

Patrick Henry High

2019 - 2020

S *tudent*

Handbook

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PRINCIPAL'S WELCOME

Our Patrick Henry Staff and I would like to officially welcome all our students to the 2019 - 2020 school year! I feel honored to work with such interesting, bright, enthusiastic, and talented students. The Patrick Henry High learning community has high expectations for all students' character and academic achievement. To support the mission, we developed three pillars for all students and staff to follow.

We want our students to:

- A. Be Welcoming and feel welcomed at school every day (This means greeting and acknowledging other people daily).
- B. Do No Harm to Others (We expect our students to be kind and courteous to everyone).
- C. Use Choice Words at School (Choose your words to be respectful of others at all times).

I hope you make it your personal goal to succeed academically and to be a responsible citizen by also doing the following:

- Attend school every day, on time, and with enthusiasm for learning.
- Always do homework promptly and review for tests at least a day or two early, this will give you time to get help on topics/problems you're unsure of.
- Get involved in at least two activities or sports, so you can meet new friends and gain new experiences.
- Create a study group of classmates so that you can share your knowledge and learn from each other as you study and prepare for tests.
- Participate in school activities and support your classmates by going to dances, athletic events, ASB lunch activities, club meetings/events, etc.
- Follow our school rules.
- Get to know your teachers and counselors.
- Create your own support group of the professionals in the school.
- Find time to explore your interests as you think about and prepare for your future career.

High school can be an incredibly great time in your life. However, you get what you give. Please find time to join us in making this school the best experience possible by becoming a true Patriot and participating in extracurricular activities, supporting your friends, and learning as much as you can in the process! I'm interested in hearing what you think and need, so please come by and speak to me at lunch, in the quad or around campus.

Have a Great Year!

Principal Elizabeth Gillingham



Our Mission

To educate all students in a positive, integrated setting to become responsible, literate, concerned and contributing members of a global, technological society through excellence in teaching and learning.

Our Pillars

Be Welcoming Choice Words Do No Harm

Our Schoolwide Learner Outcomes

Practice Personal Responsibility and Respect

- Take responsibility for one's actions
- Show respect for self, others, and property
- Be punctual, present, and prepared
- Make healthy choices
- Understand and participate in the democratic process
- Exemplify the 3 pillars

Communicate Information Effectively

- Analyze and interpret multiple sources and media
- Use growth mindset, practice perseverance
- Use evidence-based logic
- Master 21st century technology appropriately as a tool for lifelong learning
- Verify, use, and cite credible sources
- Practice ethical digital citizenship and academic integrity
- Participate in Collaborative Conversations
- Develop confidence in communicating, personally and publicly
- Listen actively, reflectively, critically

Integrate Individual, Cultural, & Global Sensitivity

- Celebrate and respect cultural and individual diversity; be open to change
- Address local and global concerns and issues
- Acknowledge and empathize with the emotions and opinions of others
- Cultivate an understanding of and respect for differences

Demonstrate Critical Thinking & the Ability to Analyze

- Use resources to creatively identify and solve problems
- Integrate prior knowledge to question presented information
- Establish understanding through application

ALMA MATER

On our city's eastern border,
Midst the hills and the sky,
Home of our most valiant Patriots,
Patrick Henry High.

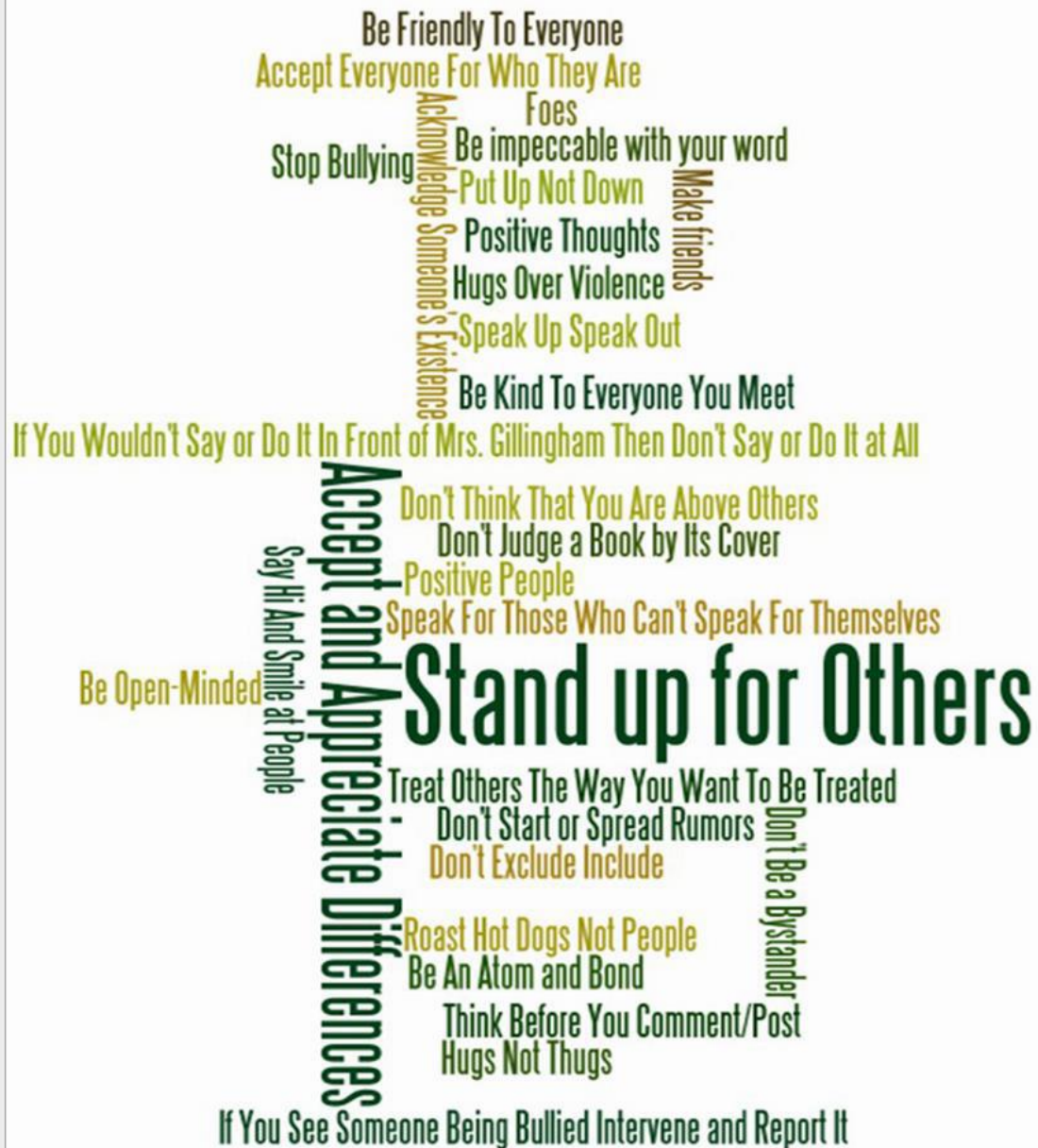
In our many halls of learning,
on our fields of play,
Goals of excellence and honor,
always lead the way.

