

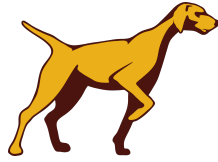
Point Loma High School



Student Handbook

2024-25

"Home of the Pointers"



Welcome to the 2024-25 School Year!

The beginning of the school year is always exciting, and this is especially true at Point Loma High School (PLHS)! PLHS has many opportunities and possibilities for learning, both in and out of the classroom. Every year our senior students tell us that their advice to future students is to study hard, stay focused, and to get involved in the many activities at PLHS.

We have designed this *Student Handbook* with information you will need to be prepared and organized. The *Student Handbook* has pages that are full of information including important dates, holidays, schedules; PLHS contact information, graduation and college credit requirements, clubs, requirements for involvement in sports and other extracurricular activities. PLHS rules, regulations and expectations for students are also included.

The staff at PLHS is here to support you. Get to know your counselors, teachers, and support staff, ask questions, and set high academic goals for yourself. Using your *Student Handbook* will help you be organized, informed and prepared.

Have a great school year!

Disponible en español, llamar a la escuela al número (619) 860-5000 ext. 3022

Alma Mater

Here's to you
Point Loma High School
Lifting high our voice in praise
We'll honor thee
And loyal be
Throughout all our days
Spread far the fame
Of her fair name,
Wave again
The dear old banner,
Unto blue skies we proclaim
HAIL!
Point Loma High!





2335 Chatsworth Boulevard, San Diego, CA 92106

Phone: (619) 860-5000

Fax: (619) 758-9858

Office Hours: 8:00 AM – 4:00 PM

www.PointLomaHigh.com

Instagram: @pointlomahs1925

Facebook: www.facebook.com/PointLomaHigh/

Twitter: www.twitter.com/ptlomahs

ADMINISTRATORS

David Jaffe	Principal	x 3021
Dana Tolomeo	Assoc. Principal (A-K)	x 3003
Randee Matuk	Assoc. Principal (L-Z)	x 3002

COUNSELORS

Sydney Kerr	A - Esl	x 3057
Cally Fallenstein	Esp-Leu	x 3059
Sarah Brandl	Lev-Reg	x 3055
Evelyn Uribe	Reh-Z	x 3056

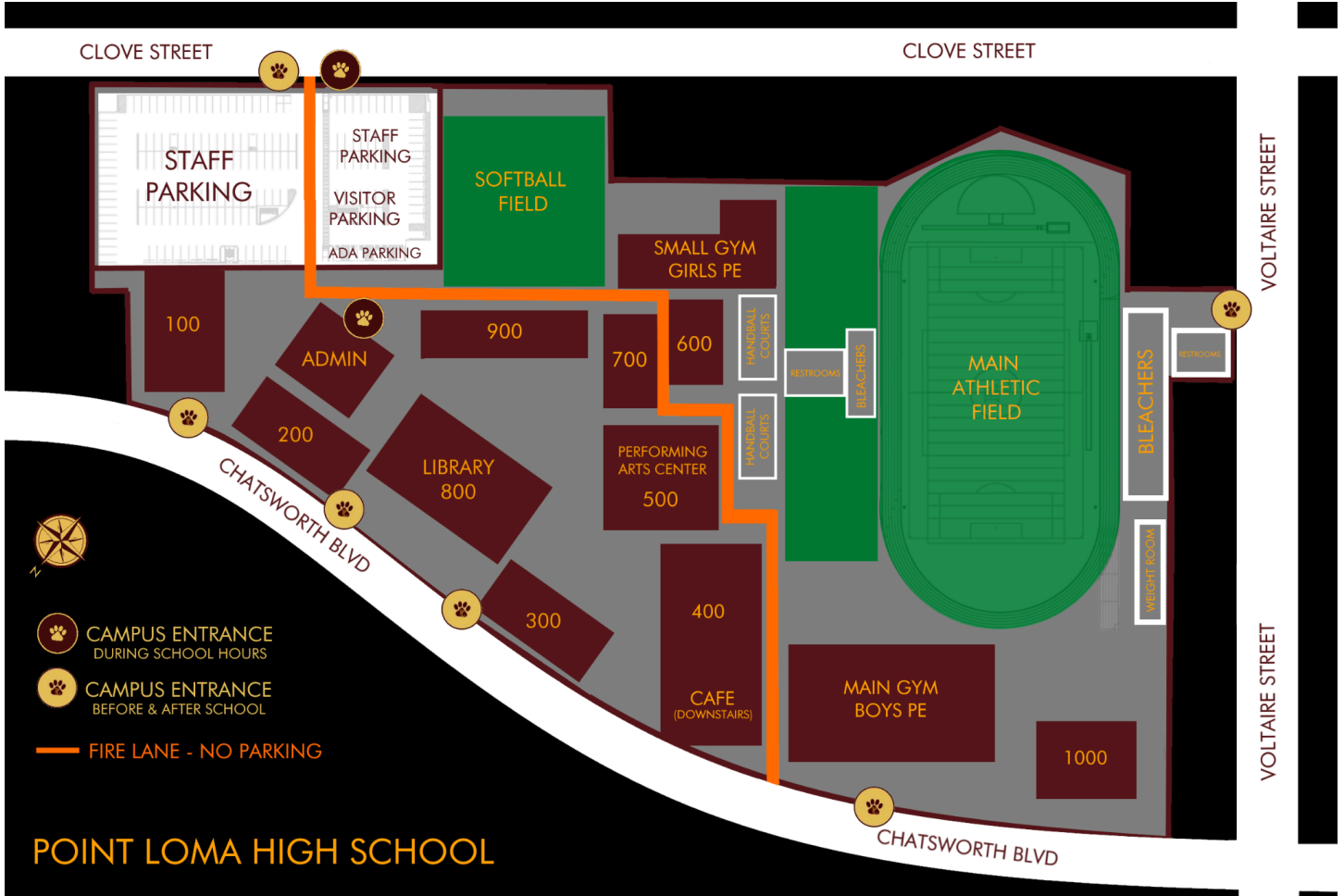
*counselor breakdown is subject to change

OFFICE SUPPORT STAFF

Administrative Assistant	x 3021
Athletic Director	x 2453
Attendance (Eng/Esp)	x 3023
Cafeteria	x 3060
Counseling Office	x 3025
Custodial Office	x 2403
Enrollment	x 3022
Financial Office	x 3026
Health Office	x 3050
Library	x 2802
Registrar/Transcripts	x 3024
Site Tech	x 3066
Transportation	x 3028
Front Desk	x 3020

If you witness a crime on or off campus, you are encouraged to call:
1-888-580- TIPS

CAMPUS MAP



THE POINTER WAY

Upon graduation from Point Loma High School, all students should be responsible, contributing life-long learners and members of a global society.

All students will be:

***Complex Thinkers
Effective Communicators
Responsible Self-Directed Workers
Involved Citizens***

School Calendar

Grading Periods for 1st Semester

Progress Report 1: August 12 – September 20, 2024

Progress Report 2: September 23 – November 1, 2024

1st Semester Ends: December 20, 2024

Grading Periods for 2nd Semester

Progress Report 3: January 7– February 13, 2025

Progress Report 4: February 18 – March 28, 2025

2nd Semester Ends May 29, 2025

DATES TO REMEMBER 2024–2025

School Closed

September 7, 2024	Labor Day Holiday
October 4, 2024	Non-Instructional Day
November 10, 2024	Veterans’ Day Observance
November 25–29, 2024	Thanksgiving Break
Dec. 23, 2024– Jan. 6, 2025	Winter Break
January 20, 2025	Martin Luther King, Jr. Day
February 14, 2025	Lincoln’s Birthday Observance
February 17, 2025	Washington’s Birthday Observance
March 7, 2025	Non-Instructional Day
March 31–April 4, 2025	Spring Break
May 26, 2025	Memorial Day

POINT LOMA HIGH SCHOOL 2024-25 BELL SCHEDULE CALENDAR

AUGUST

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
											E	C	C	C	C			E	C	C	C	C			E	C	C	C	C	

SEPTEMBER

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	*	C	C	C	C			E	C	C	C	C			E	C	C	C	A			E	C	C	C	C		E	

OCTOBER

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
C	C	C	*			E	C	C	C	C			E	C	C	C	C			E	C	C	C	C			E	C	C	C

NOVEMBER

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
C			E	C	C	C	C			*	C	C	C	C			E	C	C	C	C			*	*	*	*	*	

DECEMBER

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	E	C	C	C	A			E	C	C	C	C			E	C	C	F	F			*	*	*	*	*		*	*	

JANUARY

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
*	*	*			*	C	C	C	C			E	C	C	C	C			*	C	C	C	C			E	C	C	C	C

FEBRUARY

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
		E	C	C	C	C			E	C	C	C	*			*	C	C	C	C			E	C	C	C	A

MARCH

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		E	C	C	C	*			E	C	C	C	C			E	C	C	C	C			E	C	C	C	C		*	

APRIL

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
*	*	*	*			E	C	C	C	C			E	C	C	C	C			E	C	C	C	C			E	C	C

MAY

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
C	C			E	C	C	C	C			E	C	C	C	C			E	C	C	C	C			*	C	F	F		

KEY	
*	HOLIDAY
C	CLASSIC SCHEDULE
E	EARLY OUT SCHEDULE
A	ACTIVITY SCHEDULE
F	FINALS SCHEDULE

CLASSIC		
PER 1	8:45	9:42
PER 2	9:47	10:44
PER 3	10:49	11:49
LUNCH	11:54	12:24
PER 4	12:29	1:26
PER 5	1:31	2:28
PER 6	2:33	3:30

