

PALOMAR HIGH SCHOOL

STUDENT HANDBOOK

2024-2025



MOTIVATE * EDUCATE * GRADUATE

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SWEETWATER UNION HIGH SCHOOL DISTRICT MISSION STATEMENT
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Located in the heart of an international border community, the Sweetwater Union High School District ensures a safe, inclusive, collaborative culture that empowers each student to actively engage in a meaningful educational experience to pursue personal and academic success

PALOMAR HIGH SCHOOL MISSION STATEMENT
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Palomar High School, the continuation high school program for the Sweetwater Union High School District exists to serve our community as an alternative educational setting providing an educational option for students who have not found success in the traditional school setting. The staff of Palomar High School believe that with support, encouragement and opportunity every student can succeed. All Palomar graduates should be curious, responsible, life-long learners who leave with the tools needed to participate in the workplace and society.

Palomar students will:

- Be risk-takers in their own learning and demonstrate a curiosity for understanding with a growth mindset.
- Leave with the confidence, literacy and numeracy skills to pursue higher education or their chosen career path.
- Have the skills needed to be active and informed participants in democracy.
- Be empowered with skills necessary to live a physically, emotionally and socially healthy life.

STUDENT LEARNER OUTCOMES

- Students will communicate effectively including written, oral, numeric/quantitative, graphic, and visual modes.
- Students will develop self-management skills that enable them to work effectively both alone and in collaboration with others in order to be active members of their community.
- Students will be critical and independent thinkers that apply knowledge through recognizing problems and formulating appropriate solutions demonstrating usage of 21st century job skills.

YOUR TEACHERS AT PALOMAR HIGH SCHOOL WILL EXPECT YOU TO:

- Learn and prepare for a career
- Have good attendance (all absences require attendance at Tutoring or Saturday School)
- Be in class on time
- Complete assignments and be engaged in classroom learning
- Manage your time so learning happens faster
- Ask for help when you don't understand
- Be respectful to all people and rules

YOUR COUNSELOR AT PALOMAR HIGH SCHOOL CAN HELP YOU:

- Explore course options and alternative ways of graduating from high school
- Answer questions regarding graduation, college, job and career possibilities
- Coordinate services with school specialists and outside agencies for specific needs
- Deal with stress and pressure from home relationships and school
- Explore solutions to personal problems or destructive behaviors and habits
- Help you with a plan to return to your home school

SPECIAL FEATURES OF PALOMAR HIGH SCHOOL:

- College and workplace preparation
- Courses connect school, work, and life
- Educational and career plans
- Options and flexibility in course selection/scheduling
- Plans for returning to your home school
- Opportunity to take up to 10 classes a day (with 3 weeks of perfect attendance)
- Eligible for the Palomar Graduation Plan that requires 31 credits.

PALOMAR HIGH SCHOOL GIVES YOU A DIFFERENT CLASS STRUCTURE:

- There are two school sessions: **AM Session** from 7:40 am to 11:56 am and **PM Session** from 12:23 pm to 4:39 pm.
- There are five periods in the **AM session** and five in the **PM session**. Each period is 47 minutes long.
- Each class has an established contract, which includes direct instruction and independent work. If your teacher agrees, you may receive homework.
- Students demonstrate mastery of content through assessments, which includes 60 hours of actual work and testing per credit.

SPECIAL PROGRAMS AVAILABLE

SOUTHWESTERN COLLEGE COURSE:

Students may take a Southwestern College class, which can be used for high school graduation. See your counselor.

ASSET'S PROGRAM ACTIVITIES

ASSET's activities include field trips, clubs, Panther Pad activities (room 21), activities during break and lunch. The afterschool program also offers extracurricular activities that may include:

- DRIVER'S ED
- TUTORING
- CRAFTS

Listen for announcements on how to sign up for these activities during the year.

ADULT SCHOOL

Any student 18 years old or older may enroll in Adult School classes. Classes are offered in National City (NCA), Chula Vista (CVA), South San Diego (MOA), and San Ysidro (SYA). See your counselor for application forms and information.

OPEN DOOR RESOURCE CENTER

Located in the Palomar High School parking lot, this Family Resource Center provides referrals and access to counseling services, in-home support services, job placement assistance, emergency food and clothing, parenting classes, and community resource information. Operation hours are 8:00 a.m. to 4:00 p.m. Visit or call (619) 407-4840 for more information.