As we march along together,
let's be brave and bold;
All hail to Patrick Henry High School

Hail to the Green and Gold!



BE A BUDDY, NOT A BULLY



KEY PEOPLE TO KNOW			
ADMINISTRATION		ADMINISTRATIVE SUPPORT	
PRINCIPAL (Athletics)	Mrs. Gillingham	Administrative Assistant I	Mr. Ortler
Vice Principal - (A - L)	Mr. Miller	Admin Aide / Principal's Assistant	Ms. Harper
Vice Principal - (M - Z)	Mrs. Pacofsky	Attendance	Mrs. Genung
SCHOOL POLICE / SECURITY		Attendance Bi-Lingual	Ms. Brown
School Police	Officer Pak	Transportation Liaison/Bi-Lingual	Mr. Luna
Security	Mr. Harvey	Coaches/Volunteers	Mrs. Passmore
	Mrs. Atkinson	DEPARTMENTS	
COUNSELING		ASB Advisor	Mrs. Flores
District Counselor	Mr. Berriochoa	Athletic Director	Mr. Clark
Head Counselor	Ms. Vaccarino	Band Director	Mr. Kalal
(A - Cao)	Ms. Vaccarino	Cafeteria Manager	Marcy Sanders
(Car- G)	Mrs. Lucio	Computer Lab	Mr. Garrison
(H- Mc)	Mrs. Glazer	Finance	Mrs. Pineda
(Me- Roe)	Mr. Barrientos	Library	TBD
(Rog - Z)	Mr. Navickas		
(A-Z) 10 th -12 th Engineering (Nguyen-Z) 9 th Engineering	Mrs. Labe	Link Crew	Mr. Pinto Ms. Morgan
Counseling Secretary	Ms. Guinn	Ntwk / Syst. Media	Mr. Spradlin
Registrar	Ms. Li	Plant Operation Supervisor	Mrs. Murphy
HEALTH OFFICE		School Psychologist	Ms. Podboreski
Nurse	Mrs. Vogelgesang	School Site Tech II	Ms. Figueroa
Health Technician	Ms. Ahumada & Tulley	Special Ed	Mrs. Bartlett

ASB / CLASS ADVISORS	
Ms. Ross	Senior Class & ASB
Mr. Pinto Mrs. Samuelz	Junior Class Yearbook
Mr. Bolton	Sophomore Class
Mrs. Wegmann	Freshman Class

2019 – 2020 TRADITIONAL SCHOOL CALENDAR	
AUGUST 2019	
August 26, 2019	First Day of School for Students
SEPTEMBER 2019	
September 2, 2019	Labor Day Holiday Observed
NOVEMBER 2019	
November 11, 2019	Veterans Day Holiday Observed
November 25—29 2019	** Non-Instructional Day (School Closed)
November 28, 2019	Thanksgiving Break (School Closed)
DECEMBER 2019	
December 23, 2019 —Jan 3, 2020	Winter Break (School Closed)
JANUARY 2020	
January 1, 2020	New Year's Day Holiday Observed
January 1-3, 2020	** Non-Instructional Day (School Closed)
January 6, 2020	Traditional Schools Resume
January 20, 2020	Martin Luther King Jr. Day (School Closed)
January 22,23, 24, 2020 (Modified days)	FINALS - (Wed-Friday)
FEBRUARY 2020	
February 14, 2020	Lincoln Observed Holiday (School Closed)
February 17, 2020	Washington Observed Holiday (School Closed)
MARCH 2020	
March 30 – April 3, 2020	Spring Break (All Schools Closed)
APRIL 2020	
April 6, 2020	Traditional Schools Resume
MAY 2020	
May 18 & 19, 2020 (Periods 1-2-3)	STATE TESTING (Monday & Tuesday)
May 20 & 21, 2020 (Periods 4-5-6)	STATE TESTING (Wednesday & Thursday)
May 22, 2020	** Non-Instructional Day (School Closed)
May 25, 2020	Memorial Day Holiday (School Closed)
JUNE 2020	
June 5, 8 & 9, 2020 (Modified days)	FINALS - (Fri, Mon & Tues)
June 9, 2020	Last Day of School *Graduation

PATRICK HENRY HIGH SCHOOL

2019 – 2020 BELL SCHEDULE

MONDAYS — Late Start (Except 6/8/2020 Finals)

PERIOD 1	8:50 AM	-	9:44 AM
PERIOD 2	9:50 AM	-	10:33 AM
PERIOD 3	10:39 AM	-	11:22 AM
PERIOD 4	11:28 AM	-	12:11 PM
<i>LUNCH</i>	12:17 PM	-	12:47 PM
PERIOD 5	12:53 PM	-	1:36 PM
PERIOD 6	1:42 PM	-	2:25 PM

TUESDAY – FRIDAY

PERIOD 1	7:30 AM	-	8:29 AM
PERIOD 2	8:35 AM	-	9:33 AM
PERIOD 3	9:39 AM	-	10:37 AM
PERIOD 4	10:43 AM	-	11:41 AM
<i>LUNCH</i>	11:47 AM	-	12:17 PM
PERIOD 5	12:23 PM	-	1:21 PM
PERIOD 6	1:27 PM	-	2:25 PM

2019 – 2020 PATRICK HENRY HIGH SCHOOL - BELL SCHEDULE

MY CLASS SCHEDULE 1 ST SEMESTER			
Period	Subject	Room	Teacher
0			
1			
2			
3			
4			
5			
6			
MY CLASS SCHEDULE 2 ND SEMESTER			
Period	Subject	Room	Teacher
0			
1			
2			
3			
4			
5			
6			

PATRIOT DAY FRIDAYS FOR HENRY HOOPLA!

10/18/19	12/6/19	1/31/20	3/13/20	5/1/20
Period	1	7:30 AM	-	8:20 AM
Period	2	8:26 AM	-	9:16 AM
Period	3	9:22 AM	-	10:12 AM
Period	4	10:18 AM	-	11:08 AM
Rally	9	11:14 AM	-	11:58 AM
<i>LUNCH</i>				
		12:04 PM	-	12:34 PM
Period	5	12:40 PM	-	1:30 PM
Period	6	1:36 PM	-	2:25 PM

PEP RALLY FRIDAYS! SEMESTER FINALS & STATE TESTING CALENDARS

PEP RALLY FRIDAYS! 10/11/19, 2/8/20 and 5/29/20				
Period	1	7:30 AM	-	8:20 AM
Period	2	8:26 AM	-	9:16 AM
Period	3	9:22 AM	-	10:12 AM
RALLY		10:18 AM	-	11:00 AM
Period	4	11:06 AM	-	11:56 AM
Lunch		12:02 PM	-	12:32 PM
Period	5	12:38 PM	-	1:28 PM
Period	6	1:35 PM	-	2:25 PM

