



**PARENT STUDENT INFORMATION BOOKLET**  
**2022-2023**

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*\*Procedures and Policies are subject to change as Board Policies are updated*

# 2022-2023 School Calendar

## **Palm Springs Unified School District Calendar:**

First Day of School .....	August 10
Labor Day .....	September 5
First Quarter Ends .....	October 7
Veteran's Day (Observed).....	November 11
Thanksgiving Recess .....	November 21-25
First Semester Ends .....	December 16
Winter Recess .....	December 19 – January 6
Martin Luther King Jr. Day .....	January 16
Lincoln's Day .....	February 17
Washington's Day .....	February 20
Third Quarter Ends .....	March 17
Spring Recess .....	April 3 – April 14
Memorial Day (Observed) .....	May 29
Second Semester Ends.....	June 9

For all PSHS student activities please consult regularly the ASB  
Master Calendar on the Internet at  
<http://www.palmspringshighschool.org>

# **The Palm Springs High School Alma Mater**

In the silence of the desert  
Where the sands of silver shone  
Stands our glorious  
Alma Mater  
'Tis our Haven  
and our Shrine  
Be we humble in her presence  
For her blessings never fail  
Palm Springs is our Alma Mater  
So to her, All Hail, All Hail!

**Home of the Indians**

# PSHS Schoolwide Learning Outcomes

P	S	H	S
<p data-bbox="260 264 420 289"><b>PROFICIENT</b></p> <p data-bbox="281 342 399 367"><b>ENGLISH</b> I AM LITERATE BOTH AS A READER AND AS A WRITER</p> <p data-bbox="296 496 384 521"><b>MATH</b> I CAN USE MY KNOWLEDGE OF NUMBERS IN ORDER TO SOLVE PROBLEMS</p> <p data-bbox="281 691 399 716"><b>SCIENCE</b> I CAN TALK INTELLIGENTLY ABOUT HOW THE NATURAL WORLD WORKS</p> <p data-bbox="233 886 447 911"><b>SOCIAL SCIENCE</b> I CAN TALK INTELLIGENTLY ABOUT CULTURE HISTORY AND GOVERNMENT</p> <p data-bbox="247 1081 432 1105"><b>TECHNOLOGY</b> I CAN USE TECHNOLOGY TO COMMUNICATE</p>	<p data-bbox="730 264 890 289"><b>SCHOLARLY</b></p> <p data-bbox="701 342 919 367"><b>WELL ROUNDED</b> I FIND WAYS TO EXPRESS MYSELF ARTISTICALLY OR ATHLETICALLY</p> <p data-bbox="730 537 890 561"><b>INQUISTIVE</b> I AM CURIOUS ABOUT THE WORLD AND WANT TO LEARN MORE</p> <p data-bbox="737 732 884 756"><b>OBJECTIVE</b> I CAN CONSIDER MULTIPLE POINTS OF VIEW</p> <p data-bbox="726 886 894 911"><b>ARTICULATE</b> I CAN EXPRESS MY OPINION USING FORMAL LANGUAGE</p> <p data-bbox="701 1040 919 1065"><b>COLLABERATIVE</b> I CAN CONTRIBUTE EFFECTIVELY TO A TEAM EFFORT</p>	<p data-bbox="1192 264 1352 289"><b>HONERABLE</b></p> <p data-bbox="1220 342 1325 367"><b>HONEST</b> MY WORK IS MY OWN, I MEAN WHAT I SAY, AND TELL THE TRUTH</p> <p data-bbox="1178 496 1367 521"><b>CONSIDERATE</b> I AM POLITE, I TAKE TURNS, AND I REPECT THE PROPERTY OF OTHERS</p> <p data-bbox="1199 691 1346 716"><b>ATTENTIVE</b> WHEN SOMEONE SPEAKS TO ME, I SHOW THEM I AM LISTENING</p> <p data-bbox="1241 846 1304 870"><b>CIVIL</b> I CRITICIZE IDEAL, NOT PEOPLE, AND I CAN AGREE TO DISAGREE</p> <p data-bbox="1192 1000 1352 1024"><b>AUTHENTIC</b> I DON'T NEED TO BE THE SAME AS EVERYONE ELSE</p>	<p data-bbox="1667 264 1856 289"><b>SELF-RELIANT</b></p> <p data-bbox="1682 342 1841 367"><b>AMBITIOUS</b> I SET GOALS AND STRIVE TO ACHIEVE THEM</p> <p data-bbox="1675 496 1848 521"><b>ORGANIZED</b> I BRING ALL REQUIRED MATERIALS AND I CAN FIND WHAT I NEED QUICKLY</p> <p data-bbox="1654 691 1869 716"><b>RESCOURCEFUL</b> I TRY TO HELP MYSELF BEFORE I ASK FOR ASSISTANCE FROM OTHERS</p> <p data-bbox="1696 886 1827 911"><b>HEALTHY</b> I RESPECT MY BODY SO THAT MY MIND CAN FUNCTION PROPERLY</p> <p data-bbox="1717 1040 1806 1065"><b>ALERT</b> I DON'T NEED TO BE ENTERTAINED IN ORDER TO BE PRESENT</p>

**WHERE EVERYBODY IS SOMEBODY**

**PSHS Mission Statement**

Palm Springs High School is dedicated to preparing all students to be responsible, productive members of society, and lifelong learners, by providing for their intellectual, personal and career development.

**PSUSD Board Members**

Board President..... John Gerardi  
Board Clerk..... Modonna Gerrell  
Board Member..... Karen Cornett  
Board Member..... Sergio Espricueta  
Board Member..... Timothy S. Wood

**PSUSD Cabinet Administration**

Superintendent of Schools..... Michael Swize, Ed. D  
Assistant Superintendent, Educational Services.....Simone Kovats, Ed. D  
Assistant Superintendent, Human Resources.....Tony Signoret, Ed. D  
Assistant Superintendent, Business Services..... Brian Murray, Ed. D

**PSHS Administrators**

Principal..... Michael Ventura  
Assistant Principal..... Arthur Sanchez  
Assistant Principal..... Salam Ramirez  
Assistant Principal ..... Janel Hunt  
Assistant Principal/Athletic Dir..... Steven Avina

# PSHS Faculty

Aguirre, Elvia	Paraprofessional ISSS
Albitres, Bianca	MTSS Support Counselor
Alvarez, Eutiquio	Campus Security Officer
Angles, Roxanna	Counselor
Arballo, Priscilla	Workability
Aviles, Alba	Science
Avina, Christina	Counselor on Special Assignment
<b>Avina, Steven</b>	<b>Assistant Principal/ Athletic Director</b>
Bellamy, Cindy	English/AVID
Berry, Chris	Special Education
Bond, Christina	World Language - French
Bond, Jocelyn	Counselor
Boozer, Alex	English
Boylan, Allyson	Performing Arts Theater
Bradley, Timothy Ray	Security
Brown, Tyrus	ASB Director
Cabreros, Shara	Psychologist
Cameranesi, Patrick	English
Canales, Irene	School Office Specialist – Counseling
Carrillo, Leann	Registrar
Carter-Nguyen, Julia	Science
Chao, Gloria	Math
Chevalier, Jorja	Library Media Technician II
Clark, James (Steve)	English
Codeus, Amanda	Social Science/AVID
Cohen, Danielle	English
Collins, Nyisha	Math
Corbett, Kim	Social Science
Cormier, Deborah	MTSS Coach
Corona, Rosa	Counselor
Cross, Erik	Science
Custer, Jeremy	Social Science
Davis, Marissa	Science
Economos, Anmarie	Math
Encino, Tony	Campus Security Officer
Gastelum, Ana	Math
Gerrell, Donielle	Video Production/INN
Gilbert, Chelsea	Performing Arts Dance



Gilstrap, Jay	Math
Goehring, Curtis	Science
Gonzalez, Santana	English
Goree, Darryl	Custodian - Athletics
Gutierrez, Enrique	Welding Paraprofessional I
Haga, Rick	Special Education
Hebert, Anne	Librarian
Howard, Chris	Physical Education
Hughes, Louis	Audio Technician RCA
Hunsperger, Jeanette	Science/AVID
Hunsperger, Richard	Math
<b>Hunt, Janel</b>	<b>Assistant Principal</b>
Ingelson, Matthew	Performing Arts
Iverson, Kara	Visual Arts
Jara, Cindy	Counselor
Johnson, Janet	Assistant Principal Secretary - Athletics
Kaul, Brittanie	PALM – Sports Medicine
Kelley, Meghan	Adult Transition Program
Kirby, Shawn	Science
Kretz, Elizabeth	School Office Specialist
Labrada, Roberto	Social Science/AVID
Lazarova, Svetlana	World Language - Latin
Leyva Felix, Isaac	Prevention Specialist
Lupercio, Ruben	World Language
Maddox, Allison	Social Science
Maldonado, Gustavo	Custodian
Marks, Michael	Physical Education Department Chair
Martinez, Andrea	Math
Meza, Ariana	School Office Specialist – Campus Safety
Murphy, Dan	Special Education
Nash, Peter	Special Education
Norton Wolf, Heather	Accounting Assistant - ASB
Omier, Erika	World Language - Spanish
Orozco, Marlene	School Office Specialist Bilingual
Pachur, Wendy	Special Education
Pasqualini, Shawn	English
Patrick, Jackie	Custodian
Patterson, Rebecca	Visual Arts
Posner, Karen	Adult Transition Program
Powell, Jason	Performing Arts Strings/Choir
Pratt, Rory	Metal Shop

Quintero, Sandra	World Language - Spanish
<b>Ramirez, Salam</b>	<b>Assistant Principal</b>
Ramos, Cynthia	Math
Rea, Kim	Science
Salas, Elba	School Office Specialist Bilingual Attendance
Sanchez, Abby	English
<b>Sanchez, Art</b>	<b>Assistant Principal</b>
Schildge, Raquel	World Language - Spanish
Schoenbeck, Rachel	Math
Sepulveda, Laurie	Social Science
Silva, Veronica	Science
Skaggs, Kirsten	Business Academy
Smith, Earl	Social Science
Smith-Wines, Tammy	English
Song, Elena	College and Career Specialist
Soto, Jessica	School Office Specialist Attendance
Stagg, Hope	PALM – Sports Medicine
Stanford, Jake	English
Tapia, Anthony	Math
Thorson, Eric	Social Science
Tibbetts, Verlene	Licensed Vocational Nurse
Tona, Pauletta	Campus Security Officer
Uribe, Yovany	Math
Valles, Armando	Special Education
Vargas, Carmen	World Languages – Spanish
<b>Ventura, Mike</b>	<b>Principal</b>
Warren, Patricia	School Administrative Assistant III
Woo, Oyuky	School Office Specialist
Yokimcus, Travis	Visual Arts – Ceramics
Young, Brooks	Work Based Learning Coordinator