MONDAYS		
PER 1	8:45	9:34
PER 2	9:39	10:28
PER 3	10:33	11:23
LUNCH	11:28	11:58
PER 4	12:03	12:52
PER 5	12:57	1:46
PER 6	1:51	2:40

ACTIVITY		
PER 1	8:45	9:36
PER 2	9:41	10:32
PER 3	10:37	11:30
ACTIVITY	11:35	12:07
LUNCH	12:12	12:42
PER 4	12:47	1:38
PER 5	1:43	2:34
PER 6	2:39	3:30



FINALS		
1, 4	8:45	10:30
2, 5	10:35	12:20
LUNCH	12:25	12:55
3, 6	1:00	2:45

CLASS SCHEDULE

First Semester: August 12, 2024 – December 20, 2024

Period	Class	Teacher	Room
1			
2			
3			
Lunch			
4			
5			
6			

Second Semester: January 7 – May 29, 2025

Period	Class	Teacher	Room
1			
2			
3			
Lunch			
4			
5			
6			

BELL SCHEDULE

CLASSIC			MODIFIED MONDAY			ACTIVITY			FINALS		
PER 1	8:45	9:42	PER 1	8:45	9:34	PER 1	8:45	9:36	1 OR 2	8:45	10:30
PER 2	9:47	10:44	PER 2	9:39	10:28	PER 2	9:41	10:32	3 OR 4	10:35	12:20
PER 3	10:49	11:49	PER 3	10:33	11:23	PER 3	10:37	11:30	LUNCH	12:25	12:55
LUNCH	11:54	12:24	LUNCH	11:28	11:58	ACTIVITY	11:35	12:07	5 OR 6	1:00	2:45
PER 4	12:29	1:26	PER 4	12:03	12:52	LUNCH	12:12	12:42			
PER 5	1:31	2:28	PER 5	12:57	1:46	PER 4	12:47	1:38			
PER 6	2:33	3:30	PER 6	1:51	2:40	PER 5	1:43	2:34			
						PER 6	2:39	3:30			

College Entrance Test Dates 2024-2025

Point Loma High School's Testing Code: 052870

SAT Test Dates - Register on-line at: www.collegeboard.org	ACT Test Dates - Register on-line at: www.actstudent.org
Aug 24, 2024 October 5, 2024 November 2, 2024 December 7, 2024 March 8, 2025 May 3, 2025 June 7, 2025	September 14, 2024 October 26, 2024 December 14, 2024 February 8, 2025 April 5, 2025 June 14, 2025 July 12, 2025
PSAT Test: October 1, 2024 Juniors March 4, 2025 Sophomores	AP Testing: May 2025

University of California and California State University Entrance Requirements

UC applicants for Fall 2023 must complete the following courses (with a "C" or better):

History/Social Science

3 years required

English

4 years required

Mathematics

3 years required, 4 years recommended

Laboratory Science

3 years required, 4 years recommended

Language (other than English)

2 years required (same language), 3 years recommended

Visual & Performing Arts

1 year required

College Prep. Electives

1 year required

San Diego Unified School District (SDUSD)

Graduation Requirements

Point Loma High School students in the class of 2025 must pass the following courses and fulfill the following requirements. In addition, a cumulative Grade Point Average (GPA) of 2.0 is required in order to graduate and receive a high school diploma.

44 semester credits are required to graduate:

- English: 8 semester credits
- Mathematics: 6 semester credits
- Physical Education: 4 semester credits
- Social Studies: 6 semester credits
- Science: 6 semester credits
- Electives: 8 semester credits
- Visual & Performing Arts (VAPA): 2 semester credits
- Language other than English 4 semester credits

Vision:

Engaging, Educating, and Empowering All Students for the 21st Century

Mission:

Create a Safe, Dynamic, Intellectual Culture That Prepares All Students for a Four Year University and the 21st Century World of Work, and Core Beliefs; and enables our students to meet California's academic achievement standards

Point Loma High School Schedule Change Policy

During registration and the first week of school schedule changes are made for errors in scheduling and inappropriate level placement only. No requests for change of instructor will be considered.

Students and parents select classes in the spring, during articulation, with the clear expectation and understanding that the schedule created is final. Changes will be made if there is either 1) an error in scheduling or 2) an inappropriate level placement. Changing one's mind about preferred classes does not constitute a scheduling error. In order to request a schedule change, please fill out the Google Form on the [Counseling website](#).

Errors in Scheduling

Examples of errors in scheduling:

- The student is not placed in a Period 3 class, therefore the student has an open period.
- The student is placed in a class that they have already completed.

Student-Initiated Changes: Completed with the student's counselor during registration (given priority) or the first week of the semester IF there is a scheduling error that was not corrected earlier. Students should go to the counseling office during the period that contains the error or if he/she is not on the roster, with a pass from their teacher.

Teacher-Initiated Changes: Class changes due to inappropriate level placement, based on the teacher's or counselor's professional determination that the student is inappropriately placed. Teacher-initiated changes *do not* come from a student or parent request.

Inappropriate Level Placement

Examples of inappropriate level placement:

- The student is placed in Honors Chemistry but did not meet the prerequisites.
- The student is placed in higher-level Spanish without sufficient background in the Spanish language to succeed in the class, as determined by the teacher.
- The student is placed in Integrated Math 2 but the student earned an F in Integrated Math 1 and therefore must repeat the Integrated Math 1 class.

Point Loma High School's policy concerning the changing of classes (due to inappropriate placement) requires consideration from all the stakeholders in the school community. Beginning the first week of school until the end of the first grading period week (six weeks), teacher-initiated changes may occur, as long as specific guidelines have been met. The change must be in the best interest of the student taking into account that the leaving and receiving teachers agree to the change, and the size of both classes doesn't violate labor agreements or district policy. The sequential procedure to facilitate an inappropriate level schedule change is that:

- 1) The current teacher consults with the student's counselor and parent(s) about the student's placement.
- 2) Teacher or Parent or Student turns in a Schedule Change Form with all stakeholders' signatures.

3) If space is available in the receiving teacher's class, the change is made by the counselor.

After the second week of school has started, the following steps must be followed before a parent or student requested schedule change is considered:

Step 1: Student requests and completes a conference with teacher to discuss concerns.

Step 2: If step 1 does not resolve the issue; parent requests and completes conference with teacher and creates a plan of action.

Step 3: Teacher, parent, and student agree that a plan of action has been implemented and the student has made every effort to succeed in class AND should still be considered for a class change.

- If no agreement is reached, then a request is made for a Vice Principal to mediate.

Step 4: Student obtains course request change form from counselor and obtains signatures/approval of all affected teachers.

Step 5: Counselor may change student's schedule as long as the receiving teacher has seats available at time of the reception of the change form. Administrative approval may also be necessary in some cases.

No changes may be made after the first progress report (six weeks) without approval from administration and only to meet graduation requirements for seniors or consistent SDUSD Admin. Policy 4705. Adopted by IGC 1/30/20

Point Loma High School Academic Honesty Policy

As part of an ethical academic atmosphere, it is expected that all students at Point Loma High School will operate in an honest and ethical manner. All student work should rely on the knowledge and preparation of that individual. The purpose of this policy is to maintain an ethical academic environment for all students. The acts of academic dishonesty listed below will not be tolerated and will be dealt with in the manner described below.

Acts of Dishonesty Defined	Consequences
<p>1. Cheating on assignments: Any intentional giving or using of outside assistance related to the completion of an assignment that was meant to be an individual rather than collaborative effort. This includes copying of another student's work or any misuse of technology.</p>	<ol style="list-style-type: none"> 1. Receive a zero on the assignment with no opportunity for make-up. 2. Citizenship grade will be lowered to a U for that grading period. 3. Receive a referral for documentation. 4. Parents notified.
<p>2. Cheating on tests/projects: Any intentional giving or using of outside assistance during an examination, test, quiz, or project without the permission of the teacher, including the use or misuse of technology.</p>	<ol style="list-style-type: none"> 1. Receive a zero on that exam, test, quiz, or project with no opportunity for make-up. 2. Citizenship will be lowered to a U for that grading period. 3. Receive a referral for documentation. 4. Parents notified.
<p>3. Plagiarism: Any intentional use of another's ideas, words, or work as one's own. This includes the misuse of published materials, technologically generated material, and the work of other students.</p>	<ol style="list-style-type: none"> 1. Receive a zero on the assignment with no opportunity for make-up. 2. Citizenship grade will be lowered to a U for that grading period. 3. Receive a referral for documentation. 4. Parents notified.
<p>4. Fabrication: Any intentional falsification or invention of data, citation, or other authority in an academic exercise.</p>	<ol style="list-style-type: none"> 1. Receive a zero on the assignment with no opportunity for make-up. 2. Citizenship will be lowered to a U for the grading period. 3. Receive a referral for documentation. 4. Parents will be notified.
<p>5. Unauthorized collaboration: Any intentional collaboration with another person at times or in ways not permitted on the assignment.</p>	<ol style="list-style-type: none"> 1. Receive a zero on the assignment with no opportunity for make-up. 2. Citizenship will be lowered to a U for the grading period. 3. Receive a referral for documentation. 4. Parents will be notified.