2020 SEMESTER FINALS for	
JANUARY 22, 23 & 24	JUNE 5, 8 & 9
SCHEDULE	
Wed, Jan 22	Fri, June 5
Period 1	7:30 AM – 9:32 AM
Nutrition Break	9:38 AM – 9:52 AM
Period 2	9:58 AM – 12:00 PM
Thurs, Jan 23	Mon, June 8
Period 3	7:30 AM – 9:32 AM
Nutrition Break	9:38 AM – 9:52 AM
Period 4	9:58 AM – 12:00 PM
Fri, Jan 24	Tues, June 9
Period 5	7:30 AM – 9:32 AM
Nutrition Break	9:38 AM – 9:52 AM
Period 6	9:58 AM – 12:00 PM

MAY STATE TESTING	
Monday, May 18, 2020	
Tuesday, May 19, 2020	
Period 1	7:30 AM – 9:31 AM
Period 2	9:42 AM – 11:43 AM
Lunch	11:49 AM – 12: 19 PM
Period 3	12:25 PM – 2: 25 PM

MAY STATE TESTING	
Wednesday, May 20, 2020	Thursday, May 21, 2020
Period 4	7:30 AM – 9:31 AM
Period 5	9:42 AM – 11:43 AM
Lunch	11:49 AM – 12: 19 PM
Period 6	12:25 PM – 2: 25 PM

ATTENDANCE INFORMATION

Parent/guardians must report all student absences by phone by calling the **Attendance Office at (619)-286-7700, Ext. 2212, 2213 or 2245**. *Whole day absences need to be **cleared within 72 hours***. If a student is going to miss school for any reason other than illness or bereavement, parents and/or students must notify the **Attendance Office, at least one week prior**. Depending on the circumstances, a contract may be arranged, or Saturday School must be assigned, to make up for the unexcused days. Students must be in good academic standing (no D's or F's) to be excused from school. Period absences may only be cleared *ahead of time (at least 24 hours in advance)* using an excuse slip "**Blue Slip**". It is the student's responsibility to see that absences are cleared.

*Any absence of three (3) consecutive days or more requires a doctor's note to the **Attendance Office** upon the students return to school.

Parents, please make sure all contact/emergency information is correct and that authorized contacts are listed for emergency purposes.

ATTENDANCE POLICY

Any student with more than 12 periods of unverified, unexcused, or truant absences will be assigned to attend Saturday School until they have less than 12 period absences.

For a 9 – 11th grade student who:

1. Attends Saturday School as assigned, he/she has met the requirement. A student may be put on an **Attendance Contract** by the student's counselor and will be placed on the ***Loss of Privileges List (LOP)*** for any further unverified or unexcused absences or trancies to take part in senior activities, **(including the graduation ceremony)**. Attending Saturday School will not preclude students from being put on contract.
2. Does not go to Saturday School, he/she will be placed on the ***Loss of Privileges List (LOP)***.

GRADE 12

Seniors who have excessive (more that 12 total) unexcused, unverified, or truant absences or tardies will be placed on an **Attendance Contract** with the vice principal, and must attend school regularly without any tardies, unverified or unexcused absences or trancies to participate in senior activities, **(including the graduation ceremony)**. Attending Saturday School will not prelude students from being put on a contact.

CUTTING CLASS IS A TRUANCY

Students who are truant to class may receive a "**U**" in citizenship. Students who repeatedly cut classes will be assigned Saturday School and put on an **Attendance Contract** with the counselor and vice principal. Students who habitually miss school, and after school interventions have not been successful, they will be referred to the School Attendance Review Board (SARB) for a legal hearing by the school district regarding the student's lack of school attendance and truancy.

Student Contracts

Students missing school for **5 days minimum/20 days' maximum** can elect to maintain academic and attendance credit by completing a contract for every class.

The process includes:

- contacting the attendance office to initiate the contract
- taking it around to every teacher for an agreement to accept the work

Students are eligible for a contract by being in good standing in ALL classes. This includes having No D's or F's in any class. If student has an IEP, the IEP team will have to approve the contract and the case manager will have to include that information on the IEP. All contracts must be approved by the student's Vice Principal who will check their grades for eligibility. The attendance office will give the initial contract for Parent/student/VP to sign. Once approved, the student will come back to attendance and will be given the teacher portion of the contract.

Contract Process *Contracts must be complete prior to student leaving (unless it's for a medical emergency)*

1. Teachers need a minimum of 3 days to get homework ready for the student. (It is the responsibility of the student to get the contract to each teacher 3 days before the student leaves.)
2. Teachers will write down work that is expected to be completed by the student on the contract and must sign/date it. (For the contract to move forward all teachers must fill this form.)- If any teachers do not complete the form, then the contract will not be valid.
3. Once all teachers have completed their parts, the student then brings the forms to the attendance office (Failure to do this step will also void the contract).

When the student returns, he/she should:

1. Bring all papers, completed and organized homework to the attendance office, where it will be checked.
2. Turn homework into each teacher who will review and sign/date that the contract is complete for their class.
3. Collect all forms back from the teachers to turn them into the attendance office for one more final check and to be considered complete.

BATHROOM PASS POLICY and OTHER PASSES

1. Passes are used minimally on this campus.
2. The teacher decides whether a pass is to be issued.
3. Students who misuse passes will be denied further pass privileges and may be referred to the counselors.
4. There are no passes to the vending machines or parking lot.
5. A pass is always required for the health office EXCEPT during lunch.
6. Students who present to the Health Office without a pass will be sent back for a pass unless they are in critical condition.
7. Students may not use their cell phones while on a pass of for any reason.

HOW STUDENTS LOSE THEIR SCHOOL PRIVILEGES

1) **ABSENCES**-The District defines habitual truants as any student who accrues eighteen or more unverified periods [absences three] (3) days. Students who are legitimately absent need to make sure a parent or guardian verifies the absence within three days, by contacting the **Attendance Office** directly, via phone, in writing, by e-mail or in person. At PHHS, students who accrue more than twelve (12) period absences will be automatically placed on the LOP List until they serve a mandatory Saturday School assignment. (Reminder: Saturday School assignments are arranged and verified through the Attendance Office but are the responsibility of the student). Failure to attend Saturday School within a timely manner may lead to out-of-school suspensions and mandatory attendance contracts.

2) **DEBTS**-Students with any school debts will be placed on the LOP List until the debt is cleared.

DETENTION-Students with behavior problems will be assigned detention. Detentions are served after school on specified days (except on minimum days). Students must carry their school ID with them at all times. A detention may be assigned any time a student is requested to show their ID and he/she does not have the ID card.

Students can serve detention three ways....

1. After school on Tuesday or Thursday from 2:35 – 3:05 pm in the Cafeteria.
2. Attend Saturday School....this removes 8 infractions
3. Before school with me almost every day of the week. Students must arrive by 6:55am and check-in in the front office.

3) **TARDIES**-School begins each morning promptly at 8:50 a.m. (**Monday Late Start**) and 7:30 a.m. (**Tuesday- Friday**). When the bell rings, students are expected to be in their seats and ready to work. Any student not in the class at the time of the bell is considered tardy. Students who are tardy to any class period are subject to consequences from their teacher, including after school or lunch detention, lowered citizenship grade, and a refusal to accept homework or other assignments. First period tardies will result in an immediate placement on the LOP list to support an academic school day that begins promptly every day. Any student who is excessively tardy in any one class will be referred to the **Attendance Office** for action. Upon being sent to the **Attendance Office**, the student will be placed on the LOP List until an appropriate number of after-school detentions have been served. In addition to the consequences assigned by classroom teachers, daily tardy sweeps are conducted. Students caught in tardy sweeps will be assigned a detention and placed on the LOP List. An additional detention will be assigned if the student does not have his/her ID card.