# Palm Springs High School

## 2022-2023 DATES AND BELL SCHEDULE

*Fechas y Horarios de la Campana Por el 2022-2023*

**Late Start Days, Minimum Day, Testing and Final Exams**

*Dias de Llegada Tarde, Dias Minimos, Exámenes y Exámenes Finales*

### REGULAR BELL SCHEDULE

*Horario Regular*

**Warning Bell -7:27AM**

*Horario de la Campana*

**Monday, Tuesday, Thursday, and Friday**

*Lunes, Martes, Jueves, y Viernes*

Period	Time
0	7:32 – 8:40 AM
1	8:45 – 9:42 AM
2	9:48 – 10:45AM
3	10:51 –11:48 AM
4	11:54 AM – 12:59 PM
Lunch	12:59 – 1:34 PM
5	1:40 – 2:37 PM
6	2:43 – 3:40 PM

### MINIMUM DAY SCHEDULE

*Horario de Dias Minimos*

**Homecoming - October 5, 2022**

**PSAT - October 12, 2022**

Period	Time
0	DOES NOT MEET
1	8:45 – 9:19 AM
2	9:25 – 9:59 AM
3	10:05 –10:39 AM
4	10:45 – 11:26 AM
5	11:32 – 12:06 PM
6	12:12– 12:46 PM
Lunch	12:46 – 1:21 PM

### FINAL EXAM SCHEDULE

*Horario de Exámenes Finales*

**December 13, 14, and 15, 2022**

**June 7, 8, and 9, 2023**

Day 1 Period	Day 2 Period	Day 3 Period	Time
1	3	5	8:45–10:45 AM
Nutrition	Nutrition	Nutrition	10:45-11:15 AM
2	4	6	11:21–1:21 PM

### LATE START DAYS

*Dias de Llegada Tarde*

**Every Wednesday except:**

*October 5 & 12, 2022*

*December 14, 2022*

*June 7, 2023*

**December 14, 2022 – Final Exam Schedule**

**June 7, 2023 – Final Exam Schedule**

Period	Time
0	DOES NOT MEET
1	10:10 - 10:53 AM
2	10:59 - 11:42 AM
3	11:48 - 12:31 AM
4	12:37 - 1:27 PM
Lunch	1:27 – 2:02 PM
5	2:08 - 2:51 PM
6	2:57 - 3:40 PM

### TESTING SCHEDULE

**Cast Testing-Regular Bell Schedule**

Day 1

April 17,2023

April 20, 2023

Day 2

April 18, 2023

April 21, 2023

### CAASPP

Day 1

May 15,2023

May 18,2023

May 22, 2023

May 25, 2023

Day 2

May 16, 2023

May19, 2023

May 23, 2023

May 26, 2023

Day 1 Period	Day 2 Period	Time
1	2	8:45–10:46 AM
3	4	10:56-12:57 PM
Lunch	Lunch	12:57–1:32 PM
5	6	1:40- 3:40 PM

8/3/2022



# Palm Springs Unified School District

## District Calendar

### August 2022 - June 2023

REVISED

OCTOBER 2022						
S	M	T	W	T	F	S
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					

5-7 Minimum Days (Middle School)  
17 Inservice Day  
20 Instructional Days

SEPTEMBER 2022						
S	M	T	W	T	F	S
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	

5 Labor Day (Observed)  
21 Instructional Days

AUGUST 2022						
S	M	T	W	T	F	S
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			

8, 9 Inservice Days  
10 First Day of Instruction  
16 Instructional Days

JULY 2022						
S	M	T	W	T	F	S
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						

4 Independence Day (Observed)  
16 Instructional Days

FEBRUARY 2023						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

17 Lincoln's Day (Observed)  
20 President's Day / Washington's Day (Observed)  
18 Instructional Days

JANUARY 2023						
S	M	T	W	T	F	S
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				

2 New Year's Day Observed / Winter Recess  
3-6 Non Student Days  
16 Martin Luther King Jr. Day (Observed)  
25 - 27 Minimum Days (Middle School)  
16 Instructional Days

DECEMBER 2022						
S	M	T	W	T	F	S
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

16 H.S. Semester ends (85) days  
19, 20, 21, 28, 29 Non Student Days  
22, 23, 26, 27, 30 Winter Recess  
12 Instructional Days

NOVEMBER 2022						
S	M	T	W	T	F	S
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			

11 Veterans Day (Observed)  
14-18 Minimum Days (Elementary)  
21-23 Non Student Days  
24, 25 Thanksgiving Recess  
16 Instructional Days

JUNE 2023						
S	M	T	W	T	F	S
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	

9 Last Day of Instruction / Minimum Day Sem./Trim. ends (96 days)  
19 Juneteenth (Observed)  
7 Instructional Days

MAY 2023						
S	M	T	W	T	F	S
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			

29 Memorial Day (Observed)  
22 Instructional Days

APRIL 2023						
S	M	T	W	T	F	S
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						

3-14 Non Student Days / Spring Recess  
10 Instructional Days

MARCH 2023						
S	M	T	W	T	F	S
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	

6 - 10 Minimum Days (Elementary)  
23 Instructional Days

**First & Last Day of School**

**Holiday**

**Inservice Days (Students do not attend)**

**Minimum Day/Parent Conferences**

**Non School Days**

**End of Trimester Dates**

**Elementary/Middle**

Trimester 1 - Nov. 4 - 61 Days

Trimester 2 - Mar. 3 - 61 Days

Trimester 3 - June 9 - 59 Days

**End of Quarter/Semester**

**High School**

Quarter 1 - Oct. 7 - 42 Days

Quarter 2 - Dec. 16 - 43 Days

Quarter 3 - Mar. 17 - 47 Days

Quarter 4 - Jun. 9 - 49 Days

Board Approved: 07/12/2022

**Bullying:** When an individual or a group of people with perceived power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. Bullying continues over time, is often hidden from adults and will probably continue if no action is taken.

**Please note:** A single egregious act of one of the following might not be considered bullying but does require a disciplinary response.

### **Types of Bullying:**

**Physical bullying** involving hurting a person's body or possessions. Physical bullying includes:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

**Verbal bullying** is saying or writing mean things. Verbal bullying includes:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

**Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.

Social bullying includes:

- Leaving someone out on purpose
- Telling other students not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

**Cyberbullying** uses digital technologies, including hardware such as computers and smartphones, and social media, instant messaging, texts, websites, and other online platforms. It can be public or private. Cyberbullying includes:

- Abusive or hurtful texts, emails, or posts, images, or videos
- Deliberately excluding others online
- Nasty gossip or rumors
- Imitating others online or using their login

### **What bullying is not:**

- Single episodes of social rejection or dislike
- Single episode acts of nastiness or spite
- Random acts of aggression or intimidation
- Mutual arguments, disagreements, or fights

**Modified from:** [www.stopbullying.gov](http://www.stopbullying.gov) [www.ncab.org](http://www.ncab.org) (National Center against Bullying)

# General School Information

**Closed Campus.** Palm Springs High School is a closed campus. All visitors during school hours must check in at the security desk at the entrance of the high school and obtain a visitor badge. Students may not bring guests to school. Once students arrive at school, they may not leave campus at any time unless specific parent and school administration permission has been granted. Students leaving campus prior to dismissal time, for valid reason, must first obtain authorization and appropriate documentation from the Attendance Office and/or administration.

**Outside Vendors.** Student deliveries from outside vendors, which include food, balloons and flowers are not allowed and will not be delivered to students during class time, before school, during school or after school.

**Emergency Drills.** Emergency drills are held periodically. Total student cooperation is required to promote and protect the safety of everyone in the event of a real emergency.

PSUSD is diligent in providing a safe learning environment every day. PSHS will conduct the following drills during the school year: fire, earthquake, active shooter, and lockdown. By conducting the drills staff and students will be better prepared when they have to react or respond to an event.

**Student Emergency Information.** As a condition of enrollment each student must have a signed emergency card on file that contains current information. **Only persons listed on the emergency card may authorize a student's leaving campus or excuse an absence. Please contact the Records Office immediately if there is a change of address, phone number, or emergency contact person.**

**Student Parking on Campus.** All students must display a student parking permit. Vehicles are subject to search. At the beginning of the year, only seniors who purchased a parking space are guaranteed parking on campus in the student parking lot. Students who park in staff spaces may have their vehicles ticketed.

**Student ID Cards.** For identification purposes, each student is issued a Student ID Card, students must carry their ID Card at all times while on campus and at every event or activity. The student ID is utilized for the following reasons: campus safety, admission to school events, technology access, off-campus lunch pass (seniors only), textbook check-out, and for participating in testing. A student who cannot produce their PSHS ID is subject to progressive disciplinary consequences. A replacement card can be purchased for \$5.00 at the ASB Office.

**Technology and Internet Access.** Palm Springs High School is a Digital High School and is offering access to computers and the Internet in every classroom. Student use of networked computers at PSHS is governed by the PSUSD "Student Acceptable Use Policy." Violations will result in the loss of internet/Network privileges, along with possible disciplinary action.

**ASB and Class Officers for 2022 - 2023:**

<i>ASB President</i> .....	<i>Anjolie Manjarrez</i>
<i>ASB Vice President</i> .....	<i>Alexandra Flores</i>
<i>Senior Class President</i> .....	<i>Makaylah Cordova</i>
<i>Senior Class Vice President</i> .....	<i>Ashley Duran Gonzalez</i>

**Dance Rules:**

1. Tickets must be purchased at the school in the ASB Office prior to the dance. Tickets will be available at the door with a student ID card.
2. A current student identification card must be presented with a ticket for admission to the dance. There will be no exceptions.
3. Appropriate school clothing in accordance with the PSHS dress code will be required.
4. A student is entitled to bring one guest (no older than 20 years) to Homecoming and Prom. A guest pass must be obtained from the Discipline or ASB office prior to the dance and returned by the Friday of the week before the Dance (not the day before). **Any pass returned after that time cannot be guaranteed and must have the approval of administration.** The guest is subject to the approval of the administration. The guest must enter the dance with the student who obtained the guest pass. Guests are responsible for obeying all school rules and will not be admitted without a picture ID. Guest passes will not be issued at the door.
5. All school and District rules and policies are enforced at all student activities.
6. Students should make prior arrangements for rides home after a dance when necessary. Students not picked up within 30 minutes may lose the privilege to attend the next dance. Late arrivals may not be granted admission to the dance.
7. **Any student under the influence of a controlled substance during a school sponsored event will be referred to the Administrator for the appropriate discipline including, but not limited to, suspension and/or expulsion. The student will also be referred to the police officer on duty. Parent notified and student picked up.**
8. The school maintains responsibility for students while they are at the dance and cannot be held responsible for students who leave early. Students leaving early may not be readmitted to the dance.
9. To attend the dances, students must be in good academic standing. Students on the exclusion list will not be able to attend spectator activities that are held after the school day such as games, dances, and other performances.