<p>Test/Assignment Avoidance: A pattern of absences on tests days or major project due dates for the apparent advantage of performing better on the make-up test or for gaining extra working/studying time.</p>	<ol style="list-style-type: none"> 1. Parents and administration will be notified of the pattern of absence. 2. Further absences on test days will result in the forfeiture of make-up opportunities. 3. Further absences on days when projects are due will result in late work not being accepted.
<p>Theft or alteration of materials: Any theft, concealment, alteration, or distribution of student, staff, or library material including, altering of computer hardware or software or unauthorized electronic entry into either student or staff files.</p>	<ol style="list-style-type: none"> 1. Suspension. 2. A grade of F/U for the semester. 3. Violators may also face criminal charges and recommendation for expulsion
<p>Pressure for unsubstantiated grade change: Any request for a raised grade that is not based on mistakes in correction, recording, averaging, or other clerical error will not be considered.</p>	
<p>Knowledge of academic dishonesty: Students are morally bound to notify appropriate staff members when they have personal knowledge of a violation defined or implied in this policy.</p>	
<p>Multiple Incidents: Any second violation of any combination of 1-5 above will result in a zero on the assignment with no opportunity for make-up, a U in citizenship for the semester, and a conference with the administration where additional disciplinary action will be assigned such as Saturday school or suspension. Further instances of cheating within the same course will result in an F/U for the semester and further disciplinary action.</p>	

ANTI-BULLYING POLICY

STATEMENT: Harassment, intimidation, bullying or cyberbullying will not be tolerated at PLHS

DEFINITION: Harassment, intimidation, bullying or cyberbullying means any written, verbal, physical act or communication that is unwanted, harmful, or threatening to another individual and interferes with a student’s education, is damaging to one’s property, creates an intimidating environment and/or disrupts education or related activities.

CONSEQUENCES/INCENTIVES: All reported incidences will be investigated and appropriately resolved. All parties will be expected to participate in the investigation and the resolution. Students will be subjected to the District Discipline Policy.

- Staff members who witness or to whom incidents have been reported shall take appropriate action to stop the behavior or prevent its recurrence. Students, parents or visitors are also encouraged to report such behaviors. Any form of retaliation is not tolerated.
- PLHS Students, staff and our community are Respectful, Responsible and Safe

- Respect others privacy and property
 - Report violations to adults.
 - Communicate in ways that are kind and Respectful
 - Take Responsibility for your actions and for providing support to others
 - Observe Safe practices that include student interaction and behaviors
- (Reference District Procedure 6381 / Student to Student Bullying, Harassment or Intimidation)

Bullying, Harassment, and Intimidation Prohibition Policy

In its commitment to providing all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, the Board of Education will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school busses, any event related to school business), or outside of school hours with the intention to be carried out during any of the above. Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic. The district further prohibits the inciting, aiding, coercing or directing of others to commit acts of bullying or cyberbullying, harassment or intimidation. Any staff member that observes, overhears or otherwise witnesses bullying (including cyber-bullying), harassment, or intimidation, or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and to prevent its recurrence as detailed in the applicable Administrative Procedure. Students who observe, overhear, or otherwise witness such actions must, and parents/district visitors are encouraged to report the behaviors to a staff member. At each school, the principal or principal's designee is responsible for receiving and promptly investigating complaints alleging violations of this policy. Any form of retaliation in response to a report of such acts is prohibited.

ASB CARD

All students are encouraged to support the PLHS Associated Student Body (ASB) by purchasing a \$25 ASB card that is assigned to your student. The card entitles students to 25% discounts on Spirit Store purchases, discounts to ASB dances as well as free admission to all regular season (excludes all playoffs and CIF events) home football and basketball games. ASB cards are on sale in the Finance Office and online.

ATHLETICS

PLHS supports and endorses the CIF "**Victory with Honor**" program and seeks to instill the values that while athletics and winning are important, character development, skill development, and team as well as school spirit are the most important by products of participation in high school athletic programs.

POINTER PRIDE!

"Welcome to Point Loma High School where SPORTSMANSHIP is an EXPECTATION so please let the players play, the coaches coach, let the officials officiate, let the spectators be positive."

Wall of Main Gymnasium

Athletics is an important part of the high school experience for many young people. At PLHS over 60% of the student body participates in an interscholastic athletic event during their high school experience. High school athletics are governed by the California Interscholastic Federation (CIF), San Diego Section, and by the policies and procedures of the San Diego Unified School District (SDUSD). Sometimes it is difficult to understand the relationships between the organizations and therefore there is usually some confusion as to the true authority in high school athletics. The following descriptions will help dispel the confusion.

- **CIF-SDS**

The local section office for the CIF, the policies and practices of the CIF govern all interscholastic sports in California. The CIF develops the rules, decides on tournament and division protocols, supervises the districts and schools, employs the officiating organizations, and provides professional development for the coaches and administrators involved in athletics.

- **San Diego Unified School District's Program**

PLHS operates its athletic program under the guidelines and with the sanction and permission of the CIF. SDUSD policies and procedures are aligned with those of the CIF.

- **Point Loma High School's Athletic Program**

PLHS operates its athletic program under the sanction of the SDUSD and the CIF. The main policies covering our Athletic Program are outlined for you below and will be explained in detail at pre-season meetings held by each coach for athletes and their parents.

In order to participate in PLHS athletics, students MUST:

1. Be enrolled at Point Loma High School.

2. Possess a 2.0 Scholastic Grade Point Average (GPA) for the previous 6 week report period.
3. Possess a 2.0 Citizenship Grade Point Average (GPA for the previous 6 week report period).
4. Have a complete and CURRENT Physical dated after June 6, 2022 and Participation Form on file in the PLHS Athletic Office. Create your account on <https://www.homecampus.com/>
5. Unless an athlete receives a specific excuse from the school administrator in charge of athletics for that day, in order to participate in an athletic contest, athletes **MUST** be in attendance at school for 60% of the school day on the day of that athletic contest. Permission to be excused must be given for each specific day missed.
6. Athletic participants and fans will demonstrate good sportsmanship.

The athletic field is the TEACHING station of the coach that has been hired for the sport and is treated as such by the administration of the school. Athletics is an extension of the scholastic program and provides a vital link to the school and focus for young people.

ROLES OF ATHLETIC STAFF

Associate Principal: An Associate Principal is responsible for overseeing the athletic program at PLHS. The Associate principal's role is to act as the principal's designee in matters that involve the athletic department's direction and daily operation. The Associate Principal works in conjunction with the Athletic Director to resolve issues involving coaches, officials, and rules interpretations.

Athletic Director: Athletic Director (AD) is responsible for the day-to-day operation of the athletic program. In conjunction with the administrators and coaches, the AD sets and interprets the policies of the high school for students and parents. The AD is the person to contact if there is an issue that has been unsuccessfully resolved at the coach level. Please talk to the Coach first before reaching out to the athletic director.

Coach: The coach has the responsibility and obligation for the following:

1. The try-out and selection process for the sport
2. The selection of the students that will comprise the team
3. Team coaching, team spirit, and the scheduling of events and tournaments
4. Talking with parents about concerns that arise out of competition and team dynamic
5. Developing and monitoring all team fundraising events
6. Reporting scores to the media

Who to Contact With Athletic Questions

Contact the Athletic Director (mdiaz5@sandi.net) for general athletics, eligibility, officiating or coach concerns and for CIF issues. Contact individual team coaches for student/team concerns and team selections. <https://plhsfightingpointers.com/contact-our-head-coaches/>

PLHS Sports Seasons

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Cross Country (Coed) Field Hockey (W) Flag Football (W) Football (M) Golf (W) Tennis (W) Volleyball (W) Water Polo (M)	Basketball (M & W) Soccer (M & W) Water Polo (W) Wrestling (Coed)	Badminton (Coed) Baseball (M) Beach Volleyball (W) Golf (M) Lacrosse (M & W) Softball (W) Competitive Cheer (Coed) Swimming (Coed) Tennis (M) Track & Field (M & W) Volleyball (M)

Earning a Varsity Letter

Minimum standards and requirements must be met. Due to the differences in many sports, each head coach will set his/her own varsity letter requirements. Each head coach makes the primary determination of who earns a Varsity letter. PLHS expects that all Varsity letter athletes uphold academic standards, display positive sportsmanship and complete the entirety of the varsity sport season. Athletes who quit their team and/or are removed from the team by the head coach at any time during the season will forfeit any varsity letter opportunity.

Scholar Athlete Awards

Point Loma High School prides itself on student first, athlete second. Our student-athletes who excel academically during their Varsity season of sport will be honored with the Scholar Athlete Award (patch). Below is the criteria for this award:

- Awarded to individual student-athletes of any Varsity CIF sport that earns a GPA of 3.5 or better (based on 4.0 scale) during the grading period while the student is participating in that sport.
 - Fall sports are based on the Progress Report 1 grades.
 - Winter sports are based on the Semester 1 grades.
 - Spring sports are based on the Progress Report 4 grades.

ATTENDANCE

Attendance is one of the most important contributions to a student's success. If a student is ill or there is another legitimate reason not to be at school, it is the parent's responsibility to contact PLHS's attendance office to report that absence.

Any absence not cleared within three days by a parent will become an unexcused absence. Unexcused and unverified absences will affect a student's citizenship grades. To assist parents, we continually review and improve our attendance procedures to give parents many avenues for clearing their student's absence. We use the *School Messenger* system to call parents to inform them of student absences of one or more classes. Staff will also make calls to the home or to a parent's work location to inform them of absences in an effort to clear an absence.

NOTE: PARENTS MUST CONTACT THE ATTENDANCE OFFICE EACH AND EVERY DAY THEIR CHILD IS ABSENT.

When reporting a student absence the parent will need to leave a message on the Voice Mail system **(619) 860-5000 x 3023 or x3020** that includes the following information:

- The name and grade level of the student – *please spell the last name*
- The reason for the absence
- Parent's name and relationship to the student, and
- A phone number for verification purposes.

