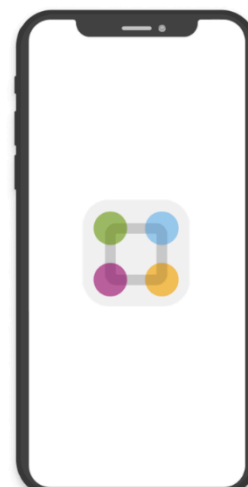
Reminders:

- Check your email daily
- Check your grades weekly using the Aeries Student Portal:
<https://www.sbcusd.com/families1/aeries-parentstudent-portal>
- Communicate regularly with your teachers via Parent Square, email or google classroom
-

Parent Square

ParentSquare is a simple-to-use platform that provides a safe way for everyone at a school to connect. With ParentSquare, you'll be able to:

- Receive messages from the district and school via email, text or app notification
- Choose to receive information as it comes or all at once at 6 p.m. daily
- Communicate in your preferred language
- Comment on school postings to engage in your school community
- Direct message teachers, staff and other parents
- Participate in group messages
- Sign up for parent-teacher conferences
- Sign forms & permission slips
- And more all from your phone or web portal!



Download the ParentSquare mobile app

Send and receive school communications on the go





PBIS Rewards

Students can earn PBIS Rewards points that can be redeemed at our Pirate Store by:

- Maintaining quarter grades of Cs or better
- Demonstrating the Pirate Code in the classroom and around campus
- Positive attendance (Monthly, Quarterly, Semester)

Students can log into their account using the Google Single Sign-on at <https://student.pbisrewards.com/login.php>. On the app, students can:

- Track their points and see how they earned points
- Order items from the Pirate Store

Chapter 2: Counseling and Guidance

- Counseling Services and Information
 - Counseling Office Procedures and Guidelines
 - Appointments
 - Schedule Change Policy
 - Procedures for Requesting a Schedule Change
 - Withdrawals
 - Four-Year Plans
 - Senior Activities
 - Graduation Ceremony
 - High School Commencement Activities Contract
 - Graduation Requirements
 - Credits Required to Graduate
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 - Homework
 - Advanced Placement Classes
 - Pacific High School Electives
 - Civic Learning at Pacific
- Early College Program – Dual/Concurrent Enrollment
 - Promotion Requirements
 - Credit Recovery

Counseling Center Services and Information

The school counseling program at Pacific High School provides services helpful to high school students in planning for further education or employment after graduation. The role of the high school counselor is to assist the student in making sound educational and personal decisions to reach these goals.

Educational counseling includes assisting students and informing parents and guardians.

Counselors will meet with students on an individual basis several times each semester to assist them with:

- developing a four-year plan to meet high school graduation requirements and post-secondary options
- their academic progress toward high school graduation and selection of appropriate courses
- in their educational decision-making process
- in their selection of semester high school courses
- developing self-understanding and self-awareness
- learning to be responsible
- making plans for their life careers
- planning for post high school educational or employment opportunities

Personal counseling develops professional rapport with students who have personal problems and assists them to function adequately in school. The counselor also:

- Promotes positive attitudes and values among students
- Maintains student confidences

Our counseling team aligns to the American School Counselors Association. The ASCA National Model guides school counselors in the development of school counseling programs that:

- are based on data-informed decision making
- are delivered to all students systematically
- include a developmentally appropriate curriculum focused on the mindsets and behaviors all students need for postsecondary readiness and success
- close achievement and opportunity gaps
- result in improved student achievement, attendance and discipline

The following table provides pertinent information for staff members of the Pacific High School Counseling Team

Mrs. Rosario Valdez Veliz  Counselor	Rosario.ValdezVeliz@sbcusd.k12.ca.us 909-388-6419 Extension 216	Mr. Valdez Veliz will assist all PHS students whose last name is between the letters F to La.
Mr. Greg Haynes  Head Counselor	greg.haynes@sbcusd.k12.ca.us 909-388-6419 Extension 238	Mr. Haynes will assist all PHS students whose last name is between the letters Lb to Ra.

Ms. Marisa Gomez  Counselor	Marisa.gomez@sbcusd.k12.ca.us 909-388-6419 Extension 223	will assist all PHS students whose last name is between the letters Rb to Z.
Mrs. Jennifer Perez  Counselor	jennifer.perez@sbcusd.k12.ca.us 909-388-6419 Extension 217	Ms. Perez will assist all PHS students whose last name is between the letters A to E. <i>Mrs. Perez will also assist all PHS seniors with scholarships.</i>
Mr. Malik Ross  Equity Counselor	malik.ross@sbcusd.k12.ca.us 909-388-6419 Extension 345	Extra Support for target groups, 9-11, in addition to their assigned school counselor
Mr. Carlos Chaidez  Counselor on Assignment (PBIS)	carlos.chaidez@sbcusd.k12.ca.us 909-388-6419	In addition to our counseling team above, Mr. Carlos Chaidez is a Counselor on Assignment supporting our Positive Behavior Intervention System (PBIS) team. Students can seek out Mr. Chaidez in Room F-4 for help with peer conflicts or concerns about bullying.

Counseling Office Procedures and Guidelines

The counseling office is located in the administration building. Students may sign up before school, after school or during lunch to see a counselor. Students may **NOT** sign up during class time. Each day, the counselors will call in and meet with students who have signed up to see them.

Appointments

Students may see their counselor **by appointment only**, except in the case of emergencies or crisis situations. Under normal circumstances, appointments are scheduled for the day following the student's or parent's/legal guardian's request. Students may schedule an appointment with their counselor by:

- emailing their counselor

Parents/legal guardians may schedule an appointment with their student's counselor by:

- calling or emailing their student's counselor

Schedule Change Policy

The counselors have the responsibility for developing a comprehensive four-year student program for each individual student, which includes A-G requirements. The student scheduling process employed by the high school is designed to ensure student involvement in planning their schedule prior to the beginning of the year. For this reason, we will not accommodate schedule changes based on teacher preference. Nevertheless, some changes in student schedules may be necessary once school has started. This procedure will accommodate the need for some students to revise their program within given parameters.

A student's request for class change will be considered if:

- An error occurs in the student's program
- The student selects a class for which credit has previously been granted
- A particular class needs to be balanced due to the number of students in that particular class.

All schedule changes after the fourth week will require review by a team, which will include the student, parent, counselor, teacher and case carrier (if applicable). An administrator will review the recommendation of the team for final approval. Late transfers from one subject area to another are discouraged. All courses are yearlong and the change could result in a failing grade. No transfer from one subject area to another is possible after the fourth week of any semester, this includes elective courses.

If a student withdraws from a class after the end of the eleventh (11) week of a semester, he/she will receive the grade they earned at the time of withdrawal, however they will not earn full credits for the completion of the class. If they are failing at the time of withdrawal, a semester grade of "F" will be recorded for that class.

Teachers may recommend schedule changes for students if:

- The student is recommended for selected classes;
- The student has chosen an incorrect or inappropriate class;
- Student success would be enhanced by a change to a class with more appropriate skill levels; and/or adjustment is needed.

The principal and vice principals may recommend to the counselors that student programs be changed when:

- Action involves removal from a class;
- Balancing class loads; and/or
- Other administrative decisions related to student motivation and success warrant it.

Procedure for Requesting a Schedule Change

A schedule modification form must be submitted as early as possible and no later than the first week of each semester. After the first week, with the exception of scheduling errors, students will be expected to remain in their scheduled courses. At the end of the 4th week, no schedule modification will be made without administration approval. Change requests to move to another teacher are rarely approved. Students in an academy must have special permission to change and/or drop a course that may affect their Pathway completion.

Withdrawals

Students withdrawing from school must present a signed written request from a parent to the Registrar. Parents are encouraged to complete the withdrawal process in person with the Registrar at Pacific to review all necessary paperwork and forms. Transcripts may not be issued to students or parents/guardians until all charges are settled and school textbooks and property are returned.

Four-Year Plans

Counselors meet with each student to discuss and develop a Four-Year Plan. This plan helps the student set his or her goals for meeting high school graduation requirements and for meeting career or college goals after graduation. As students progress through each semester of study, their earned credits will dictate their progress towards completing their four-year plan. If students fail courses and fall behind they will need to meet with their counselor to revise their plans in order to meet graduation requirements by the end of their senior year.

Senior Activities

Graduation week is full of special activities for our graduates. Seniors will not be permitted to participate in any senior activities, including graduation, if they are failing a class that is required for graduation. Seniors will also have to meet attendance, academic

and behavior requirements in order to be eligible to participate in any senior activities; all requirements will be outlined in a senior contract and during a formal senior assembly meeting.

Graduation Ceremony/Tickets

Each graduate will be given a limited number of tickets for free once they have cleared, including paying all fees and fines. If there are any remaining tickets, the school will provide information regarding their availability and distribution at a later date. Additional ticket availability is not guaranteed and may be subject to change based on venue capacity, district guidelines, or public health considerations.

Graduation Requirements

Graduation ceremonies, including Regalia and Commencement exercises, are open only to bonafide graduates. All graduates must have met all the graduation requirements and have accumulated a total of 220 credits or more to walk in the Commencement ceremony.

Credits Required to Graduate

According to District Board Policy No. 6112.1 and California Education Code all pupils grade 12 shall be enrolled in at least 5 courses each semester.

Students are required to earn credits for each specific subject area in order to receive a diploma. Students who do not have the required credits will not be allowed to walk at graduation. A total of 220 credits are required for graduation. Five credits are earned at the end of each semester for every class taken and passed. If you pass all seven classes at the end of the semester, you will earn 35 credits toward graduation. The minimum number of credits required in each subject area is:

Areas	Credits:
English	40
Mathematics	30
Science	30
Physical Education	20
World History	10
U.S. History	10
Economics	5
American Government	5
Fine Arts or Foreign Language	10
Career Development	20
Electives	40
Total	220

Physical Education Course Permanent Exemptions

Pursuant to EC 51222, EC 51241, EC 51242, EC 51246, and EC 52316, the Superintendent or designee shall ensure that all physical education (PE) exemption requests are administered in compliance with state law and that appropriate documentation is maintained for monitoring and auditing purposes.

1. Eligibility for exemption is outlined in BP 6142.7 and a list shall be compiled at least annually and be submitted to the Board for approval with the type of exemption being sought (permanent, athletic, medical).
2. Students must opt in to the PE Permanent Exemption and can do so only with parent approval. PE electives will remain available for students during their 11th and 12th grade years.
3. Written consent will be maintained in the student's cumulative record and in the recognized student information system.
4. Exemptions shall not reduce the minimum required instructional minutes otherwise required of the student.
5. Parents and students will be made aware of the following information on an annual basis:
 - a. PE Graduation Requirements
 - b. Exemption criteria and requirements
 - c. The continued availability of elective PE opportunities for students who are exempted



High School Commencement Activities Contract

HIGH SCHOOL COMMENCEMENT ACTIVITIES CONTRACT

Congratulations! We know you are proud of your senior and all that (s)he has accomplished. Each school has been spending months preparing a beautiful, meaningful and dignified Commencement Ceremony to respectfully recognize their students as they complete this important time in life. The San Bernardino City Unified School District, Board Members, and school staff are pleased to share in your celebration and ask that you and your child enter into a contract to assure Commencement is a respectful, dignified occasion.

The San Bernardino City Unified School District Board Policy 61239 requires that each senior, regardless of age, and their legal parent/ guardian/caregiver sign and return the completed form to the school BEFORE the student can be issued a cap and gown and participate in specified commencement activities.

STUDENTS MUST HAVE COMPLETED ALL SBCUSD GRADUATION REQUIREMENTS IN ORDER TO PARTICIPATE IN THE COMMENCEMENT CEREMONY

The San Bernardino City Unified School District agrees to:

- Provide a site, appropriate facilities for the activities
- Provide the legal and traditional procedures required of such occasions
- Take those steps deemed necessary to allow each student and family the right to well-maintained order and dignity at the proceedings

The Student agrees to:

- Refrain from disruptive behavior which prevents other students and families from enjoying the tradition and dignity of the activities
- Refrain from possessing or being under the influence of drugs or alcohol (California Education Code)
- Refrain from possessing items that could disrupt the ceremony such as, but not limited to, beach balls, balloons, noise makers, glow-sticks, cell phones, or any fireworks or such
- Refrain from shouting or exhibiting rude behavior, violating others' rights
- Dress in an accepted manner prescribed by the school
- Open the commencement gown for visual inspection to insure appropriate dress and the absence of inappropriate items
- Refrain from wearing any personal or group adornments, including corsages, except for officially approved cords, tassels, and sashes
- Remain seated and attentive during speeches, musical selections, and the official reading of the seniors' names.
- Refrain from adding adornments/decorations to caps and gowns

The Parent/Guardian/Caregiver agrees to:

- Instruct, encourage, or demand that their son(s)/daughter(s) adhere to the letter and spirit of the requirements listed here
- Refrain from disruptive behavior (shouting, air horns, noisemakers) which prevents other families and students from hearing and enjoying the tradition and dignity of the activities
- Support the District and the school in the enforcement of these and related regulations regarding behavior during commencement activities

It is understood that any party breaking this contractual agreement may be denied participation in the specified commencement activity and may be removed from the school grounds. Large-scale contract violations by participants shall cause a cancellation before or during the activity.

Academic Requirements for Graduation and College/ University Requirements (A-G)

Areas	SBCUSD 220 Unit Graduation Requirement	University of California and California State University Systems
English	4 years (40 units)	4 years college preparatory level English or higher (Honors, I.B., Advanced Placement)
History/Social Science	3 years (30 Units) 1 year world history 1 year United States history 1 semester economics 1 semester American government	2 years college preparatory or higher level history/social science including: 1 year world history and geography 1 year U.S. history AND 1 semester civics or American government
Mathematics	3 years (30 Units) 4 years recommended (must meet Algebra I Standards--see BP 6146/1	3 years of college preparatory or higher level 4 years recommended
Science	3 years (30 Units) 4 years recommended 1 year biology 1 year physical science 1 year elective science	2 years college preparatory or higher level (laboratory sciences) 3 years recommended Fundamental knowledge in at least two of three disciplines, biology, physical science, physics, earth/space science courses with approved prerequisites
Visual and Performing Arts	1 year or 10 credits of a fine art and/or a foreign language	1 year college preparatory or higher level - Course must meet UC/CSU approval
Foreign Language		2 years college preparatory or higher level 3 years recommended Must be in the same language
Physical Education	2 years (20 Units) 1 year in grade 9 1 year in grades 10, 11, or 12	Not required
Career Development (20 units but may "overlap" and fulfill two (2) requirements)	2 years (20 units) Courses selected from a Career Major, Cadet Corps, JROTC, ROP courses, and other courses leading to future career interests	Not specified
Electives	40 additional units from any combination of selected courses of interest	UC Electives: 2 years of college preparatory level courses chosen from any of the following: visual and performing arts, history, social science, English, advanced math, laboratory science, foreign language

University of California "A-G" Entrance Requirements

To qualify for acceptance into a University of California (UC), California State University (CSU), and other colleges, students must earn a grade of "C." (D's are not acceptable) or better in the following courses (students who maintain a higher GPA will be more competitive in the admissions process).

Pacific High School

College & Career Ready

A-G / 4 - Year Graduation Plan

A

History

3 years Required
World, US, & Gov/Econ



B

English

4 years Required



C

Mathematics

3 years Required
4 years Recommended



D

Laboratory Science

3 years Required



E

Foreign Language

2 years Required



F

Visual and Performing Arts

1 year Required



G

College Prep Elective

1 year Required



+2

College / Career

2 years CTE/ROTC Sequence or
Pass 2 College Classes or 2 AP Exams



PE

Physical Education

2 years Required



A-G Requirements

students must earn a C or higher in
College Prep / AP Classes

Graduation Requirements

students must pass all required classes
and earn 220 credits.

Student Study Team

The Pacific High School Student Study Team meets when a student is referred for support, encouragement and assistance to help with academic, social/emotional, behavior or attendance problems. Parents/guardians may request a Student Study Team meeting by contacting the appropriate vice principal or counselor.

The Student Study Team will:

1. Meet with the parent/guardian and student to assess the student's needs
2. Develop and implement several intervention strategies to satisfy those needs
3. Have a follow-up meeting to determine progress

Scholarships

The high school graduate who needs financial assistance to continue his/her education may apply for scholarships made available by colleges, corporations and community organizations.

The high school student may improve his/her chances of getting a scholarship if he/she:

1. Participates in the activities of the school, such as student government, school clubs, sports, arts programs and/or community service.
2. Obtains work experience or community service hours outside of school.

Announcements regarding scholarships are posted in the Scholarship Google Classroom: wexxzpg



Financial Aid for Education

There are many sources of aid available to assist worthy students in financing their education. When applying for admission to a trade school, any certificated program, community college or four-year university, students may request financial aid information from their school counselor.

Report Cards

Pacific High school operates on a semester system. The reporting system requires an official report of student grades at the end of each of the two semesters; these grades become permanent grades on the student's transcript. Report cards are mailed to students' homes at the end of the first grading period/semester and again at the end of the second grading period/semester. These two grades are the same as those officially documented on each student's transcript.

Progress Reports

Progress reports are mailed home at the end of the first and third quarter. Parents/guardians may check the Aeries Parent Portal or contact the counselor or student's teachers if they have any questions regarding Progress Report grades.

Homework

Students are often assigned homework at Pacific High School to maintain and practice skills learned in the classroom. Students are required to attend classes, complete assignments in class and earn credits. The homework policy will differ in each classroom as it is developed by each teacher.