**Library Rules:**

**General**

1. Library hours are Monday, Tuesday, Thursday, and Friday from 8:15 am to 4:15 pm and on Wednesdays 9:40 am to 4:15 pm unless otherwise posted.
2. The student regular circulation period for library books is 21 days, renewable up to 3 times, with a late fee of \$.10 per day.
3. Students with fines may not check out regular library books.

**Student Use**

1. Students without food or drink are welcome before school, after school, and during lunch.
2. Students with ID, a purpose, and a teacher pass may come in during class time.
3. Students will use computer sign in and out of the library.
4. Subs may not send students to the library.
5. A teacher pass must be handwritten with the time, date, and all student name(s).  
- Generic hall passes; restroom, and office passes, etc. will not be accepted.
6. TA's will be allowed only with an ID, a teacher pass, and a specific task.
7. Students with ID and sticker may come in during an unassigned period.
8. Color printing is a flat rate of \$.75 per page; BW printing is \$.10 per page.

## Athletics/Sports

PSHS offers a full schedule of sports activities. Sport teams will compete in the Desert Empire League as well as against other schools in Southern California. To participate, students are required to meet the guidelines as identified in the **EXTRA-CURRICULAR ACTIVITIES** section.

	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Boys	Cross Country Football Water Polo	Basketball Soccer Wrestling	Baseball Golf Swimming Tennis Track & Field
Girls	Cross Country Golf Tennis Volleyball	Basketball Soccer Water Polo Wrestling	Softball Swimming Track & Field

### Athletic Eligibility

Palm Springs Unified School District Board policy requires that all high school students participating in extracurricular athletics must maintain a 2.0 grade point average, with no more than two "F's" for each grading period. If the Student is at risk academically, they will be required to have a weekly progress report until they have stabilized their grades. Athletic eligibility also includes completion of the athletic packet, proof of insurance and a yearly physical. If a student has less than a C average or more than one F, he or she is placed on probation.

We encourage all students to tryout regardless of their ability or talent. Students are encouraged to talk to the coaches of the sport, PE teachers, or the Athletic Director at any time during the year, if interested in participating in athletics. Students participating in the sports program must ride the bus to and from all athletic activities. A student must be present in school on the day of an event if they wish to participate.

If you are planning on playing sports at the college level, your counselor and the Career Guidance Specialist will help you complete information on the National College Athletic Association's requirements for athletic scholarships. For further information, see the NCAA Website ([www.ncaa.org](http://www.ncaa.org)).

### Absence - School-related Business/Sports

- Student attendance for extra-curricular and school-related activities are subject to specifications stipulated by PSUSD Board Policy. *(BP 6145)*
- Participation in games, activities or events requires the student to be present in classes on the day of the event.
- Students, who miss class due to sports, will have their attendance cleared through the Athletic Office once coaches have taken attendance on game day. This procedure may take up to three (3) school days. If you have any questions regarding athletic related absences, please contact the Athletic Office at (760) 778-0407



# General School Information

## Attendance Policy and Procedure

The staff at Palm Springs High School believes that punctual, regular attendance directly impacts school pride, improves academic progress, and develops responsibility in students. PSHS staff is committed to working with students and parents/guardians to improve attendance. Because poor attendance negatively affects academic achievement, parents are encouraged to monitor their students' attendance through Parent Vue (access to Parent Vue is available in the Registrar's office). Parents or legal guardian should call the attendance office (760) 778-0400 between 7-9 a.m. each day of the absences to avoid an auto-dialer call from the school. The Compulsory Education Law requires that children 6 to 18 be enrolled and attending a full-time education program (E.C 48200) and requires parent/guardians to submit to the school reasons for all students' absences. Unexcused absences could result in the student being deemed "truant" which is a violation of the Compulsory Education Law. (E.C. 48200). School absences must be cleared, by note or phone call, within THREE days of students return to school to prevent possible grade reduction. If absence is NOT cleared, after THREE days it becomes an UNEXCUSED absence and the school policy will be initiated. Class work missed, as a result of an unexcused absence may not be accepted. Unexcused absences are absences not meeting the criteria for legally excused absences. Such absences may include, but are not limited to:

### 1. Parent or student-initiated absences not included in 1-9 under Excused Absences.

## Definition of Excused Absences

1. Short-Term Independent Study- excused only if the assigned work is completed upon return
2. Personal illness or injury
3. Medical, dental, eye care, or chiropractic appointments
4. Quarantine under the direction of county or city health officer
5. Funeral services for a member of the immediate family:
  - a) No more than one day, if the service is in California
  - b) No more than three days, if the service is conducted outside of California
6. Jury Duty
7. School Activities
8. Health office – if excused by the school Nurse
9. Pupil is custodial parent of a child who is ill or has a medical appointment. Upon written request from a parent/guardian AND prior approval of the principal or designee, a student's absence may be excused for justifiable personal reasons including, but not limited to:
  - a) Court appearances
  - b) Employment conferences & college visitations
  - c) Family emergencies
  - d) Appearance at SARB
  - e) Religious holiday or ceremony
  - f) Religious retreat (not to exceed 4 hours/semester)

## 2. Truancy

### Truancy Defined

“Any pupil subject to compulsory full-time education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.” (E.C. 48260)

### Excused Absences

Students are allowed to make-up work missed for credit. A pupil with an excused absence from class shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion, shall be given full credit. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. Absences can only be cleared within the same semester

### Consequences of Excessive Absences

It should be noted that a student may fail a class because of excessive absences and unsatisfactory academic progress, including, but not limited to, poor test scores and failure to complete class requirements as outlined in the class syllabus. The teacher will send a progress report to parents when the student is in danger of failing the course.

### Chronic Absentee

A “Chronic Absentee” has been defined in California Education Code (EC Section 60901 I (1)) as a pupil who is absent 10 percent or more of the school days enrolled in the school year.

### Short-Term Independent Study

Any students who must be absent from school for 5 consecutive days or more (except for medical reasons) must complete the application for Short-Term Independent Study prior to leaving school. The process includes obtaining work assignments from teachers to be completed by the student during the absence. When the student returns to school, the student’s teachers will determine the percentage of work completed by the student during the absence. Absences will be prorated and excused according to the amount of assigned work completed by the student during the absence, i.e., if 80% of the assigned work was completed, 80% of the absences accrued during the leave will be coded as excused. The teacher evaluating the quality of the work completed will record letter grades. Due to best practice, it is not recommended to use Short-Term Independent Study the first or the last week of school because students are losing valuable instruction time.

*\*For Independent Study assistance please contact Irene Canales at (760)778-0400 or [icanales@psusd.us](mailto:icanales@psusd.us). She is also located in the counseling office.*

### Passports (Doctor, Dental, Court, Appointments, etc.)

Any student leaving school during the school day must clear through the Attendance or Nurse’s Office prior to leaving campus. A PASSPORT will be issued for legitimate requests by parent note or telephone call prior to the appointment time. Students who leave campus without a Passport first will have an UNEXCUSED absence recorded for the classes missed. **Please check our testing schedule before you schedule an appointment.** No students will be dismissed before the end of testing. Please do not call to release your child. **We will not interrupt students during the test, NO EXCEPTIONS.**

# Tardy Procedures

Students who are tardy will go directly to class. Teachers' discretion will be used to manage consequences and interventions for the students. The teacher records the tardy in Synergy by the end of each period. The expectation is the teacher speaks with the student and contacts parent regarding tardy issue and documents in Synergy under notes.

Possible Consequences – Teacher Discretion:

- Verbal warning
- Written warning
- Teacher detention
- Seat change
- Natural consequences
- Positive praise and or incentives
- Celebrate attendance progress and improvement
- Parent notification

The following procedure will take effect if a student is tardy multiple times:

- Tardy three times – the teacher will contact home
- Tardy five times – the teacher will contact the office and a lunch detention will be assigned through the ISS/OTL room

If attendance issues persist, ISS/OTL will notify the office. The following action may be taken:

- Student and parent will be notified of attendance concerns and possible behavior consequences
- Additional detention before school, lunch and or after school
- Saturday school
- Weekly progress monitoring
- Positive praise and/or incentive – celebrate attendance progress and improvement
- SART – School Attendance Review Team
- SARB – School Attendance Review Board – District

Excessive tardiness could also result in revocation of transfer privileges, loss of activities, and loss of lunch privilege for seniors.

Students with excessive attendance issues may be referred to the School Attendance Review Team (SART). A meeting will be held with student and parent/guardian and a SART contract is signed. If attendance issues continue, the student may be referred to Palm Springs Unified School District Attendance Review Board (SARB) for further disciplinary action and resolution. Attendance can negatively impact seniors and their ability to leave campus during lunch. Seniors are required to have 95% attendance for the previous quarter.

Possible interventions:

- Reach out to frequently absent students to find out in a supportive manner why they are missing school and what would help them attend more regularly.
- Work with parents to stress the importance of education and to learn about any barriers to good attendance.
- Encourage families to work with school staff and community agencies to get support to help student solve barrier to getting to school.
- Greet students and parents.
- Nurture positive relationships with students and families.
- Provide information to students and parents regarding the importance of attendance.
- Send home positive postcards.
- Celebrate attendance progress and improvement.
- Schedule parent/student/staff conference to discuss absences.
- Call home when a student is absent.
- Connect planned events and activities to attendance.
- Communicate with parents – letters, phone calls, email, Parent Vue and Back to School Night.
- Provide attendance incentives.
- Welcome students back and identify any academic support needed
- Explain expectations for attendance and how it adds up and why it is important.