If the student's absence is confirmed by phone on the day(s) of the absence, the student may report directly to class upon returning to school. The student is responsible for clearing his/her own period absences. If a student feels an error has been made, he/she contacts their teacher (*outside of class time*) and asks for a correction.

Again, attending school each and every day for the entire day is very important to the educational process. If it is absolutely necessary to leave school during school hours for medical appointments or personal business, a parent/guardian must call the attendance office as early as possible to request a **Blue Slip**. Students will then need to pick up a blue slip from the attendance assistant prior to leaving campus. If a student leaves campus without permission, the student is truant. Please do not request a Blue Slip on mandatory testing days unless there is a verifiable medical reason or a court appointment. For personal family emergencies the parent, guardian, or family member who is listed on the Registration card must call the office to make a personal request for a Blue Slip.

Legally Excused Absences (CA Ed Code 48205, 48216, 48211, 49451, 46010.1)

A student may be excused legally from school when the absence is for the following reasons:

1. Due to his/her illness
2. Due to quarantine under the direction of a county or city health officer
3. Medical, dental, optometric or chiropractic appointments
4. Attending the funeral services of a member of his/her immediate family (one day if in California and not more than three days if outside of California)
5. Jury duty as provided by law
6. Illness or medical appointment during school hours of a child of whom the student is the custodial parent

7. Exclusion for failure to present evidence of immunizations
8. Exclusion from school because a student is either the carrier of a contagious disease or not immunized from a contagious disease
9. Students in grades 7–12 who leave school (with prior approval of the Principal or his/her designee) to obtain confidential medical services. The student is to return a copy of the medical professional’s appointment verification form.
10. Upon written request of the parent or guardian and prior approval of the Principal or his/her designee and pursuant to board policy, a student’s absence may be excused for justifiable personal reasons, including, but not limited to:
 - a) an appearance in court,
 - b) attendance at a funeral service,
 - c) observance of a holiday or ceremony of his or her religion,
 - d) attendance at religious retreats
 - e) or attendance at an educational or employment conference, when the pupil’s absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
11. Serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

INDEPENDENT STUDY CONTRACTS

If a student needs to be out of school for an extended period of time (5+ days), please work with our attendance office to establish a Contract for Independent Study (CIS).

A Contract for Independent Study (CIS) is a pre-arranged agreement of academic work students will complete during their absence. Follow [this link](#) to review our policy, learn who qualifies for a CIS, and the point of contact for requesting a contract.

BULLETIN BOARD USE/SIGNPOSTING

Printed material distributed or displayed on school property must be identified with the date and name of sponsoring organization or individuals. School-sponsored signs must be approved by the ASB advisor for all activities. Each flyer must have the ASB approval signature and date prior to posting. Students may ask their classroom teachers to post an ASB approved flyer in that teacher’s classroom. **Flyers MUST be taped with BLUE PAINTER’S TAPE, and please remember to remove flyers once the event has taken place—this helps to keep our campus clean.**

Distribution of non-school materials must be approved by the administration prior to distribution. The school has no control over materials distributed to students off the campus or on public sidewalks. Only the ASB, under the direction of the ASB Advisor, may post items on the walkway railings on campus.

CLOSED CAMPUS POLICY

SDUSD has a Closed Campus policy. PLHS strictly adheres to this policy whereby students are **not allowed** to leave the PLHS campus during the school day (8:45 AM – 3:30 PM) including during the lunch period unless the following circumstances exist:

1. Student has a Blue Slip from attendance releasing him/her.
2. Student has been given permission by the Principal to have “off campus” privileges (for very specific and limited reasons). An “Off Campus” pass will be issued for a specific timeframe and must be in student’s possession when off campus.*
3. Student is with a parent and/or teacher.

*Students issued a special “off-campus” pass may have it revoked for misuse.

Students riding the school bus become the responsibility of PLHS as soon as they board the bus for the ride to school. Upon arrival at PLHS, students must remain on campus.

Any student off campus not covered by the above mentioned exceptions is subject to and will be cited for violation of San Diego Municipal Code Section 58.05 (b)(1) Daytime Loitering. The Closed Campus policy also applies to any non PLHS students/adults who enter campus and have not signed in at the main office for a visitor’s pass. These individuals may be cited by school police and will also be subject to disciplinary action by the school..

CLUBS AND ACTIVITIES

PLHS has a very active student body with a variety of clubs and activities that may appeal to our diverse student population. In addition to our athletic programs, we hope that students become active in one or more clubs and activities. Students with a passion where a club does not exist are encouraged to start a new club. First, you will need to find a staff advisor and then complete the application forms for ASB’s approval. If you are interested in joining one of the clubs on campus, consult the [PLHS Club web page](#).

CITIZENSHIP RUBRIC

Improving the student culture of a school requires teachers to hold consistent expectations for behavior. Furthermore, students need to know and understand what is expected of them. Citizenship grades are not cumulative; the semester grade will be the average of the three preceding grading periods. Students must score at or above in all categories of a “citizenship grade column” to earn the corresponding citizenship grade. Please Note: UNEXCUSED ABSENCES AND DRESS CODE VIOLATIONS WILL LOWER CITIZENSHIP GRADES.

	EXCEEDS “E”	MEETS “M”	INCONSISTENT “I”	UNSATISFACTORY “U”
Promptness to Class	• Not more than one tardy in grading period.	• Not more than two tardies in grading period.	• Not more than three tardies in grading period.	• 4 th tardy or more to class in grading period.

Attendance	<ul style="list-style-type: none"> • No unexcused absences or truancies; excellent attendance (very few excused absences in grading period). 	<ul style="list-style-type: none"> • One unexcused absence or truancies. (Teachers: please use discretion near the end of the marking period as some absences will be cleared) 	<ul style="list-style-type: none"> • Two or more unexcused absence and truancies. (Teachers: please use discretion near the end of the marking period as some absences will be cleared) 	<ul style="list-style-type: none"> • Three or more unexcused or one or more truancies. (Teachers: please use discretion near the end of the marking period as some absences will be cleared)
Readiness to Learn	<ul style="list-style-type: none"> • <u>Always</u> comes to class prepared with Chromebook, binder, paper, and pen/pencil; materials out without direction from teacher. • <u>Always</u> brings textbooks as requested; • <u>Can be relied upon</u> to contribute to discussions. • <u>Takes leadership</u> in group work without direction 	<ul style="list-style-type: none"> • <u>Generally</u> comes to class prepared with Chromebook, binder, paper, and pen/pencil • <u>Usually</u> brings textbooks as requested; • <u>Contributes regularly</u> to class discussions <u>when asked</u>. • Most of the time is willing to assume responsibilities in group work. 	<ul style="list-style-type: none"> • <u>Often</u> unprepared for class (Chromebook, binder, book, paper, pen/pencil, photo ID etc.) • <u>Often</u> off-task in group assignments. • Often inattentive or engaged in distracting “side bar” conversations. • <u>Often</u> needs to be reminded to put non-classroom materials away. 	<ul style="list-style-type: none"> • <u>Regularly</u> unprepared for class (binder, book, paper, pen/pencil, and photo ID’s, etc.) • <u>Regularly</u> off-task in group assignments or inattentive in class; needs <u>constant</u> direction/attention. • <u>Repeatedly</u> needs to be reminded to put non-classroom materials away.
Classroom Conduct	<ul style="list-style-type: none"> • <u>Contributes</u> to a positive and supportive academic environment. • Takes student leadership role when appropriate. 	<ul style="list-style-type: none"> • Respects <u>stated</u> classroom rules and expectations. • Respects the rights of other students and recognizes the authority of the teacher. 	<ul style="list-style-type: none"> • <u>Inappropriate or inattentive conduct or disrespectful language has resulted in calls home to parent and referral to counselor</u> for follow-up interventions. 	<ul style="list-style-type: none"> • <u>Repeated contacts</u> with parent concerning student’s behavior. • Involved in physical altercation, uses inappropriate language <u>directed at teacher</u>, or other <u>serious</u> defiance. • Behavior results in being <u>sent out of class</u> on a referral to VP.

Academic Honesty	n/a	n/a	n/a	<ul style="list-style-type: none"> Any intentional act of cheating, plagiarism, fabrication, or unauthorized collaboration.
Adherence to Dress Code	<ul style="list-style-type: none"> Follows PLHS dress code; no calls to office for clothing changes. 	<ul style="list-style-type: none"> Follows PLHS dress code; no calls to office for clothing changes. 	<ul style="list-style-type: none"> More than one referral to office for dress code violation. Repeated requests to remove hat. 	<ul style="list-style-type: none"> More than two referrals in this class for dress code violation; Repeated requests to remove hat.

IMPORTANT:

- Teachers have the discretion to use alternate criteria for determining citizenship grades provided the alternate criteria is described in the course syllabus.
- Late work will affect your citizenship grade. Teachers have the discretion to use course specific criteria for determining the late work effect on citizenship grade provided this is described in the course syllabus.
- Citizenship grades are NOT cumulative; in other words, students “start over” every progress/grading period (6 weeks.)
- Students must score at or above in all categories of a “citizenship grade column” to earn the corresponding citizenship grade. In other words, a student who earns an “Inconsistent” in “Promptness to Class” and “Meets” in all other categories receives an “I” in citizenship for the grading period.

CITIZENSHIP INCENTIVES – Teachers are encouraged to provide incentives for good citizenship within their classes.