ADMINISTRATION AND SUPPORT STAFF DIRECTORY

Main Office		619-407-4800
Principal	Sesha Haynes	619-407-4800
Principal's Assistant	Alexandra Magana	619-407-4805
Assistant Principal (AP)	Hernan Negrete	619-407-4800
AP Administrative Assistant	Mariel Valdez	619-407-4801
Registrar	Rosalia Rojas	619-407-4806
Attendance Technician	Miriam Espinoza	619-407-4802
Community Relations Facilitator & Library Technician	Brenda Reid	619-407-4803
School Psychologist	Tess Azevedo	619-407-4826
Counselor	Tich Tran	619-407-4820
Counselor	Tino Batista	619-407-4820
Counselor's Assistant	Lyra Motwani	619-407-4821
Main Office -Office Assistant		619-407-4807
Nurse	Michelle Denoyer	619-407-4809
Campus Assistants	Edgar Rodriguez	619-407-4808
ASB Advisors	Carly Garrett/ Rhea Krigger	619-407-4800



Palomar High School

Bell Schedules

Schedule A: Monday-Thursday

AM Schedule		PM Schedule	
Period	Time	Period	Time
0	7:40 - 8:27	LUNCH	11:56 – 12:20
1	8:30 - 9:17	5	12:23 – 1:10
2	9:20 - 10:07	6	1:13 - 2:00
Break	10:07 - 10:14	7	2:03 - 2:50
3	10:17 – 11:04	Break	2:50 - 2:57
4	11:07 - 11:56	8	3:00 - 3:49
LUNCH	11:56 – 12:20	9	3:52 - 4:39

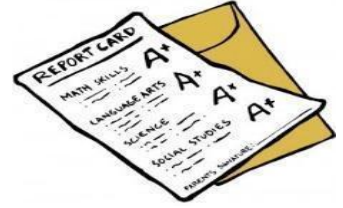
Schedule B: Friday

AM Schedule		PM Schedule	
Period	Time	Period	Time
0	7:57 - 8:27	5	10:49 - 11:19
1	8:30 – 9:00	6	11:22 – 11:52
2	9:03 – 9:33	Break	11:52 – 11:59
Break	9:33 - 9:40	7	12:02 – 12:32
3	9:43 – 10:13	8	12:35 - 1:05
4	10:16 – 10:46	9	1:08 – 1:38

Schedule C: Last Day Minimum

Period	Time	Period	Time
0	8:14 – 8:27	5	9:40 – 9:53
1	8:30 – 8:43	6	9:56 – 10:09
2	8:46 – 8:59	Break	10:09 – 10:15
Break	8:59 – 9:05	7	10:18 – 10:31
3	9:08 – 9:21	8	10:34 – 10:47
4	9:24 – 9:37	9	10:50 – 11:03

Dates to Remember 2024-25



First Day of Semester 1	July 24
Labor Day	September 2
Fall Break	September 23 - October 4
Students Return from Fall Break	October 8
Veteran's Day	November 11
Thanksgiving Break	November 25 – 29
Winter Break	December 23 - January 10
Students Return from Winter Break	January 14
Martin Luther King Jr. Day	January 20
President's Days	February 14 & 17
Spring Break	March 24 - April 4
Students Return from Spring Break	April 7
Memorial Day	May 26

Progress & Semester Report Card Dates	
Grade Day 1: Friday, September 6, 2024	Grade Day 4: Friday, February 28, 2025
Grade Day 2: Friday, November 1, 2024	Grade Day 5: Friday, April 25, 2025
Grade Day 3: Friday, December 20, 2024	Grade Day 6: Friday, June 6, 2025

Sweetwater Union High School District

GRADUATION REQUIREMENTS

Palomar High School Grad Plan

- 6 English credits
- 4 Math credits (Integrate IA - Integrated IIIB)
- 4 Science credits (Biology & Earth Science)
- 6 Social Science credits
- 1 Health Education credit
- 2 Fine Arts credits or 2 World Language Credits
- 4 Physical Education credits
- 4 College/Career Pathways credits

31 Credits Total

SUHSD Graduation Plan

- 8 English credits
- 8 Social Science credits
- 1 Health Education credit
- 6 Math credits (must complete integrated math sequence)
- 4 Science credits
- 4 Physical Education credits
- 2 Fine Arts credits
- 4 World Language credits
- 7 Electives credits

44 Credits Total

Community Service hours dependent on grade level.

To earn credits towards graduation at Palomar High School, you must:

- complete course competencies/requirements/contracts
- 60 hours minimum of contract work, not seat time

STUDENT EXPECTATIONS

I will:

- Respect all people and follow all Palomar school rules and dress guidelines.

- Attend school regularly, arrive on time and remain on campus until the end of my school day.
- Leave campus when my school day is completed.
- Not trespass on any other school campus during school time.
- Always keep the peace with all students.
- Use my cell phone only during breaks and when my teachers permit.
- Always use appropriate language that doesn't offend anyone.
- Not gossip or instigate problems with others.
- Listen and comply with school authorities when asked.
- Always do my own work and not copy or plagiarize assignments.
- Protect all school personal and private property.
- Respect all students and adults on campus.
- Keep drug and alcohol free.

13TH GRADERS EXPECTATIONS

- All 13th graders or 18+ year-old students will be placed on a contract.
- An attendance average of 90% is required.
- To remain at Palomar, you may not have any behavior issues or suspensions.
- We absolutely expect you to support yourself through excellent behavior, attendance, and attitude as you work your way towards graduation.