District Attendance Program – Truancy Letters: Attendance is reported on the State Accountability System – Dashboard. The district generates the following attendance letters for excused and unexcused absences to parents and students.

- 1<sup>st</sup> Truancy Notification (L1) – 3+ truant events
- 2<sup>nd</sup> Truancy Notification (L2) – 6 truant events
- 3<sup>rd</sup> Truancy Notifications (L3) – 9+ truant events
- 1<sup>st</sup> Excessive Excused Absences Notification (EEA!) – 5+ excused events
- 2<sup>nd</sup> Excessive Excused Absence Notification (EEA2) – 10+ excused events

# General School Information

## **ADMINISTRATION of PRESCRIBED and NON-PRESCRIBED MEDICATION for STUDENTS:**

Any student who is required to take, during the regular school day, medication prescribed by a physician or surgeon, must provide the school nurse a written statement of instruction from the physician detailing the method, amount and time schedules by which such medication is to be taken. For example, but not limited to, inhalers, allergy medication, antibiotics, pain pills, etc. Students may not carry any prescribed or non-prescribed medication/vitamin.

## **Tardy Procedures**

**Students are expected to be on time for all classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility.** A student who is not in their assigned classroom seat assigned by the teacher at the beginning of the class period will be considered tardy.

## **Illness at School**

If a student becomes ill during school hours, he/she should obtain a pass from the assigned teacher and report to the Nurse's Office. The nurse will ascertain the seriousness of the complaint and, if necessary, will call a parent/guardian to obtain permission to release the student or have a parent/guardian come to school to transport the student home. A Passport will be issued at that time.

## **Students who leave campus without clearing through the Nurse or Attendance**

**Office will have an UNEXCUSED absence recorded for each class missed and students may receive a behavioral consequence.**

## **Auto-Caller (Attendance)**

The school often utilizes an Auto-Caller (computer generated message) to alert parents of all absences recorded on each student's daily attendance record. The attendance office staff cannot personally call parents each time a student is reported absent from school. After being notified by an Auto-Call, parents should contact the attendance office to determine the period(s) their student was reported absent.

## **Open/Closed Campus (Lunch Passes)**

Palm Springs High School has a closed campus for grades 9, 10, and 11. These students are not to be off campus during school hours without a PASSPORT issued through the attendance office or school nurse.

1. Senior Lunch passes are approved based on grades (2.0 GPA), attendance (95%), and parent/administration approval.
  - a) An off-campus lunch permission slip must be signed BY THE STUDENT'S PARENT and kept on file.
  - b) A signed Senior Contract must be on file.
2. Grades for the most recent grading period are used to determine eligibility:
  - a) For 1<sup>st</sup> quarter, the students' GPA from their final report card for their 11<sup>th</sup> grade year will be used.
  - b) For 2<sup>nd</sup> quarter, the students' GPA from their 1<sup>st</sup> quarter will be used, 2<sup>nd</sup> quarter will be used for 3<sup>rd</sup> quarter eligibility, and 3<sup>rd</sup> quarter will be used for 4<sup>th</sup> quarter eligibility.
  - c) Any student carrying a GPA below 2.0 will not be eligible for off campus lunch privileges.
3. Attendance will be tracked by the following guidelines:
  - a) For 1<sup>st</sup> quarter, the student's full-year attendance rate for the previous school year will be used. For 2<sup>nd</sup> quarter, the students' 1<sup>st</sup> quarter attendance rate will be used. For 3<sup>rd</sup> quarter, the students' 2<sup>nd</sup> quarter attendance will be used. For 4<sup>th</sup> quarter, the students' 3<sup>rd</sup> quarter attendance rate will be used. Attendance rate will reset at the beginning of each quarter.
  - b) Any student with an attendance rate below 95% will not be eligible for off-campus lunch privileges.
  - c) Excused, unexcused, and unverified full day absences are all counted when determining attendance rate. Only School Business absences will be excluded from this percentage.

The privilege will be revoked if the student habitually returns late to school from lunch and by parent request. Seniors, who do not have a lunch sticker and wish to secure a passport for medical/dental appointments at lunchtime, are required to show verification of the appointment.

**Verification of absences: Students 18 Years of Age or Older**

For purposes of any procedure for verification of absences from school, a student 18 years of age or older, with respect to his/her absences from school, shall have all of the responsibilities and powers which, in the case of a minor, would be charged to the parent, guardian, or other person having charge or control of the minor (E.C. 46012). An 18-year-old may call or write a note, but the school still determines the reliability. This school site may refuse to excuse the absence.

**AR 5131.41 Children of Military Families****Enrollment and Residency**

The Superintendent or designee shall facilitate the enrollment of children of military families and ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements. (Education Code 49701)

A child of a military family shall be deemed to meet district residency requirements if the parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state. The Superintendent or designee shall accept electronic submission of such a student's application for enrollment, including enrollment in a specific school or program within the district, and for course registration. (Education Code 48204.3)

(cf. 5111.1 – District Residency)

When a child of a military family is transferring into the district, the Superintendent or designee shall enroll the student based on unofficial education records, if official records are not yet available. Upon enrollment, the Superintendent or designee shall immediately request the student's official records from the student's previous district. The Superintendent or designee shall allow the student 30 days from the date of enrollment to obtain all required immunizations. (Education Code 49701)

**BP 5146 Students – Pregnant, Married, Parenting**

The District shall not exclude or deny any student from any educational program or activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy or related recovery.

# General School Information

## Parent Vue

Parent Vue is a web application that provides parents with direct access to student data via the Internet. Using a confidential PIN (Personal Identification Number) and password, parents can connect to the school district's student database and view their child's progress report, attendance records, transcripts, and missing assignments. Parent Vue allows a parent to view details on each of their children currently enrolled in a PSUSD school.

## Payments or Purchases

Cash, money orders, credit cards, cashier, and personal checks only, will be accepted as payment for purchases from PSHS. Please indicate on the cashier's/personal check or money order what is being purchased and the student's full name.

## Physical Education Uniform Policy

For student safety and hygiene, students in a PE class are required to dress for class in PE t-shirt and shorts. They are also required to wear athletic shoes. Sandals or flip flops are not acceptable. A student who does not dress out for PE is considered a "non-suit". PE uniforms will be sold during registration/validation in August or at the beginning of the school year. If a student forgets their uniform at home, their PE teacher will provide a loaner.

## Plagiarism/Cheating

See also the Academic Honesty Section.

Any assignment submitted must be the student's own work in his or her own words. Students may not copy or rephrase material from another source, such as Cliff Notes, Internet source, any other printed material or another student's paper. When sources such as these are part of an assigned paper, the source **MUST** be properly cited. Student work containing plagiarism or copying of any kind will receive consequences as outline in the **Academic Honesty** section.

## Police Contact

Palm Springs law enforcement/School Resource Officer will be available on campus. The law enforcement officers are allowed to interview a student without the permission or presence of a parent/ guardian.

## School Calendar

The school calendar is available on the school website.

## Search and Seizure

A search will be conducted when there is reasonable suspicion involving controlled substances, drug paraphernalia, stolen property, weapons, or other objects prohibited, or which constitute a threat to the health, safety or welfare of the occupants of the school facility or in conjunction with a school sponsored activity. In accordance with California and Federal law, PSUSD reserves the right to conduct random searches of students, persons, and property. (*Ed. Code 44806, 44014*)

## Health Office/Medications

All students visiting the Health Office must sign in and show their signed hall pass. Students who need to visit the Health Office between classes must first get a hall pass from their next period's teacher. Only students with immediate and/or obvious health concerns may enter without a "hall pass".

Students who need to take prescribed or over the counter medication, such as aspirin must keep the medication in the school or health office and must have the appropriate form on file (signed by doctor and parent/guardian) prior to medication being dispensed. A form for permission for school staff to administer medication is available from the school nurse in the administration office. See the Palm Springs Unified School District Parent/Student Information booklet regarding this provision. (*EC 49423, BP 5141.21*)

## **Lost and Found**

The lost & found is located in the library. Items not retrieved will be donated to a local charity approximately every nine weeks; PSUSD and PSHS assume NO responsibility for lost or stolen items.

## **BIKE/SKATBOARD/SCOOTER POLICY**

Students riding bicycles, skateboards or scooters are required to observe the following regulations. Any students violating these regulations will be subject to consequences, which may include confiscation.

- Operate in a safe manner
- Enter and leave campus on the route established by the school
  - Use bike lanes whenever possible and travel with the flow of traffic
  - Walk bikes in crosswalk
- Students are not permitted to ride bikes, skateboards, or scooters on campus or in school parking lots so must be parked and locked in the designated bike area (students are required to provide their own lock)

\*PSUSD and PSHS assumes no liability for damage, theft, vandalism injury or other negative consequences associated with use or ownership of bikes, skateboards, scooters, or other related items.

## **CIVILITY POLICY**

Any individual who disrupts or threatens to disrupt District /School office / classroom operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property shall be directed to leave school or school district property. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the District employee shall verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on District premises, the offending person shall be directed to leave.

## **E-MAIL**

Teachers and staff at PSHS can be contacted via email by using the first letter of the staff member's first name followed by the last name @psusd.us.

## **MOTOR VEHICLE POLICIES**

Students must observe all school, community, and state driver regulations.

1. Students must have a valid driver's license, current registration, and proof of insurance to receive a PSHS student parking permit.
2. A 15 MPH speed limit is enforced on campus.
3. Students may park vehicles in the student parking lot only. A valid PSHS parking sticker must be affixed to the vehicles front windshield in order to park in the student parking lot.
4. Unauthorized vehicles parked in reserved spaces are subject to towing without notice.

## **PARKING LOT POLICIES**

1. Students are to enter and leave school through the student entrance adjacent to the student parking lot.
2. Students are not to be dropped off in the Faculty Parking Lots.
3. Cars must occupy one space only.
4. All vehicles parked in the student parking lot must display a valid PSHS parking permit. Any vehicle not displaying a school permit may be towed at the owner's expense. Parking permits are obtained from the Security office. Replacement permits may be purchased.

Students who violate traffic laws or school parking regulations may have their privileges suspended at the discretion of the administration. PSUSD and PSHS assume no responsibility for any damages, loss, theft, or injuries associated with driving on campus.