4) **TRUANCIES**-An absence is recorded by the teacher any time a student fails to attend class. Truancies occur when the absence is not approved by the school and parent. Any combination of twelve (12) or more unexcused or unverified absences or truancies will result in the student being placed on the LOP List until a mandatory Saturday School assignment has been served. Students who are caught out of class by staff without a valid pass or with a pass, but not in the area indicated, will be considered truant and will be assigned a detention.

NOTE: Teachers are not authorized to issue a pass to the vending machines or parking areas.
Remember- YOU are responsible for YOUR attitude, YOUR attendance and YOUR education!

BEHAVIOR STANDARDS and IMPORTANT RULES

Note: School rules and behavior standards apply to ALL school activities.

Students must have their current **Patrick Henry student ID** card in their possession at all time, while on campus and at school activities. If a student is not carrying their ID card on campus, he/she will be assigned detention. **Replacement ID cards** can be obtained in Room # 407.

An institution which deals with large numbers of people must adopt procedures which enable it to operate efficiently and safely. It is each student's responsibility to maintain the citizenship standards identified as the **Code of Conduct**. The following excerpts from the California Education Code will acquaint students with important school laws:

DUTIES OF PUPILS-SECTION 16051

All pupils shall comply with the regulations, pursue the course of study, and submit to the staff's authority.

LIABILITY FOR SCHOOL PROPERTY-Section 16074

Any pupil who willfully cuts, defaces, or otherwise injures in any way property, real or personal, belonging to the school district, is liable for all damages. The parent or guardian of the pupil shall be liable to the school district for all property belonging to the school district lent to the pupil and not returned upon demand of an authorized employee.

GROUND FOR SUSPENSION AND EXPULSION-Section 48900

Continued willful disobedience, open or persistent defiance of the authority of the staff & habitual profanity or vulgarity upon school premises constitutes cause for suspension.

GROUND FOR SUSPENSION AND EXPULSION

District guidelines, in compliance with the California Education Code, further provide for suspension or expulsion for the following:

1. possessing, selling, furnishing or using weapons
2. using, possessing, selling or furnishing drugs, alcohol and other controlled substance or substances represented as controlled substances
3. assault/battery
4. verbal or physical assault directed toward a student or staff member
5. conduct disturbing to the educational process (defiance/disruption)
6. robbery or extortion
7. using or possessing tobacco products on school grounds (prohibited by state law and San Diego Board of Education Policy)
8. possessing drug paraphernalia
9. receiving stolen property
10. theft
11. sexual harassment (Appendix VI)
12. property damage
13. hate violence
14. obscenity

15. witness intimidation
16. harassment
17. hazing

The right to suspend or to expel students for these and other actions is detailed in the California Education Code. Information about the Zero Tolerance Policy (see Appendix XII).

SUBSTANCE USE POLICY

“Controlled substances” refers to alcohol, drugs, tobacco, and prescription medications. The only medications allowed at school are prescription medications (held in the health office and require a physician’s order on file in the health office) and must be in the original container which has the student’s name, administration directions, and doctor’s information on the label. If it is necessary for a student to take medicine during the school day, the medicine is to be kept in the **Health Office**. All other controlled substances are prohibited at school. This includes, but not limited to alcoholic beverages, marijuana, narcotics, designer drugs, tobacco in any form, hookah pens, vapor and electronic cigarettes, and all paraphernalia used, or intended for use, in using these substances. Students also may not possess lighters, matches, cartridges (empty or full), vape pens, vape batteries or vape nicotine juice. Students are NOT allowed to self-carry any over the counter medications. If they need an over the counter medication (OTC), they need to see the nurse.

Discipline consequences for possessing and/or using controlled substances, including being under the influence, can vary from in school consequences to suspension, expulsion, and arrest. Per District policy, involvement with controlled substances may cause a student to lose privileges such as participation in extra-curricular activities, athletics, and student government.

ACADEMIC HONESTY POLICY

Academic honesty is an expectation of all Patrick Henry students. Any form of cheating has severe consequences at PHHS. (See Appendix I for full description).

ATTIRE and DRESS CODE APPEARANCE

At Patrick Henry High, students must cover shoulders, backs, stomachs, and keep pants pulled up.

All students will dress in clothing that:

- Is free of any advertisement or promotion of any alcohol, drugs, tobacco products, profanity, gambling, violence, or sexual innuendo such as a “Playboy Bunny”;
- Is clean and in good repair with no unhemmed, frayed, holes, or split-seam pants, shorts, cuffs, and no transparent fabrics;
- Is free of any depictions/illustrations that demeans or negatively represents any gender, race, color, ethnicity, religion, national origin, disability or sexual orientation;
- Fits neatly at the waist without “sagging” showing underwear/having an excessively tight fit;
- Boys/Girls can wear tank tops if they are not those designated as undershirts *and* appropriately covers the body, that is:
 - no bare midribs or backs (no skin may show between the shirt and pants, shorts or skirts)
 - no halter tops, strapless, or tube tops even if the top is covered with a jacket, sweater, or shirt
 - no low-cut shirts or dresses showing excessive cleavage.
 - no muscle shirts

- no spaghetti straps.
- no short shorts (must have at least 2" inseam)
- no pajamas
- no high side seam cut shorts/skirts
- is not perceived as having a gang affiliation, including bandanas, doo rags, dangling belts, wallet chains, shoes or shoelace color/styles worn specifically to identify with a street gang, and insignia belts/buckles

The following head coverings may never be worn on campus: bandanas, doo rags, and skull caps. Staff are instructed to take these items. *Approved hats or hoods should not be worn in classrooms/offices.* Bedroom slippers are not allowed. Shoes should cover the foot to enable students to or walk safely. Backpacks/book bags must be clean in appearance without any inappropriate writing or they will be confiscated.

BICYCLES, SKATEBOARDS, SCOOTERS AND ROLLER SKATES

The bicycle racks located in the front of school are the only approved bicycle parking. Bicycles chained or locked to fences, poles or objects in other areas on campus may have locks cut and the bikes impounded in the School Police Office. Lock your bike with a good lock and chain to avoid theft. Bikes may not be ridden on campus. State law requires students under the age of eighteen (18) to wear a helmet. The school is not responsible for lost, stolen, or damaged bikes. Although Patrick Henry has designated an area for students to park bicycles, the San Diego Unified School District is not responsible for and assumes no responsibility for theft, damage, or loss of use, to any bicycle, equipment or article left on them. All such risks are assumed by the student. Skateboards may not be ridden on campus, and if carried must always have the wheels off the ground. Hover boards, rollerblades and scooters are not allowed on campus.

BULLYING, HARASSMENT, OR INTIMIDATION (also refer to Appendix VI)

In its commitment to provide all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, the Board of Education and PHHS will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school buses, or any event related to school business or outside of school hours).

