



# PACIFIC COLLEGIATE SCHOOL

A Public Charter School

## **Student Handbook 2019-2020**

This document is intended to help you navigate your path through PCS. Please use it as a resource and always be sure to check the school website ([www.pacificcollegiate.com](http://www.pacificcollegiate.com)) and consult with your teachers, advisor and/or administrators if something is unclear.

### **PCS MISSION AND VISION**

Pacific Collegiate School is a public charter school whose mission and vision is to provide exemplary, standards based college preparatory and fine arts education for public middle and high school students. Our vision is to offer any student the same quality of education offered by the most academically distinguished schools in California. Our graduates will be prepared to enter and thrive at the world's finest colleges and universities.

In addition to a core college preparatory curriculum, Pacific Collegiate School will emphasize international, cross-cultural, and technological education in order to prepare graduates for life in the 21st Century. Pacific Collegiate students will be introduced to the rich variety of world cultures and become fluent in at least one foreign language. They will become proficient in the basic information technologies essential for cultural literacy in the 21st Century.

**Pacific Collegiate School Calendar 2019-2020**

**First Semester**

August:	14	First Day Of School
September:	2	Holiday, Labor Day
	6	Last day to add a class
	27	End of Grading Period
	27	Last day to drop a class
November:	1	No School –In Service
	8	End of Grading Period
	11	Holiday, Veterans' Day
	27-29	Holiday, Thanksgiving
December:	17-19	Finals
	20	1st Semester Ends
	23-Jan 6	Holiday, Winter Break

**Second Semester**

January:	6	No School, In-Service
	20	MLK Jr Day
	31	Last day to add a class
February:	17	President's Day
	21	End of Grading Period
	21	Last day to drop a class
April	6-10	Holiday, Spring Break
	24	End of Grading
May:	25	Holiday, Memorial Day
	26-28	Finals
	29	Last Day of School
	29	Graduation

## QUICK LOOK-UP

Below is a list of telephone contacts to use when you have common questions about life at PCS. Just dial (831) 479-7785 and the relevant extension, or email [firstname.lastname@pcsed.org](mailto:firstname.lastname@pcsed.org). See school website or student planner for specific email and phone extensions.

<b>Topic</b>	<b>Description</b>	<b>Contact</b>
<b>Absence</b>	Report any absences in advance if possible	Receptionist/Attendance
<b>Academic Support</b>	If you need help with organization, time management, study strategies, etc., start by talking to the teacher of the class.	7 <sup>th</sup> &8 <sup>th</sup> Academic Support Specialist 9 <sup>th</sup> &10 <sup>th</sup> Vice Principal 11 <sup>th</sup> &12 <sup>th</sup> College Counselor
<b>Activities/Athletics</b>	For athletics and extracurricular activities.	Activities/Athletic Director
<b>Canvas</b>	Canvas is an online learning management system (LMS) that connects teachers and students in and out of the classroom. Students can access documents, assignments, and grades, and submit assignments. Additionally, they can interact with other students and their teachers through private messaging or discussion forums.	Front Office
<b>College Admission Counselor</b>	Planning for college and the college application process	College Counselor
<b>Community Service</b>	For help identifying opportunities in the community that fit your interests and completing and reporting community service hours.	Community Service Coordinator
<b>Course Scheduling</b>	Choosing classes, adding or dropping classes, taking classes off-campus.	Registrar
<b>Dance Guests</b>	Guests must get permission in advance of a dance.	Front Office
<b>Discipline</b>	Any violation of school expectations regarding student behavior or citizenship	Vice Principal

<b>Infinite Campus</b>	Student Information System for Report Cards, Attendance, Lunches and Transcripts	Front Office
<b>Naviance</b>	College planning tool, also useful for building a resume throughout one's PCS experience	College Counselor or Registrar
<b>Peer Tutoring</b>	National Honor Society Members and Upperclassmen who have been chosen and screened by faculty are nominated to serve in specific subjects as Peer Tutors.	Academic Support Specialist
<b>Transcripts</b>	Fill out the transcript request form on the PCS website under Alumni.	Registrar

## **I. CITIZENSHIP**

Rules are in place to help maintain order and efficiency in the school environment. We believe that each person must take ownership of how his or her actions affect the rest of the school community. Our expectation is that all students and adults will model the following principles:

- Respect yourself
- Respect others
- Respect the place

Nearly all of the policies and rules described below flow from these principles.

### **RIGHTS OF PCS STUDENTS**

- Students have the right to feel safe at school.
- Students have the right to the best possible instruction with freedom from classroom disruptions.
- Students have the right to be treated with respect and dignity.
- Per the laws of California, and as a matter of Board-approved policy, PCS students “have the right to exercise freedom of speech and of the press, including but not limited to the use of bulletin boards, the distribution of printed materials or petitions, the wearing of buttons, badges or other insignias and the right to express opinions in official school publications. Student expression on school Internet web sites shall generally be afforded the same protections as in print media.” Certain limitations to student freedom of speech and expression exist; a complete copy of the Board policy is available in the school office.

### **EXPECTATIONS OF PCS STUDENTS**

- Students are expected to attend school every day and to **BE ON TIME TO CLASS**.
- Students are expected to put forward their best efforts in school by studying hard and by being prepared for all classroom activities, assignments and tests.
- Students are expected to treat each other, teachers and all others with respect and dignity at all times.
- Students are expected to be organized and to keep an updated planner.
- Students are expected to communicate with their teachers when they are experiencing challenges with the workload. School support staff are available too and students should access them prior to having parents communicate with teachers directly.

### **CODE OF CONDUCT**

- PCS students will use good manners.
- Students will treat each other well.
- Students will always deal courteously and respectfully with each other, as well as with all staff members, volunteers, parent supervisors (green-vested) and visitors.

- Students will use polite and respectful language among themselves and with others.
- Students will remain attentive and respectful while attending assemblies or performances.
- Students will show respect for the building and the grounds by cleaning up after themselves and others if necessary.

### **OFF-CAMPUS CONDUCT**

As a PCS student, you are an ambassador for the school. Even when you are off campus, you represent the school. PCS students are expected to observe all the rules of conduct when on field trips or other school-sponsored activities and when off-campus during the school day. With an open campus students should conduct themselves in a positive manner when visiting local food establishments. It is the expectation that students respect the neighboring establishments (Toadal Fitness and Fairfield Hotel) rules and regulations regarding parking.

### **APPROPRIATE DRESS**

While Pacific Collegiate School encourages self-expression, as a public 7-12 school in which a variety of cultures and people coexist, there are a few dress guidelines that all students must follow. When selecting clothing for school, students should make choices being mindful that their clothing must be appropriate for academic work. Wearing PCS spirit wear is always encouraged.