**The following are examples of Student Organizations at PSHS:**

AVID - Advancement Via Individual Determination	Drama	PS Strings
Adventures in Science	Empowered Sister	PSHS Choir
Anime	Esports	Robotics
AP Stats	FCA - Fellowship of Christian Athletes	Rotary
Art	Film	Science and Engineering
Ballet Folklorico	French	Spanish
Band Council	HACK	Sparkers
BSU - Black Student Union	HOSA - Health Occupation Students of America	Spikers
Business Academy	International Business	The Gathering
CSF - California Scholarship Federation	Junior State of America (JSA Debate)	GSA - UP/Gay Straight Alliance
Cancer Awareness	KP - Kapatirang Pilipino	Video Game
Cheer	Newspaper	Video Production
Chess	Nintendo	Virtual Enterprise
College Awareness	Organic Garden	Wood Chippers
Conspiracy Alliance	PLUS - Peer Leaders Uniting Students	Yearbook
Cracked Pots	PS Culinary	Youth for Jesus
Creative Writing		

**EXTRACURRICULAR ELIGIBILITY**

The following are the eligibility procedures for participation in extracurricular activities and are to be followed in conjunction with PSUSD Board Policy. *(BP 6145)*

1. All students' grades will be checked at the time they are cleared for participation on a team or activity. The grades from the previous quarter will determine eligibility for the next quarter. This grade check is conducted by the Athletic Director and designated site vice principals. If a student is eligible at this time, no further grade check will be initiated for said student until the next school grading period (quarter).
2. All CIF eligibility requirements must be met for student athletes.
3. Entering ninth graders' first quarter eligibility and probation will be based on eighth grade second semester/third trimester and summer school grades.
4. All students who have less than a "C" (2.0) average or have more than one "F" are put on probation for a quarter. For students on block scheduling, a quarter refers to a nine-week period starting with the first day of school.
  - a) Coaches and extracurricular advisors will be notified of names of students who are placed on probation.
  - b) Students placed on probation will be told of their status and the probationary process as it affects them.
  - c) Students are limited to three probation periods during four years of high school.
5. Schedule of eligibility checks for probationary students:
  - a) Eligibility will be checked every three weeks throughout that sport (season) or activity for those students on probation.
  - b) Grade forms will be issued by Friday at the end of the three-week period. If school is not in session on the Friday in which a grade check is scheduled to fall, then the grade check will fall on the following Monday.

6. Eligibility grade check:

- Probationary students must: on Friday at the end of the three-week period, have their Eligibility Grade Check Forms completed by all their teachers.
- Student Eligibility Grade Check Forms must be turned into the coach, athletic director, or the extracurricular advisors at the end of that (Friday) day.
- If the student has a "C" average with no more than one "F" he/she is eligible to remain on the team or participate in the affected activity.
- If the student has less than a "C" average or has more than one "F", he/she is ineligible for the next three-week period or next quarter grading period, whichever comes first, to determine eligibility.

7. Grade checks will be made during the four quarters of the school year.

A student cannot be on probation for two consecutive quarters. A student will be declared ineligible for extracurricular activities if a second violation occurs. Eligibility will be determined the following quarter. If a student has a "C" average with no more than one "F", he/she is eligible to participate in the extracurricular activity.

For example: A student is on probationary status during the first quarter of an extracurricular activity. The same student cannot be placed on probation in the second quarter, but instead will be ineligible to participate in second quarter extracurricular activities. He/she may again, if necessary, be placed on probation for a third quarter.

**EXTRACURRICULAR PERMISSION**

School officials may limit participation in any extracurricular opportunities based on attendance, academic, and behavioral concerns. This policy includes any activity where the student will be out of class and participate in a school-sponsored activity.

# Progressive Discipline Policy and Procedures

## DISCIPLINE PROBLEMS IN THE CLASSROOM

There are three categories of student discipline:

**LEVEL I. Chronic and continual classroom disruptions (such as defiance, disruptive behavior, excessive talking, being uncooperative, loud, out of assigned seat, etc.) which necessitate assignment to OTL, with a parent conference and/or dialogue (no phone machine) by the teacher within 24 hrs.**

1. The teacher has documented the attempt to correct the student's behavior through the following progressive steps:
  - Student is warned
  - There is a teacher/student conference (possible change of seat)
  - Parent contact (actual conversation, if there is a difficulty, check with the Discipline Office)
  - Detention is assigned (24 hr. notice to student and parent)  
Use of Discipline Referral Form for failure to show for Detention.
  - Use of OTL (Opportunity to Learn) Referral Form and parent conference  
(The teacher and the form given to the student, when sent to OTL must fill out the top part of the form)The above steps should be reflected in the teacher's syllabus.
2. The teacher may elect to use a "time out" with teacher supervision, such as sending the student to a pre-arranged teachers room to work on an assignment.

**LEVEL II. Counseling – chronic unproductive work habits behaviors that need to be addressed – and an intervention needs to be made by the student's counselor**

1. Progressive corrective steps as outlined in Level I number 1 are followed by the teacher.
2. The teacher fills out a Counselor Referral Form and forwards it (do not send the student) to the student's counselor
3. A student will receive a Counselor Referral Form for any of the following behaviors:
  - a. Attending class continually without the required materials
  - b. Continually sleeping in class
  - c. Continually not doing the class work/homework assignment
  - d. Continued poor attitude
  - e. Serious personal problem (death in family, divorce, abuse, etc.)

**LEVEL III. Serious health and safety issues requiring the immediate removal of the student(s) from the classroom.**

**A student will receive a Discipline Referral Form for any of the following behaviors:**

- profanity towards a student/staff member (EC 48900(i) (k))
- fighting (EC 48900(a))
- possession/use of a controlled substance (EC 48900(c))
- possession of a dangerous object/weapon, stink bomb (EC 48900 (b)(k))
- assault/battery (EC 48900 (a))
- threats made towards another student/staff (EC 48900(a))
- throwing an object at a staff/student (EC 48900(a) (b) (k))
- extreme and chronic documented disruptive behavior (EC 48900(k))
- offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then either sold, delivered or otherwise furnished anything in lieu of it and represented the replacement as a controlled substance, alcoholic beverage or intoxicant (EC 48900(d))
- committed or attempted to commit robbery or extortion (EC 48900(e))

- caused or attempted to cause damage to school or private property (EC 48900(f))
- stole or attempted to steal school or private property (EC 48900(g))
- possessed or used tobacco, or any products containing tobacco or nicotine products (h)
- unlawful possession of, unlawfully offered, arranged, or negotiated to sell any drug paraphernalia (EC 48900(j))
- knowingly received stolen school or private property (EC 48900(l))
- possessed an imitation firearm (EC 48900(m))
- committed or attempted to commit sexual assault, or committed a sexual battery, as defined in the penal code (EC 48900(n))
- harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding (EC 48900(o))
- aids or abets the infliction or attempted infliction of physical injury to another person (EC 48900(s))
- electronic/cyber-bullying (EC 48900 (r))
- sexual harassment (EC 48900.2))
- caused, or attempted to cause, or participated in an act of hate violence (EC 48900.3))
- engaged in harassment, threats, or intimidation (EC. 48900.4))
- terrorist threats against school officials or property, or both (EC 48900.7))
- A pupil may be suspended or expelled for acts related to school activity or attendance that occur at any time. (EC 48900(p))

#### **SCOPE OF SCHOOL AUTHORITY**

Students are under the authority of the school from the time that they leave home until the time that they return home. For example, students fighting, smoking, or using/ possessing drugs in the park, at the bus stop, etc. are subject to the same disciplinary action as if the offense occurred on campus.

#### **GUIDELINES FOR STUDENT RESPONSIBILITIES**

One of our goals at Palm Springs High School is to make the classroom a positive environment. We require your help and cooperation in an effort to make our campus a more successful environment for learning.

Any person making a false report is guilty of a crime (PC 148.1). For example, saying that you or someone has a weapon of any sort. **DON'T EVEN JOKE ABOUT IT!**

## CAMPUS

- Students are responsible for obeying all Palm Springs High School rules and regulations. Rules and regulations are necessary for the well-being and safety of everyone. In order to provide an opportunity for all students to learn it is the duty, responsibility, and obligation of the administrators, teachers, staff, and students at Palm Springs High School to ensure a safe and orderly campus. Any disruption of that mission will be dealt with swiftly. Such acts of disruption include mad dogging, hard looks, congregating in menacing groups, use of inflammatory language, flashing gang signs, racial and ethnic slurs, failure to disperse, and running to the scene of a disturbance. Any and all students in the vicinity of the scene of any type of campus disturbance will be considered part of that disturbance and subject to school disciplinary action and arrest.
- PSHS is a restricted access campus. This means that once you arrive at school, you cannot leave campus without a passport. The Attendance Office, School Nurse, and Discipline Office issue passports. Only seniors who have earned the privilege may leave campus for lunch and only with the permission of their parent/ guardian who submit an authorization card to the school. Students found off campus without a passport will be subject to disciplinary action and/or cited by the SRO/Police department.
- Students must have a hall pass while out of the assigned room during class time. Passes are issued judiciously. Teachers have a responsibility to give you a pass. You have the responsibility to obtain the pass and carry it with you. Students found out of class without a pass will be subject to disciplinary action and may be sent to OTL.
- All food and drinks must be consumed within designated eating areas.
- Possession, sale, or the negotiations of the sale of any drugs, paraphernalia, and/or alcohol are grounds for suspension and or expulsion. Violators may be referred to the District Chemical Awareness Network, the on-campus SRO, and are subject to arrest and prosecution by law enforcement. Police dogs trained in locating contraband may be used for detection of contraband in lockers, classroom, or other areas without prior notice.
- Students may not use telephones during class time.
- Student parking is permitted only in the student parking lot. ALL CARS MUST DISPLAY A VALID PARKING PERMIT. The parking lot is restricted during class time, during lunch and between periods. Student vehicles are not to be used as lockers. "VEHICLES ARE SUBJECT TO SEARCH."
- Cell phone and iPod use is not permitted during class, unless with teacher permission. All confiscated items will be returned to a parent/guardian. Repeat violators will be subject to disciplinary action.
- Prohibited products; electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited. Prohibitions do not apply to a student's possession of or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medication on campus.
- Publications, posters, and announcements may only be distributed with prior administrative approval and only on designated posting areas. Non-approved items will be removed immediately.
- Skateboards, roller blades and bicycles are not to be ridden on campus or in the parking lot at any time of the day or night. Violation will result in the loss of privilege in bringing them on campus or item being confiscated.
- Gambling is not permitted on campus.
- Harassment of a student by another student is prohibited and subject to disciplinary action. Harassment includes sexual [unwelcome advances, verbal, visual or physical contact of a sexual nature including graphic or explicit clothing], intimidation of another student, and threatening to cause bodily injury.
- Fighting is prohibited. Students involved in fights may be arrested by PS Police Department and/or subject to suspension or expulsion.