POLICIES, PROCEDURES, AND EXPECTATIONS *(in alphabetical order)*

ACADEMIC HONESTY POLICY

The following are NOT acceptable behaviors and actions at Palomar High School and are in direct violation of the Academic Honesty Policy of any school, district, state and national tests.

- **Cheating:** Any intentional giving/discussing/using of external assistance relating to an examination, test or quiz, without the expressed permission of the teacher.
- **Fabrication:** Any intentional falsification or invention of date, citation or other authority in an academic exercise.
- **Forgery:** Any simulated signing of another person's name to any such writing whether or not it is also the forger's name; falsely making or altering a writing by which the legal rights or obligations of another person are apparently affected.
- **Plagiarism:** Any intentional use of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published/copyrighted material whether written or visual, and/or the work of other students.
- **Theft or alteration of materials:** Any intentional or unauthorized taking, concealment or alteration of student, teacher, office or library materials.
- **Pattern of test avoidance:** A pattern of absences on test days or major report due dates for the apparent advantage of performing better on the make-up test or for gaining extra work/study time.
- **Abusive conduct with computers, local area networks and Internet:** Such conduct includes, but is not limited to, damage or theft of system hardware or software; altering of any system software or software configurations; placing unlawful information, computer viruses, or harmful programs on any computer; pirating (copying/stealing, copyrighted software).
- **Unauthorized electronic entry:** Any entry to a computer or computer systems without permission.
- Any access, downloading and/or printing of materials, which would be considered **inappropriate, pornographic, unlawful, obscene or otherwise offensive or objectionable** by any school community member.

All students will have due process in the handling of the above infractions. Penalties for infractions include but are not limited to: parent notification, lowering of academic and/or citizenship grade, Saturday School, and/or suspension.

ATTENDANCE POLICY

State law requires you to attend your assigned classes every day school is in session.

We expect you to be here 100 percent of the time. 90% attendance is the minimum acceptable at Palomar for all 13th graders and also to be eligible for any and all privileges such as: Grad Nite, field trips, schedule changes, extended day schedules, and special classes. If attendance falls below 80% students may be transferred back to their home school or to an alternative site.

Acceptable attendance requires that you accumulate no more than three (3) full-day excused absences during a 6-week grading period. If you have excessive absences, you will be referred to the Assistant Principal for a parent conference and risk being dropped from Palomar High School.

Verified Absence:

- Medical and dental appointments (student and/or their children)
- Illness
- Quarantine
- Bereavement
- Participation in religious services
- Court ordered appearance
- Naturalization ceremony
- Spending time with immediate family member who is an active military on leave from deployment in a combat zone



Unexcused (Non-Truant) Absence and Truancy: Any absence not defined as verified including a verified truancy must be made up at Saturday School or by attending 3 days of tutoring class. Falling below 90% in actual attendance will result in a loss of privileges.

ABSENCE PROCEDURES

Parents/guardians are required to call the attendance office at (619) 407-4802 to report an absence.

The Sweetwater Union High School District has **two new attendance regulations:**

1. It is the **parent's responsibility** to notify the school within **10 days** to clear the pupil's absence. Absences not verified **10 days** after the student returns to school will become
2. truant for the remainder of the school year unless the student attends Saturday School and/or tutoring to clear the absence.
3. The Sweetwater Union High School District has established that it is reasonable to be absent 1 day a month (equivalent to **5 days** in a semester or **10 days** in a school year). Students who have more than **5 days** of unverified absences per semester or **10 excused absences** during the year may be placed under an **"Excessive Absence Contract."**

If a parent/guardian does not call the attendance office, a Blue Slip or signed note upon the return to school must be turned in. After 48 hours the absence may remain unexcused. Parents should check student attendance on a weekly basis.

TARDY PROCEDURES

Learning the responsibility of punctuality is important. Disruptions caused by tardiness distract teachers and students and affect the educational process.

A.M. Session students who are habitually tardy may be assigned to the P.M. session.

Students who are habitually tardy will be referred to the Assistant Principal and a parent conference will be required.

[California Education Code Section 48260](#) provides more detail on compulsory school attendance. A student under 18 who is absent 3 or more times in a school year without an excuse is considered a habitual truant.

Palomar High School is a **closed campus**. Students may not leave campus **without an Off-Campus Permit**. Students who do so will be considered truant. Off-Campus Permits must be obtained prior to leaving school.

Students who are habitually truant and are referred to the district Student Attendance Review Board (SARB).

CELL PHONE POLICY

Students may bring and use electronic and mobile communication devices while on campus. Using such devices **must not** disrupt the educational program or school activities at any time. They **must not** be used for illegal or unethical activities, such as filming or recording others without their consent, or cheating on assignments/tests.

Permitted devices shall:

- Be turned off during class time and at any other time directed by a district employee.
- Not disrupt the educational program or school activity. If a disruption occurs, the employee can direct the student to turn off the device and/or confiscate it.