Additionally,

- Clothing must be free from profanity, defamatory language, violence, gang symbols and the condoning of activities that are inappropriate or illegal on a school campus;
- Shoes must be worn at all times. Flip-flops are acceptable but closed-toe shoes must be worn on days when you are participating in classes that include laboratory work.

Should you be found in violation of the clothing policy, you will be sent to the office, at which point you will have the option of turning inappropriate clothing inside out, covering up inappropriate clothing with another layer of clothing, putting on appropriate shoes, or having your parent(s)/guardian(s) provide you with a change of clothing/shoes for the remainder of the school day. Depending on the nature of the dress code violation and/or for repeated violations of the dress code policy, students may also be subject to suspension or expulsion, consistent with Pacific Collegiate's suspension and expulsion procedures.

### **BULLYING PREVENTION POLICY**

Pacific Collegiate School believes that all students have a right to a safe and healthy school environment and has an obligation to promote mutual respect, tolerance, and acceptance.

Pacific Collegiate School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes

direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation, which can occur in person or in any sort of digital format.

Pacific Collegiate School expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts must take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, during a school-sponsored activity, and in any personal or digital format.

To ensure bullying does not occur on school campuses, nor online, Pacific Collegiate School will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build the school's capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Students will abide by the Student Code of Conduct while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Principal or the Vice Principal/Dean of Students. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep confidential a report of bullying and the results of investigation.
- Staff who witness acts of bullying, whether in person or in digital format, shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

### **CAMPUS CLEAN-UP**

While it may seem obvious, all members of the PCS community should clean up after themselves, or someone else will have to do it.

If you make a mess, clean it up. If you see a mess, clean it up. Take pride in your school, and encourage your peers to do the same.

### **DISCRIMINATION POLICY**

It is the policy of PCS not to discriminate against any person on the basis of race, color, gender, religion, disability, national origin or any other basis protected by law in any aspect of school life including, but not limited to, admission of students, hiring of staff and use of facility. A copy of the school's 'Policy Against Sexual Harassment and Discrimination' is available from the Office.

### **SEXUAL HARASSMENT POLICY**

It is the policy of PCS to ensure an environment free from sexual harassment. Sexual harassment is defined by the Fair Employment and Housing Commission as: "Unwanted sexual advances, or visual or physical conduct of a sexual nature," and can occur between staff members, between staff and students and between students themselves. Any incident of sexual harassment should be reported immediately to the Principal, who will fully investigate the complaint and, if proven, take prompt and effective remedial action. A copy of the school's 'Policy Against Sexual Harassment and Discrimination' is available from the Office.



## TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING POLICY

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn and negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such,

PCS prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means.

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of disability, pregnancy, gender, gender identity, gender expression, nationality, ancestry, race or ethnicity, religion, religious affiliation, sexual orientation, childbirth or related medical conditions, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation. In addition, bullying encompasses any conduct described in the definitions set forth in this Policy. Hereafter, such actions are referred to as "misconduct prohibited by this Policy."

To the extent possible, PCS will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. PCS school staff that witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, PCS will not condone or tolerate misconduct prohibited by this Policy. This policy applies to all student/individual actions and relationships, regardless of position or gender. PCS will promptly and thoroughly investigate any complaint of such misconduct prohibited by this Policy and take appropriate corrective action, if warranted.

## **II. ACADEMICS**

### **ACADEMIC HONESTY**

As a PCS student, you are accountable for producing your own original work.

Cheating, plagiarism, fabrication or falsification of information, taking unfair advantage on assignments or exams, assisting another in academic dishonesty, and unauthorized access to computerized school records are all forms of academic dishonesty.

If you are unclear about what constitutes a reasonable level of collaboration or original work on a particular assignment, talk to your teacher prior to turning in an assignment. Teachers will do their best to clarify expectations, but it is ultimately the student's responsibility to ensure that work is completed with honesty and integrity.

Any student work that is determined to be produced dishonestly will, at minimum, receive a grade of '0'. There are serious consequences for repeated violations of the academic honesty policy, including the possibility of expulsion (see 'Discipline').

### **PCS DISCIPLINARY REPORTING POLICY**

Many undergraduate admission offices across the country ask applicants (seniors) and their school representatives (college counselors) to disclose whether or not the student has been involved in a disciplinary infraction during the high school years (grades 9-12). Disciplinary infractions may include,

- a. Truancy
- b. Academic dishonesty (cheating, copying, plagiarizing, hacking, etc.)

- c. Use of alcohol or drugs on campus, or as associated with a school function
- d. Use of threats or violence related to people or property of the school community
- e. Behavior resulting in suspension, expulsion, or dismissal
- f. Convicted or adjudicated for a misdemeanor or felony

When requested to do so, the PCS College Counselor will accurately report the facts of all known disciplinary violations.

PCS expects that students will report truthfully on college applications and/or subsequent communications with colleges regarding their disciplinary records during grades 9-12. Students who write statements outlining circumstances of any infractions may review these statements with the College Counselor prior to submitting them to colleges.

## **GRADUATION REQUIREMENTS**

In order to receive a high school diploma from PCS, a student must:

Earn at least 220 units (22 courses) in grades 9-12, fulfilling the following subject matter requirements:

**English** – 4 years in grades 9-12 (40 units)

Must include English 9, English 10 and at least one of: AP English Language, AP English Literature.

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**Math** – 3 years (30 units)

3 years of math in grades 9-12 and student must have passed both Algebra 2 and Geometry.

**Science** – 3 years of lab science in grades 9-12 (30 units)

Must include Physics, Chemistry, and AP Biology.

**History** – 3 years in grades 9-12 (30 units)

Must include World History 9, AP World History and AP US History.

**Foreign Language** – 3 years of same language (30 units)

May be taken in grades 7-12; or completion of level 3 of a foreign language.

**Visual and Performing Arts** – 3 years in grades 9-12 (30 units)

No more than 10 units may be earned for Dance Studies.

**College Preparatory Electives** – 3 years in grades 9-12 (30 units)

As part of 220 units, earn at least 50 units (5 courses) of Advanced Placement coursework at PCS.

**Required** – One AP Course of the student's choice, plus AP World History, AP US History, AP Biology, at least one of: AP English Language, AP English Literature

Failure to earn the required credit by graduation day *may* result in not participating in the graduation ceremony. A diploma will be issued upon completion of ALL required credits.

All students must meet the community service requirement outlined in the PCS Community Service Policy: 10 hours per year in grades 7-8, and 20 hours per year in grades 9-12.