- Littering of any kind is forbidden. This includes, but is not limited to, leaving food wrappers, bottles, cans, etc. anywhere except in appropriate trash containers. Violators will be cited. Repeat offenders will be suspended.
- Profanity, vulgarity, and insulting threats, remarks, and gestures will not be tolerated.
- Intimate public display of affection is inappropriate and is not permitted. Violators are subject to disciplinary action.
- Graffiti is prohibited and will result in disciplinary and/or legal action.
- Students must always carry their ID cards while on campus and at every PSHS event or activity. A student who cannot or does not produce an ID when asked to do so by a faculty member is subject to security action, which may include detainment, ejection, OTL, etc. A valid PSHS ID Card may be necessary to use the library, attend games, dances, performances, etc. Each student receives a permanent plastic ID card for free upon initial enrollment and at registration at the beginning of each school year. A replacement card can be purchased for \$5.00 at the ASB Office if a card is lost or stolen, or if a student just wants to update the photo.
- P. E. lockers are the property of the Palm Springs Unified School District and are subject to inspection by school authorities. The school district is not responsible for the loss of items.
- Appropriate clothing must be worn. Shirts and shoes are required. Clothing that displays lewd, obscene, vulgar, or offensive statements or pictures are not permitted. Clothing that displays drug, alcohol, or tobacco products is not permitted. Gang identified clothing/items are not permitted. Please see the complete Dress Code.
- Dances require Guest Permission Slips for non-Palm Springs High School students. Guest passes must be turned in for Administrator signature at the Student Discipline Office one (1) weeks prior to the dance. The guest must be no older than 20 on the day of the event. All students and guests
- Must present a picture ID at the door. Regular school rules apply at all dances including dress code.

## CLASSROOM

- No food or drink will be permitted in the classroom during instruction without teacher approval.
- No Personal Messages/Balloons, Flowers, Deliveries. The school often receives requests to deliver a message or gifts to students during class time. To minimize classroom interruptions, we will NOT accept outside deliveries, messages, gifts, (balloons, flowers, etc.). Personal messages cannot be delivered to students during class time. Emergency messages must be authorized by the school administration. We have identified emergencies as a death in the family or an accident. **We will not deliver any other messages. Students will not be permitted to use the classroom phones.**
- Candy sales are not allowed. PSHS follows the strict district nutrition program.
- The policy of the school is that only parents or approved adults may visit classrooms.
- Sunglasses and hats may not be worn in the classroom.

## ASSEMBLIES AND RALLIES

Students are expected to enter the gym or auditorium as soon as possible in a quiet and orderly manner. During the rally or performance students are required to exhibit respect to the performers. This means no eating, yelling, touching, throwing, standing on seats, etc. In order to accommodate a safe, orderly and quick dismissal, students will be dismissed by the master of ceremony. Follow the directions of the faculty and security staff.

Teachers are to stay with their class to assist with supervision.

## **ACADEMIC HONESTY**

The Board of Education believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. *(BP 5131.9)*

Students are expected to demonstrate honesty and integrity while in attendance at Palm Springs High School. All students are expected to do their own work. This includes but is not limited to test-taking, class assignments, homework, essays, compositions, term papers, and research. All work submitted by students is to be a true reflection of their own effort and ability. If submitted work is found to be otherwise, the student has shown unacceptable academic behavior warranting consequences. Engagement in any of the following is considered cheating:

1. Claiming credit for work not the product of one's own honest effort
2. Providing access to materials or information so that credit may be dishonestly claimed by others
3. Knowing and/or tolerating either or both of the above

Any of these identified behaviors represents a violation of mutual trust and respect essential to the education at Palm Springs High School. Students who demonstrate these behaviors should expect the following consequences:

1. 'Zero' on the assignment
2. Parent/Guardian Notification
3. Disciplinary Action

The following is a set of consequences for students who fail to comply with the rules concerning honesty and academic integrity. This rule is cumulative regardless of the subject.

### **FIRST OFFENSE**

- Teacher assigns a zero for the work
- Parent/Guardian Notification
- Counselor is notified
- Disciplinary Action

### **SECOND OFFENSE**

- Teacher assigns a zero for the work
- Parent conference
- Counselor is notified
- Disciplinary Action

### **THIRD OFFENSE**

- Teacher assigns a zero for the work
- Parent conference
- Counselor notified
- Disciplinary Action, may include suspension
- Two (2) days of suspension
- Letter placed in student's permanent discipline file

# Progressive Discipline Policy and Procedures

## EXCLUSION LIST

A student may be placed on the exclusion list as a disciplinary measure for up to thirty (30) school days for any code of conduct offense. Additional offenses will place the student on the exclusion list for the remainder of the school year. Students on the exclusion list may not participate or attend after hour spectator events and or activities.

## CONSEQUENCES

**A pupil may be suspended or expelled for acts that violate education code and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:**

- While on school grounds.
- While going to or coming from school.
- During the lunch period whether on or off campus.
- During, or while going to or coming from, a school sponsored activity.

Students who violate education code are subject to detention, OTL, Saturday School, suspension, expulsion, and:

**Activities:** Cannot participate in any school-related spectator activity, including dances, concerts, debates, and performances, etc. for 30 school days.

**Seniors:** Cannot participate in any senior activities, including Graduation Ceremony, Grad Night, Brunch, Sr. party, Baccalaureate, or any new activities that may be added if the violation occurs within 30 school days of the activity or event after senior contract date.

**Pranks:** Are not acceptable, including class pranks, homecoming float pranks, etc. Any student involved in a prank is subject to disciplinary action that includes, but not limited to, being excluded from school activities, suspension, expulsion, etc.

## METAL DETECTORS

Possession of a weapon on school property, on the way to and from school, or at school sponsored events, is in violation of California Education Code and California Penal Code. Such a violation will result in immediate referral for disciplinary action and may result in expulsion from Palm Springs Unified School District and an arrest.

To insure the safety of students and staff within the Palm Springs Unified School District, students may be required to submit to a search by the use of a metal detector, either intermittently, or on a regular basis, on campus or at school sponsored events. Any weapon or dangerous object will be confiscated.

A pat search may be required, and students may be required to empty pockets or other containers in the event that metal objects are detected. Purses, backpacks, vehicles, or other containers are also subject to search.

## UNDERCOVER POLICE/DRUG SNIFFING DOGS

Palm Springs Unified School District will use every reasonable method available to keep drugs off our campuses. This includes bringing onto a school site drug sniffing dogs and an undercover police officer.

## TARDY SWEEPS

After the bell has completed ringing, teachers should lock their doors. The doors are to remain closed for approximately 10 minutes to assist security in the tardy sweep. Students not in class are then directed by security to go to their grade level administrator. They are asked for their ID cards and subject to search if security deems necessary. Passes should only be issued judiciously (no passes to cars, phones, vending machines, etc.) and never the first or last ten minutes of the class period.



## **VISITORS**

Parents are encouraged to visit campus to observe and become involved in their children's educational experience and Twenty-four-hour notice is required for such a visit to be productively accomplished. All visitors are required to register with the receptionist in the administration building to obtain a visitors pass. If you have further questions, please call (760) 778-0400. No student visitors will be allowed during the school day unless approved in advance by administration.

## **WITHDRAWING FROM SCHOOL**

Upon parent/guardian request, a student should see the following school personnel. The Registrar will first issue a check out slip to the student wishing to withdraw. The student will take the check-out slip to the Media Center to return all textbook and supplies. The student will then return to the Registrar's Office who will then request final check-out grades from each teacher.

## **WORK PERMITS**

Students needing a work permit should see the work-based learning teacher. Any student who is employed and is under the legal age of 18 must have a permit to work (*Education Code 12765*). State law requires that minors who are employed will be in regular attendance at school for a minimum of four hours each day.

- All work permits expire five days after the school year begins. A new work permit application must be completed after each grading period even if continuing at the same place of employment. **Students must have a C average with good attendance.** Grades received from the previous semester must meet the standard or no work permit will be issued in the next enrollment session.
- No employer shall employ a minor for more than 4 hours on any day in which such minor is required to attend school except in approved Work Experience Education Programs (*Education Code 12774*).
- Minors 16-17 years of age shall not be permitted to work before 5 am or after 10 pm, but a minor may work until 12:30 am on any day preceding a non-school day (*Labor Code 1391*).
- **Work permits may be revoked at any time for poor academic performance and/or poor attendance at school**

# Dress Code

## **DRESS CODE**

Students shall dress in accordance with good standards of health and safety. Students not meeting these standards may be sent home to change their attire before re-entering school. Palm Springs High School reserves the right to determine if particular styles of clothing disrupt the education environment. No clothing or accessories which, in the opinion of school officials, threaten the physical and/or psychological well-being of any person on campus will be tolerated.

### **(BP 5132)**

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which, would interfere with the educational process.

### **(AR 5132)**

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

1. Shoes must be worn at all times.
2. Clothing, jewelry and personal items shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which promote the use of drug, alcohol or tobacco or other illegal activity, or which advocate racial, ethnic or religious prejudice.
3. See-through clothing and excessive bare abdomens are prohibited.

Coaches and teachers may impose more stringent dress requirements to accommodate the special of certain sports and/or classes

### **Gang-Related Apparel**

The principal, staff and parents/guardians may establish a reasonable dress code that prohibits students from wearing "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 35183)

\*Some hat examples that are prohibited are, but not limited to B, G, C, DH, 1500, D, T, S, and P's.

\*Any hat that has been modified.

\*No nicknames on hats will be allowed.

# Instructional Program/Counseling

**Counseling and Guidance Services.** Counselors at Palm Springs High School provide orientation and registration information, as well as college, career, and academic progress information. Students may ask for individual conferences with their counselor to discuss academic or personal concerns. Students should contact the counseling office for further information or schedule an individual appointment with their counselor.