ELECTRONIC DEVICE POLICY

Board of Education Policy H-6980 outlines the rules for student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses, on school buses and at school-sponsored activities, while under the supervision and control of school district employees. It has been established by our **Technology Committee** that Policy H-6980 refers to the **personal use** of such devices and that school district employees may permit their use in class for academic purposes only. According to the policy, all students may use these devices on campus before school begins and after school ends. Students in high school's grades 9-12 also may use such devices during the lunch period. These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Once a phone is taken from a student, a parent/guardian must pick the phone up from his/her vice principal's office. Phones will not be returned to the student.

In addition, students with electronic equipment capable of taking photos or videotaping may not take pictures on school buses or in the classroom, restrooms, or locker rooms.

Electronic devices may only be used before school, after school, and at lunch time. The school/school-district is not responsible for lost or damaged items. Any electronic music device and ear buds may not be seen or used except before/after school and at lunch. Devices used DURING class will be taken away by school personnel and delivered to the Vice Principal. Patrick Henry assumes no responsibility for any confiscated items. If you bring these items to school and they are lost or stolen, the SDUSD is not responsible for these items and will not reimburse the student for these items.

FELT PENS

No permanent felt-tipped markers are allowed on campus. We want to keep Patrick Henry graffiti free.

GAMBLING

Gambling of any sort is prohibited by Section 330 of the California Penal Code. Coin pitching, card playing, dice games, etc., which involve gambling are all prohibited on school grounds. Students who have been caught gambling are subject to arrest and suspension from school.

LITTERING POLICY

Littering is not tolerated on campus. Patrick Henry recognizes California Penal Code Section 374.4 which makes littering a crime punishable with a fine of at least \$250. (California Penal Code Section 374.4. ("It is unlawful to litter or cause to be littered in or upon public or private property. A person, firm, or corporation violating this section is guilty of an infraction.")).

SCHOOL-SPONSORED DANCES & DANCE CODE

To attend a PHHS dance, students and their guests must have earned a minimum 2.0 GPA in academic and citizenship grades as posted and stored during our official grading periods and not be on the LOP list. School attire may be worn to casual dances (in the gym), or semi-formal (suits/jackets/dressy) attire, or formal (tuxedos/gowns) attire to semi-formal/formal dances.



- Every guest from another high school must submit a completed Dance Request Form before being allowed to buy a ticket or bid. A copy of the guest's school ID card and driver's license is required with the contract.
- Guests of Patrick Henry students must be under the age of 21 to attend any school dance.
- Students and guests must enter the dance by the stated deadline and present picture ID's upon entering. Once attendees enter, they may not leave and then re-enter. Loitering outside the dance area or on the school campus during a dance is not permitted.
- School rules apply to all those attending dances (on or off campus). No tobacco, drugs or alcohol are permitted (including in possession of or under the influence of such substances). Cooperation is expected with all adult supervisors. Guests must also abide by these rules.
- Students must always keep a certain level of decorum. Students behaving inappropriately will be removed by the staff member in charge of the event.
- No tickets will be sold at dances. Tickets sales will end after school on the Wednesday prior to the dance. Henry students must identify their guests before ticket/bids are purchased.

- Students and guests engaging in inappropriate dance behavior (dance moves that are sexually provocative, grinding, freaking, established of “mosh pits”, or any dance that can be perceived as a sexual act) will be asked to leave the dance (without refund) and may have future dance and school privileges revoked at the discretion of the school administration. Repeat offenses will result in the suspension of dance privileges. Inappropriate dancing will result in students being sent to the time-out room or being sent home.
- The school is not responsible for the financial loss from turning away unauthorized food deliveries.

ACADEMIC and CITIZENSHIP GRADES

In addition to the LOP List, the school requires all students to have a minimum non-weighted 2.0 GPA in academic and citizenship grades, by the end of the grading period, and immediately prior to any school dance to be eligible to attend. Students who fall below the 2.0 GPA requirement (during the official grading period using the stored grades) will not be allowed to purchase tickets for a dance or enter as a guest. This applies to all school dances, including the Prom.

STUDENT NON-DISCRIMINATION and SEXUAL HARASSMENT POLICY (see Appendix VI) ZERO

TOLERANCE POLICY (see Appendix XII)

The Board of Education has a district-wide policy regarding weapons, acts of violence, drugs, alcohol, tobacco, etc. This policy, requiring a parent signature, is mailed home in June/July and new enrollees will receive the policy during the enrollment process throughout the year.

BULLETINS

School bulletins with important school information are posted on the school web site:

<https://www.sandiegounified.org/schools/henry> . The bulletin will be broadcast on the PHHS website through our video production class. Every Monday morning students can check the website and learn what interesting events are taking place.

LUNCH TIME ENVIRONMENTAL SENSITIVITY

Students are not to place any backpacks or books inside the planters. Be eco-friendly by placing all backpacks on the ground, staying off the planters, and picking up trash. Environmental Stewardship is everyone's responsibility. Please allow our plants to grow.

CAFETERIA

Lunch follows period 4. All inside lines and carts will have the same lunch choice—exception will be the salad bar. The snack bar and express carts are available to students in the quad.

THE CAFETERIA AND CARTS DO NOT ACCEPT TWENTIES (\$20)

Students should bring smaller denominations to school. Students wishing to eat in the cafeteria should enter through the north doors and exit through the south doors. A **Personal Identification Number (PIN)** is issued to students by the cafeteria staff.



If a student should forget his/her pin number, the cafeteria or attendance office can assist.

Students cannot order food from take-out establishments and have it delivered on campus. This includes pizza deliveries, LYFT or UBER food services, etc. The school will not allow students to accept food deliveries from strangers. Parents can drop off forgotten lunches to the main office, PRIOR to the lunch period. Students are not allowed to meet strangers in the parking lot.

MEAL PROGRAM

Free and reduced-price breakfasts and lunches are available to qualifying students from the Cafeteria. ALL STUDENTS are urged to apply since other programs, such as a fee waiver for PSAT, SAT, ACT and AP exams and scholarships, use this as a criterion for eligibility. Applications are available and should be returned to the **Attendance Office**.

Parents may also apply online at Henry [website https://www.sandiegounified.org/schools/henry](https://www.sandiegounified.org/schools/henry). Select the Parent Tab and click on School Meal Information and applications. An application must be submitted each school year.

CLOSED CAMPUS

Students are to remain on campus throughout the day once they arrive. STUDENTS MAY NOT LEAVE CAMPUS DURING THE SCHOOL DAY-THIS INCLUDES LUNCH. Students who leave campus are subject to disciplinary action. Police Officers will be enforcing the **“Daytime Curfew Ordinance”** by routinely stopping students on the street during school hours. Those who do not have a **“Blue Slip”** in their possession are returned to campus by the police and will be considered truant and subject to disciplinary action. Students are not permitted to go to the parking lot during the school day, including lunch.

CALIFORNIA SCHOLARSHIP FEDERATION (CSF)

Membership in California Scholarship Federation (CSF) is not automatic. Students must take the initiative by applying for membership and paying federation dues. Watch for school bulletin announcements. Membership applications must be made each semester.