## **COURSES TAKEN ELSEWHERE**

PCS students may not fulfill subject matter graduation requirements with course(s) taken outside of PCS without seeking and being granted a formal exception. Students may use a course taken elsewhere to fulfill a requirement in Elective units. ("Electives" are courses taken to fulfill the Electives requirement, i.e., college preparatory courses taken in any subject beyond the graduation requirements in that subject.)

Any student who wants to replace a PCS class required for graduation with a class taken elsewhere must submit a written formal exception request to the Principal. The Principal may consider input from the Academic Counselor, the student's academic record, the student's parent(s), teachers, and any materials submitted with the request. The Principal shall issue a written decision to the student's family.

Some examples of circumstances that may require a formal exception request are:

- To make up required classes for graduation because the student has transferred to PCS in an upper grade and cannot fulfill requirements any other way.
- To "accelerate" in a course sequence, in other words taking one course in a sequence elsewhere in order to pass a challenge exam and enroll in the next level course at PCS.
- To retake a semester of a class in which s/he has earned a "D" at PCS. (See "D" policy.)
- To make an accommodation required by an IEP or 504 Plan. In this case the determination of acceptability of such a course will be made by the Director of the Special Education Department in consultation with the Academic Counselor and the head of the Department involved.

Any student wishing to take a class that is unavailable at PCS must be sure the outside class does not conflict with the student's PCS schedule. Any missed PCS class time due to such a conflict will not be excused.

Students studying abroad for one to four quarters must receive prior approval as specified above.

## **ADVANCED PLACEMENT EXAMS**

AP exams are administered at PCS over the course of the first two weeks of May. Specific dates and times are published on the PCS master calendar. Teachers work hard to ensure that students have every opportunity to prepare for these exams. We hope, therefore, that all PCS students will take the AP exams for courses in which they are enrolled. If you would like to seek a waiver of the AP course exam fee, you may contact the College Counselor or AP Testing Coordinator.

AP exams are expensive, typically around \$96 each. However, there are some very good reasons why it might be worth the investment of your time and money to take the AP exams:

- Colleges actually do care about whether or not you take the tests. Taking the exam and doing well shows that the course itself was challenging and credible.
- Most public universities accept AP test scores for credit so you may not have to take that course in college, and you may save on tuition if that is the case.
- Taking AP exams increases eligibility for scholarships.
- Colleges often examine AP test participation when evaluating high schools.
- You are prepared to take these tests. Your teachers work hard to ensure that you have excellent preparation, and you are in a good position to do well, even if you think you might not be.

## **ATTENDANCE**

The advice may seem simple, but it works- the best way to be successful in school is to be in class every day. There is a lot of information covered every day at PCS and nothing replaces the experience and knowledge gained in the classroom.

Being on time is also important. Tardiness is disruptive to class and generally shows a lack of respect and organization. Here are a few key points to think about in terms of school attendance:

**As established by California Education Code 46010,  
only the following reasons may excuse a student for not being in class:**

1. **Illness:** a doctor's note may be required for extended illness.
2. **Quarantine:** directed by a doctor.
3. **Medical, dental, optometry or chiropractic appointment for treatment:** elective treatment should be scheduled for outside of normal hours.
4. **Attending the funeral service of an immediate family member:** funeral service absence will not be more than three days unless the service is conducted outside of California.
5. **Jury Duty.**

- 6. Absence to obtain **required immunizations**: if the absence is not more than five days.
- 7. **Court appearances**: either as a defendant or as a subpoenaed witness.
- 8. **Observation of a holiday or ceremony of the student's religion**: with pre-approved written permission from the attendance office.
- 9. **DMV Appointments**

**An absence can only be excused within 72 hours by a parent/guardian.**

Please ensure that all excused absence have been reported to the school within 72 hours so that non-attendance will not result in a "cut" for your student.

**Whenever a student is absent with parental consent for all or part of a school day, we ask that the parent/guardian "clear" the absence in person, by telephone, or in writing.**

**We ask that Notes be in ink and include:**

- **the student's name**
- **grade level**
- **date(s) of absence**
- **reason for absence**
- **signature of parent or legal guardian with date note was written**

**TO REPORT AN ABSENCE:**

- If your student will be absent from school, please call the Attendance Phone Line at: 479-7785 x3103. This voice mail system operates 24/7. Messages are retrieved on a regular basis throughout the day.

When a student is marked absent the automated calling system will inform parents via e-mail and phone call.

Attendance is taken in the first ten minutes of class. If you are not in the class when the bell rings, you are tardy. If you are not in the class after the first 30 minutes, you will be marked as absent.

- Excessive unexcused tardies to class will earn detention.
- Unexcused tardies absences & chronic absences and their consequences are: (see table)

<b>3</b>	Unexcused tardies = detention
<b>3</b>	Unexcused absences = truancy letter

<b>10</b>	Unexcused tardies = loss of off campus privileges, a truancy letter and a meeting with the Vice Principal
<b>15</b>	Unexcused tardies may result in being dropped from a class
<b>15+</b>	Unexcused tardies may result in the inability to participate in graduation
<b>CA</b>	10% absence for any reason, assessed monthly, = Truancy Letter

- If you know you will be out of school for three or more days, contact the school office about setting up an Independent Study Plan (see below) in advance.
- If you are sick, stay home and communicate with friends and teachers about missed work.

## **LEAVING CAMPUS, MEDICAL APPOINTMENTS & GOING HOME SICK**

**Whenever leaving campus, the attendance office must be notified before the student leaves.**

1. If a student needs to leave school for a medical appointment or other reason, he/she must bring a note to the Attendance Office and obtain a pass **before leaving**. Parent/ guardian approval is required if a note is not provided.
2. If your student contacts you directly during the school day because of illness, please direct your student to the office for the formal check out procedure. At that time, parents will be contacted to confirm permission to leave.
3. If you need to leave in the middle of a class period, it is important you receive a “Permission to leave class” slip from the front office at the beginning of the day to give to your teacher, in order to be able to leave class
4. Upon return to campus from an appointment, your student must sign in to confirm the return time. Failure to use the required check-in and check-out procedures may result in unexcused absences and consequences for your student.

***If a student leaves school without a pass, the absence is unexcused and considered a cut class and CANNOT BE EXCUSED later even by a parent.***

5. Students are not to leave campus during the morning break.
6. High School students may leave campus at lunch, but must be back in time for their next class. Unexcused tardies will result in the loss of this privilege.

### **18-YEAR-OLD STUDENTS MAY NOT SIGN THEMSELVES OUT**

Students who are 18-years old, or turn 18 during the school year may NOT excuse their own absences, tardies, detentions, or approve their field trip forms. Parents must still report absences for their 18-year old student.