Parents/legal guardians are encouraged to request homework when their student is absent for three or more days due to illness or other valid reasons. Parents may call the Attendance Office to request homework. This is a minimum 24-hour process; if requests are made in the morning, the homework may be obtained from the Front Office after 2:30 p.m. the following afternoon. If the request is made in the afternoon, the homework may be obtained from the Front Office after 2:30 p.m. on the second day after the request is made. Many times we can send the homework to the student electronically via their District email account.

Advanced Placement Classes



Pacific High School offers Honors/Advanced Placement classes to our students. Advanced Placement or AP classes are the most rigorous classes offered at Pacific and have the greatest impact on preparing students for the demands of a college education. The intention of AP courses is that students will dig deeper into a subject that he/she cares about, to engage in deeper understanding, and to test and push themselves in a familiar setting while gaining

confidence, developing good study habits, and enjoying a great learning experience. Honors and AP classes are not designed to be easy. In order to earn college recognition for specific classes, the expectation is that a student works at a college level.

To this end, there are some expectations of our Honors/AP students and our Honors/AP parents, when enrolling in an AP class.

1. Parents and Students, please choose the students fall program carefully. There is a false idea that students must take 3 or 4 AP classes in order to be accepted at “good” colleges. This simply is not true. The University of California admission officers state every year that students overloading themselves with multiple AP courses do not have an advantage in the application process.
2. **Students who choose Honors/AP classes CANNOT change these classes to college prep once the semester begins.** The Master Schedule is built based on student requests. Dropping accelerated classes after the semester gets started does not only impact that specific class, it impacts the other classes and students in the school. Colleges will actually look at someone dropping an Honors/AP Class the second semester negatively. **Once you make this commitment, it is important that you stick with it.**
3. Studying for Honors/AP classes takes time. To be successful in an Honors/AP class, you must be able to work into your schedule at least 2 hours of homework for each Honors/AP class. If you are an athlete, band member, or heavily involved in after school clubs or organizations, you must take this time commitment into consideration before enrolling in the class. Consider the following; a student enrolled in 2 AP or honors classes will be expected to complete 4 hours of homework every night to achieve success. In college, to be successful, it is an hour worth of homework for every unit of coursework you take. Parents and students must recognize that these classes take time, and it is imperative that parents support their student in creating time for studying, collaboration with other students, and potentially after school study groups.
4. In order to best prepare for the AP test, some AP classes will need you to complete summer homework. The work will be reading, writing, and/or research to help prepare you for the class. If you do not complete the summer work, you may have difficulty keeping up with the course. Students **will not be dropped** from the class because they failed to complete the summer work. Make sure you set aside time during the summer to do this work.
5. Students and parents understand at the end of each AP course, generally in May, there is a corresponding AP test. While it is not mandatory to take the test, it is expected. Also understand that taking the AP class does not qualify for earning college credit. Taking the AP test and successful scoring on that test is the only way to earn the college credit. Most colleges have a limit on the number of college course credits students can receive through AP testing.

***Any student who wishes to take more than 2 AP courses may be required to meet with their counselor and parent to review study and homework plans before approval is given. We want all students to be successful in their AP Course.



Pacific High School Electives

<u>General Electives:</u>	<u>Pathway Electives:</u>
Ethnic Studies Spanish 1 Spanish 2 Spanish 3 Honors AP Spanish Language Spanish for Native Speakers 1 Spanish for Native Speakers 2 AVID Yearbook Work Experience Student Government (ASB) Peer Leadership Skills Cadet Corps Guitar 1 Guitar 2 Orchestra Band Music Appreciation Dance Weight Training (for PHS Athletes)	Art for Production Art for Visual Communications Theater 1 Theater 2 Adobe Prep 1 Adobe Certified Expert Prep 2 PLTW – Principles of Biomedical Science (H) PLTW – Human Body Systems (H) PLTW – Medical Interventions (H) PLTW – BioMedical Innovations (H) Heavy Medium Duty Truck 1 Heavy Medium Duty Truck 2 Food Sanitation and Safety Baking and Service Management

In addition to the electives shown above, students may take Concurrent Enrollment Courses, in partnership with Valley College at Pacific High School, for FREE. See the Pacific Early to College Program information or meet with Mrs. Lindsay and Mrs. Munoz in the Career Center, room D8. We offer programs such as Pharmacy Technician, Art, Art History, Heavy Diesel Certification and other various Certification classes. These classes provide BOTH high school AND college credits when students pass with a C or higher.

Civic Learning at Pacific

Pacific High School earned the California Department of Education Civic Learning Award in 2017, 2018, and 2020. As a Civic Learning School, students are encouraged to participate in community service to build networks, give back to their community and practice compassion, understanding, and service before self. By working in community service, students learn skills that are valuable to them as they undergo the transition to adulthood. Students will learn different ways to serve their school community and their city community while at Pacific High School.



Pacific College Now Dual Enrollment



Pacific is proud to offer students the opportunity to take college classes on our campus, both during the school day and after school. Students who take advantage of the Early College Program have the ability to complete up to 1 ½ years of college credits while they are still in high school. Access to tutorial programs, mentors, and a college-career counselor will support each student in the Early College Program.

Dual/Concurrent Enrollment is an enrichment program designed to provide current 9th-12th graders the opportunity to get an "early start" on their college experience and earn college credit. Enrollment fees are **free** for high school students and books/materials are provided at no charge. Most courses are transferable to four-year colleges and universities, enabling our Pacific Pirates to earn high school credit while fulfilling university requirements without the expense of

most university programs.

To see what courses are currently being offered, stop by D-8 (Career Center) during lunch or after school, email Mrs. Lindsay at Elisabeth.lindsay@sbcusd.k12.ca.us, or visit our website and click on the Pacific College Now link at <https://pacific.sbcusd.com/collegenow>.

Promotion Requirements

Credits Required to Attain 10th, 11th, or 12th Grade Status:

On October 16, 2007, the Board of Education adopted Administrative Regulation 6146.1 to provide additional motivation for students to earn enough credits to keep up with their classes. The policy simply states:

To be a member of a particular class, a student must have earned the appropriate number of credits by the beginning of the school year. Students who have not earned enough credits to be a member of a particular class at the beginning of the year, after earning the required credits may be promoted to that class at mid-year, with rights and privileges thereof.

The Board of Education establishes the following minimum credit requirements for a student to be in the following grades:

Tenth Grade	55 Credits	Twelfth Grade	165 Credits
Eleventh Grade	110 Credits	Graduation	220 Credits

It is important for students to earn the required number of credits each semester in order to graduate on time. It is extremely important that students who fail classes enroll in the very next summer school to make up for their deficiencies. If the course is not taken during summer school, attempts will be made to place failed courses back into a student's academic schedule the following year. Counselors will monitor progress to ensure students are on track for graduation.



Credit Recovery

Failed courses will be put back into student schedules, when possible, according to the appropriate semester. Summer school may also be offered for a select number of courses. Computer-based credit recovery is offered on a limited basis in a student's junior or senior year. Students requiring a high number of credit recovery classes must be approved through an SST process.

Counselors may assign credit recovery for students with limited deficiencies in an attempt to return a student to "on-track" status. In order to qualify for on-campus credit recovery, students must:

- be able to work independently
- be passing currently scheduled classes
- have positive attendance
- be no more than 1 semester behind in credits
- no more than 2 credit recovery classes will be assigned at a time

Students who do not make adequate progress in recovering credits will be required to meet with the Pirate Support Team to determine next steps. Some students may be referred to alternative placements in order to ensure an on-time graduation and student success.

Chapter 3: Parent/Guardian Services

Accident Insurance
Change of Address
Visitors
Closed Campus Policy
School Committees
Parental Responsibility for After-School Events
Drop-Off and Pickup Zone

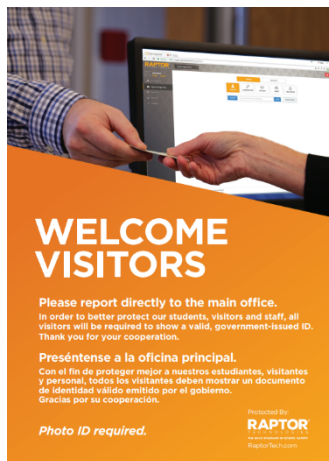
Accident Insurance

Student accident insurance is available for a fee. A brochure was included in the registration packet when the student enrolled at Pacific High School. Further information and forms are available at the school office.

Change of Address

Families must notify the front office of changes to addresses or telephone numbers (home, work, cell, emergency contacts) as soon as possible to ensure proper communication and notification from the school. Changes of addresses will require evidence of new address (such as utility bills in the name of parent/legal guardian). Our office staff is happy to help with these changes.

Visitors



School policy is to accept only those visitors who have legitimate business to visit the school. Visitors and guests must register in the Principal's Office immediately upon entering the campus. The safety of our students and staff is our highest priority. The SBCUSD district uses the Raptor Visitor Management System to enhance school security by checking visitors in at the front office. Raptor will provide a consistent, standardized system to track visitors and volunteers. This is especially useful during emergencies to know who is on campus. The system quickly prints visitor badges that include a photo, the name of the visitor, time & date and destination. School policy is to allow only those visitors who have legitimate business to visit the school. Before entering the campus, visitors and guests must present a government-issued photo ID to check in and get a visitor's pass at the front desk in the administration office.

Pacific High School values the partnership of families in their student's education. Parents and guardians are welcome to observe classes and request meetings with school staff, including teachers. All visitors must check in through the front office when they enter. A government issued picture ID is required to enter the school. Additionally, all visitors will be temperature screened.

***Policies may change with guidance from the health department and the district safety office.

We ask that parents and guardians who wish to observe a classroom must register in the Administration Office when they enter. It is usually best to call ahead to make appropriate arrangements.

Students are not permitted to have visitors or to bring younger children or babies on campus during the school day. Visitors who are not authorized are considered to be loitering and are in violation of Penal Code 653b. "Loiter" means to delay, to linger, or to idle about any school without lawful business for being present.

Parents/guardians or visitors who are abusive or violate District or site policies will be required to leave the campus. Appropriate action from the school will follow.

Food, floral and balloon deliveries will be held in the front office. In order to protect instructional time, students will not be called out of class during instructional time to collect items at the front office.

Closed Campus Policy

Students may not leave campus between the hours of 8:30 a.m. and 3:35 p.m.(2:50 p.m. on Mondays) unless they have used the proper procedures to secure a permission slip to leave campus (see Attendance Procedures).

School Committees

School Committees English Language Advisory Committee (ELAC) This committee serves in an advisory capacity regarding the progress and programs for English Learners (EL) at Pacific High School.

- If you are interested in joining ELAC, please contact Ms. Garcia at candelaria.garcia@sbcusd.k12.ca.us.

School Site Council (SSC)

This is a decision-making body that represents all stakeholders of our school community. This council is composed of the school principal, teachers, other school personnel, parents/guardians and students. One of their primary responsibilities is to identify common goals and assist the Leadership Team in establishing a school plan, called the Single Plan for Student Achievement (SPSA). The SSC makes recommendations relative to the use of categorical and Title I funds and is involved in the planning, implementation and evaluation of the SPSA.

- If you are interested in joining SSC, please contact Ms. Garcia at Candelaria.garcia@sbcusd.k12.ca.us.

Volunteers

On behalf of the staff of San Bernardino City Unified School District, we extend our appreciation for your dedication to improving the academic achievement of our students. Volunteers and visitors play an important and valuable role in our District. Students, teachers, staff, parents/guardians, and the community benefit from the work of individuals like you, who freely share their talents and resources. As a volunteer and or visitor, you not only serve the needs of students, but you also provide a vital link between the school and the community. Students, their families, and the community will view you as an ambassador of the school and District. You will be able to share the many positive things that students and staff are doing.

Procedures

- Fill out District Volunteer Application Form online.
- Provide a valid state-issued Driver's License/ID Card and or Consular Identification Card (CID) issued by the country of origin.
- Submit the completed application online.
- An email with all decisions will be sent to the school principal or designee once approved.
- Provide a Tuberculosis Clearance Card.
- You may get a TB clearance from your private physician or call the San Bernardino County Department of Public Health at (800) 722-4777.

All volunteer work is done under the direction of an assigned teacher, site volunteer coordinator, or principal/vice principal. Volunteers must comply with the sign-in procedures at the school site. Volunteers do not receive compensation or employee benefits, except worker's compensation as provided for in Labor Code Section 3364.5.

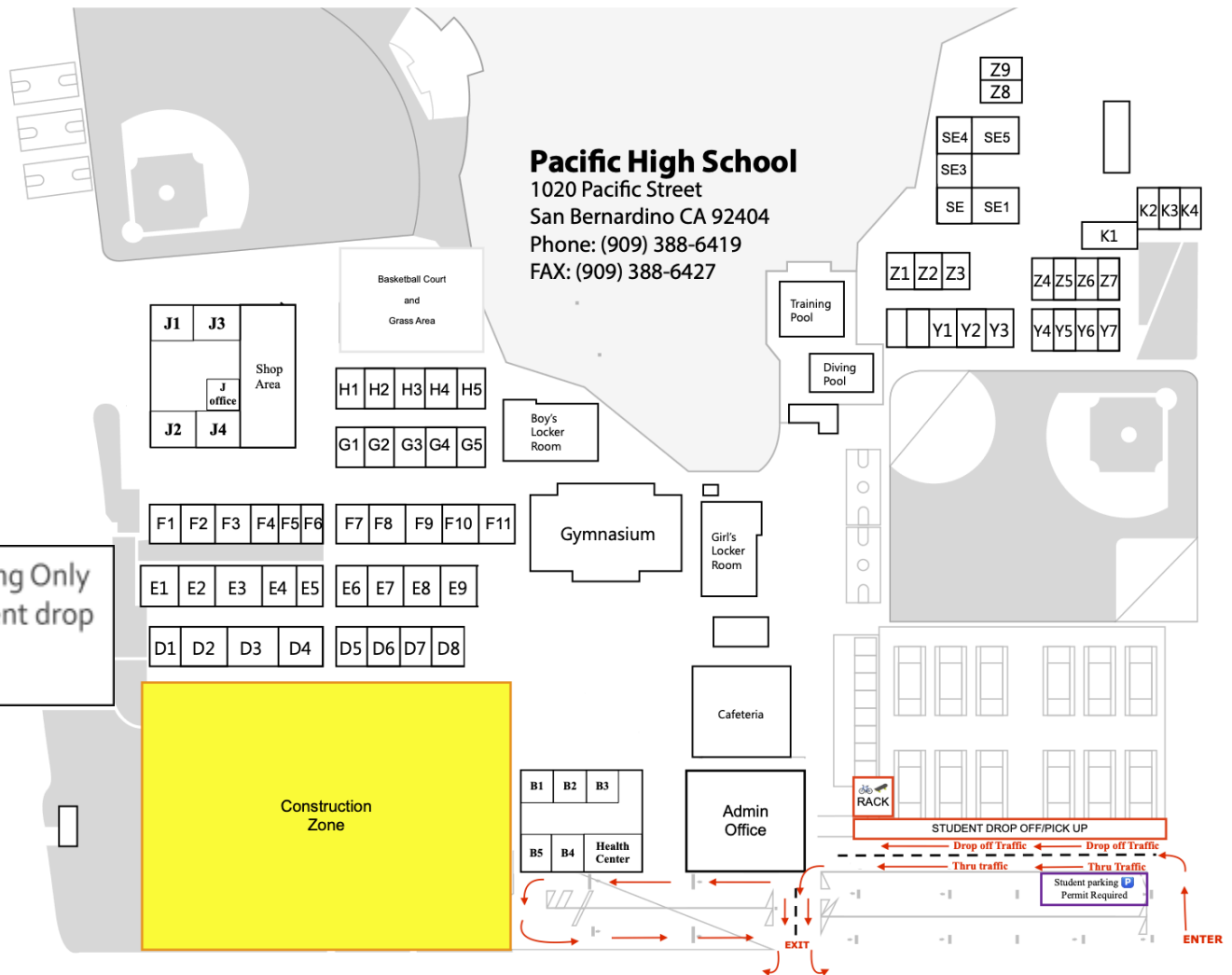
District Volunteer Applications can be found online <https://www.sbcusd.com/get-involved/volunteer>

Parental Responsibility for After-School Events

Although we supervise all school activities, during the afternoons, evenings and Saturdays, parents are expected to pick up students within 30 minutes of the time the event ends or the time students are told to have their parents arrive. Teachers and administrators who are responsible for supervising these events have agreed to work beyond their regular workday for these activities, but have not volunteered to stay indefinitely. Please remember that our staff members have their own families as well. Students, who are not picked up within thirty minutes, may be excluded from participation in the next event and assigned campus service. Students not picked up in a reasonable amount of time after the end of an event will be turned over to School Police.

Dropoff and Pickup Zones

Parents, please use the designated student drop-off zone located in the East parking lot along Pacific Street. Cars will enter at the East driveway and exit at the center driveway. Please do not drop off students in front of the Administration building. This drop off is reserved for disabled students only (wheelchairs). Students who need to cross the street must use the crosswalks. The West parking lot is for staff only. Please do not use this as a student drop off area. After 8:30 am all gates will be locked and students may only enter campus through the administration office. These policies are for student safety and help us to provide appropriate supervision.



Chapter 4: Transportation

Buses and Transportation
Omnitrans Free Fares for School Program
Student Parking Policy
Parking Lot Rules
Damage to Motor Vehicles or Bicycles
Bicycles, Scooters and Motorcycles
Skateboards

Buses and Transportation

For those students living more than 3 ½ miles from Pacific High School, transportation by bus can be arranged. Students will receive a bus pass from the front office once bus transportation has been arranged for them. Bus passes are issued before school, during breaks, and after school. Students must show their bus pass to the bus driver. Students must carry their bus passes every day. Bus passes may not be loaned to others.