CAMPUS STORE

“PAT’S PLACE”, staffed by the student government class, is open to everyone during lunch. The store carries a variety of snacks, spirit gear and apparel. Student planners are sold for \$5.00 each at the Finance Office. Feel free to come in and browse!

CLUBS AND ORGANIZATIONS

School clubs at Patrick Henry have developed as an outgrowth of the interests and hobbies of the students. Meeting times and locations are determined by the staff advisor and club president and communicated in the school bulletin. Also, a list of club advisors and meeting locations is posted in the window of Room 302 and on the PHHS website.

All sanctioned clubs and school organizations may post notices/flyers after they are approved by the ASB advisor. All clubs must have copies of their constitution and rosters on file in the ASB Office to be official school clubs. Clubs must process all finances through the Finance Office. Clubs must submit fundraising requests and receive approval from ASB prior to conducting fundraisers. The annual Club Fair, where you can meet club members and learn about each club, will be held in September.

COMPUTER USE

To use the Internet and any other network resources on campus, students must log in to the computers with their own user ID and password. This applies to ALL computers on campus. To obtain a user ID and password, a copy of the district's Acceptable Use Policy (AUP) must be signed by the student and parent or guardian and must be on file with the school. This document outlines basic guidelines and rules for network use. Copies of the *Acceptable Use Policy (AUP)* may be downloaded from the Patrick Henry High School website: <https://www.sandiegounified.org/schools/henry> or picked up in Room 407 or the Library Media Center. *Completed forms are to be turned in to Room 407* and an account information sheet will be given to the student. User IDs and passwords are valid if the (AUP) is on file but may be temporarily disabled during summer or other school vacations.

If a student has a valid (AUP) on file but has forgotten his/her password, he/she may obtain a **Password Request Form in Room 405 or 40**. The password request will be completed within 24-48 hours and the account made available again according to the instructions on the form.

Students without an (AUP) on file will not be allowed to access any network resources including but not limited to: Internet, network printers, file servers, etc. A special account will be available for them to use computers for Word Processing and other non-network tasks. This account will be available in Room 407 or from teachers as needed.

USER IDS AND PASSWORDS ARE NEVER TO BE SHARED BETWEEN STUDENTS. Each student has their own unique user ID and password. Students caught sharing user IDs/or and passwords will receive discipline in accordance with school procedures (detention, referral, revoked privilege, etc.).

All students are responsible for their actions while using school computers, and disciplinary action will be taken by school staff for any inappropriate or illegal activities. The computers and services provided by the school technology department are to be used for official school purposes only.

Students must always display their current valid Patrick Henry ID card when using computers on campus.

There are no exceptions to this rule. Food and drink are not allowed near any of the computers. All computer use must be appropriate for school including e-mail, web postings and surfing, and any other content viewed or created. Computer use is for school related purposes only. **Any staff member may view or edit students' work at any time (including e-mail).** Any violation of these rules will result in disciplinary and/or legal consequences as appropriate.

The **PowerSchool** application provides students secured Internet access to a wide array of student school data such as: district, school and classroom news, student demographics, student schedules, attendance activity, class assignments, report cards and progress reports, health and immunizations, transcripts, standardized testing results, behavioral incidents, food service transactions, and e-mail links to teachers, counselors, and school administrators. This application may also be used for students to enter and edit course requests.

Information on **PowerSchool** will be provided to PHHS students along with their computer network account, provided there is a valid (AUP) on file. Questions or problems relating to PowerSchool may be sent to the Network Systems Media Support Technician.

COUNSELORS

Your counselor is concerned about YOU as a person and wants to help YOU become an accountable and responsible student, helping YOU to make positive choices and get the most out of high school. Your counselor wants to work with you, by listening, discussing and communicating with you. Your counselor is concerned with academic counseling, career counseling and personal and social counseling.

DISTRICT COUSELOR	Mr. Berriochoa
HEAD COUNSELOR (A – Cao)	Ms. Vaccarino
(Car- G)	Mrs. Lucio
(H - Mc)	Mrs. Glazer
(Me- Roe)	Mr. Barrientos
(Rog - Z)	Mr. Navickas
(A–Z) 10th—12th Engineering Academy (Nguyen–Z) 9th Engineering Academy	Mrs. Labe

CAMPUS PRIVILEGES POLICY and LOSS OF PRIVILEGES LIST (LOP)

It is the responsibility of every student to come to school each day, arrive on time, behave appropriately, and pass each class. The campus policy is strictly enforced by all faculty and administrative staff. Campus privileges are earned by students who come to school with learning in mind. They are a way of rewarding the positive behaviors and hard work of students. Campus privileges are in no way 'a right' granted by simply being a student, and as such, they are subject to being suspended or taken away altogether.

These privileges include but are not limited to:

- ◆ attending school dances
- ◆ participating in organized sports
- ◆ participating in extra-curricular activities such as drama, choir, band and ROTC
- ◆ attending school-related field trips
- ◆ picking up your school yearbook prior to the end of the school year on the established day
- ◆ senior picnic, prom, and graduation ceremony

Campus privileges will be suspended, and students placed on a non-participation list for chronic violations of the school's attendance and tardy policy (as described in previous section under **Attendance Information**). Students will also have their privileges suspended for behavior problems, for debts, and for falling below the required non-weighted minimum 2.0 citizenship and academic GPA. Students who are placed on the **Loss of Privileges List (LOP)** for attendance and behavior issues will be required to attend mandatory detentions and/or Saturday School assignments in order to be removed from the list. Students with continuing attendance, behavior, or tardy concerns will be placed on a school contract, and in the case of seniors may lead to the loss of senior privileges. **Note: It is the responsibility of the student to attend Saturday School and detention.** Students attending detention must arrive promptly at 2:35 in the cafeteria on specified days. (See the **Daily Bulletin** for specified detention days.) Information about **Saturday School** is available through the **Attendance Office**.

LOST AND FOUND

Items with monetary value are turned into the Security Office; books are turned in to the Library; clothing and other items to the Supply Center in the 500 building. Be careful not to lose your personal belongings and books. Patrick Henry and San Diego Unified School District are not responsible for lost, stolen or damaged personal property. If something is not needed for class, leave it at home.

MEMBERSHIP ON COMMITTEES

Staff Councils/Committees meet about topics such as curriculum, student activities and discipline. At Patrick Henry, student participation is requested on these committees. **Students interested in representing the student body in this capacity should submit an application to the ASB Cabinet, which appoints students as members of the following Counsel/Committees: Governance, SSC (School Site Council), Grants and Partnerships, Health and Safety, Instructional Council, Portfolio and School Climate.**

NURSE & HEALTH OFFICE

Students who become ill or injured on campus are required to be seen by the school nurse. Students need to obtain a pass from their teacher, and then report to the **Health Office**. Following assessment by the nurse, arrangements will be made to leave school, if necessary. Prior to being evaluated by the Nurse, students are not to contact their parents to pick them up because they are ill. First (1st) and fifth (5th) periods are for emergencies only. Please refer to the Attendance Section regarding leaving school for medical and dental appointments.