### **RELEASING STUDENTS FOR CONFIDENTIAL MEDICAL SERVICES**

Education Code Section 46010.1: Releasing students for confidential medical services: Each academic year school districts must notify all students in grades 7 through 12 and their parents that school authorities may excuse any student from the school for the purpose of obtaining confidential medical services without the consent of the student's parent.

1. The attendance office may excuse a student for a confidential medical appointment without consent of the parent/guardian. The student may present a written appointment slip from a medical clinic, or verbally state the name of the clinic and appointment date and time for clearance.
2. If the student does not have a written appointment slip, that student must present a confirmation of confidential appointment to the attendance office the next school day. If this confirmation is not presented; the student is marked absent for the classes missed.
  - a) Both parents/guardians and students will be notified of ED. Code 46010.1. Notification will be in the Student handbook which is part of the yearly packet emailed home to families.
  - b) The attendance office will keep a separate file for the release of students who have a confidential medical appointment. This will keep such information off the student's attendance record, which is available to the parents.
4. The attendance office will "zero out" the student's attendance record for that day. This must be done by 3:00 PM and will keep the automatic dialer from calling home that evening. The attendance office will keep a separate file on confidential appointments.
5. If appropriate, the attendance office will notify each of the student's teachers that the student was released by the school for a confidential medical appointment and that the absence has been "zeroed" out. The teacher will not call home. The teacher will not count these absences as part of the number allowed by the attendance policy.



## **TARDY POLICY & UNEXCUSED ABSENCES:**

1) Attendance will always be taken during the first five minutes of class. Students are expected to remain in attendance for the entirety of class.

2) Students not in class at the bell are considered tardy. Tardies are marked, for record keeping purposes, based on when the student arrives:

T: within first 10 minutes of class

T10: after the first 10 minutes of class

T30: 30 minutes or later in to class

These are the codes used per California Education Code and that are reported to the State every month. When specific numbers of each are met, students are designated as TRUANT and you will be notified via a form letter and consequences will be detention, meeting with the vice principal, and possibly a referral to School Attendance Review Board (SARB)

3) Attendance reports will be run weekly, aggregating all classes in a given week. Detention may be assigned to students with more than three Unexcused tardies or Unexcused absence per week.

4) Parents are required to call in, email, or write a note about an absence for it to be excused. If a student is absent for more than three consecutive days for illness, a doctor's note may be required for the absence to be excused. Exceptions for non-medical family emergencies may be made at the discretion of the Principal or designee. Students defined as Chronically Absent will be required to provide a doctor's note after three consecutive days of absence for illness.

6) For purposes of this policy, a cut or unverified absence is a partial or full day absence without parent, guardian or school approval. Any such partial or full day absence shall be marked as Cuts. Students leaving class during the class period, without teacher or parent permission, without a valid excuse, shall be considered a cut and shall be recorded as such.

7) Students do not have the right to make-up missed quizzes or work due to unexcused tardies.

8) Students who have an EXCUSED tardy should report to the Attendance Office BEFORE going to class. If the tardy is excused, the student will be given a pass to bring to the teacher.

The only tardies that will be excused are those due to illness, medical/dental appt., court appearance/DMV, or funeral. Students who arrive late due to transportation problems or because the parent was late in dropping the student off will not be excused.

## **TRUANCY**

Any absence without permission for 30 minutes or more from any class constitutes truancy. When cutting classes or other unexcused absences (without parent permission) occur, any of the following will be referred to administration for assignment to detention or suspension.

It is the student's responsibility to follow the proper attendance procedures and to monitor their own attendance regularly (bi-monthly.) Any failure to do so will be treated according to the appropriate truancy consequences.

The State defines a student as Truant when they accumulate 3 of any of the following actions: (1) Unexcused Absence for the day, (2) Unexcused absence in any class, (3) Tardy in excess of 30 minutes, (4) Cut class.

Truant students are in violation of the Education Code and will be subject to disciplinary consequences and expected to improve their daily attendance. These consequences include — but are not limited to — detention, exclusion from school sponsored events and possible loss of class credit. The PCS administration has the right to deny or pull work permits if students have unresolved attendance problems or are not in good standing. Further truancy could also result in placement in an alternative program or referrals to District Student Services. Parents and students will be informed in writing of consequences as a result of their truancy.

*California Education Code 48260* holds parents legally responsible for their student's school attendance. The law provides penalties for parents who neglect this duty. School authorities will refer parents who do not comply to the Santa Cruz County School Attendance Review Board (*SARB*) and, if necessary, to the District Attorney's office.

## **ADDING AND DROPPING CLASSES**

Once the Master Schedule has been built and resources are committed to fulfill student requests, students can only change classes if:

1. A student is in the wrong level, either too hard or too easy, and needs to move to the appropriate level. (For example, if a student is placed in Algebra 1 and s/he feels the pace and material is too advanced. If the teacher agrees, the student can move to pre-Algebra.)
2. A student needs to reduce his/her class load because s/he is struggling academically.
3. A student takes a summer school class or passes a challenge test, and therefore, does not need to be in a particular class.
4. A student's schedule is changed to accommodate an IEP. The Special Education Director must request this change.
5. A senior who is enrolled in a class outside of PCS, such as UCSC or Cabrillo, after approval of the College Counselor or Assistant Principal.

In addition to school approval of any changes, a student's parent or guardian must approve all changes before the change can be made.

If students decide to change their schedules, there is a three-week window at the beginning of each semester when they can add classes (depending on space available). This time frame for adding courses applies to all academic courses, teacher assistantships, and courses which are taken outside of the school day. In certain arts courses, however, students may transfer in at later points in the year.

Students may drop classes without penalty up until the end of the first official grading period of the semester. If a student chooses to drop a course after the end of the first official grading period, he or she will receive a Withdraw (W) for the class and no credit will be given. Exceptions to the withdrawal policy will be determined by the administration on a case by case basis.

Other than the above academic reasons, students will not be allowed to change their schedule at any time during the semester. Since there is no policy written that addresses all of the possible special cases, the only exceptions to this policy will be made on a case-by-case basis with the approval of teachers, parent/guardian, the College Counselor or Vice Principal/Dean of Students, and the Principal.

### **ACADEMIC PROMOTION**

Moving from one grade to the next is based on grades and/or credits earned at each level. Below are the minimum requirements for promotion to a subsequent grade level:

- Seventh to eighth grade (pass a minimum of four classes with a C- or higher must include English)
- Eighth to ninth grade (pass a minimum of four classes with a C- or higher) must include English.
- Freshman to Sophomore (minimum of 50 credits earned)
- Sophomore to Junior (minimum of 100 credits earned)
- Junior to Senior (minimum of 160 credits earned)
- Graduation (minimum of 220 credits earned)

### **GRADES AND REPORTING**

The following are the guidelines for the granting of grades at Pacific Collegiate School:

A A-	(93-100%) (90-92%)	Student demonstrates exceptional proficiency or achievement in all aspects of the course.
B+ B B-	(87-89%) (83-86%) (80-82%)	Student demonstrates solid proficiency or achievement in most aspects of the course.
C+ C C-	(77-79%) (73-76%) (70-72%)	Student demonstrates adequate fulfillment of all basic requirements of the course.