The District Transportation Office assigns bus stops, not Pacific High School. Problems concerning buses, behavior on buses, loading, complaints about drivers, bus stops, etc., should be routed to the District Transportation Office (909) 388-6125.

Omnitrans Free Fares for School Program

SBCUSD, in partnership with Omnitrans, is pleased to announce the FREE Fares for School program. The program, funded by the San Bernardino County Transportation Authority (SBCTA) offers kindergarten-12th graders FREE rides to school and has provided more than 1,000,000 FREE rides for students since its inception.

Students will enjoy unlimited rides ANY day on ANY of Omnitrans' 29 routes. Get to school, football games, the movies, mall or the park! There is no purchase or registration necessary, and students can board the bus for free by showing their student ID to ride with Omnitrans. To learn more about the Free Fares for School, visit <https://omnitrans.org/buy-a-pass/free-fares-for-school/> and for more information on Omnitrans routes and services, please visit www.omnitrans.org.

Student Parking Policy

Students must park in designated numbered student parking spaces in the East parking lot only. Students who drive a car to school must register for a student parking permit in the VP Office with Mrs. Camacho. Parking permits must be renewed every school year. When students register their car, they will be required to show a valid driver's license, current proof of insurance showing the student's name and the vehicle the student will be driving, and a current valid registration for the vehicle. They will be issued a parking permit that must be displayed in the front window of the vehicle at all times. Students violating the student parking policy may have parking privileges revoked. Students are expected to drive safely and courteously. Students who drive recklessly may be issued a traffic ticket by District Police, may face disciplinary action and privileges to use the school parking lot may be revoked. Unlicensed drivers that drive to school may be arrested and have their car impounded.

Parking Lot Rules

1. The speed limit is five (5) miles per hour.
2. All vehicles must be parked within designated parking lines and headed in the proper direction. (Vehicles are not to be backed into parking spaces.)
3. All vehicular traffic will be in the proper direction. Do NOT drive against the flow of traffic.
4. When exiting the parking lot, use right or left turn signals as appropriate.
5. Burning rubber, excess speed, or horseplay of any kind will be cause for disciplinary action and privileges to utilize the parking lot will be revoked.
6. Loitering or eating in or around cars in the parking lot is NOT permitted at any time to ensure proper supervision. (Students may not eat lunch in their cars.)
7. Students driving any type of motor vehicle on the campus grounds, except in the designated student parking lot, will be disciplined.
8. Students are not allowed to park in reserved staff or visitor parking spaces. Students who violate this policy may be ticketed and/or receive disciplinary action.
9. Motorcycles must be parked in the student parking lot. All rules and regulations for motor vehicles apply to scooters and motorcycles.

Damage to Motor Vehicles or Bicycles

Pacific High School and the San Bernardino City Unified School District assume no responsibility for loss or damages to motor vehicles or bicycles parked on the campus. Every attempt will be made to keep surveillance on the parking areas but as in all public parking lots, you assume the liability for your vehicles. The safety of drivers, passengers and pedestrians is paramount in all school parking lots. Speeders or reckless drivers will be cited and will lose school parking privileges.

Bicycles, Scooters, and Skateboards

Bicycles, scooters, and skateboards brought to school MUST be stored in the bicycle and skateboard lockup near the handball courts. They must be secured with a chain and lock. Students may bring their own padlock for a bike locker or they may purchase a lock at the bookkeeper for \$5.00. Students may also use their own U-lock or Bike Chain to secure their bicycles. Bicycles, skateboards, and scooters are not to be ridden on campus at any time. Pacific High School is not responsible for the theft or damage of any bicycle, scooter, or skateboard. Students who forget a lock may place their skateboard in the designated locker with security.

Skateboard use is prohibited at school for safety reasons. Students are expected to secure their skateboard in the locked racks located near the tennis courts. Students may not carry a skateboard around campus or store skateboards in classrooms. Students that violate this policy may have their skateboard confiscated. On the second confiscation, a parent or guardian will have to pick up the skateboard.

SKATEBOARD & BIKE LOCKERS

Bring your own lock or purchase one for \$5.00

Bring your own chain or U-lock or purchase one for \$25

GOT WHEELS???
WE HAVE A NEW
FACILITY TO SECURE
YOUR RIDE!

BIKE RACKS

SKATEBOARD LOCKERS

BIKE LOCKER

BRING YOUR OWN LOCKS



Chapter 5: Safety

Crisis Counseling
Accidents
Emergency Drills
Fire Drill Procedures
Earthquake Procedures
Lockdown Procedures
Lockout Procedures

Crisis Counseling

In case of an emergency, Pacific High School staff members are trained to deal with issues our students may face. The District crisis team is also available to assist our staff and students in dealing with traumatic events in our school community.

Accidents

The Board of Education and the school do not and cannot assume any responsibility for accidents or injuries to students while on the school grounds or while participating in school-sponsored off-campus activities.

A parent/guardian of each student is required to complete and to have on file at the school a Student Emergency Data Card. The Card lists the parent/guardian's preference of medical advisors and others to be contacted in case of accident or illness of the student. All information requested on the form should be accurately recorded, including emergency phone numbers and special health problems, if any.

In case of an accident to a student, the office staff or teachers trained in first aid will render services until the parent/guardians or the family medical advisor can be summoned to pick up their student. In the event that emergency services are called, their recommendations will be followed.

Emergency Drills

Two fire drills, two earthquake/disaster drills and two lockdown drills are held each school year.

In all evacuation drills, faculty and students will exit to the designated areas. A map showing the evacuation route will be posted in every room. These drills are very important and serious exercises. Students are expected to act accordingly.

Fire Drill Procedures

The signal for a fire drill is five short bells, followed by a pause. This sequence is repeated five times. During a fire drill, students will exit immediately. The "all clear" is one long ringing of the bell. Students are expected to return immediately to their classes, guided by their teachers.

Earthquake Procedures

The earthquake/disaster signal is an announcement over the school intercom. During an earthquake/disaster, students are to "drop, cover and hold". Based on the magnitude and shaking, teachers will dictate when it is safe to evacuate; announcements will also guide student and staff when possible. The "all clear" is another announcement that will be given over the PA system.

Lockdown Procedures

The signal for a lockdown is an announcement over the school intercom stating that all staff members are to lockdown their classrooms/offices. This announcement may be made by an Administrator aware of an act of violence or disturbance in the nearby community. All bells are to be disregarded. No one is to open their door or allow students to leave a classroom until an "All Clear" is announced over the school intercom by an Administrator, followed by one long ringing of the bell. There is NO evacuation during a lockdown; students and staff will maintain silence. During a lockdown, no one will be permitted in or out of the buildings or gates.

Other procedures used for safety are:

- **HOLD:** Students and staff stay in their current location until cleared by administration. The halls are cleared and student passes are put on hold. Classes continue to operate; however, passing periods are suspended.
- **SECURE:** In addition to the actions of the hold, doors and gates are locked.
- **SHELTER:** The school day progresses as usual, but outdoor activities are limited or suspended. We use this option usually for severe weather, smoke, or other environmental conditions.

An administrator will notify the classrooms of a major emergency by using the school intercom. District/City-wide emergencies will be declared and are managed by the SBCUSD Emergency Operations Center.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Hazard

Tornado

Safety Strategy

Evacuate to shelter area

Earthquake

Drop, cover and hold

Active Shooter

Run, hide, and fight

Tsunami

Get to high ground

Chapter 6: Attendance

Procedures and Policies

Auto Caller

Clearing Absences

Early Dismissal

Truancy

Clear or Check Student Attendance

Tardies

Forged Documents

Procedures and Policies

Regular school attendance at Pacific High School is a very important part of a successful school experience. It has been proven that poor attendance is the single most frequent cause of unsatisfactory achievement, and a student who is often absent places himself in a position of not passing classes required for high school graduation.

We expect all students to attend, each day, all of the classes in which they are registered. We expect students to be in their appropriate classrooms when the bell rings at the end of the passing period. **Students must maintain a 95% attendance rate to be eligible for school activities, including dances. Students who do not meet the attendance requirements will be flagged from activities.**

Classification of Absences

Excused absences are:

1. Verified absences allowed by state law (EC 48205) which include:
 - a. Illness
 - b. Quarantine directed by a county or city health officer
 - c. Having medical, dental, optometric or chiropractic services rendered
 - d. Attending funeral services of a member of the student's immediate family
 - e. Jury Duty
 - f. Lack of immunization – 5 day maximum
2. Verified absences for justifiable personal reasons as allowed by state law (EC 48205) which include:
 - a. Bereavement
 - b. Critical illness of a family member
 - c. Appearance at a SARB meeting
 - d. Attendance at an event approved by the Principal
 - e. Family emergencies
 - f. Exceptional circumstances (court appearance, religious observance)
 - g. Student is custodial parent of an ill child or child with a medical appointment
3. Suspension

Unexcused absences are:

Any absences not described above in the "Excused Absences" section, or not verified as excused with a valid excuse within 5 days of the student's return to school. Unexcused absences include, but are not limited to truancies and transportation issues.

Absences without valid excuse for more than three (3) days for the school year classify a student as being truant by state law (Education Code 48260). Students who are truant may be cited by School Police and referred to the Juvenile Traffic Court. A habitually truant student may be referred to the School Attendance Review Board (SARB).

Auto Caller

A computerized auto-caller system will call parents/guardian in the evening to notify them when their student has one or more unexcused period absence. Please contact the school if your telephone number changes during the year to ensure you are receiving proper communication from the school. You can call the school at any time to see if we have the correct number and/or to check if our number has been accidentally blocked.

Clearing Absences

When a student is absent from school, a written excuse from a parent or guardian must be brought to the school and presented to the Attendance Office or the parent or guardian may call the Attendance Office. The excuse must state the reason for and date(s) of absence(s). The full name of student and parent should be spelled out when reporting to the Attendance Office. All written excuses and phone excuses are recorded, filed, and held for audit by the State.

Absences must be cleared within 5 days after the student returns to school. All absences for which written and phone excuses are received after 5 days of the student's return to school will be coded as unexcused.

After six (6) absences, a *Student Attendance Review Team (SART)* meeting will be scheduled. If attendance does not improve, or parent/guardian and student do not attend this meeting, the student will be referred to the district SARB board for further review. SARB meetings may result in student transfer to an alternative placement and/or citation.

Early Dismissal

Early dismissal is highly discouraged unless there is an unavoidable event or emergency for the student and family. Parents are encouraged to schedule doctors and dentist appointments, if possible, around their student's schedule. A vice principal may request a meeting with a family if it is noted that a student is frequently leaving school early.

Students requesting special permission to leave campus during regular school hours must have parent permission. Once parent/guardian has signed the student out, the Attendance Office will then issue a "Permit to Leave" slip. No student will be released to anyone who is not on the emergency card. The person picking up the student **MUST PRESENT ID** at the time of pick-up.

No ID, no student, no exceptions!

Please note the following: 1) Students CANNOT be paged through the intercom system as we do not want to interrupt classes already in session. 2) If your student is in their P.E. class at the time of pickup, it may take up to 20 minutes to locate and retrieve your student. It is important to know your student's schedule and plan accordingly. For your convenience, you may call the Attendance Office prior to your arrival and we will do our best to have your student waiting in the Front Office when you arrive. However, if your student has been waiting in the Front Office longer than 10 minutes, they will be sent back to class.

Students who become ill and wish to go home early should report to the Health Aide's Office. A parent or someone listed on the emergency card will be required to pick the student up from school. Ill students will not be allowed to walk home.

Students who are 18 years of age, or older, may sign themselves out without parent permission. 18 year-olds who wish to sign themselves out must sign out with the Attendance Clerk and must have a valid reason for signing out or the absence will be considered as unexcused.

Truancy

Truancy is defined as being an unexcused absence from one or more classes without parent or guardian knowledge throughout the school day or presence at a verified school activity. Students may also be marked truant by a teacher if they miss 30+ minutes of a class period. Students with repeated truancies may be subject to discipline.

Clear or Check Student Attendance

Parents are encouraged to contact the Attendance Office any school day between 7:00 AM and 4:30 PM to clear or check on their student's absence.

Tardies

Students are expected to arrive on time to school and to each of their classes. Students late to class will be marked tardy; excessive tardies are considered problematic and will be treated as such.

Tardy Sweeps

PHS will conduct random tardy sweeps throughout the year. If a student is tardy during a tardy sweep they may be issued:

- A warning
- Lunch Detention
- 30 Minute After School Detention or Community Service
- 1 hour After School Detention or Community Service
- A referral to Administration to address the issue and create a behavior plan.

Passes

No student shall be out of their scheduled class during regular class time without a pass issued by the teacher in charge of the student during that time. This will include trips to the restroom, library, and/ or office, as well as to any place other than the room to which the student has been assigned. Passage shall be the shortest and quickest route practicable without stopovers at other points, and without bothering other classes in session. Passes shall be issued only as needed and must be turned in at the point of destination or returned to the teacher who originated the note.

****NOTE: Passes will NOT be issued during the first 10 minutes and the last 10 minutes of class.**

Forged Documents

Any documents (court, medical, parent notes, etc.) submitted to the attendance office on behalf of a student's absence that are forged, altered or misrepresent the student's absence will result in the student being referred to a Vice Principal for possible disciplinary action.

Chapter 7: Student Services

The Student Services Center
Closed Campus Policy
Breakfast and Lunch Procedures
Senior Lunch Pass
Communications
Telephones
Classroom Passes
Student ID Cards
Library
Textbooks
1:1 Chromebooks/Wifi Hotspots
Internet Permission
Student Technology Responsible Use Agreement
Electronic Devices
Cell Phone Policy
Lost and Found
Health Services
Student-Based Health Center
Medication Procedures
Flowers/Balloons
Missed Assignments/Make- Up Work
Online Gradebook
PE Dress Code
College and Career Center
Work Permits
Release of Information

The Student Services Center

The Student Services Office consists of the Counseling Office, the Vice Principal's Office, and the School's Health Office. Working together, these three entities provide services to assist students in a more relaxed and comfortable progression through their four-years at Pacific High School.

The Vice Principal can facilitate dialogue between students and faculty for better understanding of grading scales, syllabi, and to aid in locating tutoring services.

The Health Office consists of the school nurse and a health aid. They are here to administer medication prescribed to students, contact parents/guardians when students are ill, and to provide treatment and care for minor injuries incurred on campus.

The Counseling Office consists of counselors who are committed to helping our students meet the requirements for graduation, as well as meeting the A – G requirements for the college applications process. In addition to helping make the proper class selection, the Counseling Office also provides help in the following areas:

- Academic advising including class selection, tutoring options, options for credit recovery
- College and career guidance
- Personal and social counseling
- Information on availability of community resources
- Group counseling
- College application assistance
- FAFSA information (Financial Aid for College)
- Scholarships
- SAT, ACT, & PSAT information including fee waivers
- AP coordination
- Freshmen transition to high school including Individual Learning Plans
- Alternative education information
- Substance abuse and anger management guidance
- Master Schedule questions
- NCAA and NAIA Eligibility Center information
- Liaison between students, parents, and faculty
- Classroom presentations including: "7 Habits of Highly Effective Teens," Destination Graduation, and Four-Year Plans

Closed Campus Policy

The Board of Education has approved a Closed Campus Policy for all of the high schools within the District (District Policy 5112.5).

"Closed Campus" means students may not leave the campus during school hours, including breaks, unless they have been granted a "Permit to Leave" slip from the Attendance Clerk (see Attendance Procedures).

Breakfast and Lunch Procedures

Pacific High School has one lunch period and is a **CLOSED** campus. In order to ensure the safety of our students, students are NOT to leave campus during the school day. Students shall not leave the school grounds during the school day without written permission of their parents/guardians and school authorities. Students who leave school or who fail to return following lunch without authorization shall be classified truant and subject to disciplinary action.

Both breakfast and lunch will be served at the cafeteria windows and will be a "grab and go" style meal at the start of the year. Seating for breakfast and lunch is available in the cafeteria and quad. Students are expected to adhere to the Pirate Code, properly dispose of their trash, and report to class on time.

- Breakfast is served from 8:00 - 8:25 am (Tuesday-Friday) and from 9:10 - 9:40 am (Mondays).
- Lunch is from 12:15 - 12:50 pm (Tuesday-Friday) and from 12:21-12:56 pm (Mondays).

After meals are served, all students are expected to clean up after themselves, leave on time and report to their class on time. Students may not loiter in the hallways or quad; late passes are not issued to students leaving the cafeteria after breakfast or lunch.

Food Delivery

We are unable to assist with calling students up to pick up food deliveries at the administration office. Office staff are not allowed to call classrooms (except in emergencies) during instructional time as it is disruptive to the instructional environment. However, we understand that at times families would like to make a special lunch delivery for birthdays or other special events. Food may be left on our delivery table near the front entrance to the office. The table is marked "student deliveries." Items left on the delivery table are left at your own risk. Our staff will take no responsibility to monitor the food left. Arrangements will need to be made in advance with the student (or texted by the parent to pick up their items). Our office staff are unable to assist with notifying the student to come up. Students may only pick up items during passing periods and lunch. Students may not leave class to pick up deliveries.

Senior Lunch Pass

The Board views the Senior Lunch Pass program as a way to improve and reward student academic achievement and attendance. Seniors who meet all requirements will be permitted to leave campus during lunch, starting 2nd quarter. While the policy is in effect, the school district cannot be responsible for the safety or conduct of students while off campus. Section 134557.7 of the Education Code states in part: "neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such times as the pupil has left the school grounds pursuant to this section." Senior lunch passes may be revoked at any time and will be revoked for students who return back from lunch late.