Academic Name and Alpha	Counselor	Email
A-DEA & PALM Academy	Mrs. Angles	<a href="mailto:rangles@psusd.us">rangles@psusd.us</a>
DEC – LA, ABLE Academy	Mrs. Corona	<a href="mailto:rcorona1@psusd.us">rcorona1@psusd.us</a>
LE – SL & AVID Academy	Mrs. Jara	<a href="mailto:cjara@psusd.us">cjara@psusd.us</a>
SM – Z, FILM & WELDING Academies	Mrs. Bond	<a href="mailto:jbond@psusd.us">jbond@psusd.us</a>
COSA	Ms. Avina	<a href="mailto:cavina@psusd.us">cavina@psusd.us</a>
MTSS Support 9 <sup>th</sup> & 10 <sup>th</sup>	Mrs. Albitres	<a href="mailto:balbitres@psusd.us">balbitres@psusd.us</a>

Question: How do I contact my Counselor?

- A. Go to [pshscounselors.us](http://pshscounselors.us), hover over home then select request to see Counselor and fill out form

Question: What if I drop an AP class after I signed up for the AP test?

- A. You may drop an AP test after you receive your counselors and parents' approval. And after you pay the ASB clerk the \$40.00

Question: Where can I get a tutor schedule?

- A. Tutoring schedules are available in the Counseling Dept.

Question: How can I become a T.A.?

- A. In order to be a T.A. you must be a Junior or Senior



High School/MSJ	Semester 1 (8/10/2022 – 12/16/2022)	
	Qtr 1 (8/10/2022-10/7/2022)	Qtr 2 (10/7/2022-12/16/2022)
Progress Report Cards can be viewed on ParentVUE	Qtr 1 Progress Ends 9/9/2022	Qtr 2 Progress Ends 11/9/2022
High School/MSJ	Semester 2 (1/9/2023 – 6/9/2023)	
	Qtr 3 (1/9/2023 – 3/17/2023)	Qtr 4 (3/17/2023 - 6/9/2023)
Progress Report Cards can be viewed on ParentVUE	Qtr 3 Progress Ends 2/10/2023	Qtr 4 Progress Ends 5/5/2023

**All Student progress can be monitored using ParentVue.**

[https://pvue.psusd.us/PXP2\\_Login\\_Parent.aspx?regenerateSessionId=True](https://pvue.psusd.us/PXP2_Login_Parent.aspx?regenerateSessionId=True)

**Pass/Fail Grading:**

1. Student must be enrolled in more than six periods (or 30 credits)
2. The course being requested must be a "0" or 7<sup>th</sup> (or higher) period class. If the student is taking an academic course during periods 1-6, then it is eligible for a Pass/Fail grade, with administrator approval.
3. The course being requested for Pass/Fail grading cannot be a UC A-G course unless the A-G subject area requirement has been met previously or is being met during the normal school day.
4. The request for Pass/Fail grading must be made no later than three (3) weeks after the start of the term/semester.
5. Students must complete all course requirements and must have a good attendance record.
6. Student cannot reverse a request for Pass/Fail grading once this application has been filed.
7. All decisions are final and non-negotiable.

If the students are interested in taking a class for Pass/Fail, they will need to see their counselor for the form.

**Early Release/Late Start Agreement:**

Any Student wanting to leave early will need to have satisfactory grades of a C or higher in their academic courses to fulfill the A-G requirements.

Under Education Code 5228.1, school districts may allow students to apply for an early release/late start only if the following conditions are met:

1. The school officials determine that the student will benefit from the early release/late start.
2. The parent gives consent in writing to the student being released early or starting later each day.

Every secondary school student in Palm Springs Unified School District is required to attend a full day schedule per Education Code 46100.

1. Students have been counseled about options for a shortened day (community college, employment, internship, etc.)
2. Student is on track to meet graduation requirements by the end of their senior year.

**Senior Contract:**

All seniors are expected to sign and return the Senior Contract and abide by all expectations as outlined on the Senior Contract. Any disciplinary incidents may result in but limited to exclusion of senior activities including walking at graduation.

## GRADUATION REQUIREMENTS (BP 6146.1)

To obtain a diploma from PSHS, students must meet the minimum requirements:

1. **225 units of Credit, see chart below**
2. **1.51 Minimum GPA**
3. **Must pass Integrated Math I or equivalent**
4. **Must pass 4 years of English**

Academic Area	PSHS Credits
English	40
Math (includes meeting Integrated Math I requirement)	30
Biological Science	10
Physical Science	10
World History	10
US History	10
Civics	5
Economics	5
Visual or Performing Art/Foreign Language /Career Technical Education	10
Physical Education	20
Health – Completion through Biology	0
Electives	75
<b>Total</b>	<b>225</b>

## GRADE POINT AVERAGE

Grade Point Average (GPA) is used to indicate a student's grade average. A 1.51 grade point average (GPA) is required for graduation. This GPA is computed in the following manner: convert letter grades to numbers, an A = 4, B = 3, C = 2, D = 1, F = 0. Add all the numbers and divide by the number of classes taken. All Honors and Advanced Placement (AP) courses are awarded an additional point value for a weighted 5.0 - point scale.

**The following is an example of a GPA figured on one year's grades.**

A's = 1 x 4 points = 4 points

B's = 2 x 3 points = 6 points

C's = 2 x 2 points = 4 points

D's = 0 x 1 points = 0 points

F's = 1 x 0 points = 0 points

14 points divided by 6 classes

$14/6 = 2.33$  GPA

## GRADE CORRECTIONS

When grades are given for any course, the grade given to each student shall be determined by the teacher of the course. The determination of the student's grade by the teacher, in the absence of error, shall be final. If teacher or data entry errors occur, only the teacher of the course in question shall correct the grade(s) using the proper form, obtainable from the Registrar. Corrections will be made to the student's permanent record after receiving administrative approval.

## **ADVANCE PLACEMENT AND HONORS COURSES**

Students who want an academic challenge to better prepare for education beyond high school should strongly consider taking Honors and Advanced Placement (AP) courses. AP classes prepare students to take the College Exams in May, if the exam is passed with a score of 3, 4, or 5, most institutions of higher education will award the passing grade as the equivalent of course work completed and give college units (check your intended college for specifics) saving money and time in college. There is a fee for this exam.

There will be a meeting in the spring for parents and their students who are interested in enrolling in AP classes. This meeting provides the opportunity to learn more about the courses, their contents, and the requirements for being in this program. The students enrolled in the AP classes will be expected to sign a contract which states the AP course requirements and guidelines.

## **A-G REQUIREMENTS**

Palm Springs High School's College Prep courses have been approved by the University of California, a-g system. This means that students, who successfully complete these courses with grades of C or above, meet the course requirement to be accepted at a University of California or California State University school.

## **SUMMER SCHOOL**

Students may take summer courses from public and private institutions. If the course is taken from a public or private institution that is not meeting a grad requirement, it will be noted on the transcript, but not figured into the GPA. If a course is taken to meet a graduation requirement and is taken at a private institution, the student must get administrative approval to do so, in advance.

## **TRANSCRIPTS**

Official or unofficial transcripts can be requested online at [www.parchment.com](http://www.parchment.com). Please contact the Registrar's office at (760) 778-0400 for a Parchment registration code. Alumni students may purchase transcripts through the Parchment online services.

## **INCOMPLETE GRADES**

An Incomplete is given only when a situation beyond the student's control warrants administrative approval. The student must complete the work to remove the incomplete within a specific timeframe that equals the duration of the absence and during the nine-week period that follows that absence. If the work is not completed within the allotted time, the grade is automatically converted to an F.

## **Withdrawal**

Students must have a note from their parents giving the date of withdrawal and where they are moving. Students must report to the Registrar for necessary forms before school on the day of withdrawal. All books and school materials must be checked in and all accounts cleared before students can withdraw. If students leave while still owing textbooks or fees. All records and transcripts will be withheld.

## **Teacher Policies and Expectations**

Each teacher at PSHS develops his or her own syllabus. Included in these syllabi are specific classroom rules, guidelines and expectations on student behavior, homework policies, and academic policies to address make-up work and tests. Students and parents should be aware of each teacher's policy and abide by the syllabus requirements.

# Code of Conduct

The Board of Education desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. (BP 5144)

1. The Code of Conduct applies to a violation of a major infraction, (major infractions are defined in Education Code Section 48900 (a-l), plus additional California legislation.
  - a) Caused, attempted to cause, or threatened to cause physical injury to another person.
  - b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects.
  - c) Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
  - d) Offered or arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, alcoholic beverage or intoxicant.
  - e) Committed robbery or extortion.
  - f) Caused or attempted to cause damage to school property or private property.
  - g) Stole or attempted to steal school property or private property.
  - h) Possessed or used tobacco or any product containing tobacco or nicotine products.
  - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j) Had unlawful possession of, offered, arranged, or negotiated to sell any drug paraphernalia.
  - k) Disrupted school activities or willfully defied the authority of school personnel.
  - l) Knowingly received stolen school property or private property.
  - m) Committed sexual harassment as defined in Education Code 212.5

## **EXCLUSION POLICY**

A student may be placed on the exclusion list as a disciplinary measure for up to thirty (30) school days for any Ed. Code violation resulting in suspension. Additional offenses will place the student on the exclusion list for the remainder of the school year. Students on the exclusion list may not attend after school spectator events such as school dances and sporting events.

## **BEHAVIOR PLAN**

All students will demonstrate appropriate behavior on campus. Palm Springs High School does not tolerate student behavior that disrupts the educational process or negatively impacts the positive school environment. All students are expected to act appropriately by respecting the rights of other students and staff.

## **CLASSROOM POLICIES AND PROCEDURES**

Classroom teachers develop policies and procedures consistent with PSUSD and PSHS guidelines and expectations. Students understand that they are to respect classroom expectations so that instruction can continue in a positive and productive environment. When students do not choose to follow classroom policies and procedures, the appropriate consequences will ensue. Teachers will work to solve situations with students unless the student's behavior necessitates immediate action by the Administrative Office. Teachers or other school officials will make an effort to contact parents whenever a behavior warrants. Parents are encouraged to email or call the teacher if they have questions or concerns.

## **CONSEQUENCES**

Students who choose to violate the Code of Conduct are subject to one or more of the following consequences, depending upon the nature and severity of the infraction: detention, parent conference, referral, OTL, Saturday school, suspension, transfer, or expulsion.

## **SUSPENSION / EXPULSION**

Suspended or expelled students shall be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion. Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (BP 5144.1) Students will be suspended from school for repeated inappropriate behavior, or any major infractions as outlined by the Education Code and District Code of Conduct. Length of suspension will be commensurate with the infraction, ranging from one to five school days. Students on suspension may not enter any school campus or participate in any school-related activity.