Confiscated Devices Procedure:

- First time:** Students can pick up their device from the administration office after school.
- Second time:** Parents must pick up student devices from the administration office after school.
- Third time:** Parents can pick up student devices and a consequence will be assigned.
- A student who violates this policy may be prohibited from possessing a mobile communication device at school or school related events and/or may be subject to further discipline. ([California Education Code 48901.5](#)).

Photography, recording and/or videotaping of any person without his/her knowledge, permission or consent is illegal.

Palomar High School is not responsible for loss or theft of electronic devices brought to school and not responsible for investigating or reimbursing students for lost or stolen electronic devices.

STUDENT BEHAVIOR & RESPONSES/INTERVENTIONS

For details please click on [California Education Code](#) or [SUHSD Board Policy - Suspension](#)

Student Behavior	Response /Intervention/Support	Comments
Violation of Dress Guidelines	1st: A loaner shirt will be issued 2nd: Loaner shirt and phone call made to parents 3rd: Parent conference	
Fight	Suspension 1-5 days Parent meeting regarding future placement	May result in expulsion if fight causes a serious injury
Attempting to cause physical injury	Conflict Resolution required Depending on circumstances may be suspended	May result in transferring to another school, if it creates an unsafe environment
Non-cooperative; disruptive behavior	Parent conference Suspension from class Restorative meeting	Students are expected to be respectful and follow rules
Possession / Use of weapon	Suspension for possession of a knife or other dangerous object.	

	5 day suspension and expulsion for possession of firearms, explosive; brandishing a knife.	
Possession / Use of drugs	Response would be suspension and possible law enforcement notification. Referral to drug rehab program Drug counseling strongly <u>encouraged</u>	You can be evaluated by the nurse if you appear to show signs of being under the influence.
Use of cell phones during class	Teacher communicates class expectations and refers to administration if issue is chronic	Teachers can request your phone not to be accessed during class.
Harassment of any kind (sexual, verbal, physical)	Refer to sexual harassment policy. Response would be dependent on circumstances (Suspension to expulsion)	Everyone has a right to be safe and comfortable at school.
Graffiti /Gang writing on books, worksheets, binders, paper, walls, desks, etc.	Meeting with administration Restitution for school/district property damaged	Depending on the severity of the graffiti and vandalism, you might be transferred to another educational program.

Smoking, vaping or possession of tobacco or nicotine delivery device	First time – warning Subsequent occurrences - Suspension	Smoking is not allowed within 1/2 block of our campus.
Profanity directed toward an adult	Parent notification and Conflict Resolution required	May require parent meeting and other consequences, if severe or repeated
Vandalism / Theft	Suspended 1-5 days Possible transfer to another instructional program	Restitution may be required for damages
Plagiarism/Cheating	No credit or Hours for that assignment Parent conference may be required	

Trespassing at another school campus	Parent conference	
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DRESS GUIDELINES

Palomar High School Student Dress Guidelines

Palomar High School expects that all students will dress in a way that allows for active participation in class activities or school sponsored events. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress guideline enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained with these dress guidelines.

1. **Basic Principle: Certain body parts must be covered for all students at all times.**
Clothes must be worn in a way such that genitals, buttocks, breasts and nipples are fully covered with opaque fabric. However, cleavage does not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.
2. **Students Must Wear**, while following the basic principle of Section 1 above:
 - a. A **shirt** (with fabric in the front, back and on the sides under the arms). **AND**
 - b. **Pants/jeans or equivalent** (for example a skirt, sweatpants, leggings, a dress or shorts). **AND**
 - c. **Shoes.**
3. **Students May Wear**, as long as these items do not violate Section 1 above:
 - a. Hats - hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
 - b. Religious headwear
 - c. Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
 - d. Fitted pants, including opaque leggings, yoga pants and "skinny jeans"

- e. Pajamas (as long as this is done in a way that does not violate Section 1 above)
- f. Ripped jeans, as long as underwear and buttocks are not exposed
- g. Tank tops, including spaghetti straps, halter tops
- h. Athletic attire
- i. Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- a. Violent language or images
- b. Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- c. Bullet proof vest, body armor, tactical gear, or facsimile.
- d. Images or language depicting/suggesting hate speech, profanity, and/or pornography.
- e. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- f. Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed).
- g. Swimsuits
- h. Accessories that could be considered dangerous or could be used as a weapon.
- i. Any item that obscures the face or ears (except as a religious observance or as Personal Protective Equipment (PPE)).

5. Dress Guidelines Enforcement

To ensure effective and equitable enforcement of these dress guidelines school staff shall enforce the dress guidelines consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- a. Students will only be removed from spaces, hallways, or classrooms as a result of a dress guideline violation as outlined in Section 1 and 4 above. Students in violation of Section 1 and 4 will be provided these options:
 - i. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - ii. Students will be provided school loaners, which will be returned at the end of the school day.