Eligibility for senior lunch passes include:

- 1) A minimum GPA of at least 2.0 and no Fs during the previous quarter
- 2) A minimum of 150 credits completed
- 3) Current attendance of at least 96%
- 4) No unexcused absences or trancies
- 5) No suspensions
- 6) Parent/guardian permission.

Starting 2nd quarter, all eligible seniors will receive a Senior Lunch Pass that is good for the current quarter. Each student will be required to show the pass, along with a picture ID when leaving campus by themselves or in a group during lunch. If a student's identification is questioned, the student must be able to prove identification or the pass will be confiscated and turned over to the Vice Principal's Office.

Loss of Senior Lunch Passes

Any senior who violates any of the following may lose their Senior Lunch Pass and privileges:

- 1) Driving or taking an ineligible senior or any underclassmen off campus during lunch.
- 2) Giving or loaning a pass to any student whether the pass was used or not.
- 3) Violates any of the Standards of Eligibility set forth in District Policy No. 6125 a-d including "accumulation of ten or more unexcused absences during a grading period".

Communications

Students are encouraged to listen to the Daily Announcements as they are usually read during the first part of 4th period. Club information, sporting news, scholarship opportunities, information about upcoming activities and other important information will be announced. Students are also expected to check their "Class of" Google Classroom regularly to learn about important information, events and announcements that are published throughout the week.

Telephones

School telephones are for conducting school business. Students are not allowed to make phone calls or receive phone calls on school phones. However, in emergency cases, an administrator may give permission to use a school phone. Phone calls to make transportation arrangements are not considered to be an emergency. Teachers are asked not to issue passes to use the phone during class time and are asked not to give students a pass to the vice principal's office to get permission, except for an extreme emergency that cannot wait until the end of the period.

Classroom Passes

Students are expected to take care of personal needs before coming to class. No student shall be out of their scheduled class during regular class time without an electronic pass issued by the teacher in charge of the student during that time. This will include

trips to the restroom, library, and/ or office, as well as to any place other than the room to which the student has been assigned. Passage shall be the shortest and quickest route practicable without stopovers at other points, and without bothering other classes in session. Electronic passes shall be issued only as needed and must be checked at the point of destination.

****NOTE: Electronic passes will NOT be issued during the first 10 minutes and the last 10 minutes of class.**

Student ID Cards

A high school ID program has been established for use at all comprehensive high schools. It was developed to provide safety for students on campus and to control the issuing of textbooks and supplies. Students will be required to have an ID card for the following:

1. To carry for identification purposes while on campus.
2. To check out textbooks and library books.
3. To purchase tickets and/or attend school activities (dances, etc.).

Please note: Students are required to show their ID Card to any staff member, campus security, or police officer upon request.

LOST ID CARDS: Each student must be in possession of his/her ID card at all times. A student who loses an ID card may replace it by visiting the Enrollment Office before and after school. A \$5.00 fee will be charged for replacement ID Cards.

Students may ride the Omnitrans bus for free with a valid Student ID.

Library

The school library is open during school hours each day. Students must have a pass from their teacher to visit the library during instructional time. ID cards are required for most library services.

Library Use

1. Students have open access to the library before school, during lunch, and after school. The library may be closed occasionally due to a special activity or due to a class using the library.
2. Students will not be admitted to the library during class periods unless accompanied by a teacher or unless they have a pass from a teacher.

Library Etiquette

1. Students who come to the library must cooperate in providing an atmosphere that enables uninterrupted reading and studying. Other areas are available on campus for eating and social gatherings. Students eating or drinking in the library will be asked to leave.
2. Library materials must be returned by the due date. Do not deprive others of their use. Fines will be charged on overdue or damaged materials

Textbooks

Textbooks are furnished to students without charge, but it is the responsibility of the student to return the books in good condition at the end of their enrollment in the class. Students are liable for any lost or damaged books. Transcripts and/or diplomas may be held until such payment is made. The Bookkeeper will mail out fees/fines notices associated with overdue/lost textbooks during the school year.

1:1 Chromebooks/Wifi Hotspots

Pacific High School is a proud participant of having 1:1 technology for our students. Chromebooks/Wifi hotspots are meant to help our students obtain 21st century skills, as teachers integrate technology into the classroom and to allow all students internet access in order to provide equitable access to educational resources in order to complete their class and homework.

***Please be mindful that district-provided devices are monitored at all times. Students should use their district-provided devices for educational purposes only. Students who are flagged by district monitoring programs may be subject to discipline.

Students' Responsibilities

- Students must adhere to the Student Technology Responsible Use Agreement.
- Students must pass the District's Student Technology Responsible Use Agreement Quiz.
- Students must bring their Chromebooks to school every day, fully charged and ready for use.
- Students must keep their Chromebooks clean and carry them to and from school in a school-provided hard-sided case for protection.
- Students must immediately report to the school any damage or theft of their Chromebooks/Wifi hotspots.
- Students must use their Chromebooks/Wifi hotspots for educational purposes only.

- Students must troubleshoot their Chromebook issues by following the [SBCUSD Chromebook Troubleshooting Guide](https://www.sbcusd.com/departments/business-services-division/information-technology/laptop-home-internet-program) before returning Chromebooks to the library.
- Students who are unable to troubleshoot their Chromebook issues on their own can bring their Chromebook into the library.

Checking out Chromebooks/Wifi Hotspots

- Students must pass the District's Student Technology Responsible Use Agreement Quiz before checking out a Chromebook/Wifi hotspot and receiving a permission slip.
- Students must have their parent/guardian sign their permission slips.
- Students may check out Chromebooks/Wifi hotspots before school, during lunch, and after school.

Returning Chromebooks/Wifi Hotspots

- Students must return Chromebooks/Wifi hotspots when they either graduate or withdraw from Pacific High School.
- If a student returns a damaged Chromebook, the student must first call Cybertech to obtain a Cybertech ticket number. Students may be charged a fee for damages, if loss or damage is due to misuse or negligence.
- Chromebooks returned to the library that are missing chargers will be charged a fee of \$12.00.
- Wifi hotspots returned to the library that are missing chargers will be charged a fee of \$5.00.

Internet Permission

All students must have a signed Student Technology Acceptable Use of Agreement Consent Form on file and complete the Student Technology Responsible Use Agreement Quiz in order to access the internet using school equipment. Users will be held to the rules listed in the agreement or they will be denied access.

SBCUSD Student Technology Responsible Use Agreement

The San Bernardino City Unified School District (SBCUSD) is providing students access to the District's electronic network. The purpose of the network is to assist in preparing students for success in career and college readiness by providing them with electronic access to a wide range of information, the ability to communicate with people throughout the world, and the capacity to create products to demonstrate knowledge and understanding. This document (hereinafter referred to as, "Agreement") applies to all students accessing the SBCUSD electronic network, all resources made available through the network, and all devices connected to the network (including the use of personal devices on District property or while participating in school-related functions).

Mandatory Review

To educate students on expectations for responsible use of the SBCUSD electronic network, students are required to review this Agreement each school year. Additionally, employees supervising students who use the SBCUSD electronic network shall provide training emphasizing its appropriate use. All District students shall acknowledge receipt and understanding of this Agreement and shall agree in writing to comply with the same. The parent/legal guardian of a student is also required to acknowledge receipt and understanding of this Agreement.

General Policies

- The SBCUSD electronic network has been established for specific educational purposes and for District business. The term "educational purpose" includes, but is not limited to, classroom activities, career development, and high-quality self-discovery activities.
- The SBCUSD electronic network has been established for educational purposes and not as a public service or a public forum. San Bernardino City Unified School District has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- A content filtering solution is in place to prevent access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the Children's Internet Protection Act (CIPA).
- This Agreement also pertains to users who connect via non-District network services (e.g., cell phones, mobile hot-spots, etc.) while on District property or while participating in school-related functions. However, SBCUSD cannot be held responsible for content accessed through such services.
- Students must sign and adhere to this Agreement, and parent/guardian permission is required for all students under the age of 18. The District is not responsible for the actions of students who violate this Agreement. Access is a privilege — not a right.
- The District reserves the right to monitor all activity on the SBCUSD electronic network. Students have no expectation of privacy with respect to usage of the electronic network, even if the use is for personal purposes.
- Students may be held responsible for any damage that is caused by their inappropriate use of the network or equipment.
- In addition to this Agreement, students are expected to follow all aspects of the Student Use of Technology Policy (BP 6163.4) and Student Use of Technology Administrative Regulation (AR 6163.4). The same rules, good manners, common sense guidelines, and laws that are used with other daily school activities also apply in students' use of the SBCUSD electronic network.

Digital Citizenship Expectations

While utilizing any portion of the SBCUSD electronic network and equipment, students are expected to exhibit responsible behavior and to refrain from engaging in inappropriate use. The SBCUSD electronic network is considered a limited forum, and therefore the District may restrict a student's use of the network for valid reasons, including but not limited to, violations of the following:

- Students shall not post information that, if acted upon, could cause damage or danger of disruption to the educational environment for staff and/or students.
- Students shall not engage in electronic personal attacks that are in violation of the SBCUSD digital citizenship curriculum, District policy, or State or Federal law.
- Students shall not harass, bully, or engage in any activities intended to harm (physically or emotionally) another person. Harassment is persistently acting in a manner that distresses or annoys another person, and includes, but is not limited to online impersonation, intimidation, or denigration; sending persistent and unsolicited messages; cyberstalking; and changing or manipulating the digital property of others.
- Students shall not distribute or post fabricated, harmful or defamatory information about a person or organization.
- Students shall not use the SBCUSD electronic network or equipment or personal devices to engage in criminal activity.
- Students shall not display, access or send offensive, explicit, or inappropriate messages or content.
- Students shall not offer, provide, or purchase products or services through the SBCUSD electronic network.
- Students shall not use the SBCUSD electronic network for political lobbying.

World Wide Web and Student Web Sites

- Access to Web-based resources is intended for educational purposes. Students are expected to adhere to responsible use guidelines as specified in this Agreement and the District's digital citizenship curriculum and immediately report inappropriate sites to District staff.
- The use of any photographs or student work on any web pages must follow District guidelines established by the Communications Department.
- Material (graphics, text, sound, etc.) placed on any web pages are expected to meet academic standards of proper spelling, grammar, mechanics, and accuracy of information, and legal standards of copyright.
- All student web pages must have a link back to the home page of the classroom, school or District, as appropriate.

Electronic Communication

- Students may be provided with accounts that allow for e-mail, messaging, chat, social networking, etc. These accounts are to be used for specific educational purposes or activities in accordance with State and Federal law.
- Students shall not establish or access personal accounts through the District network for non-educational purposes.
- Students shall not repost content, including but not limited to pictures, messages, or videos, that were sent to them privately without the permission of the sender and any subjects depicted in the content.
- Students shall not post private and/or personal information about another person, including, but not limited to contact or identifier information.

Real-time, Interactive Communication Areas and Social Media

- Students may use chat, instant messaging, and/or social media in a moderated environment established to support educational purposes.
- When using social media resources (e.g., YouTube, threaded discussion groups, and blogs) for educational purposes, students are expected to comply with all aspects of the Student Use of Technology Policy (BP 6163.4), Student Use of Technology Administrative Regulation (AR 6163.4), this Agreement, and the District's Student Social Media Guidelines.

Personal Safety

- Students shall not share personal contact and/or identifier information about themselves or other people. Personal contact/identifier information includes, but is not limited to, address, telephone, school address, email address, or Social Security Number.
- Elementary and middle school students shall not disclose their full name or any other personal contact information for any purpose.
- High school students shall not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific authorization.
- Students shall not agree to meet with someone they have met online.
- Students shall promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them, which includes, but is not limited to keeping passwords private.
- Students shall immediately notify a teacher or other school employee if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students shall not attempt to gain unauthorized access to any portion of the SBCUSD electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students shall not attempt to access non-student District systems.
- Students shall not make deliberate attempts to disrupt the SBCUSD electronic network or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Students shall not intentionally attempt to access web sites blocked by District policy, including the use of proxy services, software, or web sites.
- Students shall not use sniffing or remote access technology to monitor the network or other user's activity.

Software and Files

- Software is available to students to be used as an educational resource. Students shall not install, upload or download software without District permission. Any software that causes disruption to the SBCUSD electronic network will be removed.
- Files stored on the SBCUSD electronic network are treated in the same manner as other school records. Routine maintenance and monitoring of the SBCUSD electronic network by authorized employees may lead to discovery that a student has violated this Agreement or the law. Students should not expect that files stored on District servers or accessed through the SBCUSD electronic network are private.

Technology Hardware

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to install or relocate network hardware and/or peripherals (except for portable devices), or to modify settings to equipment without the consent of the District Information Technology Department.
- Students shall not connect any unauthorized wired or wireless devices to the SBCUSD electronic network.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software may result in cancellation of network privileges. Appropriate disciplinary action will be taken.

Plagiarism and Copyright Infringement

- Students may access copyrighted material for educational purposes.
- All students are expected to follow existing copyright laws. Posting any material (graphics, text, sound, etc.) that is in violation of any federal or state law is prohibited. This includes, but is not limited to, confidential information, copyrighted material, threatening or obscene material, If a student has a shortened day schedule due to home periods, he/she needs to leave campus after their scheduled class or report to EXL for supervision. and computer viruses.
- Copyrighted material shall not be placed on any system without the author's permission. Permission may be specified in the document, on the system, or must be obtained directly from the author.
- Students shall not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original work.
- In accordance with the SBCUSD digital citizenship curriculum, students shall appropriately cite materials referenced or used in the production of original work.

Videoconferencing/Classroom Video Feed

- All videoconferencing must be for educational purposes.
- Students shall not record or stream classroom or other school-related activities without proper authorization. All such recording or streaming must be in compliance with student privacy laws.

Due Process

- The District's authorized representatives will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the SBCUSD electronic network.

- Disciplinary actions will be tailored to meet specific concerns related to the violation. Violations of this Agreement may result in a loss of access as well as other disciplinary and/or legal action.

Limitation of Liability

- The District makes no guarantee that the functions or the services provided by or through the SBCUSD electronic network will be error-free or without defect. The District will not be responsible for any damage suffered, including but not limited to, loss of data, damage to personal devices, or interruptions of service.
- The District is not responsible for the accuracy or quality of the information obtained through or stored on the SBCUSD electronic network. The District will not be responsible for financial obligations arising through the unauthorized use of the network.
- The District utilizes a content filtering solution to block access to objectionable and inappropriate material on the internet. Preventing all such access is impossible, however, and a risk exists that a student may access material intended only for adults, even with filtering in place. No safeguard is foolproof, and the District is not responsible for material encountered on its electronic network which may be deemed objectionable to a user or his/her parent/legal guardian.

Violations of This Agreement

Violations of this Agreement may result in loss of access as well as other disciplinary and/or legal action. Students' violation of this Agreement shall be subject to the consequences as indicated within this Agreement as well as other appropriate disciplinary action(s), including but not limited to:

- Use of SBCUSD electronic network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school
- Legal action and prosecution by the authorities

The particular consequences for violations of this Agreement shall be determined by authorized District personnel. The Superintendent or designee and/or the Board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

Electronic Devices

Each teacher has his/her own electronic device policy. It is recommended that electronic devices are not brought to school for the following reasons:

1. They are a distraction in the classroom.
2. They are items, which due to their value, are often stolen.

If any electronic devices are brought to campus and they are lost, stolen, borrowed and not returned, and/or damaged, the school is not responsible for investigating the whereabouts or condition of the device(s). Students bring them at their own risk.

Cell Phone Policy

DISTRICT CELL PHONE POLICY: The San Bernardino City Unified School District Board of Education approved the policy of the restrictive use of cell phones by students. In alignment with board policy 5131 students are permitted to possess cell phones for use before and after the instructional day. During instructional time students are to have their cell phones turned off and out of sight. The District and its employees are not responsible for lost, damaged or stolen cell phones. School administrators may confiscate cell phones for the illegal use of phones during the school day. It is illegal for anyone to record another person without consent. It is unethical to photograph persons without their consent or to photograph tests for illegal purposes. Students using their cell phones for these purposes can be suspended from school and possibly cited by the police.

Lost and Found

Students who lose items should first check Lost and Found, which is located in the Bookkeeper's Office. Owners claiming lost articles must provide satisfactory identification. For any item not recovered, the student may complete a theft report. The theft report should be given to school security. Students are advised not to bring large amounts of money or wear expensive jewelry to school since Pacific High School cannot be held responsible for the loss of items.

Health Services

Pacific High School does not have a full-time nurse and has no provisions to keep ill or injured students on campus. Parents/guardians will be notified immediately of an illness or injury of their student and will be expected to pick him/her up at school or authorize transportation of the student. If a parent/guardian cannot be reached at home or at work, the student (unless 18 years of age) must remain at school until school dismissal.

A trained staff member will render first aid if a student requires emergency medical attention while injured at school. The parent/guardian will be summoned, and if necessary emergency medical services will be contacted.

The emergency card listing your preference of family members and others to be contacted in case of an accident or illness is extremely important to your son or daughter in an emergency; be sure it is filled out completely and accurately.

Students who have a Hazel Health Permission Slip on file will be able to meet virtually with a health care provider while in the Health Office. Parents/Guardians may speak with the Health Aide for more information.

School-Based Health Center

Pacific High School now has a school-based health center. Our health center is committed to providing a range of free and low-cost services to support the well-being of students, families, and community members. Services include physical health care, vision care, dental care, mental health support, case management, and various health education programs. Our school-based health center is designed to make high-quality, accessible care available right on campus, ensuring everyone can get the support they need to thrive. Email: phsclinic@sbcusd.k12.ca.us or [schedule an appointment](#).