COMMUNICATION

PLHS maintains a website www.pointlomahigh.com that includes the calendar of activities, library resources, sports information and schedules, news and announcements, and many other types of information for students, parents and alumni of PLHS. The website also includes email addresses and phone extensions for teachers and staff. The Pointer Association sends an e-blast called the *PLHS News* that is filled with timely information about PLHS and the PL Cluster. Parents may register their email address on the Point Loma website to receive updated information to receive the "e-blast."

PLHS provides a voicemail system for you to leave messages for teachers and other staff members. The pledge of the PLHS administration and staff is to return all calls and requests for information within 24 hours when school is in session.

All schools in SDUSD use the *School Messenger* telephone calling system. Sent messages will reach all student residences at once. Depending on the urgency of the message being sent, *School Messenger* will dial one or all the telephone numbers listed on the student's Registration Card until the message is received. *School Messenger* can follow up with a report on the number of students' homes it was unable to reach due to "no answer, voice mail, busy signal or a number not in service."

PLHS teaching staff is encouraged to establish a regular system of home-school communication to report on student achievement, progress, and other matters which may affect the student's success in high school. PowerSchool's "*ParentPortal*" provides parents secure on-line access to information regarding their student's attendance, classroom grades and news. Please go to the [Integrated Technology website](#) to sign up for the *ParentPortal*.

PLHS's annual **Open House is Thursday, September 19, at 5:00 PM**. This year Open House will be onsite at PLHS and teachers, counselors and administration will be available. Parents are encouraged to attend to learn more about their students' classes.

CONDUCT ON BUSES

PLHS is responsible for student behavior when riding the school bus both to and from school to ensure the safety of all riders. Students who ride SDUSD buses should know and comply with the expected behavior rules. Unacceptable behavior to or from school will be handled in exactly the same manner as classroom misbehavior. In extreme cases, loss of bus-riding privileges may result. For identification purposes when riding the bus, students must carry their student ID with corresponding bus letter affixed.

CONTROLLED SUBSTANCE POLICY

The following interventions will occur at PLHS in the case of controlled substance violations on the way to, at, or on the way home from school or any school-related function. This includes, but is not limited to possession, use, consumption using, or under the influence of a narcotic or any controlled substance, including abuse of medications (prescription or non-prescription).

First Offense:

1. Parent contacted immediately upon verification of the violation by School Police Services.
2. Student referred to law enforcement officials. Any action taken by the police will be in addition to the actions taken by PLHS.
3. Student will be referred to an Alternative to Suspension program through McAlister Institute. Student may also be required to participate in site and/or off-site counseling interventions.
4. PLHS will also enforce all other school rules related to the incident.

Second Offense:

1. Parent contacted immediately upon verification by School Police Services.
2. Referral to law enforcement. Any action taken by the police will be in addition to the actions taken by PLHS.
3. Student will receive a 1-3 day suspension.
4. Student will not be able to hold student office or to participate in sports or any other extracurricular activity for no less than 30 school days. If a student is a senior, they must petition the Senior Appeals Panel in an attempt to participate in the commencement program and other senior activities such as Senior Prom, Grad Night, etc.

In the event that any controlled substance violation involves furnishing or selling:

1. Parent contacted immediately upon verification by School Police Services.
2. Referral to law enforcement. Any action taken by the police will be in addition to the actions taken by the school.
3. Student will receive a five-day suspension with recommendation for expulsion. If a student is a senior, participation in graduation activities will be denied for any zero tolerance violations. **Note:** Furnishing or selling includes any substances that are *represented* as a controlled or prohibited substance, *even if they are later found to not be as represented*.

Additional information regarding laws concerning possession of marijuana (in addition to any other consequences including those listed above):

Any adult (18 years or older) found in possession of marijuana (any amount) upon school grounds, first arrest up to a \$500 fine and/or up to 10 days in County Jail [#11357(d) of the Health and Safety Code]. Every Minor (under 18 years of age) found in possession of marijuana (any amount) upon school grounds, first arrest up to \$500 fine and/or up to 10 days in Juvenile Hall.

COUNSELING AND GUIDANCE

The focus of the Counseling Department is to offer ongoing educational, vocational, and personal guidance to students. Each student is assigned a counselor by alphabet and grade level. You can make an appointment with your counselor through email or by going to the Counseling Office before/after school or during lunch. Emergency situations are handled when they arise. The Counseling Office will help you with graduation and college information, internship opportunities, and career choices to help you plan constructively for your post-high school career or college choice. PLHS also provides student and parent access to *Xello* (see below).

- **Xello**

Xello is an engaging online program that helps students build the skills, knowledge and plans to be future ready. The program uses an investigative, discovery-based learning process. Students better understand themselves, their future career options, and the 21st century skills they'll need to succeed.

With Xello, your child will:

- **Build Self-knowledge**
Define their interests, skills, preferences, and aspirations so they can explore the opportunities right for them.
- **Explore Options**
Learn about career possibilities and educational pathways by exploring rich, engaging content and lessons.
- **Create a Plan**
Your child can create dynamic actionable plans that outline the steps needed to achieve school, career, and life goals.
- **Learn & Reassess**
Interactive lessons help your child develop age appropriate skills and knowledge for success in school and beyond.

COURSE SELECTION POLICY

Course selection is an extremely important decision on the part of each student, the school, and the parents or guardians. Considerable time is spent in developing a school schedule that meets the needs of students, conforms to the guidelines of the district and teacher contracts, and provides a strong educational program to all students in the school. Students and parents select classes for students in the spring after hearing a classroom presentation by a member of the counseling staff. Parent approval is encouraged on the course selection card and each student benefits from an individual conference with his/her counselor.

Our program is designed and staffed according to student selections and therefore, changes may not be possible until after the school year has begun in September.

COURSE SYLLABUS

Each teacher at PLHS publishes a course syllabus which is posted online during the first week of school. The syllabus explains the scope of a course, class organization, and requirements for learning the course content. *In many classes, teachers will ask to have parents sign that they have read the document.* The course syllabus provides a guide for meeting the requirements of each class.

DISCIPLINE POLICY

SDUSD has adopted a [Restorative Discipline Policy](#) (District Administrative Procedure BP 5144) that contains rules and SDUSD's district-wide policy and expectations regarding discipline. PLHS follows the guidelines and expectations outlined in the above SDUSD policy.

For behaviors managed by the office, all consequences are at the Administrator's Discretion. Additionally, implementing Restorative Discipline does not exclude a student from other disciplinary consequences.

The staff has identified specifically targeted behaviors as they negatively affect school operation, culture, and climate. Students engaged in these behaviors can generally expect to have the following consequences.

<u>Tier 1 Behaviors</u>	
Altering Other Student Work	DETENTION
Bullying	DETENTION
Excessive Loitering in Bathrooms, Hallways, and Common Areas	DETENTION
Violation of Academic Honesty Policy	SEE POLICY

<u>Tier 2 Behaviors</u>	
Chronic Tardiness & Absenteeism	DETENTION
Gambling	IN-SCHOOL SUSPENSION or CORE ACADEMY
Habitual Disruption (Frequently Walking out of Class)	DETENTION
Harassed District Personnel (Aggressive Language)	DETENTION

Harassed, intimidated, or threatened pupil or district personnel	IN-SCHOOL SUSPENSION or CORE ACADEMY
Major Disruption	IN-SCHOOL SUSPENSION or CORE ACADEMY
Possessed or used tobacco, or products containing tobacco or nicotine	OUT-OF-SCHOOL SUSPENSION *Student may participate in Substance Abuse Education in lieu of Suspension
Under the influence of a controlled substance or an alcoholic beverage, or an intoxicant of any kind	OUT-OF-SCHOOL SUSPENSION *Student may participate in Substance Abuse Education in lieu of Suspension
Vandalism (<i>Minor</i>)	RESTORE AREA and DETENTION

<u>Tier 3 Behaviors</u>	
Assault/battery on a school employee	OUT-OF-SCHOOL-SUSPENSION Recommend EXPULSION
(<i>Brandishing</i>) Weapon	Recommend EXPULSION & SUSPENSION, Notify School Police
Caused, attempted to cause, or threatened to cause physical injury to another person, except in self-defense (<i>Aggressive Physical Attack</i>)	OUT-OF-SCHOOL-SUSPENSION
Vandalism (<i>Significant</i>)	RESTITUTION IN-SCHOOL SUSPENSION or CORE ACADEMY

Note: The consequences listed above are generally associated with a first-time offense. Students may be subject to progressive discipline when they exhibit the same violations of classroom/school/district policies.

The process for student reporting on-campus offenses requiring disciplinary action are as follows:

1. Students make an appointment with their Associate Principal to complete a witness statement detailing the offense. Parents are notified.
2. Students should provide as much evidence of the incident as possible, such as witnesses, screenshots, videos, photos, texts, etc.
3. Associate Principal will conduct a thorough investigation that may involve collaboration with school police.

4. The outcome of the investigation may involve restorative measures such as: no contact contracts, mediations, conference with parents, referral to counselor/social worker, campus beautification, etc. The outcome may also involve disciplinary actions such as loss of privileges, detention, in-school suspension, out-of-school suspension and/or expulsion.

For questions, please refer to the [Restorative Discipline Policy](#).

DANCE/EVENT STANDARDS

By the purchase of an event ticket, students attending PLHS events, whether on or off campus, agree to follow the rules and policies set forth below. These rules and policies are a contract between the school and the student. Non-student guests of PLHS students must also follow these rules and sign a contract prior to being allowed to purchase a ticket for a PLHS event, if the event permits non-PLHS guests. The primary purpose of the rules is to promote a safe, clean, and fun environment at an event. The secondary purpose is to assure parents that their students are at the event location during the prescribed hours. Additionally, all PLHS rules apply to expected behavior at all events.