D+	(67-69%)	Student demonstrates only partial fulfillment of basic requirements of the course. Credit for the course is not granted, and the student may not be permitted to advance in the subject area (see policy below).
D	(63-66%)	
D-	(60-62%)	
F	(<60%)	Student failed to meet even basic requirements. Credit for the course is not granted. If the course is required, it must be repeated. Student must pass all courses required for graduation.

GPA will be calculated using the following points assigned to each grade:

A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7
B+ = 3.4	C+ = 2.4	D+ = 1.4	F = 0

Grades are reported at the end of each of each semester. The school endeavors to keep students and parents informed throughout the year of academic problems. Using Infinite Campus, a web-based student data management program, students (and parents) have access to their own grades, graduation progress and attendance using a unique password. Parents are expected to monitor their student's progress and may contact teachers at the school at any time with their concerns.

### Advancement Requirements

Rationale: A major goal in the Pacific Collegiate School is that every student who graduates from PCS will be eligible for admission in the UC system. As UC admissions policy does not accept a 'D' as credit for any required class, issuing a 'D' for our classes presents a problem in meeting this goal. In addition, if PCS is striving to give its students an exemplary education, allowing students to graduate with the low level of understanding and achievement that a 'D' represents a retreat from our standards and expectations. Eliminating the 'D' entirely would present difficulties for students who transfer from Pacific Collegiate.

The 'D' at PCS:

- A 'D' grade may be issued, but will give no credit toward high school graduation in any discipline.
- A 7<sup>th</sup> or 8<sup>th</sup> grade student who receives a 'D' in the first semester of any course may advance to the next class in the sequence if the second semester grade is high enough to average the first semester into an overall passing (70% or above) grade. A 7<sup>th</sup> or 8<sup>th</sup> grade student who

receives a 'D' in the second semester of any course may advance in the subject to the next class in the sequence if they pass a challenge exam and with approval of the teacher and Department Chair. If necessary the student may repeat the class if this team agrees it would benefit the student.

- A student who receives a 'D' in the first semester of a course may make up the course off campus, this is allowed for one class per discipline. The non-PCS course taken must be the equivalent (A-G approved) of the PCS class taken and be approved by Administration or the college counselor.
- A student may take two courses at once that normally would be taken consecutively, but only by permission of the appropriate Department Chair(s).

### **INDEPENDENT STUDY**

Public school funding is based on student attendance. If a student is absent for three or more days, the school can receive attendance funding only by having the student on an independent study contract. This not only benefits the school, but also the students by helping them communicate with teachers about expected work to be completed during and after their absence. Independent Study Plans are often arranged in advance (for a family trip, for example); contact the school office as soon as you are aware that you will be absent for at least three days.

### **INFINITE CAMPUS**

Infinite Campus is a student information system software PCS Parents and Teachers use to record and report final grades, check or take attendance, pay for lunches and print transcripts.

### **CANVAS**

Canvas is an online learning management system (LMS) that connects teachers and students in and out of the classroom.

#### **For Students**

Students can access documents, assignments, and grades, and submit assignments. Additionally, they can interact with other students and their teachers through private messaging or discussion forums.

Students access Canvas through their pcscharter.org Google accounts.

#### **For Parents**

Parents have an 'observer' role. In this role, you will be able to view and read announcements, view the assignments index page, view the calendar, send messages to the instructor and student you are observing, view the syllabus, view modules and see due dates, point values, etc., view grades of the student you are observing and filter, view scores and dates, print grades, and more.

## **PARENT COMPLAINT POLICY**

### **Rationale behind this policy:**

While teachers and parents both strive towards what they believe is best for students, the different perspectives pertaining to these two positions (Teacher and Parent) sometimes seem incompatible. Pacific Collegiate School (PCS) is committed to listening and responding to parent concerns, but the school also has a commitment to its teachers. In order to facilitate the most productive results, parents are asked to follow a set of prescribed steps when bringing up a complaint.

### **Respectful conduct is crucial:**

In any kind of disagreement, and especially those concerning children, emotions can run high. To best resolve a problem, however, it is critical that all parties conduct all communication in a rational and respectful manner, and that they follow a set of prescribed steps. Most important is that the Parent must always contact the Teacher first with respect to a student's academic performance or classroom behavior. The Principal and Department Chair may become involved later, but only after the following steps have been taken:

### **If a Parent wishes to register a concern about a student's academic performance or classroom behavior, s/he must proceed in the following order:**

Step 1: Parent contacts the Teacher by email, phone or note in faculty box. A Parent should never raise his/her concern to the teacher in the classroom or anywhere else on campus.

Step 2: Teacher replies to the Parent contact by phone or email, within two (2) business days, and either resolves the issue in a conversation or email correspondence, or schedules a meeting at school.

Step 3: Parent and Teacher meet to discuss the problem. The problem is either resolved at this stage, or the Teacher and/or Parent has the right to contact the Department Chair within seven (7) days after the Teacher response to schedule a meeting between these three parties. *Before this meeting takes place*, both Teacher and Parent will be requested to email a concise synopsis of the dispute, as each sees it, to the Department Chair. Synopses should be written as bulleted lists, not lengthy narratives. These lists will help facilitate the meeting that follows.

Step 4: Teacher and Parent meet with the Department Chair, who acts as moderator and note-taker. (If the complaint is about the Department Chair, the Parent can skip to Step 5 and meet with the Principal and/or Assistant Principal). At the discretion of the Department Chair, the Principal or Vice Principal may be asked to sit in on this meeting, but not to participate. If the problem is still not resolved, then:

Step 5: Department Chair and/or Principal or Vice Principal determine whether the Parent complaint constitutes grounds for action. If the Department Chair and/or Principal or Vice Principal determines that the Parent complaint does not constitute a sufficient problem or has been adequately addressed by the Teacher, the matter will be dismissed. If, however, it is determined that the complaint constitutes a

legitimate problem with the Teacher's performance, appropriate action will be taken in the form of teacher support, supervision and/or discipline.

**Records of all disputes and complaints will be kept on file:**

It is important that parents know their concerns are being taken seriously. It is also important that teachers do not feel unjustly attacked or singled out. In order to protect both parties, a careful record of all notes taken at meetings and all correspondence pertaining to the dispute, will be kept on file. But only if a Parent complaint ends in a personnel action will these notes be placed in the Teacher's personnel file.