Medication Procedures

Only medication prescribed by the student's physician may be given at school with the proper form filled out by the physician and signed by the parent/guardian. This form is available in the Health Aide's Office. Medication brought to school should be in containers which are clearly marked with the student's name, the prescribing physician's name, an identification number or name of the medication, the manufacturer or the druggist who dispensed the medication, and the amount of medication to be taken at specified times or in specific situations. Medication must be kept in the Health Aide's Office.

Flowers/Balloons

Students may **NOT** receive flowers, balloons, singing telegrams or similar personal gifts at school because of the disruption of the educational process created by such items.

Missed Assignments/Make-Up Work

A student who misses class because of an excused absence, authorized extra-curricular activity or suspension will be given an opportunity to make up their work. If a student is absent for only one or two days, he/she is instructed to contact the classroom teacher for required homework assignments. Email is often an effective way to contact a teacher for missed assignments.

It is the responsibility of the student to take the initiative to request make-up work from his/her teachers.

It is district policy that the student has a number of days equivalent to the absence to make up the work. For example, if a student is absent for three days, he/she has three days to make up the missed work. If the student is not able to complete the work within the time allowed, the parent should contact the teacher to make arrangements for a reasonable extension.

Online Gradebook

Students and parents may check grades online using our ABI Parent Portal. You will be given a code to set up an account. The Parent Portal is accessed at: <https://sbcusd.asp.aeries.net/student>. Students are encouraged to access their online gradebooks every week to stay up-to-date on their grades. It is extremely important for students to communicate with their teacher in a timely manner if they see something in their gradebook that is an error or if they need to discuss how to raise their grades.

PE Dress Code

There will be no charge for PE clothes this year. The district is covering the cost for one set. Additional sets are \$25. Sweatshirts and sweatpants are also available for purchase for cold days. If students do not purchase a PE uniform, the options listed below are allowed for students to dress out.

Dress Requirement:

1. Students are **REQUIRED** to wear SOLID (no writing!) Black, Purple, Grey T-shirts. They may wear Pacific High School Gear, but it must be appropriate for PE.

2. Students are **REQUIRED** to wear a SOLID color (no writing) Black, Purple, or Grey athletic bottoms (they may have the athletic strip down the side of the pants). They may wear Pacific High School Gear but it must be appropriate for PE.
Acceptable clothing options are:
 - a. Basketball shorts
 - b. Athletic pants
 - c. Joggers
 - d. Sweats
 - e. Spandex athletic pants or capris
3. Students are **REQUIRED** to wear athletic shoes (Closed-toe shoes only). Boots and slippers are not appropriate for PE.
4. All campus-wide dress code policies are enforced (i.e., no hats in class).

Swimming Unit Dress Requirement:

When in the pool students are allowed to wear:

- Rash Guard Tops (long sleeve or short sleeve)
- Non-white tops
- Swimming Trunks
- Swimming Suit (one-piece or two-piece)
- Pacific PE Clothing

PE Loaners:

PE loaners will be available at all times for students who forget their clothes, allowing them to dress immediately and participate in their PE class. PE teachers will review the checkout procedure for loaners in class.

College and Career Center

The College and Career Center, located in Room D-8, is a resource center supplying information about occupational areas, two- and four- year colleges, trade schools, and all branches of the military.

Students will find valuable information to assist them in preparing for the future, whatever path they decide to follow. The College and Career Center is staffed by a career resource teacher, Mrs. Lindsay and Mrs. Munoz, and is open to students before and after school and during lunch.

Students can also find information about Concurrent Enrollment Courses with Valley College in the College and Career Center.

Work Permits

By California law, all persons under the age of 18 who are employed must have a work permit. Work permits protect both the student and the employer. You may pick up an application for a work permit in the College and Career Center, room B-6. You will be issued your work permit when you return the completed application.

You must have your original Social Security card to verify your right to work in the United States. Copies will not be accepted.

You must have a current photo ID.

To be eligible for a work permit, a student must:

1. Be enrolled in school for the minimum school day established by law.
2. Attend school regularly and shall not be out of school for a period longer than 10 consecutive days while public schools are in session.
3. Maintain a GPA of 2.0, with no more than one "F".
4. Have no suspensions or expulsions.
5. Obtain a Notification of Intent to Employ a Minor form from the College and Career Center in B6.

Release of Information

When students become 18 years of age, they retain their educational rights. This means that when a student turns 18 years old, information can no longer be released to his/her parents or guardian.

If a student wants to allow his/her parents or guardians access to his/her information, the student must fill out a Release of Information form available in the Registrar's Office

Chapter 8: Student Activities

Student Activities
School Colors
Campus Clubs
CAPS After School Program
Dances
Captain's Crew
Senior Activities Eligibility
Senior Behavior Contract

Student Activities

Pacific High School will host various activities throughout the year. In order to participate in these activities, students must turn in permission slips, be cleared to participate, and must uphold the Pirate Code of Conduct.

Students who do not meet eligibility requirements will be placed on the flag list and will be unable to attend student activities. Students may be flagged from activities such as athletics, dances, and other extracurricular events.

School Colors

Purple, Silver and White are the colors of Pacific High School. On occasion, "spirit days" will be held. On these days, students and staff are encouraged to wear school colors to demonstrate pride in the school, to promote spirit and to support athletic teams. Let's fill our school with Pirate Spirit!

EXL Before & After School Program

Students are welcome to attend our EXL before and after school program that is hosted Monday through Friday. EXL includes a Sunrise Program for students to arrive prior to school hours starting at 7:15 am. Students must check in at the Cafeteria after arriving on campus. Our EXL program hosts tutoring help, clubs, athletic activities, music and art programs, and much more. Students who wish to participate in the after school EXL program are expected to report to the cafeteria immediately after school for check-in. Students will be checked in for attendance and will then proceed to their chosen club/activity. All students enrolled in the EXL program are expected to remain with their class/program at all times to ensure proper supervision. Pacific behavior expectations will be strictly enforced during all EXL activities; failure to adhere to expectations will result in progressive disciplinary action and may lead to removal from the EXL program.

Campus Clubs

PHS has a variety of clubs and organizations that meet at lunch and after school, sponsored by our Pacific staff. Organizations such as EXL also offer after school programs and activities depending on student interest and staff availability. The PHS EXL program is open every school day (except the first day, the last day, and the day before winter break) until 6pm. We have a variety of clubs available to all students and are always open to new clubs. Students interested in joining a club should read the announcements in the Google Classroom Class Of newsletter. Students who wish to start a club should speak to our EXL staff (Y-7) or ASB Director Mrs. Miller (D-3).

Student Announcement Google Classrooms			
Seniors Class of 2026 – 4rdywug	Juniors Class of 2027 – mqfzban	Sophomores Class of 2028 – dcyapr2	Freshmen Class of 2029 – 6735ixdg

Students who would like to form a new club that is not listed are encouraged to see Ms. Miller in room D-3 for information.

Dances

All school rules are in effect during dances. Students who leave the dance early may not return and are prohibited from loitering on school or event property. A student who wishes to bring a guest must submit a guest permission slip and receive approval from the Vice Principal. Guest permission will not be granted at the dance.

- Guests of Pacific High School students must be students from local area high schools and must show proof of which school they attend.
- Guests must be under 21 years of age. Adult guests must go through a background check via our District Raptor system by having their State ID card scanned at the PHS Front Desk.
- All guests at the Junior/Senior prom must be at least a Junior or Senior at their high school.

***Administrators reserve the right to develop guidelines that establish eligibility to attend dances and other school-sponsored events.

Dance Eligibility

In order to be eligible to attend dances associated with Pacific High School, students must meet the following requirements:

1. Have no suspensions
2. Must have at least 95% attendance (we do look at tardies and period absences)
3. No outstanding discipline (for example, no unserved detentions)
4. For the Junior/Senior Junior/Senior Prom, attending students and guests must be at least a junior to attend.

Dance Dress Code:

- Collared shirts required (no t-shirts permitted).
- Dress pants, slacks, or well-kept jeans (no holes, tears, rips, etc.).
- Semi-formal dresses or pant suits that cover the midriff area (Homecoming Winter/Winter Formal).

- Formal attire for Junior/Senior Prom.
- Side slits must not expose the upper thigh. Plunging necklines are not permitted. Dresses/skirts should cover at least the mid-thigh area at all times.
- No shorts permitted.
- No slides/flip-flops.
- No baseball hats/informal hats.
- ***If you are unsure about an article of clothing, see Ms. Miller **BEFORE** the dance!!!

Dance Court Eligibility

Students who are candidates for any court associated with any activity, such as dances, should be good students and exhibit good citizenship. Candidates shall have a grade point average of 2.0 for the prior grading period and obtain written parental approval of candidacy, which implies compliance with the Pacific High School and District Dress Code and Code of Conduct guidelines. Any student who sets an example of poor citizenship prior to or during the candidacy shall be ineligible to run. Poor citizenship shall be defined as a violation of SBCUSD policy or the California Education Code that resulted in a suspension during the semester of or the semester prior to the event or other behavior described below:

- Violation of SBCUSD policy on Education Code violations related to safety.
- Appearance before the Site-Level Disciplinary Committee/Pirate Council, which resulted in disciplinary action.
- Suspension or expulsion from Pacific High School.
- Chronic tardiness, truancy, or discipline.
- Class attendance less than 95% .

***Admission to a dance by Pirate Council after being flagged for attendance issues does NOT allow a student to participate in Dance Court.

A candidate will be disqualified if there has been a violation during the previous semester or during the semester of the activity, even if the violation occurs the day of the activity.

Captain's Crew

Students who maintain good behavior, attendance and grades will be eligible to be part of the Captain's Crew. Students who are part of the Captain's Crew may enjoy special privileges at certain athletic and social events, such as entrance into athletic events or school dances at a discount or for free.

- Criteria
 - Behavior - no suspensions or high-level referrals
 - Attendance - must maintain at least 97% or higher attendance (excused absences okay)
 - Grades - must maintain a GPA of 3.0 or higher

Senior Activities Eligibility

Pacific High School Seniors will enjoy a variety of activities throughout and at the end of their senior year. In order for Seniors to participate in the activities that are planned for the Class of 2026, they must meet the following eligibility requirements:

- Seniors must be passing all classes with a D or better
- Must have turned in a signed Senior Activities Contract
- Must be on track to walk (any credit recovery courses must be cleared)
- Have no suspensions
- Must have at least an overall 95% attendance rate
- Must have served all assigned detentions and/or community service



Senior Behavior Contract

Seniors, as the year begins, be ready to enjoy planned activities with the rest of your graduating class. Please be aware of the following expectations so that you may participate in all planned activities and make the most of your senior year.

Participation Requirements:

- You must have a signed copy of the contract on file with the VP Office.
- You may not have a letter grade of "F" in **ANY** class on your schedule.
- You must be on track to graduate on time (all Credit Recovery courses must be cleared).
- Your teacher(s) must clear any senior fail notice(s) prior to an activity that you would like to participate in.
- You cannot have any suspension(s) on your discipline record during your Senior year.

Chapter 9: Athletics

Academic Eligibility
Athletic Awards
Completing the Season
Athletics Website
Athletic Events Behavior Policy
Football Season Backpack Policy



Pacific High School offers Fall, Winter, and Spring sports for both boys and girls. A student can sign up to try out with the Athletic Director, Patrick Johnson. Coaches will select players that they feel can best represent their program and the school. In order for a student to try-out, condition, or participate in any physical activity with a team, the student **MUST** have an updated **PHYSICAL** and **INSURANCE** affidavit on file in the athletic department. Players are not guaranteed a position on the team each year. Students wishing to participate in sports should obtain an athletic clearance well in advance of the season. We recommend students obtain their fall clearance no later than May of the prior year. Families that need assistance in obtaining a physical can reach out to our Health Aide by emailing pacific@sbcusd.k12.ca.us to obtain information about free and low-cost clinics. **All students must obtain a physical and register on <https://athleticclearance.com/> before participating in tryouts of practices.**

Academic Eligibility

Students desiring to participate in interscholastic athletics are eligible to participate as prescribed in the California Interscholastic Federation (CIF) constitution and bylaws and the Southern Section of the CIF constitution and bylaws. These regulations are often technical and need interpretation. Students who wish to be informed or instructed in eligibility matters should see the Athletic Director, Patrick Johnson in Room K-3. Mr. Johnson can also be contacted by email at Patrick.Johnson@sbcusd.k12.ca.us. The major rules are cited below for quick reference:

Rule 1	Students must meet eligibility requirements established by the School Board. Students who are under Suspension or Expulsion shall be ineligible to participate during the period of Suspension or Expulsion. Students must exhibit good citizenship and behavior, as well as maintain satisfactory attendance, and shall not be absent on the day of the extracurricular activity. Students who accumulate 10 or more un-excused period absences during a grading period will be ineligible to participate in extracurricular activities during the remainder of the grading period.
Rule 2	No student may compete who has reached his/her nineteenth (19th) birthday prior to June 15, 2018. (CIF-SS Rule 203).
Rule 3	Students who wish to compete must adhere to the grooming standards required by the particular sport or coach involved.
Rule 4	Students who wish to compete must have passed a physical examination.
Rule 5	Students who wish to compete must have accident and life insurance (State Law).
Rule 6	All other rules which are established by the CIF apply.
Rule 7	Students who wish to compete must sign a written authorization for drug testing.

Athletic Awards

Student athletes may earn one Varsity athletic letter at Pacific. Athletes who participate in multiple sports will earn additional pins per sport. Students who play sports for multiple years will earn bars for each additional year. Students may earn a scholar athlete patch for maintaining a 3.5 GPA for two consecutive semesters.

In order to earn a varsity letter, the athlete must meet the standards below:

- Be academically eligible for the sport the entire season
- Must finish the sport in good standing, including CIF playoffs
- Meet all sport program requirements as determined by the head coach

Completing the Season

The standard expectation for all PHS Student-Athletes is that they complete any sport they start, including the extent of CIF playoffs. If a student chooses to quit a sport is removed from the sport prior to the end of the season (including CIF playoffs), they may not be allowed to participate in another sport until their previous sport's season is finished, unless there are extenuating circumstances, agreed upon by all coaches involved and site administration.

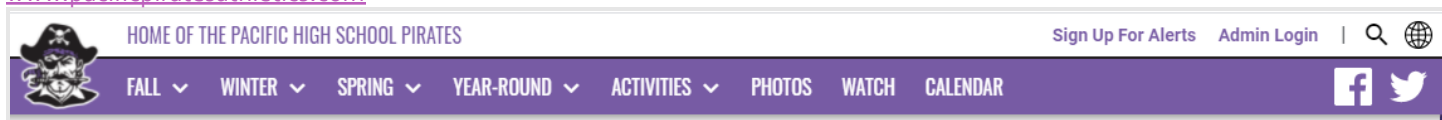
Students on teams will be enrolled in a sports class for PE credits. Students that do not finish the season could be dropped from the class and lose the credits or receive a low grade, which may damage their GPA.



Athletics Website

Visit our Athletics website for information on Pacific High School sports, game schedules and images. The athletics website is:

www.pacificpiratesathletics.com



Athletic Events Behavior Policy

Students are expected to exhibit proper behavior at both home and away games. This includes no fighting, no booing or heckling, no throwing or dropping of trash and no loitering in the immediate area before or after a game. All school rules apply at all athletic events in which the school is involved, regardless of the site.

Students who attend games are expected to be picked up promptly after the game is over. Students who are left over an hour will be turned over to SBCUSD School Police.

Football Season Backpack Policy

To increase the safety of all attendees, backpacks will NOT be allowed into the Pacific High School Stadium during football games. Any bags carried by parents/guardians for the purpose of carrying supplies for the care of children will be inspected prior to entering the stadium.

Chapter 10: Awards, Honors and Scholarships

Beginning of the Year Awards
First Semester Awards
Senior Regalia



Beginning of the Year Academic Awards and Honors

Students in grades 10 – 12 who earned academic recognition at the end of the previous school year will be awarded these honors at the beginning of the following school year.

Academic Letters: Students who have earned a GPA of 3.5 or above for two consecutive semesters, counting all subjects including weighted grades for honor and Advanced Placement classes. Summer school grades are not counted, as it is awarded by semester grades.

Academic Stars: Students who have already earned an academic letter (see above) and now achieve additional semesters with a GPA of 3.5 or above will now earn an Academic Star.

Honor Roll: Students that demonstrate excellent academic achievement by maintaining a 3.0 or higher for the second semester of the previous year (total weighted grades) will receive Honor Roll recognitions:

- Highest Honors: 3.75 - 4.0
- High Honors: 3.5 - 3.74
- Honors: 3.0 - 3.49

Pirate Pride Awards: The top PBIS Rewards point earner in each grade level will be recognized for their efforts in demonstrating the Pirate Code.

Reclassification: Students who have met the reclassification criteria based on district reclassification guidelines will be honored.

Top 10 Academic Scholars: The top 10 students in each class will be honored based on their rank according to total GPA from the previous year.

First Semester Awards

Students in grades 9 – 12 who earned honors for the first semester of the school year will be awarded honors.

Honor Roll: Students that demonstrate excellent academic achievement by maintaining a 3.0 or higher for the first semester (total weighted grades) will receive Honor Roll recognitions:

- Highest Honors: 3.75 - 4.0
- High Honors: 3.5 - 3.74
- Honors: 3.0 - 3.49

Pirate Pride Awards: The top PBIS Rewards point earner in each grade level will be recognized for their efforts in demonstrating the Pirate Code.