- **Students must show a CURRENT PLHS photo ID when purchasing event tickets.**
- **Students are required to have a completed and signed event contract (current for that school year) when purchasing event tickets. Event contracts are available online via Google Form.**
- Students must have a 2.0 citizenship GPA to purchase event tickets.
- Students may not be indebted to the school, e.g., overdue library books, loaned equipment, detention/suspensions, club debts, sports debts, etc.
- Students must show a CURRENT PLHS photo ID when entering the event.
- All guests MUST have a PHOTO ID to be admitted to the event. All guests must read, sign, and return at the time of ticket purchase an Event Contract containing these rules and policies. The PLHS student is responsible for informing his/her guest of the requirement for PHOTO ID. NO ID = NO ENTRANCE.
- Tickets are non-refundable, non-transferable, and may not be resold. These actions VOID the ticket.
- Students and guests are **not allowed to leave an event early**, without prior approval from an Associate Principal.
- Appropriate event attire is required. Students violating the PLHS standard dress code may be refused admittance to the dance. **The event dress code is outlined in detail on the required event contract.**
- Students and guests who attend an event are subject to search or frisk prior to entering the event to help ensure that no improper items are brought into the event. All students may be breathalyzed upon entry, and as needed throughout.
- Students who appear to be under the influence of alcohol or other controlled substances may be subject to verification through Breathalyzer or other law enforcement investigative practices.

- Students must leave the event area within 30 minutes of the conclusion of the event. PLHS staff are not responsible for supervising students who remain in the area and SDPD will be called as needed if students have not been picked up, if it's after curfew.

Students engaging in inappropriate dance behavior (dance moves that are sexually provocative, freaking, grinding, establishing of “mosh pits”, crowdsurfing and any dance that can be perceived as a sexual act) are subject to disciplinary action, up to and including suspension from school. If inappropriate behavior is observed, parents **will be** called to pick up the student from the event immediately. A repeat offense will result in suspension of all event privileges for the remainder of the school year.

Dress Code Philosophy

Point Loma High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that 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.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline and/or body shaming.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye and/or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses themselves.
- Allow students to wear religious attire without fear of discipline or discrimination.

- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, violent images (i.e weapons) and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.
- Present a positive image to visitors and communicate values to the community.

Dress Code Policy

Point Loma High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. 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.

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in such a way that genitals, buttocks, breasts, and nipples are fully covered with opaque (non-transparent) fabric. All items listed in the "must wear" category must also meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- **A Top** (with fabric in the front, back, and on the sides under the arms), AND
- **Bottoms** (for example, pants/jeans, a skirt, sweatpants, leggings, a dress and/or shorts, etc.), AND
- **Footwear**

**Courses that include attire as part of the curriculum (for example, NJROTC, Physical Education, Work Incentive, Public Speaking, etc.) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

3. Students Cannot Wear

- Violent language or images, including depictions of weapons.
- Images or language depicting drugs or alcohol (or any illegal item or activity) and/or associated with a drug/alcohol brand.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment.
- Clothing that can be construed as being or including content that is racist, lewd, vulgar or obscene.
- Visible undergarments (visible straps are allowed).
- Swimsuits (except as required in athletic practice/activities).
- Accessories that could be considered dangerous and/or could be used as a weapon.
- Any item that obscures the face or ears* (except as a religious observance and/or health/safety protocol (i.e. mask).

**Hats and hoods (i.e. hooded sweatshirts) in the classroom are up to the discretion of the individual teacher. Classroom policy should be clearly posted in the classroom.*

Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. Dress code violations will have a direct affect on students' citizenship grade.

- Upon the 1st incident, teachers/staff will address the violation directly with the student. If needed, student can be sent to the main office/counseling office and will be provided 3 options that align with the dress code to wear for the remainder of the school day. Parent/guardian will be notified and the incident will be logged by an office staff member.
 1. Students can change into their own alternative clothing, if already available at school, that aligns with the dress code. The office will confiscate "out of code" garments until the end of the day.
 2. Students will be provided with temporary PLHS clothing that aligns with the dress code. The office will confiscate "out of code" garments until the borrowed garment is returned.

3. 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.
- Repeated violations:
 - 2nd Violation - Mtg. w/ Admin + Communication with Parent/Guardian
 - 3rd Violation - Detention (After-School/Lunch) + Communication with Parent/Guardian
 - 4th Violation - Loss of privilege in attending and/or participating in school events/activities (i.e. dances/athletic events) + Communication with Parent/Guardian
 - No student should be affected by dress code 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.
 - Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or bottoms length;
 - asking students to account for their attire in the classroom or in hallways in front of others;
 - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others, and;
 - accusing students of "distracting" other students with their clothing.
 - Administratively sanctioned SPIRIT days are permitted and may occur throughout the school year. Appropriate notification will be given to staff and students when/if this happens.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact a trusted adult, including a staff member/teacher, Associate Principal or Counselor.

Dress Code FAQ's

What are some options that students may wear if they choose?

- Fitted pants, including opaque (non-transparent) leggings, yoga pants and "skinny jeans"
- Ripped jeans, as long as undergarments and buttocks are not exposed.

- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).
- Sunglasses are allowed on campus, but not during class
- Religious headwear

ELECTRONIC DEVICES

Students may use electronic items (i.e. cell phones, iPads, etc.) any time other than during class time unless approved by a teacher for academic purposes. If an electronic device is in use or visible during class time, the item will be confiscated by a staff member. **Confiscated items are required to be picked up by a parent or guardian** from the administration office.

EMERGENCY DRILLS

Emergency drills will be conducted during the year. Everyone is to follow the instructions posted in each classroom and the directions of the classroom teacher. Should the emergency drill signal be given between classes or during lunch, students should report to the assigned assembly area for their next period class. It is a misdemeanor to *falsely* activate a fire alarm on any school campus. Students who falsely activate an alarm will be disciplined accordingly.

FINANCIAL OFFICE PROCEDURES

Students are required to present their School ID for all financial transactions. Items may be purchased with cash, check or money order until April 30. Beginning May 1st through the end of the school year, SDUSD requires cash only for all in person financial transactions. Yearbooks, ASB Cards, sweatshirts, tshirts, hats, etc. are available for purchase at the Spirit Store in the finance office.

- Online Spirit Store
 - <https://sdusd.schoolcashionline.com/Fee/Index/?Search=plhs&showAllItems=False>
 - After making an online purchase, bring your receipt into the finance office to pickup your items
- Registration Days
 - Spirit Store purchase forms are encouraged to speed up transactions
- ASB Dances and Senior Prom:
 - A Dance Contract must be completed before tickets may be purchased
 - All debts are required to be cleared before tickets may be purchased
 - Library books, athletic supplies, classroom items, etc.
 - Citizenship GPA is required to be at 2.0 or higher. Academic GPA, of previous grading period, must be 2.0 or higher.
 - ASB dance and Senior Prom tickets may be purchased online if student is eligible on the first day of ticket sales

FOOD AND BEVERAGE RESTRICTIONS

No food (including gum and candy) or beverages are to be consumed in classrooms, Library/Media Center, or office areas to provide for sanitation, insect control, and floor protection. No glass bottles or containers are allowed on campus. Please help us keep the classrooms and our PLHS campus clean. Throw any trash items into a trash can or recycling bin.

GRADES AND ELIGIBILITY

Progress reports are issued approximately every six weeks. Report cards are issued at the end of each semester. Students should be aware that in order to be eligible for participation in interscholastic and extra-curricular activities, academic and citizenship grades must each average at least a 2.0 GPA. Students become eligible on the day following progress or report card distribution. Progress reports are viewable on the *ParentPortal*.

GRADE QUESTIONS, CHALLENGES, AND CHANGES

Occasionally a concern arises about the grade that a student has been issued by a teacher for work completed in the course. We encourage students and parents to contact the teacher as soon as possible whenever any concerns arise over grades. Issues that are dealt with in a timely manner can often be resolved with the teacher. Simply asking a teacher how a student can improve his or her performance in class will clarify the expectations the teacher has of the

student. A meeting with a counselor would be the next step in trying to improve student grades and student performance in school. In some cases, an associate principal may intervene to help resolve any concerns surrounding student grades. Once semester grades are issued, parents may appeal a grade ([SDUSD AR 5121](#)).

HEALTH SERVICES

Students are urged to make all medical and dental appointments after school hours. If a medical or dental appointment must be made during the school day, the parent or guardian should call the attendance office to arrange for a **BLUE SLIP**. (See **ATTENDANCE** section of this planner.) First aid, emergency and general health services are provided by a School Nurse when on duty. There are no “walk-ins” allowed during instructional time—a pass to see the Nurse must be issued by the classroom teacher. For “non urgent” matters, a student may visit with the nurse before/after school or during lunch. Prescription medication may not be given to students by the health office or other school personnel unless accompanied by a statement from a physician. *SDUSD policy allows the Health Office to dispense Tylenol® or Ibuprofen if a signed parental consent form is on file.* Please be sure to have a completed permission form on file each year.

IDENTIFICATION CARDS

Students will need their I.D. cards to check out library books and textbooks, get a locker, for admission to school dances, to ride the school bus (bus route sticker attached), etc. We consider it like a driver’s license; students should carry their I.D. at all times while on campus or at events. All students will be issued their first I.D. card at no cost. Lost or stolen cards may be replaced during lunch for \$5 in the library.