**Finally:**

If the Parent is not satisfied with the determination made by the Department Chair and/or Principal, s/he has the final option of filing a formal complaint with the PCS Board of Directors (a 'Parent Complaint Form' is available in the school office and on the school website). The Board shall refer the matter to an *ad hoc* Complaint Review Committee established by the Board. All correspondence will be passed on to the chair of that Committee.

The Complaint Review Committee will investigate the matter and make written recommendations to the Board. Following Board review and action (for example, further investigation, approval, disapproval or modification of the Committee's recommendation), a copy of a written response will be given to the person(s) involved.

The Complaint Review Committee and Board will conduct their meetings in public to the extent required by applicable public meeting laws, and all involved parties may address the Committee and Board as provided in applicable public meeting laws. The parties may request additional presentation time, in the Committee and Board's discretion. The Board will note the final action or resolution in the official Board minutes.

### **III. STUDENT LIFE**

#### **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular participation is an important way that we build and enrich the PCS school community, students are encouraged to take part in such activities. However, balancing academics with other activities is *essential*. Students and families should carefully consider all obligations before committing to a team or club.

There are many extra-curricular opportunities available to students at PCS, including sports, clubs and productions, in the performing arts (chorus, dance, drama, and music). They can change from year to year, depending on student interest and enthusiasm. For a current list of the opportunities available check

the school website. An extracurricular activity is a school-sponsored activity, performed by students, that falls outside the realm of the normal curriculum of the classroom, e.g. athletics, clubs, etc.

## **ELIGIBILITY POLICY FOR EXTRA-CURRICULAR ACTIVITIES**

A student is eligible for any extra-curricular activities if they meet the following requirements:

1. Minimum GPA of 2.0 at the end of each grading period; and
2. Attend at least half of his/her classes on the day of the activity.  
For athletic eligibility, a student must meet the requirements listed above AND
  1. Be passing four (4) classes at PCS.
  2. Be making minimum progress towards fulfilling the PCS graduation requirements.

Grades will be checked by the Friday following the end of each grading period and go into effect on Monday of the second week of each grading period (except for start of the year eligibility; eligibility for fall sports/activities will be determined by the previous Spring semester final grades.) For transfer students, based on grades earned during last semester of previous school, if available).

Any student caught using or in the possession of, or under the influence of, drugs or alcohol:

- 1.) 1st offense - a two-week game suspension after the student comes back from the school suspension, but they can practice during the suspension time
- 2.) 2nd offense - a 365 day suspension from all PCS sports.

## **DANCES**

Dances are organized and hosted by Student Government, with the support of school administration. In addition to being community building events, they help raise money for student government activities or charity. The dates of the dances will be publicized well in advance of the events. Typically, they will start at 7:00 p.m. and end at 10:00 p.m. Students must arrive at the dance before the half-way mark, typically 8:30 p.m., or they will not be allowed to enter.

Students are not permitted to leave dances early unless picked up by a parent. Parents: please pick up students within 15 minutes of the end of the dance.

School dances are meant to be a social event and bonding experience for PCS students, and attending dances is a privilege. Thus, students who have a disciplinary record may not be allowed to attend. Guests may accompany PCS students if the appropriate permission form has been filled out prior to the dance. Typically, these forms are due 48 hours prior to the dance.

## **CELL PHONES & OTHER ELECTRONIC DEVICES**



Cell phones and other electronic/gaming devices are distracting and are not to be turned on during class, except with permission from the teacher. Unapproved use of devices may result in their confiscation (see 'Discipline').

## **EMERGENCY SITUATIONS**

We want to be as prepared as possible in the event of an unforeseen emergency. When an emergency does occur, stay calm and follow the teacher's directions. Don't make phone calls or send text messages unless you have permission from your teacher.

Just like anything else, we get better at responding to unexpected events by practicing. The school will hold frequent drills – fire, earthquake and lockdown – throughout the school year to practice different scenarios. We appreciate students treating these drills like the real thing so that we can test out our procedures.

*It is critical that you and your family keep your STUDENT EMERGENCY CONTACT INFORMATION CURRENT WITHIN INFINITE CAMPUS. Please double check that your addresses and phone numbers are up to date.*

## **HEALTH AND MEDICATIONS**

If you are sick, it is best to stay home rather than risk getting others sick as well. Communicate with teachers and other students about class work missed. Be sure the teacher appreciates your situation; be sure you understand the teacher's policies on the submission of late work.

If you feel sick while in school, let your teacher know and go to the Office. You can call your parents and decide if you need to go home or rest at school for a while. Please note that there is no nurse at PCS.

### **Extended Absence**

If a student is absent for more than 3 consecutive days for illness, a doctor's note is required for the absence to be excused.

### **Medication**

We cannot give medication to students without parent permission. All medication (both prescription/non-prescription) must be sent to school with a Request to Administer Medication form (available on website) signed by doctor and parent. Prescription drugs must be left in the original containers. All prescription/non-prescription medication must be left in the Office.

## **LUNCH**

There is no cafeteria at PCS. The school currently contracts with outside food vendors to make available affordable and healthy food for purchase every day and students can also bring lunches from home

## **OFF CAMPUS PRIVILEGES**

Students in Grades 9-12 are allowed to leave campus for lunch or to attend a PCS-approved off-campus class. Students in Grade 7-8 must remain on campus during school hours.

Be responsible with this privilege. We expect all students to:

- Be on time to class after lunch
- Be positive ambassadors for PCS in the surrounding neighborhood and when patronizing local businesses.
- Remember that all rules that apply on campus also apply off-campus.
- Respect the “9<sup>th</sup>-12<sup>th</sup> grade only” off-campus rule.

Off-campus privileges can be taken away if they are abused. NOTE: Typically, students in Grades 7-8 who are found to have left campus without permission lose at least one semester of the privilege starting in Grade 9.

### **TRANSPORTATION**

There is no school bus service, but public bus stops are located close to the school. We have limited parking space for students

To minimize traffic problems, we encourage students to carpool whenever possible. We maintain a cooperative carpool resource at the school office; it is available for families to arrange their own carpools.

If you walk or ride your bike, please be sure to observe all traffic laws. Students riding bikes must wear bike helmets, as required by law. For safety reasons use of skateboards, scooters, roller blades and bicycles is not permitted on campus.

### **VISITORS**

All visitors to the school, including parents who are at school to perform volunteer service, must sign in at the front office and obtain a Visitor's Pass.

In general, non-PCS students should not be on campus during school hours. Designated days are set aside each year for high school students to observe classes for the purpose of deciding if PCS is a good fit for them. The Principal or Vice Principal may approve other visits if a request is made in advance.