- iii. Students will experience the logical consequences of their clothing choices. For example, inappropriate footwear may lead to losing the day's hour in PE.
 - iv. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- b. No student should be affected by dress guideline enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type or body maturity.
- c. School staff shall not enforce the school's dress guidelines more strictly against transgender and gender nonconforming students than other students.
- d. Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but not limited to:
 - i. Kneeling or bending over to check attire fit;
 - ii. Measuring straps or skirt length;
 - iii. Asking students to account for their attire in the classroom or in hallways in front of others;
 - iv. Calling out student in spaces, in hallways, or in classrooms about perceived dress guideline violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistband and straps on undergarments are permitted; and
 - v. Accusing students of "distracting" other students with their clothing.

These dress guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies and Grad Nite, with the exception of events that require assignment-specific attire, i.e. professional, public speaking, and job readiness field trips.

FIELD TRIPS

- All Palomar rules apply on field trips.
- You are an ambassador for your school.
- Good attendance is expected.
- It is expected that you are earning credits.

- The expectation is that you behave always in an appropriate manner both at school and away from school.

HALL PASSES

Hall passes will be given by your teacher only. There are no passes during the first 10 minutes and the last 10 minutes of class. If you are having an emergency, your teacher can issue you a pass to the nurse, where you will be required to sign in to verify your emergency. Use restrooms during *appropriate* breaks.

LUNCH

LUNCH APPLICATIONS: All students will receive free lunch during the 2023-24 school year due to the USDA extending this opportunity to students. A lunch application does not need to be completed at this time, you will receive more information later in the year regarding a form taking place of the lunch application all families will complete to secure funding for our school.

BRINGING LUNCH: Students can bring lunch from home but are ***not allowed*** to have food delivered to school. Food deliveries to the school will be denied. For the safety of our students and staff, Palomar High School is a closed campus. Students cannot leave campus to get and/or purchase food for lunch and then return.



NURSE'S OFFICE

HEALTH OFFICE PASS: All students must have a **goldenrod** hall pass in their possession to be seen in the health office during class time. A pass to the nurse is not needed during break or lunch.

EYE EXAM: Students who have difficulty with their vision can be evaluated and a referral made by the nurse, if needed.

ILLNESS: Due to COVID, you should not come to school if you feel ill. If you become or feel ill while at school, you must see the nurse to be evaluated. The nurse will call your parent/guardian. Do not call your parent/guardian to pick you up prior to seeing the nurse or your absence will be unexcused.

INJURY: If an injury occurs at school, report it to any staff member immediately and go to the health office for an evaluation.

PHYSICAL EDUCATION (P.E.) EXCUSES: These are obtained from the nurse prior to the start of your PE class and are not to be obtained during any class period. Bring a note from your parent/guardian, or a formal medical excuse before school or during break.

MEDICATION: Medication is not allowed on campus unless prescribed by a doctor from the United States (*instructions or prescriptions from doctor's outside of the United States are not acceptable*).

Medication that is needed must have the Physician's Recommendation for Medication form signed by the doctor who prescribed it. You may obtain this necessary form from the nurse.

When medication is brought to school, it must be kept locked in the health office. Keeping any medication, including any over-the-counter products (drugs) in the student's possession while at school is grounds for disciplinary actions, unless otherwise indicated by a physician.

IMMUNIZATIONS (VACCINATIONS) are required by California State Law. All students must show proof of adequate vaccinations in order to be and remain enrolled in school. This includes the T-dap (whooping cough) vaccine.

COVID PRECAUTION REMINDERS: Wash your hands or use hand sanitizer frequently throughout the day, but especially after visiting the restroom and before you eat. Finally, if you feel sick, stay home and notify the school.

OVERALL GOOD HEALTH: Eat breakfast prior to starting your school day. Eating healthy foods provides fuel to your body, allowing you to concentrate and focus on your studies so you can do well!

ORIENTATION CLASS

The two-week Orientation Class is a chance for you to get to know how Palomar works and how you earn credits. If you have questions, ask your counselor or your Orientation Class teachers. They are here to help. When you succeed, they succeed!

After completing Orientation Class, you should know:

- How many credits you need to graduate.
- Your counselor and how they can help you succeed.
- The consequences of missing school.
- That you can be successful at Palomar and beyond.

PARENT INVOLVEMENT POLICY

As parents and/or caregivers are partners in the education of their high school students, it shall be the policy at Palomar High School to:

- Invite all parents to attend an annual meeting at which the School Plan for Student Achievement (SPSA) including the Title I, SCE and LEP components and their requirements are discussed.