Academic Letters: Students who have earned a GPA of 3.5 or above for two consecutive semesters, counting all subjects including weighted grades for honor and Advanced Placement classes. Summer school grades are not counted, as it is awarded by semester grades.

Academic Stars: Students who have already earned an academic letter (see above) and now achieve additional semesters with a GPA of 3.5 or above will now earn an Academic Star.

Reclassification: Students who have met the reclassification criteria based on district reclassification guidelines will be honored with a certificate.

Senior Regalia Awards

High School Valedictorian and Salutatorian: The Valedictorian(s) and Salutatorian(s) are determined by the agreed upon district wide selection criteria.

Honor Roll: Students that demonstrate excellent academic achievement by maintaining a 3.0 or higher (total weighted grades) based on grades will receive Honor Roll recognitions with their diploma:

- Highest Honors: 3.75 - 4.0
- High Honors: 3.5 - 3.74
- Honors: 3.0 - 3.49

Gold, Silver, and Bronze Academic Medals: Seniors who have earned 7 consecutive semesters of a 3.5 GPA and above will be recognized by a medal. Seniors with a GPA of 3.0 or higher will be recognized in the graduation program with Honors.

- **Bronze Academic Medal:** 3.5-3.74 GPA
- **Silver Academic Medal:** 3.75-3.99 GPA
- **Gold Academic Medal:** 4.0 GPA and above

U.S. Dept. of Education President's Award for Educational Excellence (Gold): Seniors are recognized for their academic success in the classroom by earning a total 3.5 GPA or higher on a 4.0 scale (inclusive of grades 9-12) and demonstrating additional evidence of excellence by meeting the following criteria:

- GPA of 3.5 or higher for all semesters through 12th Grade Fall **AND**
- Be an A-G completer **AND**
- Have received "Met" or "Exceeded" on both ELA and Math CAASPP/SBAC testing

U.S. Dept. of Education President's Award for Educational Achievement (Silver): Seniors who show outstanding growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the Educational Excellence Award. Students may qualify for this award by meeting the following criteria:

- Have received "Met" or "Exceeded" on either ELA or Math CAASPP/SBAC testing **AND**
- Be an A-G completer **AND**
- Dual Enrollment Classes (must have received a B or better in at least one class) **AND**
- Have no D's or F's in 10th-12th grade

Top 10 Academic Scholars: The top 10 seniors based on rank according to total Grade Point Average will be honored with a medal.

Career Technical Education (CTE) Pathway Awards:

- **White Coat: Biomedical** Pathway students who maintain a "C or higher" for four years in Biomed Pathway courses.
- **PLTW (Project Lead the Way) Medallion:** Biomedical Pathway students who maintain a "B or higher" for four years in Biomed Pathway courses.
- **Double Pathway Completers:** Students who have completed two pathways will receive a personalized medal.

Graduation Honor Cords: Graduating seniors will receive honor cords based on CCI indicators: smarter balanced summative assessments, advanced placement exams, college credit courses, State seal of biliteracy, University of California (UC) and California State University (CSU) requirements.

- A-G Coursework Completion - Double Cord of Silver and Lavender for students who complete all required "A-G" coursework to attend a 4-year college/university with grades of "C or better" upon graduation of high school.
- CAASPP State Testing - White Cord of distinction for earning "Meets or Exceeds" for ELA, Math or Science
- A-G and CAASPP State Testing or Dual Enrollment - Triple Cord of Silver, Purple and White
- Adobe Pathway - Braided Cord of Purple and Lavender for students who have maintained a "C or higher" for four years Concentrator/Capstone Courses
- Art Pathway - Single cord of lavender for students who have maintained a "C or higher" for Concentrator/Capstone Courses
- Business Management Pathway - Single Cord of Purple for students who have maintained a "C or higher" for Concentrator/Capstone Courses
- Biomedical Pathway - Braided Cord of Red and Silver for students who have maintained a "C or higher" for Concentrator/Capstone Courses

- Community Service Cord: Braided Cord of Purple, Gold and White for seniors who have completed over 100 hours of verified community service their senior year
- Transportation - Single cord of black and silver for students who have maintained a "C or higher" for concentrator/Capstone Courses
- Hospitality Pathway - Braided cord of lavender and white for students who have maintained a "C or higher" for concentrator/Capstone Courses
- Dual/Concurrent Enrollment - Braided Cord of Purple and Silver for students who have earned a "C or higher" in two semesters or one year of verified college coursework
- Military Leadership - Braided cord of Red, White, and Blue for students who have earned a "C or higher" for 2 years of Cadet Corps Courses, participate in at least two Cadet Corp events (1 per year), obtain the rank of C/SGT by the end of year 2, and participate in Cadet Corp Staff and/or Drill Team at least 1 year.

Cadet Corps Sash: Students in the Pacific High School Cadet Corps will be recognized for excellence and superior service with a Cadet Corps Sash by completing the following:

- 2 – 3 years in High School Cadet Corps (depending on involvement) with passing grades of C or higher and good citizenship each year.
- Participate in at least 4 Cadet Corps events (2 per year)
- Obtain a minimum rank of C/SSG
- Participate in Cadet Corps Staff and or Drill Team for at least 1 year

AVID Candidates: Senior AVID candidates who can earn an AVID sash to be worn at graduation if they meet all the requirements listed below.

AVID Graduation Sash: The AVID sash is an honor and symbol of pride. Seniors must meet ALL of the requirements to earn an AVID sash for graduation. Students that potentially will meet the qualifications will be recognized at the senior awards with a certificate of recognition. AVID Sashes will be given out by the AVID teacher once all requirements are verified:

- Complete at least 3 years of the AVID elective (with passing grades), including senior year.
- Student must receive at least one acceptance to a four-year university
- Student must enroll in at least one AP (Advanced Placement) course during high school
- Complete at least 40 hours of community service before the end of the senior year
- Complete the AVID Senior Project

Dual/Concurrent Enrollment Graduation Sash: Awarded by SBCUSD to seniors for earning at least 40 credits through dual enrollment.

Seal of Biliteracy: Seniors who have met the state's requirement for the State Seal of Biliteracy will be awarded a medal, cord and certificate by SBCUSD.

Principal's Award: The Principal's Award is given to two seniors that exemplify the Pirate Code: Respect, Responsibility, Ownership, and Integrity. Students receiving the award have an excellent record of academics, behavior, honor, ethics, community service, and/or school spirit. Students are nominated by staff and are then selected by the principal.

Golden State Seal Merit Diploma Recipients: Pacific High school recognizes the efforts made by our students for their ability to demonstrate the mastery of curriculum used to determine eligibility to receive the Golden State Seal Merit Diploma. Students must qualify with at least 6 subject matter areas, four of which are: ELA, Math, Science, and US History, with two additional scores from grades/exams not already used.

Scholarships

Various scholarships from community members are available throughout the year; see the counseling office to apply. Scholarship recipients will be honored at an end-of-the-year scholarship awards ceremony.



Chapter 11: Student Conduct & School Policy

The PBIS Rewards Program
Student Behavior Policy (BP 5131)
Student Responsibilities
SBCUSD Anti-Bullying Board Policy
Dress Code Policy
Discipline Policy
Suspensions
Expulsions
Causes for Suspensions and Expulsions
Gang Policy
Student Search Policy
Vandalism, Theft and Graffiti Policy
Weapon-Free Campus Policy
Tear Gas Policy
Smoking and Use of Tobacco
Alcohol and Drugs

The PBIS Rewards Program

In support of our Positive Behavior Intervention Support System, Pacific has adopted the PBIS Rewards Program in order to promote a positive school climate and culture. Students who exemplify the Pirate Code - Respect, Responsibility, Ownership and Integrity, are able to earn PBIS Rewards points in each of their classes and throughout the PHS Campus.

Points may be redeemed at the Pirate Store, located at Room C-7, for items such as: school spirit gear (t-shirts, hoodies, hats, visors, spirit socks, phone chargers, school supplies, snacks, gift cards and other items. Days and times to visit the store will be announced regularly throughout the year.

Our Pirate store is funded through ASB, District funds, donations from local businesses including Stater Bros., Thinkwise Credit Union, and private donors.

Student Behavior Policy (BP 5131)

The Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

Conduct is considered appropriate when students are diligent in study, careful with school property, courteous, and respectful toward their teachers, other staff, students, and volunteers.

The Superintendent or designee shall ensure that each school site develops standards of conduct and discipline consistent with district policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others
2. Conduct that disrupts the orderly classroom or school environment
3. Harassment of students or staff, including bullying, intimidation, so-called "cyberbullying", hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering
Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.
4. Damage to or theft of property belonging to students, staff, or the district
5. Possession or use of laser pointers on school premises, unless used for a valid instructional or other school-related purpose, including employment (Penal Code 417.27) Prior to bringing a laser pointer on school premises, students shall first obtain permission from the principal or designee. The principal or designee shall determine whether the requested use of the laser pointer is for a valid instruction or other school-related purpose
6. Use of profane, vulgar, or abusive language
7. Plagiarism or dishonesty in school work or on tests
8. Inappropriate attire
9. Tardiness or unexcused absence from school
10. Failure to remain on school premises in accordance with school rules

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs in accordance with Board policy and administrative regulation, and contact with local law enforcement as appropriate.

Students also may be subject to discipline in accordance with law, Board policy, and administrative regulation for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property or disrupts the orderly delivery of the educational program.

Possession of Cellular Phones and Other Mobile Communications Devices
Electronic Signaling Devices

No school shall permit the use of any unauthorized electronic signaling device that operates through the transmission or receipt of radio waves, except for the restrictive use of cellular phones as described below:

- Students are permitted to possess cellular phones for use before school and after the instructional day.
- Students must keep their cellular phones with the power off and out of sight during instruction.
- The district and its employees will not be responsible for lost, damaged, or stolen cellular phones.
- School administrators and staff may confiscate cellular phones from students when in use during instruction.
- Students are prohibited from using cellular phones at school as recording devices and/or cameras.

No student 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 a student and use of which is limited for purposes related to the health of the student (Education Code 48901.5).

Student Responsibilities

All students are expected to conduct themselves in a manner that will promote a positive learning environment and a safe and orderly campus.

1. Students are expected to cooperate with requests to come to the office by security officers or any school personnel. Defiance may result in disciplinary action.
2. Once a student has arrived at school, he/she may not leave campus for any reason without specific permission from parent/guardian and the administration.
3. Before school and after breaks, students must report to class promptly when the bell rings.
4. Students are required to stay in designated eating areas during lunch.
Off-limit areas during lunch and breaks include:
 - a. Parking lots, except for coming to or leaving campus
 - b. All sports fields, except for supervised activities
 - c. Behind any classrooms
 - d. All designated Construction areas
 - e. Perris Hill Park
 - f. Bailey Bowl
5. Pacific High School students are not to go on or near other school campuses and are not to interfere with students going to and from other schools. Students who violate this policy will be subject to arrest by police and disciplinary action from the school.
6. All non-students, including adults, who trespass on Pacific's campus may be subject to arrest by police. Students from other schools who are found trespassing will be referred to their school administration for disciplinary action.
7. It is the student's responsibility to obtain a pass from the teacher whenever he/she needs to be out of class for any reason. Once a student has received a pass, he/she must keep the pass in hand to go to their destination for which the pass was provided. Any deviation may result in disciplinary action.
8. Gambling and wagering are prohibited on campus and will result in disciplinary action.
9. Any excessive display of affection is unacceptable on school grounds or at any school sponsored activities. This refers to kissing, lengthy hugging, petting, and other physical demonstrations considered to be inappropriate or offensive.
10. Students on suspension are not to be on or near **any** school campus during the period of suspension. They are prohibited from attending **any** school activities while on suspension.
11. Students are not to be in possession of permanent markers, scoring tools or any other graffiti materials while on campus or any school-sponsored activity.
12. Students are expected to treat all staff members with respect. Students who display inappropriate behavior when a guest teacher is in charge will receive disciplinary action and possible suspension.
13. Plagiarism (copying someone else's work) and/or any form of cheating will not be tolerated. Credit/productive hours may not be awarded for students caught cheating. Additional disciplinary action may also be taken.

SBCUSD Anti-Bullying Board Policy

BP 5131.2

Students

The San Bernardino City Unified School District recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No individual or group shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, retaliate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel.

Cyberbullying includes the creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for addressing bullying in district schools shall be developed with the involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans.

Bullying Prevention

To the extent possible, district schools shall focus on the prevention of bullying by establishing clear rules for student conduct and implementing strategies to promote a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying.

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness an act of bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

The Superintendent, principal, or administrative designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

Reporting and Filing of Complaints

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, administrative designee, or any other available school employee. Within one business day of receiving such a report, a staff member shall notify the administrator or administrative designee of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report his/her observation to the principal or administrative designee, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the admin or admin designee shall notify Youth Services Department. Uniform Complaint Procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws as identified in BP 1312.3 - Uniform Complaint Procedures.

When a report of bullying is submitted, the student who is the alleged victim of bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

To Report bullying please contact the Youth Services department at 909-880-6812.

For the complete Board Policy and Administrative Regulations please visit the Youth Services Department website at

https://sbcusd.com/district_offices/student_services/youth_service

Dress Code Policy

The student dress code provides expectations to students, staff, and families regarding appropriate attire for school. When students come to school, they will dress in accordance with the following guidelines.

Students Must Wear

- Shirt/Top/Dress (must have at least one strap to secure over the shoulder or neck during school and school-sponsored activities)
- Pants/Sweatpants/Shorts/Skirt/Dress (that fully cover undergarments)
- Shoes: activity-specific shoes are required for physical education (PE) and co-curricular activities
- Attire for activities as part of a specific curriculum (for example, job/career readiness, Cadet Corps, Work Experience, science labs, etc.)
- Students shall be allowed to wear sun-protective clothing, including school-appropriate hats and sunglasses for outdoor use during the school day, without a physician's note or prescription.

Students Cannot Wear

- Clothing or accessories with images or language that:
 - Is violent
 - Depicts drugs or alcohol (or any illegal item or activity) or their use
 - Include hate speech, profanity, or pornography (including symbols)
 - Is likely to create a hostile or intimidating environment based on any protected class
- Undergarments and swimwear of a similar design worn as outerwear
- Headwear or clothing that obscures the face (except as a religious observance or health/safety-related guidelines, including health and safety facial coverings)
- Gang-related apparel when there is evidence of gang presence that disrupts or threatens to disrupt the school's activities

Progressive Interventions

The primary responsibility for a student's attire resides with the student and their parent/guardian. The school district and individual schools are responsible for ensuring that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating environment for any student.

A student who violates the dress code shall be subject to progressive interventions. Dress code violations should be resolved quickly to reduce loss of instructional time and addressed privately with individual students. No academic grade of a student shall be adversely affected based on non-compliance with the dress code, except Physical Education when failure to wear appropriate apparel arises from circumstances within the student's control.

Pacific administration will implement progressive interventions for dress code violations:

- Warning and self-correct dress code violation
- Offer students a change of nondescript and/or school-specific clothing
- Offer parent/guardian the opportunity to bring a change of clothes
- Repeated violations may result in parent-school conference and/or other means of correction
- The school Principal may modify the dress code for a specified period of inclement weather or for a special school site event.

Policy on Improper Dress for Students

A student may not remain at school dressed in a manner in which his/her clothing or lack of clothing (1) creates a safety hazard of said student or for other students at school, and/or (2) when the dress constitutes a serious and unnecessary distraction to the learning process or tends to disrupt campus order. When dress is found to be in violation of this policy, the student may be required to modify his/her clothing and/or apparel in such a manner that it no longer violates this policy. Refusal to take steps as directed to comply with proper dress as described in this policy shall be cause for disciplinary action against the student. SBCUSD Board of Education Policy No. 5220 (Adopted October 4, 1988)

Loaner Clothes

Students not wearing dress code appropriate clothing will be asked to change clothes. Pacific has clean loaner shirts and shorts available in the PBIS Office, room C-7. In an effort not to embarrass or call attention to students, the loaner clothes are Pacific branded spirit attire. These items will need to be returned to Room C-7 within 2 days or the student's account will be charged for the price of the spirit wear.

Discipline Policy

Pacific High School maintains and consistently applies a single standard for student behavior based on our code of conduct, The Pirate Code – Respect, Ownership, Integrity, and Responsibility. The purpose of the student behavior policy is to maintain an educational environment that promotes learning and to protect the safety of staff and students. Investigations shall be full, fair, and equal.

All corrective measures taken are directed toward changing undesirable behavior and are expected to provide guidance to students. The students' rights of due process will be respected, and each student shall know explicitly the charges brought against him/ her. Students will be heard in their own defense and, in the event that the infraction by the student results in suspension, expulsion, or involuntary transfer, the student and parent will be informed of their right to due process. Students and their parents need to be aware of the causes for suspension and expulsion so that they may be avoided. The rules regarding suspension and expulsion are applicable on the school grounds, at any school-sponsored activity, or at any time when the student is under the authority of school personnel.

Appropriate police agencies shall be informed of any major violations of California State Law on school campus or any activity sponsored by Pacific High School. Reportable infractions include, but are not limited to: cases of extortion or attempted extortion, thefts, fighting, assaults where victims require medical attention, arson, destruction of public or private property of more than \$10.00 in value, or any act for which the maximum punishment is described as a felony in the California Penal Code.

Complete copies of the Student Behavior Policy of the San Bernardino City Unified School District are available from the school or from the Superintendent's Office. We urge you to contact the principal or a vice principal if you have questions concerning the District's Behavior Policy.

Pacific High School is committed to using Restorative Justice practices when addressing discipline issues. As part of our restorative practices, students may be given alternative discipline measures as a way to minimize interruption of student learning. Alternative discipline measures may include, but are not limited to, community service, assigned study hall, and restorative conferences.