INDEBTEDNESS

Students with indebtedness will lose extracurricular activity privileges including athletics, cheer, dances, etc. Seniors will not be allowed to participate in senior activities until indebtedness is cleared.

LIBRARY MEDIA CENTER INFORMATION

The Library Media Center offers all users an extensive collection of print and electronic information sources. Students are welcome to use the library before and after school; the library is open daily from 8:00 AM -4:30 PM (unless otherwise noted). To use the library during class time, students must obtain a pass from their assigned teacher; as you enter/leave the library, students are required to sign in and out in the log at the entrance to the library. Circulating library books may be borrowed for three weeks. Textbooks are issued from the library (see **TEXTBOOK INFORMATION** section in this planner). **Your current school ID card is required for all loans of school materials.** The Library Technician is a key technology member of the PLHS teaching staff as information literacy skills are introduced and reinforced through collaborative research projects. Library instruction includes information gathering and effective Internet searching.

LOCKER INFORMATION

Locker access on the PLHS campus is a privilege. In order to keep this privilege available to all students, locker users are expected to take responsibility for the care and protection of school lockers. To that end, the following rules will govern locker use at Point Loma High School. If a locker is issued to a student, the student acknowledges the following rules and agrees to abide by them:

1. Lockers are, and remain, the property of PLHS.
2. Lockers and the contents therein are subject to search at the discretion of the school administration and school police.
3. Students understand that PLHS is not responsible for personal or school property that is stored in a campus locker.
4. Students are responsible for keeping the locker, inside and outside, clean and reporting any needed repairs to the school office.
5. Students may not paint or mark on or in the lockers. They may not change the physical appearance of the lockers. Use of stickers, tape, or anything else is strictly prohibited.
6. Lockers will be assigned to a single student and may not be shared with anyone else.
7. Combination locks will be provided with each locker. Students may not use their own locks and all non-school locks will be removed. Do not share your locker combination with anyone.
8. A Combination lock will be provided for your use. There is a \$8.00 replacement fee per lost lock. Repeat loss of locks will cause you to lose your locker privilege.
9. Students and their parents are responsible for any and all damage that occurs to a locker and its contents, regardless of circumstances.
10. Locker use may be terminated at the discretion of the school administration for any violation of the above rules or other discipline-related causes.

Locker distribution will be during student registration activities either prior to the start of the new school year or during the first week of school. After the registration process, students wanting to obtain a locker or get a copy of their locker combination may do so in the Library, before/after school or during lunch.

LOST AND FOUND

Found articles on school property may be claimed at the main office. Students finding lost articles are requested to turn them in to the office. Lost books are turned in to the library. Students wishing to see if lost textbooks were turned in to the Library may bring their Student ID to the library to check their book checkout record.

MANDATORY EXPULSIONS

The [SDUSD Restorative Discipline Policy](#) (District Administrative Procedure BP 5144) contains rules and SDUSD's district-wide policy regarding expulsions. Contained in the procedure is a listing of offenses for which a principal must give a five-day suspension and recommend expulsion (student no longer permitted to attend school). Recommendations for expulsion must be made if

a student demonstrates a Level 4 behavior as identified in the Restorative Response Matrix in section 4 – possession of a firearm, brandishing a knife, selling a controlled substance (except 1st offense marijuana possession), sexual assault, possession of explosive, in which case immediate suspension and a recommendation for expulsion is mandatory. Site administrators must follow the expulsion due process procedures as outlined in AR 5144.1.

Restorative Response Matrix Level 4	
<p>Defining the Behavior - A Level 4 Behavior is one which requires immediate intervention and administrative involvement with written documentation of interventions previously in place. Level 4 Behaviors require a mandatory recommendation for expulsion. Formal documentation in PowerSchool and parent/guardian communication is required. A staff member observing or being informed of a level 4 incident will notify administration immediately to start a process that compiles all interventions provided to the student and initiates investigation.</p>	
Student Behavior Incident	Supportive Practices and Response
<ul style="list-style-type: none"> ○ Committed or attempted to commit a sexual assault* ○ Possessed/sold/furnished a firearm ○ Possessed/sold/furnished an explosive ○ Brandished a knife to another person ○ Unlawful possession or sale a controlled substance <p>*Should also be reported to the District’s Title IX office</p>	<ul style="list-style-type: none"> ○ Conference with student, parent and administrator to explain options for student ○ Intervention program ○ Outside counseling and services ○ Recommendation to alternative educational placement ○ Referral to School Police supports <p>When students have been provided with information on the expulsion process, supports available, and information on alternative instructional options, the following shall take place:</p> <ul style="list-style-type: none"> ○ Mandatory 5-day suspension and ○ Recommendation for expulsion

The Placement & Appeals office will work in collaboration with area superintendents and departments included in Leadership and Learning in order to maintain ongoing communication about students that are being recommended for expulsion.

Expulsion hearings shall be conducted by an expulsion review panel consisting of members who have received anti-bias/anti-racist training. The panel shall be composed of three (3) certificated administrators and/or educators, none of whom are employed at the site where the student attends.

The Board of Education must review the findings of facts and recommended action of the expulsion review panel. A written notice to the student and his/her/their parent or guardian of the action taken must be issued within ten (10) days of the hearing. The period of expulsion or placement in an alternative school shall not exceed one calendar year, unless the student does not complete his/her/their required rehabilitation plan.

The Superintendent or designee must also notify the student and his/her/their parent or guardian of their right to appeal the decision to the San Diego County Board of Education within 30 calendar

days of the written notice. The notice must be in a language that the parent/guardian can understand.

NETWORK USE GUIDELINES

District Procedures 4580 and 4581 provide information about the privileges and responsibilities of using the Internet, district networks and electronic communication devices (CDs) as part of your students' educational experience. The district SanDiNet is an electronic network with access to the Internet. Students will have access to:

- Information, online databases and new from a variety of sources and research institutions
- District provided software and public domain/shareware software of all types.
- Variety of web-based and software programs to publish content to the web.
- Collaborative web-based programs for the purpose of project based learning
- Online courses and curriculum, academic software and electronic learning resources

Students **may** have access to:

- Electronic mail (e-mail) to access learning resources
- Discussion groups on a wide-variety of topics

Responsibilities: San Diego Unified has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. "Harmful matter" refers to material that, taken as a whole by the average person applying contemporary statewide standards, describes in an offensive way material that lacks serious literary, artistic, political or scientific value for minors (Penal Code, section 313)

The teacher and staff will choose resources on the Internet that are appropriate for classroom instruction and/or research for the needs, maturity and ability of their students. San Diego Unified takes no responsibility for the accuracy or quality of information from Internet sources. Use of any information obtained through the Internet is at the user's risk.

Acceptable Use: The purpose for schools having access to SanDiNet and the Internet is to enhance teaching and learning by providing access to 21st Century tools and resources as well as online instruction. Use of another organization's data networks (e.g. Cell Phone Carriers) or computing resources must comply with rules of that network as well as District user policies.

Prohibited Uses: Transmission of any material in violation of any federal or state law and district policy is prohibited. This includes, but is not limited to the distribution of:

- Information that violates or infringes upon the rights of any other person
- Bullying by using information and communication technologies (cyber-bullying)
- Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material
- Advertisements, solicitations, commercial ventures or political lobbying

- Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime
- Material that violates copyright laws (District procedure 7038)
- Vandalism, unauthorized access, “hacking” or tampering with hardware or software, including introducing “viruses” or pirated software, is strictly prohibited (Penal Code, Section 502)

Warning: Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or district security administrator(s) or district security administrator may close an account at any time deemed necessary. Depending on the seriousness of the offense, any combination of the following policies/procedures will be enforced: Education-Code, district procedures and school site discipline/network use policy.

Privileges: The use of SanDiNet and the Internet is a privilege, not a right and inappropriate use will result in cancellation of those privileges. The administration, teachers and/or staff may request the site system administrator or district security administrator to deny, revoke or suspend specific user access

Network Rules and Etiquette: The use of SanDiNet and the Internet requires that students abide by district rules of network use and etiquette. These include, but are not limited to the following:

- Be polite. Do not send abusive messages to anyone.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden Note: E-mail and web-based programs are not private and are subject to review by district staff. People who operate the system have access to all mail. Messages relating to or in support of illegal activities must be reported to appropriate authorities.
- Maintain privacy. Do not reveal the personal address, phone numbers, personal web sites or images of yourself or other persons. Before publishing a student’s picture, first name, or work on the Internet, the school must have on file a parent release authorizing publication.
- Cyber-bullying is considered harassment. (Refer to the polices against Discrimination & Harassment in Section A of the Facts for Parents Booklet on the District website)
- Respect copyrights. All communications and information accessible via the network are assumed to be the property of the author and should not be reused without his/her permission.
- Do not disrupt the network

Cyber-Bullying: Cyber-bullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberated, repeated, or hostile and unwanted manner. Using personal communication devices or district property to cyber-bully one another is strictly prohibited and may result in the cancellation of network privileges and/or disciplinary action.

Cyber-bullying may include but is not limited to:

- Spreading information or pictures to embarrass
- Heated unequal argument online that includes making rude, insulting or vulgar remarks
- Isolating an individual from his/her peer group

Security: Security on any computer system is a high priority. If you feel you can identify a security problem on SanDiNet, notify the district Integrated Technology Support Service (ITSS) Department either in person, in writing or via the network. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to San DiNet and the Internet.

Vandalism: Cyber-vandalism will result in cancellation of privileges. This includes, but is not limited to the uploading or creation of computer viruses.