## **APPEAL PROCESS**

All decisions may be appealed by presenting a formal letter to the school principal within ten (10) calendar days of receipt of notification of the decision to remove a student from, or to designate a student ineligible for, any co-curricular or extracurricular activity. The principal will review the appeal and render a decision within five (5) working days. Students are ineligible to participate in extracurricular and co-curricular activities while an appeal is being processed.

## **NONDISCRIMINATION STATEMENT**

No Person shall on the basis of sex, race, national origin, or non-limiting handicapped conditions be excluded from participation in or be denied the benefits of or be subjected to discrimination under any educational program offered by Palm Springs Unified School District. Programs offered by the District include a variety of vocational education programs, including those in the areas of Business, Consumer Home Economics, and Technical/Industrial. There are no special admission requirements for these programs except to progress sequentially from level to level. Lack of English language skills will not be a barrier to admission and participation in vocational education programs. (BP 0410)

## **COMPLAINT PROCEDURES**

Any person or organization wishing to file a complaint alleging unlawful discrimination, including racial harassment or sexual harassment, or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child-care and development programs, child nutrition programs, special education programs, or any District-administered educational program should contact:

<b>Mark Arnold</b>	<b><i>Nondiscrimination on the Basis of Handicapped</i></b>
<b>State and Federal Programs</b>	<b>150 District Center Drive</b>
<b>150 District Center Drive</b>	<b>Vickie Parkinson, Director</b>
<b>Palm Springs, California 92264</b>	<b>Palm Springs, California 92264</b>
<b>Phone: (760) 883-2700</b>	<b>Phone: (760) 883-2700</b>

A copy of the District's complaint procedures (Board Policy 1312.3) and Administrative Regulations 1312-3[a-b] will be made available upon request. Under some circumstances, specified under sections 4650-4651 of Title V (District Exhibit 1312.3), complainants may ask for direct intervention by the California Department of Education. Furthermore, complainants have the right to appeal any decision made by the District concerning a complaint to the California Department of Education. Information on procedures and timelines for appeals are included in the above listed documents.



## **POLICY – SEXUAL HARASSMENT**

### **Sexual Harassment of or by employees or students:**

#### **(Education Code, Sections 4980 and 212.6)**

The Board of Education is committed to maintaining an educational environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

The Board strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at school-sponsored or school-related activities or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee.

The Board is committed to complying with Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq. and its implementing regulations, which prohibit discrimination on the basis of sex in education programs or activities operated by federal financial assistance recipients. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX.

The Coordinator or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable
7. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment.

### **Complaint Process**

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within one school day of receiving the complaint, report it to the principal or the District Coordinator.

Any school employee who observes any incident of sexual harassment involving a student shall take immediate steps to intervene when safe to do so and report this observation to the Coordinator, whether or not the victim files a complaint.

In any case of sexual harassment involving the Coordinator or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the Superintendent.

District Coordinator:

*Asst. Supt. of Educational Services or Designee*

*150 District Center Drive*

*Palm Springs, CA 92264*

*760-883-2703, ext. 4805002*

Regardless of whether the student files a complaint, the Coordinator or designee shall contact the student (or parent, depending on the student's age) and explain that the district is responsible for investigating the allegation of sexual harassment and taking corrective action, and explain the informal and formal procedures for filing a complaint, including how the procedures work.

Upon receiving the complaint, the Coordinator or designee shall immediately initiate the complaint investigation procedures in accordance with AR 1312.3 - Uniform Complaint Procedures. Where the Coordinator or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate, effective action to end the harassment and address its effects on the victim. The Coordinator or designee shall also advise the victim of any other remedies that may be available and take steps to prevent further harassment. The Coordinator or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

### **Disciplinary Measures**

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

### **Response Pending Investigation**

When an incident of sexual harassment is reported, the principal or designee, in consultation with the Coordinator, shall determine whether interim measures are necessary pending the results of the investigation. Such measures shall be those necessary to stop the harassment, if still ongoing, and to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation. To the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. The Coordinator or designee will discuss confidentiality standards with the student when the complaint is initiated.

**POLICY – Cyber-bullying Use of Electronics Electronic/Cyber-Bullying of or by Employees or Students  
(Education Code 48900 (r))**

**EC 48900 (r)**

- (2) (A) “Electronic act” means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager, of a communication, including but not limited to, any of the following:
- (i) A message, text, sound, or image.
  - (ii) A post on a social network Internet Web site, including, but not limited to:
    - (I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
    - (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe or has reasonably believed that the pupil was or is the pupil who was impersonated.
    - (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

**AB 1542-Penal Code 667.95**

A student may be charged with a felony if the student willfully records a video is a violent felony with the intent to encourage or facilitate the offense. Example, a student takes a video of a fight and posts it online

### **Parent Classroom Observation Procedure**

- A parent can observe their child in their classroom /campus for a maximum of 30 minutes per week.
- Teachers/school will need 24 hours advance notice of a visit. Teacher discretion if day/time works for them.
- To ensure minimum interruption of the instructional program, parent visits will take place during regular school days. Visits during school hours should be first arranged with the teacher and administration. Visitors will be accompanied by school staff (BP 1250).
- No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission (Education Code 51512).

### **Parent Volunteers:**

- All school volunteers must be fingerprinted and have cleared a background check before being on campus.
- Parents are not allowed to volunteer in the same classroom where their child is assigned. They may choose to volunteer in another class, at the teacher/school's discretion. Exceptions may be made for specific field trips or class events/activities with prior approval by administration.

National Suicide Prevention Lifeline:  
988

The Crisis Text line which can be accessed by texting:  
HOME to 741741

Riverside County Suicide Prevention Hotline:  
951-686-4357

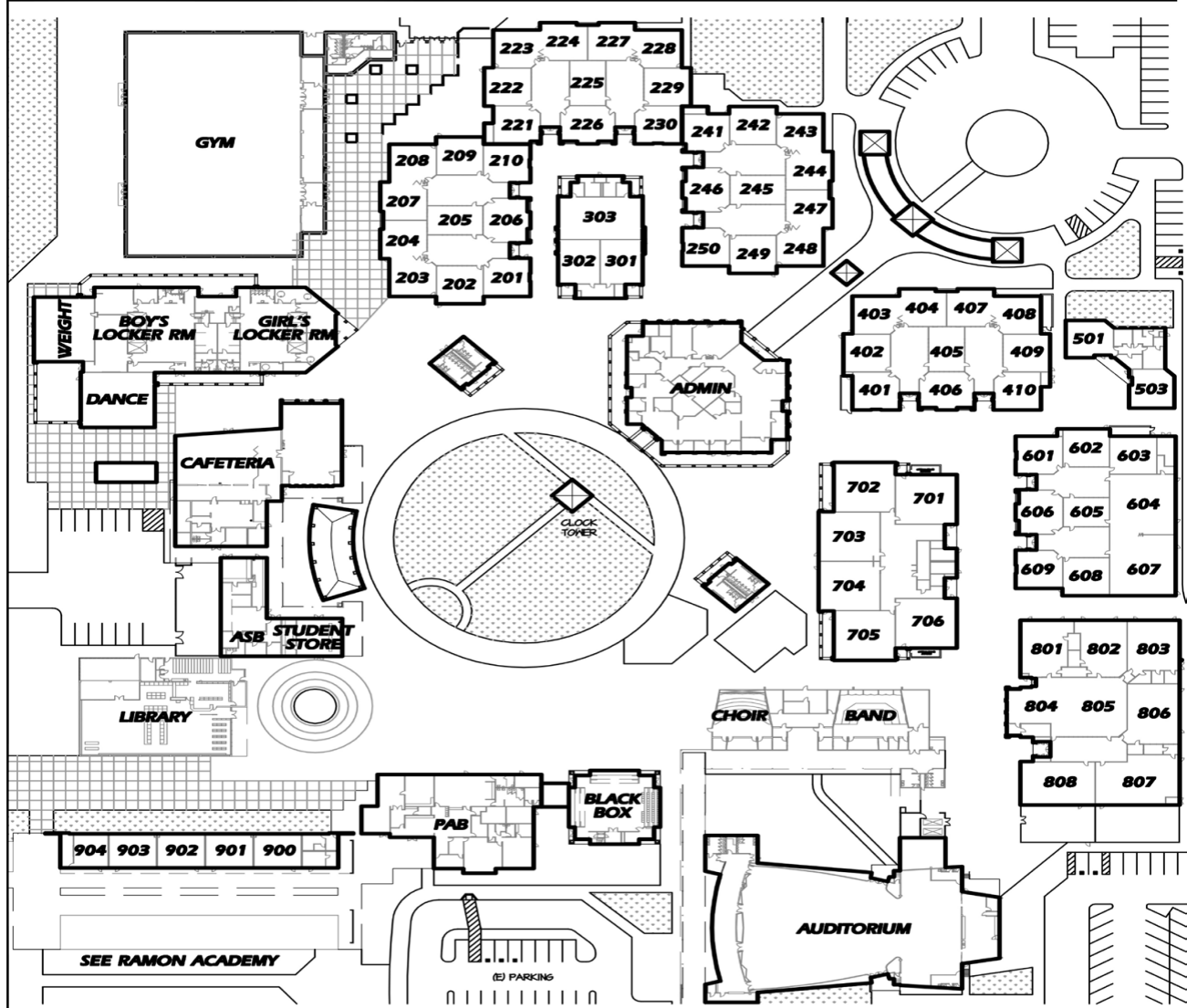
What's Up Safehouse:  
Download the app or text our toll-free number  
844-204-0880

# Map of the School

## DIAGRAM OF BUILDING AREAS

PROJECT: PALM SPRINGS HIGH SCHOOL  
 ADDRESS: 2401 EAST BARISTO ROAD, PALM SPRINGS, CA  
 SCHOOL DISTRICT: PALM SPRINGS UNIFIED SCHOOL DISTRICT  
 COUNTY: RIVERSIDE

■ EXISTING (1-A)  
 □ BASIC PLANS (2-A)  
 □ FINAL PLANS (3-A)



### SITE PLAN

SCALE:

1" = 100'-0"



Architects+Planners

**Ruhnau Ruhnau Clarke**

□ 3775 Tenth Street • Riverside, CA 92501-3669 • T 951 684 4664 • F 951 684 6276  
 □ 5751 Palmer Way, Suite C • Carlsbad, CA 92010-7249 • T 760 438 5899 • F 760 931 8194

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