All adjustments of Physical Education participation for up to three (3) days require a note from a parent/guardian. Adjustments to participation in Physical Education for more than five (5) days require a physician statement early in the excuse period.

Medications which need to be taken during the school day are kept in the **Health Office** along with physician orders and parental consent. Over-the-counter medication is available in the Health Office with parental consent. **Students MAY NOT self-carry any over-the-counter medication.** Students may only self-carry insulin, asthma inhalers and Epi-pens with a physician order authorizing them to do so. Any medication allowed on campus must be accompanied by a physician order, parental consent and must be delivered to the Health Office by the parent /guardian in a properly labeled original container.

Any **“Blue Slip”** for medical appointments should be obtained from the attendance or the **Health Office**, please refer to previous section under **“Attendance Section”** for further information. Please attempt to make medical/dental appointments after school hours. The school nurse does not provide sports physicals. Students need to plan so timely appointments may be made with their physician or healthcare provider to meet deadlines. If you do not have a healthcare provider and would like assistance, please contact the nurse.

[illegible]

Notes: Changing your mind about the classes you want does not constitute a scheduling error. All students are provided opportunities to make changes until the close of school in June and during registration in August. *Once school starts, the only student-initiated change that will be made is if there was **a scheduling error** that was not previously corrected before the start of the school year.*

As a district policy, all students are required to take (6) six courses each semester. All seniors enrolled in **Community College courses**, during the school day (Periods 2-5) will also be co-enrolled in a study hall class in the **Library** for days when the **community college course** does not meet. **Seniors** on track for graduation and who have a 3.0 GPA or above in academics and citizenship, and if they are enrolled in an **AP class, college class** or a **CCTE course**, may qualify for a (5) period day.

Because we value your child's uninterrupted education at PHHS, we cannot interrupt classes with deliveries (clothes, homework, lunches, etc.). Items must be dropped off at the attendance counter. Please plan for your child to pick up any items you have dropped off at the attendance counter.

Classroom teachers and counselors provide detention consequences and discipline for student tardies and other infractions. In addition to classroom teacher detentions, there are school detentions that take place after school in the Cafeteria on Tuesdays and Thursdays. **Detention in the Cafeteria starts at 2:35 and ends at 3:05 p.m. The door is locked at 2:35 p.m.** and late students will not be admitted for any reason. Students must bring IDs to attend detention in the Cafeteria.

During an emergency, information will be given to students by school personnel or police. Evacuation routes and basic emergency procedures will be reviewed with students by classroom teachers at the beginning of each semester. In the event of a disaster, school personnel are responsible for all students and parents should make contact through the **Site Disaster Communications Office**.

EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

Athletics and/or extracurricular activities eligibility is determined based on CIF Green Book regulations, SDUSD Board Policy and PHHS Policy. *Patrick Henry uses the traditional four-point system in compliance with the Board of Education requirements.*

Students wishing to participate on athletic teams or take part in other extracurricular activities must meet academic and citizenship requirements as follows:

- Students must maintain a “C” (2.0) non-weighted GPA in both academic and citizenship in all subjects taken during the last grading period. The June grades are used for eligibility in extracurricular activities for the first six (6) weeks of school. Summer school academic grades may be used for eligibility in extracurricular activities.
- Students must also sign and abide by the student Extracurricular Contract(s). [Appendix III]
- Students on the Loss of Privileges (LOP) List are not eligible to participate in extra-curricular activities

FINANCE OFFICE

The Finance Office is located on the northwest corner of the 100 building. It is open to students before school, during lunch, and after school. Many items may be purchased at the Finance Office, such as ASB stickers, yearbooks, dance tickets, football and baseball tickets, and PSAT tickets. It is very important that you do not lose your school ID card which is needed for ALL purchases at the Finance Office. The Finance Office is not open to students during class time for making change or any other transaction.

Personal checks will not be accepted after April 27, 2020 (CASH ONLY)

GRADING SYSTEM

ACADEMIC (Grades are based on student mastery of standards)



- A. Superior Achievement
 - B. Above Average Achievement
 - C. Average Achievement
 - D. Below Average Achievement
 - E. Failure
- D. Incomplete (is given only in cases of absences due to illness.)
- E. Six (6) weeks are allowed for making up work; if not made up, “F” is recorded.

Final letter grade determination varies from teacher to teacher. Please see individual teacher’s syllabus for specific policies. If a parent or student has any questions about a grade their student receives, they should contact the teacher immediately.

CITIZENSHIP (see Appendix VIII)

Each teacher will have a Tardy/Truant/Citizenship Rubric posted in the classroom. Be sure to read it carefully. Tardiness is an important factor in citizenship grading. Please refer to Appendix VIII. Absences are cumulative for the semester.

Saturday School clears four (4) tardies. Tardies of any length are disruptive to the class and hurtful to your academic success. *Whether or not parents call to explain your late arrival*, your tardies will have disciplinary consequences and be reflected in your grade. At the beginning of the school year, teachers will review class standards, curricular expectations, and behavioral rules with students. Copies will either be given to students or available on the teacher's web page for parents to read.

ASSOCIATED STUDENT BODY (ASB)

The ASB is comprised of every student enrolled at Patrick Henry High. It is represented by two groups:

1. The Leadership group comprised of the ASB president, Vice President, Secretary, Treasurer and Historian: five commissioners, four officers per grade level, and eight interviewed for appointed positions. All student officers must maintain a minimum of 2.5 in both academic and citizenship grades.
2. The Student Congress, representing each Period 4 class, and presided over by the ASB President.

ASB STICKERS

The purchase of an ASB sticker supports PHHS clubs, athletics and student activities on campus, while providing discounts for student events throughout the year. ASB stickers may be purchased at the Finance Office. The ASB sticker is not transferable. No one can use it, except the person to whom it is issued. Students may not lend or sell their sticker to others. ASB stickers are sold in the Finance Office for \$25.00 and will get you into any athletic games on campus for FREE (ALL football and basketball games). They are valid for the entire school year. Lost stickers should be reported to the Finance Office.

ATHLETICS INFORMATION

ATHLETIC MISSION STATEMENT

The Patrick Henry High School Athletics Program is committed to excellence in Academics and Athletics.

REQUIREMENTS TO PARTICIPATE IN ATHLETICS

1. Not be on the **(Loss of Privileges) LOP** List for any reason.
2. Have a 2.0 or higher un-weighted GPA in both academics/citizenship on the most recent school-wide issued progress report/report card. June report card grades are used to determine fall sports eligibility.
3. If a student was ineligible with the June report cards, and they attended summer school, they can petition for eligibility by submitting an appeal to the principal and then be reconsidered for fall sports participation. This does not count for the citizenship portion as those grades which cannot be replaced by attending summer school.

ATHLETICS CLEARANCE CARD For more information go to PHPatriots.net

Athletics takes place after school. All students wishing to participate in Patrick Henry Athletics must obtain an **Athletics Clearance Card** prior to tryouts for each season of a sport. To be issued a **Clearance Card** a student must:

Completed paperwork must be submitted, in person (not left on the desk, under the door, with another staff member, via email or fax) **to the Athletic Director Coach Cody Clark in Room 119**, or the **Principal** in the **main office**. After the completed athletics information is submitted, (www.athleticclearance.com), grade eligibility and LOP will be checked. If everything meets eligibility requirements and the packet is complete a **"Clearance Card"** will be handed to the student. This card must be handed to the coach to try out for a sport.