Suspensions

A suspension is the removal of a student from a regular classroom in the school program for adjustment purposes within the limitations as described in Section 48900 of the Education Code.

A suspension shall be imposed only when other means of correction fail to bring about responsible behavior. However, students may be suspended on a first offense if the student's presence causes a danger to persons or property, threatens to disrupt the educational process, or as deemed necessary by administration.

Expulsions

Expulsion is an act of the Board of Education that involves removing a student from the District's schools upon the recommendation of a principal, hearing officer, or an administrative panel appointed pursuant to law.

The procedure for expulsion is the same as for suspension except that additional steps in due process occur, including notices, hearings and time restrictions. The complete process is explained in a conference at the school when a suspension with a recommendation for expulsion occurs.

Causes for Suspensions and Expulsions

Education Code 28900

Students and parents must know the causes of suspension and expulsion so that students do not participate in these activities. Students will be held responsible for violation of the following causes of suspension or expulsion while:

1. On the way to school
2. At school
3. On the way home from school
4. At any school function on or off campus
5. On any other school campus

Appropriate police agencies will be informed of all violations that are covered by the laws of the State of California.

Violations of the Education Code will be treated seriously, including suspension and possible recommendation of the student for expulsion.

- A. Caused, attempted to cause, or threatened to cause physical injury to another person

This includes:

- Hurting someone
- Speaking or acting as if you might hurt someone
- Pushing or grabbing a teacher, student, or someone else
- Sticking others with pins, pencils, etc.
- Shooting paper clips, rubber bands, spit wads, etc.

- 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 designee of the principal.

This means:

- You may not possess or furnish to another person anything that can hurt or be used to threaten to hurt someone.
- You may not possess the items in your vehicle.

- 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, or an intoxicant of any kind.

This means:

- You may not possess controlled substances (illegal drugs) even if you are just holding the material for someone else.

- 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.

This means:

- It is against the law to sell or furnish drugs. This includes imitation drugs as well as real drugs.

- E. Committed or attempted to commit robbery or extortion

This means:

- Attempt in any way to take the property of another by force or threaten harm if they fail to surrender their property
- You may not take anything of value from another without that person's permission
- You should not ask for money, lunches, or other valuable things from students you don't know, especially if it is reasonable to assume that the student might be afraid of you or your friends
- This may apply even if you just want to borrow something of value

- F. Caused or attempted to cause damage to school property or private property

This includes:

- Destroying teacher's or office papers, or property in general
- Kicking or hitting windows, doors, and furniture
- Writing or scratching on walls, desks, books, etc.
- Being with a group who attempts to damage property

- G. Stolen or attempted to steal school property or private property

This means:

- H. Attempt in any way to take the property of another and/or be in possession of the property of another without his or her expressed permission Possessed or used tobacco, except as provided in section 48901

- This applies: at school events, as well as during school time

- On field trips and at bus stops
- It is a criminal offense for any minor to *purchase, receive, or possess* any tobacco or tobacco related products (Penal Code 308b)
- I. Committed an obscene act or engaged in habitual profanity or vulgarity
 - Using bad language often
 - Making a vulgar sign to someone
 - Grabbing or touching yourself or another person in an inappropriate manner
- J. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and 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

Examples of disruption and/or defiance of authority may include, but is not limited to:

 - Throwing objects such as food, drink or rocks, rude behavior, verbal confrontation, littering, lack of consideration for other students and staff, leaving campus without a valid permit, dress code violations, horseplay, driving/parking violations, hand gestures, gang signs, stolen office forms, inappropriate behavior at school events, and loud disruptive behavior such as hollering or whistling
 - Failure to respond to a call slip, lying, running from a school official
 - Refusing to obey a reasonable request of any adult employee
 - Persons in authority include all teachers, secretaries, custodians, bus drivers, and other faculty members
- L. Knowingly received stolen school property or private property
- M. Possessed an imitation firearm

As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existent firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault
- O. Harassed, threatened, or intimidated a witness
- P. Sexual Harassment

Sexual harassment is conduct, which must be considered by a reasonable person of the same gender as the victim; to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.
- Q. Hate Violence (E.C. 48900.3)

Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. Hate violence can occur when an individual interferes with another's Civil Rights by personal assault or damage to another's personal property because of the person's race, color, religion, nationality, country of origin, ancestry, disability, or sexual orientation.
- R. Intentional Harassment (E.C. 48900.4)

Intentionally engaging in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment (See Nondiscriminatory Harassment Policy).
- S. Pupil has made terrorist threats against school officials or school property, or both
- T. Unlawfully arranged to sell drug Soma
- U. Aided or abetted the infliction or attempted infliction of physical injury to another person
- V. Engaged in or attempted to engage in hazing
- X. Intentionally engaged in harassment, threats, or intimidation against a pupil, groups of pupils or staff through the use of electronic devices or the Internet
- X1 - Engaged in bullying based on sexual orientation
- X2 - Engaged in bullying based on ethnicity or race
- X3 - Engaged in bullying based on physical or mental disability
- Y. Sexting

Gang Policy (BP 5136)

The Board of Education desires to keep district schools free from the threats or harmful influence of any groups or gangs which exhibit drug use, violence or disruptive behavior. The Superintendent or designee shall take steps to deter gang intimidation of students and staff and confrontations between members of different gangs. He/she shall exchange information and establish mutually supportive efforts with local law enforcement authorities.

The Superintendent or designee shall provide inservice training which helps staff to identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior. Staff shall be informed about conflict management techniques and alerted to intervention measures and community resources.

The Board realizes that students become involved in gangs for many reasons, such as peer pressure, the need for a sense of belonging, and lack of refusal skills. Age-appropriate violence prevention education shall start with students in the early elementary grades and may start in kindergarten.

To further discourage the influence of gangs, the Superintendent or designee shall ensure that school rules of conduct and any school dress code prohibiting gang-related apparel are enforced consistently. If a student exhibits signs of gang affiliation, staff shall inform the parent/guardian.

Policy SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

adopted: October 16, 2007 San Bernardino, California

Student Search Policy

(BP 5145.12)

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. The Board of Education requires that discretion, good judgment and common sense be exercised in all cases of search and seizure.

Individual Searches

School officials may search individual students, their property and District property under their control, when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law, Board policy, administrative regulation, or other rules of the District or the school. Any search of a student, his/her property, or District property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code [49050](#))

Searches of individual students shall be conducted in the presence of at least two District employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

Random Searches

The San Bernardino City Unified School District has a Random Search Policy at all middle and high schools. The program involves our trained police officers, campus security officers and administrators, using a computerized random selection device and a hand-held (wand) metal detector, to search randomly selected students and their backpacks on "no-choice" basis. We hope that this policy will result in an educational environment free of violence and conflict.

Student Lockers/Desks

The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

Because lockers and desks are under the joint control of the student and the District, school officials shall have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities or when odors, smoke, fire and/or other threats to health, welfare or safety emanate from the locker or desk.

Use of Metal Detectors

The Board believes that the presence of weapons in the schools threatens the District's ability to provide the safe and orderly learning environment to which District students and staff are entitled. The Board also believes that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff.

The Superintendent or designee shall establish procedures that ensure that metal detector searches are conducted in a consistent manner that minimizes or eliminates arbitrary and capricious enforcement by school officials.

Policy SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

adopted: October 16, 2007 San Bernardino, California

revised: March 16, 2009

revised: June 2, 2009

Vandalism, Theft and Graffiti Policy

(BP 5131.5)

The Board of Education considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

Any District student who commits an act of vandalism shall be subject to disciplinary action by the District and also may be prosecuted through other legal means. If reparation of damages is not made, the District also may withhold the student's grades, diploma and/or transcripts in accordance with law.

Policy SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

adopted: October 16, 2007 San Bernardino, California

Weapon-Free Campus Policy

Contract for Eliminating Guns and Weapons from Schools

Guns and other weapons clearly are a hazard to a safe learning environment and the welfare of human beings. According to the National Center for Health Statistics, every day 14 young people, age 19 and under, are killed as a result of gun use. According to the *Metropolitan Life Survey of the American Teacher*, 1993: Violence in Americas Public Schools, 11 percent of teachers and 23 percent of students say they have been victims of violence in or near their schools. While the elimination of guns and weapons from schools is the responsibility of all segments of the school and society, three individuals have especially crucial responsibility: the student, principal, and parent/guardian. This contract draws attention to the specific responsibilities of those three individuals.

The San Bernardino City Unified School District has declared all campuses as weapon free zones. Each parent/guardian and student is requested to sign a contract agreeing to the principles of keeping our campuses free of weapons. This contract is included as part of the enrollment packet.

Tear Gas Policy

STUDENTS: No kindergarten through twelfth-grade student, even if that student is 16 years of age or older, may possess a tear gas weapon (this also includes "pepper spray") while taking part in any regular school activity, including extra-curricular, after-school activities, such as athletic events and dances. Although the Penal Code authorizes a person 16 years of age or older to possess and carry a tear gas weapon, the District maintains complete authority over the possession of tear gas weapons on school sites. School administrators are directed to advise students of this prohibition and that appropriate disciplinary action will be taken should any student be found in possession of a tear gas weapon at school or at a school activity.

Smoking and Use of Tobacco

The Board of Education recognizes that tobacco use presents serious health risks and desires to provide support and assistance in the prevention and intervention of tobacco use among youth.

Students shall not smoke or use tobacco, or any product containing tobacco or nicotine, while on campus, while attending school-sponsored activities, or while under the supervision and control of District employees. (Education Code [48901](#))

The District's comprehensive prevention/intervention program shall be based on an ongoing assessment of objective data regarding tobacco use in the schools and community and on research identifying strategies that have proven effective in preventing or reducing tobacco use among youth. The program shall be designed to meet a set of measurable goals and objectives and shall be periodically evaluated to assess progress.

The District shall provide developmentally appropriate tobacco use prevention instruction for students in grades kindergarten through 12.

The Superintendent or designee also may provide students with counseling and other support services to assist in the prevention or reduction of tobacco use.

Because of the additional health risks of tobacco use for prenatal development, the district shall provide outreach, motivational and other support services to prevent or reduce tobacco use among pregnant and parenting minors.

Information about smoking cessation programs shall be made available and encouraged for students and staff. (Health and Safety Code [104420](#))

The Superintendent or designee shall coordinate prevention and cessation efforts with the local health department, other local agencies and community organizations and shall involve students, parents/guardians, families and the community in support of school-based programs.

Policy SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

adopted: October 16, 2007 San Bernardino, California

Alcohol and Drugs

The use of any alcoholic beverages or drugs is strictly prohibited. Any possession, use or sale of drugs or alcoholic beverages on school grounds, at school functions, or on school buses is prohibited at all times.

The rule regarding alcoholic beverages applies to all students, regardless of age. Breaking this rule may cause the school to involve local law enforcement personnel and will result in suspension and a possible recommendation for expulsion from school.

Chapter 12: Parent and Student Rights

General Policy Statement
Board Policies – Gamut Online Access
Nondiscrimination Policy
Family Educational Rights and Privacy Act of 1974
Uniform Complaint Procedures
Nondiscriminatory Harassment Policy
504 Plan Guidance

General Policy Statement

A. Students shall respect all constituted authorities. Agents of this constituted authority are all teachers, counselors, principals, or other certificated or classified personnel who are given authority over pupils. This shall include conformity to school rules and regulations, and those provisions of the law which apply to the conduct of juveniles or minors.

B. No student shall deprive any other student or group of students an opportunity to gain an education. Thus, any action, behavior, or practice which interferes with this right shall not be tolerated. If, in the judgment of a principal, teacher, or counselor, a student is causing others to lose their right to an education within the total educational setting, he/she may be suspended. Habitual violations of board policy regulation student conduct shall be grounds for exclusion or expulsion. Non-students who cause similar disruptions shall be given over to the police authorities.

C. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained. Respect for real and personal property will be shown by all.

D. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit from the educational experiences provided will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

E. Recognizing the privilege of representing one's school, students who commit the following offenses may lose their privilege to represent their respective school or district for a period of no less than one quarter and not more than one year. This is to be determined by the principal and administrative staff.

1. Providing, possessing, or using dangerous drugs, alcohol, narcotics, or other injurious substances.
2. Habitual truancy
3. Extortion of money, food, etc. from other students
4. Theft
5. Forging passes, attendance slips, or changing the marks on a report card
6. Misbehavior in the educational setting which the principal and his administrative staff may feel brings discredit on the school and district.

F. All school personnel have the responsibility to bring knowledge of any infraction of the above to the proper authorities.

G. No student, regardless of his social status, race, creed, or color, shall receive preferential treatment in any matter outlined in this policy of discipline.

H. At intervals, or upon the request of the Board of Education, Superintendent, or the School Site Council, meetings will be held to modify, revise, change or update any part of this general policy. PHS students are expected to maintain academic integrity.

Board Policies – Gamut Online Access

To access the San Bernardino Unified School District Board policies, visit the California School Boards Association website, Gamut Online.

- To go: www.gamutonline.net
- Click the "GO" button in the center gray box, titled "Log On To Gamut Online"
- In the username box, enter **sbcusd**
- In the password box, enter **sbcusd**
- Click the "OK" button; this will take you directly to the San Bernardino Unified School District Board policies

Nondiscrimination Policy

The San Bernardino City Unified School District

Policy Statement for Title VI, Title VII, Title IX, Section 504, and the Americans with Disability Act

The San Bernardino City Unified School District does not discriminate on the basis of race, color, national origin, ancestry, ethnic group identification, religion, marital status, actual or perceived sex (including sexual harassment), sexual orientation, gender (identity or expression), disability (physical or mental), age, medical condition (cancer and genetic characteristics), personal or family genetic information, family care and medical leave entitlements, marital or parental status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any of its policies, procedures, or practices in compliance with applicable federal and state laws, including Title VI and Title VII of the Civil Rights act of 1964 (pertaining to race, color, and national origin); Title IX of the Education Amendments of 1972 (pertaining to gender); Section 504 of the Rehabilitation Act of 1973 (pertaining to disability), Genetic Information Nondiscrimination Act of 2008 and Age discrimination in the Employment Act of 1975 (pertaining to age 40 and over), the Americans with Disabilities Act of 1990, the federal Family and Medical Leave Act, the California Family Rights Act and the Fair Employment and Housing Act. This nondiscrimination policy covers admission, participation, and accessibility to any program or activity of the district and selection, advancement, discharge and other terms, conditions and privileges of employment. Inquiries regarding the equal opportunity policies, equal program accessibility policies and the filing of complaint procedures alleging discrimination, including sexual harassment, may be directed to the school principal/site administrator or to the District's:

ADA, Title VI, Title VII and Title IX Coordinator - **Mike Medina**, Affirmative Action Officer

San Bernardino City Unified School District 777 N. F Street, San Bernardino, CA 92410 (909) 381-1122

Section 504 Plan Coordinator - Trent Rowell (909) 381-1153 Special Education Program Specialist

The San Bernardino City Unified School District recognizes its obligation to provide overall program accessibility throughout the District for individuals with disabilities. Contact the Section 504 Coordinator to obtain information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities.

The lack of English language skills will not be a barrier to admission and participation in the District's programs. You may obtain additional information regarding languages other than English by calling the English Learners Program Department. The telephone number is (909) 891-1021. Policy .121 Revised 1/2021

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974, and Senate Bill 1493, establish notification procedures concerning student records. Student records include all verified information such as: registration forms, test records, health records, progress reports, attendance records, discipline records, special programs records, enrollment history, work experience records, guidance studies, sociological records and family data.

Parent Access: Student records may be reviewed and inspected by the parent or legal guardian in the presence of a certificated employee (even if there is a restraining order against the parent) unless a specific restriction to student records is ordered. However, only the parent who has legal custody of the student may challenge the contents of the records or authorize the release of records.

Student Access: Students who have attained the age of 18 years or who are attending an institution of postsecondary education have the right to review and have access to records accorded to the parents. Students may contact their high school counselor concerning review and access to their records.

Students who are 16 years of age or older or have completed the 10th grade have the right to review their records. Such a review shall be for a specific educational purpose and shall be conducted in the presence of a certificated staff member.

Directory Information: Directory information includes one or more of the following items: student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, grade averages, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Using discretion based upon the best interest of the student, directory information may be released by the educational staff to local, state, county and federal agencies such as law enforcement, probation, protective, adoption, and health agencies, employers, scholarship award committees, PTA room mothers, private business or professional schools, military services recruitment representatives, or any public agency working on behalf of minors. Parents are advised that, should they not want directory information to be released, they must notify the principal of the school in writing on an annual basis within 30 days after the first day of school enrollment.

Uniform Complaint Procedures

UNIFORM COMPLAINT PROCEDURES (UCP) ANNUAL NOTICE FOR 2020—2021

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties

The San Bernardino City Unified School District annually notifies its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of the Uniform Complaint Procedures (UCP) process.

The San Bernardino City Unified School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP in:

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education; Career Technical; Technical Training
- Career Technical Education
- Child Care and Development
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content (for grades nine through twelve)
- Economic Impact Aid
- Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in a school district
- English Learner Programs
- Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes (for grades one through six)
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- State Preschool Health and Safety Issues in LEA's Exempt from Licensing
- Tobacco-Use Prevention Education

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee. A pupil fees and/or an LCAP complaint may be filed anonymously, however, the complainant must provide evidence or information leading to evidence to support the complaint.