- Allow contribution of suggestions and revisions of programs by parents and to respond to parents contributions through the allocation of time at all meetings involving parents.
- Provide time for the School Site Council (SSC) and parent committees to review, modify, and approve the School Plan and all categorical budgets

Provide information regarding the school's programs through:

- New student orientation
- Parent Orientation Meeting
- English Learner Parent Meetings
- Project-Based Learning Night/Family Night
- FAFSA/ Financial Aid/ Scholarship Night
- Invitations to participate on the School Site Council, School-wide Focus Groups, and school committees
- Personal contacts by teachers and counselors
- School website, school social media and the Palomar App

Provide parents with timely information about:

- Student progress, attendance and behavior
- School test results
- Types of assessments
- School curriculum
- Intervention programs
- Student graduation requirements

PROHIBITED ITEMS

[California Education Code 48900](#) and [SUHSD Board Policies](#) prohibits the following items on campus:

- Explosives of any kind, including stink bombs, fireworks, and shells
- Alcohol, energy drinks, controlled drugs, tobacco products and drug paraphernalia including but not limited to, rolling papers, lighters, eyedrops, vaping products, and/or devices.
- Dangerous objects, and/or weapons - firearms, knives, pepper spray, stun guns, etc.
- Obscene, pornographic or misogynistic materials
- Graffiti-marking pens, spray paint, and drill bits
- Laser beam pointers

SAFE AND SECURE CAMPUS

Palomar High School always supports a safe and secure campus. School rules are consistently enforced. You are expected to know the school rules and to be respectful to all. *Report any concerns to the **Assistant Principal**.* [Nondiscrimination Policy 0410](#) and [5145.3](#)

Breaks and lunchtime are an opportunity for you to treat each other with respect and dignity.

- Be respectful
- Clean up after yourself, keep the campus clean
- Return to class **IMMEDIATELY** when the bell rings

Harassment hurts everyone involved including the harasser. **EVERYONE** has the right to feel and be safe at school. Palomar High School and the Sweetwater Union High School District **will not** tolerate any harassment of students.

Harassment can be VERBAL or PHYSICAL. This is behavior that makes someone else feel uncomfortable or unsafe, whether or not it is unintentional.

Actions or behaviors that might constitute HARASSMENT include but are not limited to:

- **SEXUAL** - touching others and/or yourself on intimate parts of the body, including kissing, pats on the behind, fondling, etc.
- **PHYSICAL** - invading personal space or obstructing one's movement.
- **VERBAL** - whistling, cat calls, descriptions and/or comments about body parts, unwelcome jokes, suggestive tone of voice, propositions, name calling, racial slurs, smacking lips, inappropriate comments.
- **VISUAL** - offensive pictures or drawings, put downs, negative comments towards a person's sexual orientation, hand gestures to suggest harm, tongue movements, lewd wings, ogling, gestures that simulate sexual behavior etc.

REUNIFICATION LETTER

The Reunification Letter on the following page is updated and sent home at the start of each school year. It contains important information about what to expect in the event of a major emergency where all students need to be picked up at the same time. As always, student safety is our paramount concern and in such an event, patience and cooperation will be needed.

CARTA DE REUNIFICACIÓN

La Carta de la Reunificación en la siguiente página se actualiza y envía a casa al comienzo de cada año escolar. Contiene información importante acerca de lo que puede esperar en caso de una emergencia importante en el que todos los estudiantes deben ser recogidos al mismo tiempo. Como siempre, la seguridad del estudiante es nuestra principal preocupación y en dado caso, su paciencia y cooperación será necesaria

Palomar High School
480 Palomar Street · Chula Vista, CA 91911-3098

Motivate * Educate * Graduate

Principal: Sesha Haynes • Assistant Principal: Hernan Negrete

Dear Parents/Guardians:

In case of a school emergency or a natural disaster, such as an earthquake, you need to be aware of our school's plan for releasing your child. First and foremost, remain calm. Remember, it is our primary concern that students remain safe at all times, and that there is an orderly dismissal and release of our students. We will issue notification for student release via School Messenger phone calls. If all parents/guardians arrive at our school at approximately the same time to pick up students, everyone's understanding, cooperation and patience will be essential to our plan.

Walking to school to pick up your child would be best. Parking will be very limited. If you must drive, be prepared to park at least three blocks from the school. **Do not plan to park in school parking areas as it may interfere with getting emergency fire, medical and/or police vehicles into school. Proceed immediately to our Student Request Area at the entrance of the parking lot.**

For the safety of every child, we must document to whom each child is released. When you arrive at school, proceed to the Student Request Area, and plan to do the following:

1. Sign Emergency Information Card
2. Sign Student Release Log
3. Be prepared to present a picture identification card upon request.
4. A runner will go to the Assembly Area, get your child, and bring him/her to the Release area.
5. After completing the paperwork, wait for your child to arrive and leave immediately.
6. In the event students are not picked up, staff will keep students housed in a designated area.

It will take some time for the orderly dismissal of all our students, so please be patient and be prepared to wait. The less confusion, the quicker students will be reunited with parents/guardians.

REMINDER: Your child will be released only to those listed on the Emergency Card. It is therefore imperative that you keep information on your child's Emergency Card up to date. Know also that for any reason your child is not picked up, he/she will be placed in an alternate place of safety.

These procedures should be shared with everyone you list on the Emergency Card so they are familiar with our plan and these concerns.

Thank you for your cooperation.

Sincerely,
Miriam Duggan, Principal

"Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics."
SUHSD Board Policy 0410.