## IV. STUDENT SUPPORT

<u>Component</u>	<u>Why Needed?</u>	<u>Looks Like...</u>	<u>Results</u>	<u>Contact</u>
Counseling	Academic and/or social needs, past counseling history, teacher and/or parent request	Counseling – individual or group; academic support, mentoring, possible outside referral	Student success	Vice Principal
Student Support Team	Students are at risk academically or behaviorally	Discussion of academic and behavioral progress, identification and intervention, e.g., peer tutoring or counseling referral	Increased home-to-school communication, academic or behavioral contract	Vice Principal
Academic Base Camp	Community building for incoming 7 <sup>th</sup> grade students.	support for entering 7 <sup>th</sup> grade students.	Increased chance of student success	Academic Support Specialist
Monthly Grade Level Meetings	Identification of students at risk, academically or socially	Staff uses grade level meetings to identify and share concerns about students	Academic tutoring or counseling, communication home, referrals to peer tutoring or counseling	Vice Principal or Student's Advisor
School Attendance Review Board	Students are truant	Review of attendance records, family situation, grades	Phone calls letters home, use of County Office SARB process	Vice Principal
Study Hall	Students want study time during regularly scheduled school hours	Self-selecting students bring own work and resources to the designated area	Study with adult supervision	Study Hall Monitor
Section 504 Accommodations	Certain students are identified as needing accommodations to participate successfully in the general education setting	Vice Principal meets with parents & staff to inform stakeholders of their responsibilities; reviewed annually	Students are provided accommodations; teachers implement appropriate instructional strategies	Vice Principal (Grades 9-12) Academic Support Specialist (Grade 7 & 8)
Peer Tutoring	Students are at risk academically	A struggling student is paired with a peer mentor for help with homework and concept acquisition	Students create and agree upon a schedule for tutoring and support (overlaps with After-School Study Hall)	Academic Support Specialist

<b><u>Component</u></b>	<b><u>Why Needed?</u></b>	<b><u>Looks Like...</u></b>	<b><u>Results</u></b>	<b><u>Contact</u></b>
Organizational Support for All Students	Students need access to class assignments	PCS provides various means of tracking assignments, e.g., course syllabi, online calendars, student planners, listings in all classrooms, Canvas updates	Students learn organizational skills	All faculty and staff
After-School Study Hall	Students need time to complete assignments	Self-selecting students bring own work and resources to designated area after regularly-scheduled school hours (3:00-4:30 p.m.)	Study period with adult support available (overlaps with Peer Tutoring)	Academic Support Specialist
Special Education Services	After thorough assessment, students have qualified for Special Education and require intensive specialized academic instruction	Students receive instruction and support during regular school hours from Resource Specialist, based on terms of student's Individual Education Plan (IEP); regular review	Students may test out of Special Education and/or graduate from PCS	(Special Education Coordinator/Psychologist) Resource Specialist Classroom Teachers
English Language Learners	Students are non-fluent English speakers; English is not spoken at home	CELDT(the California English Language Development Test ) is administered to gauge level of EL services required; ILP's are written and implemented	Students test out of ELD and are placed in all English classes	English Language Learner Coordinator
Youth Services	Students are at risk socially, are substance abusers, or are in need of mentorship	Family situation, history of negative behaviors, actions	Referrals for counseling, parent guidance, outside agencies	Vice Principal (Grades 9-12) Academic Support Specialist (Grade 7 & 8)
Study Skills & Technology Class	Grade 7 students need support in developing study skills	Additional support throughout the school year via a regularly-scheduled Grade 7 class	Continued Academic support leading to academic independence	Study Skills and Technology Teacher
Academic Support	Students need emotional and social support, organizational and planning skills	Individual meetings held to review Infinite Campus, work on skills, and social/emotional support is offered	Student success	Vice Principal (Grades 9-12) Academic Support Specialist (Grade 7 & 8) Student's Advisor Classroom Teachers

## **V. DISCIPLINE**

### **A. STANDARD PROCEDURES**

It is our goal at PCS to work with students in a cooperative way to correct behaviors that are harmful to themselves or to the community.

If a teacher or other adult at the school engages a student regarding a behavioral matter and the two parties are unable to resolve the problem on their own, the student will be referred to the Assistant Principal and a parent/student consultation may occur. At this meeting, problem solving, administration of consequences, or more long-term counseling may be recommended. Consequences will generally be related to the action and can include detention, restitution and counseling. If the actions present a danger to other students or a major disruption to the school environment, a suspension may be warranted. In extreme cases, expulsion is also a possibility. (See 'Suspension and Expulsion' below.)

Below are examples of behaviors that are inappropriate and may lead to disciplinary action. This is not an exclusive list of all behavior that may lead to discipline.

### **ACADEMIC DISHONESTY**

In general, consequences will be as follows. Depending on the severity of the offense, increased sanctions may be warranted.

- 1) First offense: 0 on the assignment, student/teacher/administrator communication in which the parent or guardian will be expected to participate. Incident recorded in student disciplinary records.
- 2) Second offense: Student Study Team, or like committee formed after an SST pattern, convenes and advises the Principal and parents of consequences from among the following: potential withdraw/F from the course, potential withholding of academic honors or awards, potential withholding of recommendations. Team may seek other expert advice they feel may be valuable. Incident recorded in student disciplinary records.
- 3) Subsequent offenses: Increased sanctions from second offense category; potential expulsion.

### **ALCOHOL/DRUGS**

Students may not possess, use, or be under the influence of any controlled substance, tobacco, alcoholic beverage or intoxicant. Students may not possess any drug paraphernalia on campus. Students in possession of, under the influence of or caught in the act of using drugs or alcohol will be arrested and suspended for a minimum of 3 days while investigation occurs to determine any other necessary consequences.

### **AMOROUS BEHAVIOR**

The administration, students, and staff have the responsibility to maintain a school environment in which everyone feels comfortable. What may be appropriate for older students may not be for younger students. Be mindful of this in your public and private behavior.

### **CELL PHONES & ELECTRONIC DEVICES**

Cell phones and other electronic devices are not to be on during class without a teacher's permission. Confiscated equipment will be returned at the end of the day for the 1<sup>st</sup> offense and only to a parent thereafter.

### **COMPUTER HACKING**

Students are prohibited from unauthorized access to computerized academic or administrative records or systems.

### **CUTTING CLASSES**

Missing all or part of a class without a valid excuse is considered a cut and detention and/or other consequences will ensue.

### **DEFIANCE**

Students shall not disrupt school activities or otherwise defy the authority of supervisors, teachers or administrators. Students shall not act in any unruly or disruptive manner or in any manner that may endanger other students. Students must give their names when asked by a staff member or campus supervisor. Failure to do so will be seen as defiance.