PARKING

Visitor and handicapped parking spaces are available in the parking lot adjacent to the main office off of Clove Street. Visitor spaces are to be used for short-term parking for an on-campus meeting, etc. All other spaces require a permit. Senior students may be eligible to participate in a lottery to obtain a parking permit.

SCHOOL-HOME COMPACT

High school begins the transition into adulthood. This is a time for student personal growth and self-expression. But with this growth comes the personal responsibility of how one interacts with others, coming to class on time prepared to learn, and being held accountable for one's actions.

Point Loma High School and the parents / guardians of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how parents / guardians, the entire school staff, and the students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve California's high standards. To read the entire School-Home Compact, please go to [our website](#).

STUDENT GOVERNMENT (ASB)

The PLHS student body is governed by the Associated Student Body (ASB) Constitution. Its elected representatives consist of the Executive Committee and its Commission; and an Assembly forms the legislative body. The elective Executive Committee consists of the ASB President, Vice President, the Commissioners of Activities, the ASB Secretary and the ASB Treasurer. The Assembly is made up of elected class officers and elected assembly persons from each class. ASB meets daily during 3rd period. All PLHS students are invited to run for office and participate in ASB. Elections are held in May for the following school year. (See **ASB STICKER** section in this planner.)

STUDENT NONDISCRIMINATION POLICY

San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, color, religion, sexual orientation, national origin, physical or mental disability or any other unlawful consideration. The district shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

Any student who engages in discrimination of another student or any SDUSD employee may be subject to disciplinary action up to and including expulsion. Any SDUSD employee who permits or engages in discrimination may be subject to disciplinary action up to and including dismissal.

Any student or parent who feels that discrimination has occurred should immediately contact a teacher or the principal for resolution at the site. If not resolved, contact the district Title IX Coordinator at (619) 725-8005.

TO FILE A STUDENT DISCRIMINATION COMPLAINT:

1. *Filing a complaint:* Obtain a copy of the *Uniform Complaint Form* and procedure from PLHS or the [SDUSD website](#). Remedies available outside of the district are listed in this procedure.
2. *Investigation:* SDUSD will immediately undertake an effective, thorough, and objective investigation of the harassment allegations and provide a written report within 60 days of when the complaint is filed.
3. *Action:* If SDUSD determines that its policies prohibiting sexual harassment have been violated, disciplinary action, up to and including expulsion will be taken.

The person filing the complaint may also pursue action in civil court. Complaints will be kept confidential. SDUSD prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

STUDENT SEARCH

A search of a student's person and/or property is authorized if school officials have reasonable suspicion that a student has violated and/or is violating SDUSD policy (California Education Code 49050). Student lockers are also subject to inspection at any time by school or law enforcement officials.

STUDENT SEXUAL MISCONDUCT POLICY

Point Loma High School is committed to making the campus free from sexual misconduct. Sexual misconduct is a collective term to describe all forms of sex/gender-based harassment, sexual/gender violence, sexual exploitation, relationship violence (domestic and dating) and stalking. Sexual harassment is defined as unwelcome verbal or physical sexual conduct that, because of its severity, persistence and/or pervasiveness, creates a hostile environment by interfering

significantly with an individual's well-being. Sexual assault includes physical acts of a sexual nature that occur without consent.

PLHS has partnered with student-led group, Unite Coalition, to provide students and staff with resources and training to prevent sexual misconduct and to educate students on the importance of consent.

Students who have experienced sexual misconduct should report it to a trusted staff member on campus. Students are also encouraged to see their Associate Principal in order to complete a witness statement. If the incident occurred on campus, the school will conduct an investigation that may include school police and the SDUSD Title IX office. The school will provide resources to the student, create a safety plan and ensure that both parties sign no-contact contracts. Students who are found guilty of sexual misconduct will be subject to disciplinary action. In the event that the sexual misconduct occurred off campus, students should report the incident immediately to the San Diego police and a trusted adult. For more resources, please visit our [website](#) (Wellness Resources) and the [Unite Coalition toolkit](#).

Furthermore, PLHS follows the guidelines outlined in the SDUSD Sexual Harassment Policy, please visit the [Title IX office website](#) for more information. You may also file a formal sexual harassment complaint with the SDUSD Title IX office directly.

TARDY/TRUANCY POLICY

Participation in ALL extra-curricular activities including ASB (attendance at dances), athletics, cheer, drama/theater (unless the student is enrolled in the class), require a 2.0 citizenship GPA in the previous marking period. Being **"tardy"** to a class is reflected in your citizenship grade determined as follows:

0-1	tardy	~	student may receive an "E" grade
2	tardies	~	student will receive no higher than an "M" grade
3	tardies	~	student will receive no higher than an "I" grade
4+	tardies	~	student receives a "U" grade in citizenship

(GPA calculated at: E = 4.0, G = 3.0, S = 2.0, N = 1.0, U = 0.0)

A single **"truancy"** in any class during a six-week grading period will be cause for students to receive a "U" in citizenship in that class for the grading period. Students who are **truant** for an entire school day will be assigned Saturday School and may be cited for San Diego Municipal Code Section 58.05 (b) (1) Daytime Loitering.

TEXTBOOK/CHROMEBOOK INFORMATION

Textbooks and Chromebooks are issued to students during the first week of school. Incoming Freshmen are the only students to receive new Chromebooks during pre-registration and/or during the first week of school with textbook distribution. If there is an issue with a Chromebook, please bring it to the library to see Mrs. Cooper or Ms. Virrueta Meza to assess whether the machine needs to be traded in or reset. Students are responsible for obtaining and keeping track of their school materials; a current school ID card is always required. Students must pay for any books that are lost, stolen or damaged. Please keep books covered and write your name on the inside cover soon after check out. Below is the policy for lost/damaged chromebooks:

- SDUSD Chromebooks and chargers are issued to each student. It is the responsibility of the student to maintain the computer and its charger. If the computer is lost or damaged, including but not limited to, broken screen, missing keys, cracked camera, etc., the student must report the damage immediately to the library, and provide information on how the damage occurred.
- The damaged or lost computer will be logged in the student's account on Destiny and may be registered as a fine. Fines affect extracurricular activities, graduation, etc.
- There are THREE ways to make up for the loss/damage and remove the fine. The student can:
 1. Pay for the chromebook in full (\$100);
 2. Make a monthly (reasonable) payment plan w/ library staff to equate to \$100;
 3. Work off their debt (totaling \$100) to the school library in lieu of paying money.
"Wages" are set at the current California minimum wage rate of \$16.00 per hour.
- *If the computer was damaged by another individual/party, please report the incident to administration and an investigation will occur.*

Loaner Computers/Chargers

When a student forgets to bring their Chromebook or charger to school, they may borrow any available computer or charger from the library for that day or class period. The computer or charger will need to be returned at the end of the period and/or the end of the school day. If the computer or charger is not returned that day, the next morning it will be marked as lost and it will be locked. Student will be charged \$100 if the computer is not returned or \$15 for the charger. The fee will be removed from the student's account once the computer and/or charger is returned.

TRANSCRIPTS

Students wanting transcripts sent to colleges/universities need to order the transcript via *Xello*. For more information please see our [webpage for ordering transcripts](#).

VISITORS

For the safety of all our students, all visitors, parents, and community members must check in at the main office, where they will sign in at the reception desk and obtain a "Visitor's Pass" which must be worn while on campus. Upon leaving campus, visitors are expected to sign out. Students

may not invite a student guest to shadow them during the school day. PLHS graduates who wish to visit former teachers are welcome after 3:30 PM.

VOLUNTEER OPPORTUNITIES – PARENTS AND COMMUNITY MEMBERS

Volunteers serve a vital role in campus life. We have a variety of ways parents can help support PLHS. To learn more about volunteering, please visit our [Parent Involvement webpage](#).

WORK PERMITS

Work permit requirements for 10th – 12th Grade Students:

- 2.0 Grade Point Average (GPA) based on Progress Reports and semester grades
- 2.0 GPA in Citizenship
- PLHS Student I.D. card
- Adequate progress towards graduation
- Required number of credits for grade level
- Required number of courses completed for the previous grade level
- Record of excellent attendance

To apply for a work permit, please see your counselor or visit the SDUSD Work Permit page: https://sandiegounified.org/academics/work_permits/work_permit_home

STUDENT RESOURCES

Please see our [PLHS Mental Health Resources webpage](#) for additional resources.

- Crisis Hotline for Mental Health: (888) 724-7240 (up2sd.org)
- Crisis Text Line-Support for Teens: Text “CTL” to 741741, a helpful resource for bullying, drug problems, pregnancy, depression, STDs, LGBT, concern for others, etc.
- National Suicide Prevention Hotline: 1-800-273-8255
- Depression/Suicide Hotline: The Trevor Project call 866-488-7386 (24/7), Live Chat with the Trevor Project, Fridays 4pm-5pm EST
- National Teen Dating Abuse 24 Hour Helpline & Loveisrespect.org: Call 1-866-331-9474/TTY:1-866-331-8453 (24/7) Live Chat with Loveisrespect.org (7days/week, 5pm-3am EST)
- Rape, Abuse and Incest National Network (RAINN): Call 1-800-656-4673 (24/7) Live Chat with RAINN (24/7)
- Childhelp National Child Abuse Hotline: Call 1-800-422-4453 (24/7)
- National Safe Place: Text SAFE and your current location to the number 69866 (24/7)
- Eating Disorders: <http://www.nationaleatingdisorders.org/> Confidential Helpline 1-800-931-2237
- Gang Rescue and Support: <http://www.graspyouth.org/>
- Self-Harm Resources:
 - Sharp.com/mesavista; www.Selfinjury.com