Palomar High School
480 Palomar Street · Chula Vista, CA 91911-3098

Motivate * Educate * Graduate

Principal: Miriam Duggan • Assistant Principal: Hernan Negrete

Estimados padres de familia o tutor:

En caso de emergencia escolar o desastre natural, como sería un terremoto, usted debe tener pleno conocimiento del plan que sigue la escuela para entregarle a sus hijos. Lo primero y más importante es mantener la calma. Recuerde que nuestra mayor preocupación es que los estudiantes se mantengan a salvo en todo momento, y que se establezca un procedimiento ordenado de entregar a los estudiantes con sus padres. Nosotros notificaremos a los padres o al tutor para que recoja a su hijo(a) a través del sistema de teléfonos. La paciencia, cooperación y comprensión de todos es esenciales para llevar a cabo este plan ya que todos los padres o tutores llegarían a la escuela al mismo tiempo a recoger a sus hijos.

La mejor opción será que usted camine a la escuela para recoger a su hijo (a). Si usted decide recoger a su hijo en automóvil, prepárese para estacionarse por lo menos a tres cuadras de la escuela porque el estacionamiento va a estar muy limitado. **No planea ocupar las áreas de estacionamiento escolar porque obstaculizaría los lugares de estacionamiento para los vehículos de bomberos, ambulancias, y policía. Proceda inmediatamente al área designada para Solicitar a los Estudiantes localizada en por la entrada al estacionamiento.**

Por la misma seguridad de sus hijos debemos llevar un registro de cada estudiante que le es entregado a sus padres o tutor. Cuando usted llegue a la escuela, diríjase al área designada para Solicitar a los Estudiantes, y prepárese para proceder de la siguiente manera:

1. Firme el documento que contiene la información de emergencia.
2. Firme la bitácora de Entrega del Estudiante
3. Esté preparado para mostrar una identificación con fotografía en el momento que se lo pidan.
4. Una persona irá al área donde se llevan a cabo las asambleas para traer a su hijo (a) al área de entrega.
5. Después de terminar el papeleo, espere la llegada de su hijo para después proceder a abandonar el plantel inmediatamente.

Entregar a todos los estudiantes tomará algo de tiempo, por eso les pedimos que sean pacientes y que estén preparados para esperar. Mientras menor sea el grado de confusión, más pronto podremos reunir a los estudiantes con sus padres o tutor.

RECORDATORIO: Únicamente podemos entregar a los estudiantes a la persona (s) que aparece en el documento de emergencias del estudiante, por esta razón es muy importante que esta información se mantenga actualizada. Si por la razón que fuere a su hijo no se le recoge, se le va a llevar a un lugar alternativo de seguridad.

Estos procedimientos deben compartirse con todas las personas que aparecen en la lista del documento de emergencias del estudiante para que estén familiarizados con nuestro plan y con los factores que deben tomarse en cuenta.

Les agradecemos su cooperación.

Atentamente:

Miriam Duggan, Directora

"Los programas y actividades del distrito escolar de Sweetwater Union deberán estar libres de discriminación basada en género, sexo, raza, color, religión, ascendencia, origen nacional, identificación con un grupo étnico, estado civil o discapacidad física o mental, orientación sexual o por la percepción de una o más o de dichas características."
Política 0410 del Consejo de SUHSD.

Student Expectations

I will:

- ☐ Respect all people and follow all Palomar school rules and dress guidelines.
- ☐ Attend school regularly, arrive on time and remain on campus until the end of my school day.
- ☐ Leave campus immediately when my school day is completed.
- ☐ Not trespass other school campuses during school time.
- ☐ Always keep the peace with all students.
- ☐ Use my cell phone only during breaks.
- ☐ Always use appropriate language that doesn't offend anyone.
- ☐ Not gossip or instigate problems with others.
- ☐ Listen and comply with school staff when asked.
- ☐ Always do my own work and not copy or plagiarize assignments.
- ☐ Respect all school, personal, and private property
- ☐ Respect all students and adults on campus
- ☐ Keep my body clean from drugs and alcohol.

I understand that if I don't keep any part of this agreement it may result in suspension, and/or alternative placement. Some offenses may result in restitution and possible expulsion from the Sweetwater Union High School District.

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

SUHSD POLICY AND PROCEDURES

[Board Policy 0410 Nondiscrimination In District Programs and Activities](#)

[Board Policy 1312.3 Uniform Complaint Procedures](#)

[Administrative Regulation 1312.3 Uniform Complaint Procedures](#)

[Board Policy 5145.3 Nondiscrimination/Harassment](#)

[Administrative Regulation 5145.3 Nondiscrimination/Harassment](#)

[Board Policy 5145.7 Sexual Harassment](#)

[Administrative Regulation 5145.7 Sexual Harassment](#)

[Administrative Regulation 5145.71 Title IX Sexual Harassment Complaint Procedures](#)



Reporting Sexual Harassment

What is sexual harassment?