### **FIGHTING**

Students shall not cause, intend to cause or threaten to cause injury to another person. Depending on the severity, even on the first offense, students may be suspended or referred to a law enforcement agency and be recommended for expulsion.

### **FORGERY**

Students may not reproduce a parent's or another person's signature on school documents, including class work or projects.

### **GAMBLING**

Students may not gamble for money or property at school.

### **GRAFFITI**

Graffiti is not permitted on campus property or the property of others.

**HARASSMENT (Sexual, Hazing)**

Students shall not haze, sexually harass or commit any act that degrades or discredits students and/or staff. Keep in mind that it is the victim's perception of harassment that matters, not what the harasser had intended. Hazing includes degrading underclassmen or other groups at any rally, assembly or gathering. Depending on the severity, students may be referred to a law enforcement agency and recommended for expulsion. (See 'Citizenship' for further information about sexual harassment.)

**INSULT/HATE MOTIVATED BEHAVIOR**

Students may not make damaging or offensive remarks to others. Do not put down others. This includes hate-motivated behaviors dealing with issues of ethnicity, national origin, immigrant status, religious belief, gender, sexual orientation, age, disability, political affiliation, race, or any other physical or cultural characteristic. Depending on severity, students may be referred to a law enforcement agency.

**LEWD BEHAVIOR**

Students may not engage in obscene or indecent acts or possess pornography. Depending on the severity, students may be referred to a law enforcement agency and recommended for expulsion.

**LOITERING**

Students may not "hang out" on campus during school hours. Students not in class will be asked to return to class or be in student approved areas.

**PROFANITY**

Students are not to speak or write in a profane way or behave in a vulgar manner.

**PROHIBITED ITEMS**

Prohibited items include but are not limited to: firecrackers, pets, squirt guns and water balloons, or any item that may cause a disruption to the learning process or endanger others. Depending on the severity of the violation, a student may be recommended for expulsion.

**SKATEBOARDS, ROLLER BLADES, BICYCLES**

For safety reasons, skateboards, scooters, roller blades, bicycles and similar wheeled devices may not be ridden on campus. Confiscated items will be returned at the end of the day on a 1st offence and only to a parent thereafter.

**SPITTING AND/OR LITTERING**

Students are not to spit on or litter the campus.

**TOBACCO/ELECTRONIC NICOTINE DELIVERY SYSTEMS**

Students may not possess or use tobacco or electronic nicotine delivery systems on school property, or at the bus stop or school area that immediately surrounds the campus. Electronic Nicotine Delivery Systems includes but is not limited to, e-cigarettes, e-hookahs or other vapor

emitting devices. This prohibition of electronic nicotine delivery systems applies whether or not tobacco, nicotine, and/or any controlled substance is found with the system.

### **TRUANCY**

Students who cut four (4) hours of class time are truant and may be given In-House Suspension, may be dropped from class(es) and may be referred to the School Attendance Review Board (SARB)

### **VANDALISM/THEFT**

Students may not damage or steal school property or another person's property. Depending on the severity, students may be suspended for five days on the first offense, referred to a law enforcement agency and recommended for expulsion.

## ***B. MAJOR OFFENSES***

The following actions are so severe that they will result in an immediate five-day suspension and recommendation for expulsion and may be reported to law enforcement:

### **ARSON**

Students may not set fire to any personal or school property on campus.

### **DANGEROUS OBJECTS**

Students may not possess any firearm, explosive or other similar dangerous objects on campus. Knives, including switchblades, knives with blades that lock, and razors, are prohibited.

### **DRUGS**

Students may not possess, be under the influence of, or arrange or negotiate to sell, buy or otherwise furnish any controlled substance, alcoholic beverage or intoxicant of any kind on campus.

### **EXTORTION**

Students may not coerce others in the PCS community through threats or intimidation to obtain property or money or to otherwise gain advantage.

## ***C. SUSPENSION AND EXPULSION***

Students shall not be suspended or expelled for academic failure. Students shall only be suspended or expelled for violations described in the PCS Pupil Suspension and Expulsion Policy.

This Pupil Suspension and Expulsion Policy has been established in order to promote learning



and protect the safety and well-being of all students at Pacific Collegiate School. In creating this policy, Pacific Collegiate School has reviewed Education Code Section 48900 *et seq.* which describes the non-charter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* Pacific Collegiate School is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as Pacific Collegiate School's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. Pacific Collegiate School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

Pacific Collegiate School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that this Policy and Procedures are available on request at the Principal's office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom Pacific Collegiate School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. Pacific Collegiate School will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom Pacific Collegiate School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

## **A. Grounds for Suspension and Expulsion of Students**

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

## **B. Enumerated Offenses**

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:
  - a) Caused, attempted to cause, or threatened to cause physical injury to another person.
  - b) Willfully used force or violence upon the person of another, except self-defense.
  - c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
  - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.

- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- r) Made terroristic threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out,

which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

- s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 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. This section shall apply to pupils in any of grades 7 to 12, inclusive.
- t) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 7 to 12, inclusive.
- v) Engaged in an act of bullying, including but not limited to, bullying committed by means of an electronic act.
  - 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
    - i. Placing a reasonable student (defined as a student, including but is not limited to, a student with exceptional needs, 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 exceptional needs) or students in fear of harm to that student's or those students' person or property.
- ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
  - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
  - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- 2) "Electronic Act" means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including but not limited to, any of the following:
- i. A message, text, sound, or image.
  - ii. A post on a social network Internet Web site including, but not limited to:
    - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
    - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated.
    - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
  - iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- w) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension but not expulsion, except that a pupil who has been

adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

- x) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
3. Discretionary Expellable Offenses: Students may be recommended for expulsion for any of the following acts when it is determined the pupil:
- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
  - b) Willfully used force or violence upon the person of another, except self-defense.
  - c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
  - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
  - e) Committed or attempted to commit robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.

- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

- r) Made terroristic threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 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. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- v) Engaged in an act of bullying, including but not limited to, bullying committed by means of an electronic act.
  - 1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation,



which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- i. Placing a reasonable student (defined as a student, including but is not limited to, a student with exceptional needs, 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 exceptional needs) or students in fear of harm to that student's or those students' person or property.
  - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
  - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
  - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- 2) "Electronic Act" means the creation and transmission originated on or off the school site, by means of an electronic device, including but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including but not limited to, any of the following:
- i. A message, text, sound, or image.
  - ii. A post on a social network Internet Web site including but not limited to:
    - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
    - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated.
    - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

- iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
  - w) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
  - x) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
4. Non-Discretionary Expellable Offenses: Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.

If it is determined by the Board of Directors that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.