A pupil enrolled in a school in our district shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, and former juvenile court pupils now enrolled in a school district as specified in EC Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

The staff member, position, or unit responsible to receive UCP complaints in our agency is:

Name or title: Affirmative Action Officer

Unit or office: Affirmative Action Officer

Address: 777 North F Street, San Bernardino, CA 92410

Phone: 909-381-1122 E-mail address: mike.medina@sbcusd.k12.ca.us

Complaints will be investigated and a written report with a Decision will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with our UCP policies and procedures.

The complainant has a right to appeal our Decision of complaints regarding specific programs and activities subject to the UCP, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

We advise any complainant of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

Copies of our Uniform Complaint Procedures process shall be available free of charge.

SU-270 (REV. 6/2020)

Nondiscriminatory Harassment Policy

Statement of Policy

The San Bernardino City Unified School District is committed to providing all students a learning environment that is free of discrimination, harassment, intimidation, and bullying in accordance with applicable state and federal laws. This nondiscriminatory learning environment is for the benefit of all district students and all students are expected to fully comply with this policy. Additionally, non-district students who have contact with any of the district's students are expected to conduct themselves in accordance with this policy in any district school or district school-sponsored activity. Absolutely no one is authorized to engage in conduct prohibited by this policy.

In keeping with this commitment to a nondiscriminatory learning environment, the district maintains a strict policy prohibiting sexual harassment, discrimination, harassment, intimidation, or bullying or harassment based on race or ethnicity, ethnic group identification, color, actual or perceived sex, sexual orientation, gender, gender identity, gender expression, religion, national origin, ancestry, physical or mental disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in accordance with applicable state and federal laws. This policy prohibits all forms of discriminatory harassment through any means including nonverbal, verbal (including derogatory comments, slurs, propositions, teasing, jokes, or taunts), physical (including gestures, touching, obstructing, or otherwise interfering with a person's movement) or visual (including leering, cartoons, drawings, magazines, notes, letters or posters).

This policy prohibits all conduct by which any student because of actual or perceived sex, age, race or ethnicity, ethnic group identification, religion, color, national origin, ancestry, physical disability, mental disability, actual or perceived sex, sexual orientation, gender, gender identity, gender expression or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics is subject to unwelcome, hostile, offensive, intimidating, oppressive or otherwise interfering harassment in an educational setting. This includes unlawful discrimination, harassment, intimidation, or bullying based on the actual or perceived characteristics as specified above. Moreover, students will not be excluded on the basis of the aforementioned protected bases from participation in or access to any educational program, guidance and counseling programs, testing procedures, curricular or extracurricular, including all sports and other activities; denied the benefits of participation, or subjected to harassment or other forms of discrimination, harassment, intimidation, or bullying in such programs. This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent of the school district.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, as defined, including, but not limited to, sexual harassment, hate violence, or harassment, threats, or intimidation, that has the effect or can reasonably be predicted to have the effect of placing a reasonable pupil, as defined, in fear of harm to that pupil's or those pupils' person or property, causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health, causing a reasonable pupil to experience substantial interference with his or her academic performance, or 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.

"Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

"Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

Gender means sex, and includes a person's gender identity and gender related appearance and behavior whether or not stereo typically associated with the person's assigned sex at birth.

Sexual Harassment

All of the foregoing applies to complaints of sexual harassment. For the purpose of clarification, prohibited sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature where such conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or creating an intimidating, hostile, or offensive educational environment; where submission to such conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress; where submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual; where submission to, or rejection of, such conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the district and its school sites.

Examples of Prohibited Behavior:

- Exposing genitals
- Shouting obscenities
- Mooning
- Streaking
- Leaving obscene messages on school computers
- Whistling at other students and/or school employees
- Threatening rape
- Intentionally pressing or rubbing oneself sexually around another person
- Teasing other students and/or school employees about their sexual activity or body
- Unwanted deliberate hugging, kissing, touching, patting, pinching, grabbing, leaning over, or cornering a student or school employee
- Flipping up skirts
- Pulling down someone's pants, shorts or skirt
- Bra, pants, shorts or skirt snapping
- Continual staring at a person's body
- Sexual or dirty jokes
- Actual or attempted rape or sexual assault
- Unwanted pressure for sexual favors or dates
- Making sexual gestures with hands or through body movements
- Unwanted letters or materials of a sexual nature
- Kissing sounds, howling, and smacking lips

- Looking a person up and down
- Sexual rumors
- Comments about the body
- Violating personal space
- Pornographic pictures, posters, drawings or stories
- Offensive displays of sex-related objects
- Offensive graffiti of a sexual nature, racial nature or of any discriminatory basis
- Holding a person against his or her will

Enforcement

Disciplinary action up to and including expulsion will be promptly taken against any student if it becomes known to the district and proven by school officials that such student has engaged in conduct prohibited by this policy.

No Retaliation

No student, employee, or other individuals will be retaliated against, in any manner, for reporting conduct which he or she believes to be a violation of this policy, for participating in an investigation of a possible violation of this policy, or for using the district's Uniform Complaint Procedure. The identity of the complainant alleging discrimination, harassment, intimidation, or bullying will remain confidential, as appropriate.

Complaints

Students who have been subjected to discriminatory harassment have an obligation to immediately report the incident or incidents to their principal or designee or the district's Affirmative Action Director, who is also the district's Title IX Coordinator. The Affirmative Action Director or designee is the responsible local educational agency officer for ensuring the district's compliance with the requirements of Chapter 5.3 (commencing with Section 4900) of Division 1 of Title 5 of the California Code of Regulations and Chapter 2 (commencing with Section 200). The complaint filed with the district's Affirmative Action Office will be processed in accordance with the district's Uniform Complaint Policy and Procedure. Students, parents, guardians, employees, or third parties may report any incidents covered by this policy to the school site administrator of the child's school who will investigate the allegations in a timely manner. It is encouraged and recommended that students use the district's Uniform Complaint Procedure; however, they may seek recourse by pursuing available remedies outside the district. The district's Affirmative Action Office will have available the specific rule and procedures for reporting charges of sexual harassment and for pursuing available remedies.

Notifications

Pursuant to Educational Code 231.5, a copy of this policy will be displayed in a prominent location in the main administrative building at each school site of the district or other areas where notices regarding the district's rules, regulations, procedures and standards of conduct are posted. Also, this policy will be a part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable. At the beginning of each school year, the district's sexual harassment policy will be included in the notifications that are sent to parents/guardians and will be disseminated to each staff member annually, at the beginning of the first quarter or semester of the school year, or at the time a new employee is hired. This policy will also appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures and standards of conduct.

This policy and the policy on bullying prevention shall be posted in all schools and offices, including staff lounges and pupil government meeting rooms.

Any teacher, counselor, or district employee who receives a sexual harassment or bullying incident report from any student or adult in the educational setting and/or if the alleged incident occurred on district property or school site, or at a district or school-related or sponsored activity, must report this information to the site administrator. Site administrators are required to submit a report to the Affirmative Action Office in order for the Affirmative Action Office to maintain a record of complaints for sexual harassment and bullying.

Policy SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

adopted: October 17, 2007 San Bernardino, California revised: June 17, 2008

revised: March 18, 2014

504 Plan Guidance



SBCUSD 504 Documents

All SBCUSD 504 documents are found on the [SBCUSD website](#).

The 504 documents are available in English and Spanish. Parents and staff have unrestricted access to the 504 documents on the district website.

Purpose of 504

Section 504 prohibits discrimination against individuals with disabilities in public or private programs and activities that receive federal financial assistance. Section 504 guarantees the right to full participation and access to a free appropriate public education (FAPE). For nondiscrimination to occur, the school must provide services that provide equal participation and opportunity for benefit.

Key Point: 504 accommodations and services are designed to level "the playing field" by affording equal opportunity to obtain the same result in the most integrated setting appropriate.

504 Plan vs IEP

Section 504 requires schools to eliminate barriers that would prevent a student from participating fully in the programs and services offered in the general curriculum by providing reasonable accommodations. IEPs are for students who qualify with one or more of thirteen special education eligibilities and need specialized instruction (SAI).

Key Point: 504 = accessibility/accommodations in general education while IEP = special education services

Eligibility Criteria

Whether a particular student is protected under Section 504 requires 1) determination that the student is an "individual with a disability" and 2) that the disability substantially limits and requires services. An individual is considered disabled under Section 504 if the individual:

1. has a physical or mental impairment which substantially limits one or more major life activities,
2. has a record of such an impairment, or
3. is regarded as having such an impairment.

Conditions resulting from cultural and economic factors, and age are not considered to be disabilities under Section 504.

The 504 Team generally consists of the following participants:

1. Parent(s) or Guardian(s)
2. School site 504 coordinator
3. Teacher(s)
4. Counselor
5. Administrator
6. Nurse
7. Other specialized school staff as appropriate
8. Any parent invited participants

If the student is an English learner, the 504 Team will include a teacher or another person knowledgeable about second language acquisition. The 504 Team may also need to include the school psychologist, nurse, or other professionals with specialized knowledge of assessment instruments.

Key Point: The 504 team is a multidisciplinary team composed of parent/guardian, school personnel, and other invited participants with knowledge of the student.

Evaluation

Evaluation and disability determinations are made by the Section 504 team, which consists of a group knowledgeable about the student, the meaning of evaluation data, and the placement options (34 CFR §104.35(c)). Districts need to obtain parent consent prior to an initial evaluation:

- OCR interprets Section 504 to require informed parental consent for the initial evaluation. If a parent refuses consent for an initial evaluation and a recipient school district suspects a student has a disability, OCR interprets Section 504 to allow school districts to use due process hearing procedures to seek to override the parents' denial of consent. 67 OCR also urges schools to allow for parental participation when considering any change in the student's Section 504 provision of FAPE, including location of services.

Parent/guardian, school 504 coordinator, school administrator or designee, classroom teacher and any other relevant staff are [invited to the 504 meeting](#). Parent(s)/guardian(s) are given a [copy of their rights](#) before any 504 assessment or team meeting. At every 504 plan meeting, the 504 site coordinator or administrator will ask the parent if he/she/they have any questions regarding rights. An explanation of parental/guardian rights will be verbally provided as needed.

An evaluation under Section 504 is not a full and individual evaluation as required under IDEA. Data used for the evaluation and determination of a disability and required accommodations can be broad and may include, but is not limited to:

- medical records
- school records
- standardized test results
- classroom observations
- anecdotal records
- record and work sample reviews
- direct observation in the natural setting
- interviews with the student, parent, and school personnel

The determining factor is whether the physical or mental impairment results in a substantial limitation of one or more major life activities. Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

*A medical diagnosis is not required to establish a disability under Section 504, nor are districts required to implement a Section 504 plan solely on the basis of a physician's recommendation. See [South Monterey County](#)

[\(CA\) Joint Union High School District](#) 112 LRP 28705 (OCR 2012), the Office for Civil Rights (OCR)

MTSS and 504 Evaluation

Under Section 504 (34 CFR §104.35), a district is obligated to evaluate students who need or are believed to need special education or related services because of a disability. Provision of interventions through a multi-tiered system of supports does not supplant the district's responsibility to evaluate under Section 504 (i.e. to conduct Child Find) nor can an evaluation be conditioned on completion of tiers of support in a MTSS framework.

Key Point: *The disability covered in a 504 Plan must substantially limit a major life activity.*

Section 504 Services and Accommodations

Once a student is determined to be disabled under Section 504 and in need of services and accommodations, the Section 504 team will [develop a Section 504 plan using the Team Summary document](#). The section 504 plan services must be based on information and data collected in the evaluation and directly related to the 504 evaluated disability. The plan may include but is not limited to:

- [services and accommodations](#) for the school building, classroom, or transportation; administrative adjustments; academic and instructional accommodations; and/or behavioral intervention and testing accommodations.
 - [Common accommodations for ADHD](#)
- self-management of health conditions in the school setting or school-sponsored activities, if needed.

Copies of the plan need to be distributed to parent/guardian, teacher(s), and any other responsible individuals. A copy of the plan should be placed in the student's records.

Key Point: *Accommodations in a 504 plan need to be directly related to the identified 504 disability.*

504 and Student Behavior Challenges

If disciplinary actions constitute a significant change in placement, a school district must conduct a reevaluation of the student including a determination of whether the misconduct is related to the student's disability. Under Section 504, a district is required to conduct a [manifestation determination](#). This determination is made prior to implementing a disciplinary removal of more than 10 consecutive school days or a pattern of short-term removals that culminate to more than 10 school days in a year.

If it is determined that the misbehavior is a manifestation of the disability, the student may *not* be expelled or suspended for more than 10 days (OSEP Memorandum 95-16). School officials

should review the student's current educational placement to determine appropriateness and whether behavioral intervention strategies should be implemented. When the determination is that the misconduct is not caused by the disability, the district may suspend for more than 10 days or [expel](#) the student, consistent with the district's Student Code of Conduct applicable to all students.

Key Point: *Do not suspend a student with a 504 plan for more than 10 days without first holding a Manifestation Determination meeting.*

Links to Most Frequently Used 504 Documents in Spanish

- [Invitation/Notice](#)
- [Parent Rights](#)
- [Assessment of qualifying disability](#)
- [504 Team Summary](#)

SBCUSD 504 Process

1. **Parent/Guardian Notification:** Provide written notification of referral to parent(s)/guardian(s); [invite](#) parent(s)/guardian(s) to the 504 eligibility meeting and provide [parental rights and safeguards](#).
2. **Evaluation:** Request and receive parental consent to conduct an evaluation of the student, using a variety of data that may be both formal and informal. No provision is made for independent evaluation at District expense. However, if the District is unable to perform an evaluation necessary to obtain relevant information about a student, the District must arrange for the evaluation to be conducted at no cost to the parents/guardians.
3. **Decision/Recommendations:** Determine if the student meets the requirements for Section 504 eligibility. Use documentation of the 504 plan meeting form. If so the team discusses and documents any necessary accommodations in [504 Team Summary](#).
4. **Plan Development:** If the student is eligible, develop a 504 Plan with accommodations, aids, and services.
5. **Placement/Implementation:** Provide parent(s)/guardian(s) and service providers with a copy of the student's 504 Plan.
6. **Parent/Guardian Notification:** Inform parent(s)/guardian(s) of 504 Team decisions if they were not able to attend the meeting and of their due process rights and procedures.
7. **Review/Re-evaluation:** 504 Plans should be reviewed annually or sooner (if needed) and whenever there is a significant change in placement. The 504 Plan may be revised as the 504 Team deems appropriate. When a student with a 504 Plan transfers to another
8. school, the receiving school has 30 calendar days (tolled for school breaks in excess of 5 school days) to review the 504 Plan and make revisions if necessary. This includes the beginning of the school year and students transitioning between elementary to middle or middle to high school. Students should be re-evaluated every 3 years.
9. **Record Keeping:** Each school has a designated site 504 coordinator who attends the 504 meetings and provides appropriate staff with a copy of the student's 504 Plan. The site 504 coordinator must maintain a copy of each student's individual 504 plan in the student's cumulative file and ensure that a summary of the 504 plan is inputted into AERIES.
10. **Implementation:** It is the responsibility of the school administrator and school 504 coordinator to monitor the implementation of all accommodations, modifications, and services in a student's 504 plan.

504 Complaint Procedures

Complaints of discriminatory treatment may include harassment of a student with a disability by others, denial of an opportunity to participate in a program or activity because of disability, other forms of different treatment because of disability, and inaccessibility of the District's programs or activities.

There are four possible types of complaints:

1. For complaints of discrimination involving failure to implement a 504 Plan direct parent(s) to contact 504 Plan district coordinator at (909) 880-6803.
2. For complaints regarding ADA access to facilities. Direct parent to contact facilities management at (909) 388-6100. Email District 504 Plan Coordinator.
3. For complaints regarding procedures followed by site 504 Team. Direct parent(s) to contact district 504 coordinator at (909) 880-6803
4. For due Process Hearing Request: for complaints regarding a determination made by a site 504 Team. Direct Parent(s) to contact (909) 880-6803

School Site 504 coordinators must notify the district 504 coordinator within 2-3 business days of any and all parent complaints regarding students on a 504 plan. The district 504 coordinator will contact the school, parent, and appropriate district office to review the complaint. The district 504 coordinator will maintain a record of 504 plan complaints and follow up actions.

FAQs

When is the student eligible under Section 504?

The decision regarding whether or not a student is eligible under Section 504 is made on a case-by-case basis. The Section 504 team reviews each student's individual information to determine whether there is a physical or mental impairment that substantially limits a major life activity. The team considers the nature and severity of the impairment, its duration or expected duration, and the long-term impact of the impairment on the student's opportunity to access and benefit from 504 support.

Does Section 504 require assessments?

Yes. An "evaluation" does not necessarily mean a "test" or "formal testing." Rather, under Section 504 it refers to gathering data and/or information from a variety of sources so that the Section 504 team can make the required determinations. Common sources of evaluation data are grades, disciplinary referrals, health information, standardized test scores, teacher comments, observations, previous eligibility components, medical reports, etc. If individually administered, formal testing is pursued, parental consent is required.

What services are available for students with disabilities under Section 504?

Section 504 requires recipients to provide students with disabilities appropriate educational services designed to meet the individual needs of such students to the same extent as the needs of students without disabilities are met. An appropriate education for a student with a disability under the Section 504 regulations could consist of education in regular classrooms, education in regular classes with supplementary services, and/or special education and related services.

What is a physical or mental impairment that substantially limits a major life activity?

The determination of whether a student has a physical or mental impairment that substantially limits a major life activity must be made on the basis of an individual inquiry. The Section 504 defines a physical or mental impairment as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The regulatory provision does not set forth an exhaustive list of specific diseases and conditions that may constitute physical or mental impairments because of the difficulty of ensuring the comprehensiveness of such a list. Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This list is not exhaustive.