Prohibited types of conduct which may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual flirtations or propositions.
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, notes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single gender class.
- Touching an individual's body or clothes in a sexual way.
- Purposefully cornering or blocking normal movements.
- Limiting a student's access to educational programs or resources.
- Displaying sexually suggestive objects, drawings or photographs.
- Profanity, inappropriate offensive & profane language (without intent to harm).
- Sexual assault, sexual battery, or sexual coercion.
- Electronic communications containing comments, words, or images described above.

How do I report an incident?

Report the incident to a teacher, counselor, assistant principal, principal, or other school staff member.

School Contact: **Miriam Duggan**, Principal

Palomar High (619)407-4800 | miriam.duggan@sweetwaterschools.org

The District has a responsibility to promptly investigate complaints in accordance with the law and District Administrative Regulations (AR) 5145.7 and 5145.71. Within one school day of receiving such a report, the school employee shall forward the report to the principal or the district's compliance officer. The student who is complaining shall have an opportunity to describe the incident, present witnesses and other evidence of the harassment, and put the complaint in writing. The principal or designee will tell the student who complained that he/she has the right to file a formal complaint at any time in accordance with the District's uniform complaint procedures (UCP) in AR 1312.3 or with local law enforcement. Both the student who is complaining and the individual against whom the complaint is made will have the right to appeal the District's decision. The District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For questions or complaints, contact Chief Compliance Officer/Title IX Coordinator, Susan Park at 670 L Street, Suite G, Chula Vista, CA 91911, (619) 600-4900, compliance@sweetwaterschools.org; and Section 504 Coordinator Sonia Picos at 1130 Fifth Avenue, Chula Vista, CA 91911, (619) 691-5564, sonia.picos@sweetwaterschools.org



Denuncia de acoso sexual

<p>¿Qué es el acoso sexual?</p>	<p>Los tipos de conducta prohibida que pueden constituir acoso sexual incluyen, sin limitarse a:</p> <ul style="list-style-type: none"> • Coqueteos o proposiciones sexuales no deseadas. • Calumnias de tipo sexual, miradas lascivas, epítetos, amenazas, abuso verbal, comentarios despectivos, o descripciones sexualmente degradantes. • Comentarios verbales gráficos sobre el cuerpo de una persona o conversaciones demasiado personales. • Chistes, notas, historias, dibujos, imágenes, o gestos sexuales. • Difundir rumores de tipo sexual. • Burlas o comentarios sexuales sobre alumnos matriculados en un grupo predominantemente de un solo género. • Tocar el cuerpo o la ropa de una persona de manera sexual. • Acorralar o bloquear deliberadamente los movimientos normales. • Limitar el acceso del alumno a programas o recursos educativos. • Mostrar objetos, dibujos, o fotografías de índole sexual que sean sugestivos. • Blasfemias, lenguaje inapropiado ofensivo y profano (sin intención de dañar). • Agresión sexual, agresión física de tipo sexual o coerción sexual. • Comunicaciones electrónicas que contengan comentarios, palabras, o imágenes descritas en los puntos anteriores.
<p>¿Cómo denuncio el incidente?</p>	<p>Denunciar el incidente a un maestro, consejero, subdirector, director u otro miembro del personal escolar. Persona de contacto en la escuela: Miriam Duggan, directora, Palomar High (619) 407-4800 miriam.duggan@sweetwaterschools.org</p>

El Distrito tiene la responsabilidad de investigar inmediatamente las quejas conforme a la ley y las regulaciones administrativas del distrito, es decir, (AR)5145.7 y 5145.71. En el lapso de un día escolar a partir de recibir dicha denuncia, el empleado del plantel escolar someterá el informe de la denuncia al director o al oficial de cumplimiento del distrito. El alumno denunciante tendrá la oportunidad de describir el incidente, presentar testigos y otra evidencia del acoso, y someter la queja por escrito. El director o la persona asignada le explicará al alumno denunciante su derecho a presentar una queja formal en cualquier momento de acuerdo con los procedimientos uniformes de quejas (UCP*) del distrito en la AR 1312.3 o con la policía local. Tanto el alumno que presenta la queja como la persona contra quien se presenta la queja tendrán derecho a apelar la decisión del Distrito.*

El distrito Sweetwater Union High School District prohíbe la discriminación, la intimidación, el acoso (que incluye el acoso sexual), o la intimidación escolar (bullying) en función percibida o real de edad, ascendencia, color, discapacidad, género, identidad de género, expresión de género, estado migratorio, nacionalidad, raza, u origen étnico, religión, sexo, orientación sexual, de la persona; o por asociación con una persona o un grupo con una o más de dichas características percibidas o reales. En caso de preguntas o quejas, favor de comunicarse con Susan Park, Coordinadora del Título IX en el 670 L Street, Suite G, Chula Vista, CA 91911, teléfono (619) 600-4900, compliance@sweetwaterschools.org; y con Sonia Picos, Coordinadora del Artículo 504 en el 1130 Fifth Avenue, Chula Vista, CA 91911, (619) 691-5564, sonia.picos@sweetwaterschools.org.

*(*Por sus siglas en inglés.)*