- ☐ Obtain a **sports/athletic physical** *after June 1st* of the prior participation year, but prior to tryouts of the new sport season.
- ☐ The **physical form** in the **Patrick Henry Athletics packet** must be used and must be signed and stamped by an attending doctor. The physical form should be downloaded and printed from the Athletic registration website (www.athleticclearance.com)
- ☐ Complete online clearance and sign all pages of the Patrick Henry Athletics packet (all information can be found at PHPatriots.net. Then upload the signed form to the clearance website.
- ☐ NOT be on the **Loss of Privileges (LOP)** list for any reason.
- ☐ Have a 2.0 or higher un-weighted GPA in both academics and citizenship on the most recent school-wide issued progress report/report card. June report card grades are used to determine fall sports eligibility.

Athletic forms can be submitted during posted athletic clearance hours. For schedule check the athletic website <https://phpatriots.net/athletic-clearance-information/>. Do not wait until the last minute! *If paperwork is not turned in at least one week prior to tryouts (for each season) clearance cannot be guaranteed in time for the beginning of tryouts.*

BRING WITH YOU TO REGISTER AND RECEIVE A "CLEARANCE CARD"

- ✓ Copy of Insurance form
- ✓ Copy of Physical form
- ✓ Copy of AthleticClearance.com completion form

Athletic hard copy forms (3 forms listed above) are only submitted during the clearance period for Fall, Winter, and Spring sports. Please check the athletics website for dates. It is best to complete online registration (www.athleticclearance.com) and submit hard copies of Athletics forms (3 forms listed above) as early as possible within the clearance period to avoid a long wait time.

SPORTS BY SEASON-GO PATRIOTS!

FALL	Cross Country, Girls' Golf, Field Hockey, Football, Girls' Tennis, Girls' Volleyball and Boys' Water Polo
WINTER	Boys' & Girls' Basketball, Boys' & Girls' Soccer, Girls' Water Polo and Wrestling, Roller Hockey, Rugby & Surf Teams (not District-Sponsored)
SPRING	Badminton, Baseball, Boys' Golf, Girls' Lacrosse, Softball, Swimming, Boys' Tennis, Track & Field and Boys' Volleyball

CURRICULAR PROGRAM and REQUIREMENT FOR GRADUATION

The following general requirements, as well as the subject course requirements, must be met to receive a San Diego Unified High School Diploma.

1. GENERAL REQUIREMENTS

- a. **GPA:** Attain a weighted grade-point average (WGPA) of 2.00 or higher in Grades 9- 12 by the end of the spring semester of the senior year, or by the end of summer school (for summer school graduates).
- b. **CREDITS:** Minimum of forty-four (44) semester credits earned in Grades 9–12. Specific subject requirements are identified in Section D.2. Students approved for an early graduation plan must meet the same requirements.

Note: Credits earned in Grades 7 and 8: Mathematics (IM 1 A/B (Adv) and Languages other than English courses taken in Grade 7 and 8 (except those taken at Independent World Language Schools [IWLS]) that meet high school graduation requirements are retained as permanent entries on students' high school transcripts and count towards the minimum forty-four (44) credits needed for graduation. Grades earned in such coursework are not included in the high school WGPA calculation.

- c. **ATTENDANCE:** Eight (8) semesters, or equivalent, in Grades 9–12. Students should be scheduled for a regular instructional day of not less than 365 minutes (unless specified differently in a student's IEP/504 plan) inclusive of passing time but exclusive of lunch periods and nutrition periods or "breaks" while under immediate supervision and control of a certified employee. (See Administrative Procedure 4026).
- d. **CONDUCT:** A record of responsible behavior according to the site's published discipline policies and in accordance with district policies and procedures.

Note: All graduation requirements specified above must be satisfied prior to participation in the commencement exercises.

2. SPECIFIC SUBJECTS TO BE COMPLETED AND CREDITS REQUIRED FOR GRADUATION

- a. **History/Social Science:** Six (6) semester credits in a University of California [UC]– approved course in the 'a' subject area, as follows:
 - 1. Two (2) credits in a World History Course outlined in *District Course of Study, K –12*.
 - 2. Two (2) credits in a U.S. History Course as outlined in *District Course of Study, K – 12*.
 - 3. One (1) credit in an American Government Course & one (1) credit in Economics*
 - 4. Course, or two (2) credits in an approved alternative course as outlined in *District Course of Study, K-12*. (*Economics is the district and state requirement [CA Education Code §51225.3] and counts as one (1) semester of UC 'g').
- b. **English Language Arts:** Eight (8) semester credits in a University of California [UC]–approved course in the 'b' subject area.

1. Two (2) credits, English 1, 2 outlined in the District Course of Study K–12
 2. Two (2) credits, English 3, 4 or English 3, 4 Advanced outlined in District Course of Study, K– 12.
 3. Four (4) credits, including one (1) credit in a course that emphasizes a range of American Literature and three (3) credits from the prescribed list of English courses outlined in the District Course of Study, K – 12.
- c. **Mathematics:** Six (6) semester credits in University of California UC]–approved courses in the “c” subject area, as follows:
1. Two (2) credits in Integrated Math I or an Algebra course, outlined in District Course of Study, K– 12.
 2. Two (2) credits in Integrated Math 2 or a Geometry course, outlined in District Course of Study, K– 12.
 3. Two (2) additional Math credits in Integrated Math 3 or Intermediate Algebra, outlined in District Course of Study, K – 12.
- d. **Science:** For all classes, four (4) semester credits in University of California [UC]–approved ‘d’ subject area courses, and two (2) semester credits in [UC]–approved 'd' or 'g' subject area courses, as follows: Two (2) credits in a Life Science Course (i.e. Biology) approved in 'd' subject area, as outlined in District Course of Study, K – 12.
1. Two (2) credits, in a Physical Science Course approved in ‘d’ subject area, outlined in District Course of Study, K – 12.
 2. Two (2) additional credits of [UC]–approved Science coursework in either the ‘d’ Laboratory Science or 'g' (Elective) subject areas, outlined in District Course of Study, K – 12.
- e. **Languages Other Than English:** Two (2) years (four (4) semester credits) of sequential study of the same Language other than English in University of California [UC]-approved ‘e’ subject area courses, as outlined in District Course of Study, K-12.
- f. **Visual and Performing Arts:** One (1) year (two (2) semester credits) in the same University of California [UC]-approved ‘f’ subject area courses outlined in District Course of Study, K-12. The district requirement of a third year of Science meets the UC ‘g’ requirement.

3. ADDITIONAL REQUIREMENTS FOR GRADUATION

- a. **Physical Education:** Four (4) semester credits (two years).
1. Students must earn two semester credits of physical education in Grade 9 and two (2) semester credits in any of Grades 10-12, outlined in *District Course of Study, K– 12* and Administrative Procedure 4179.
 2. Students must pass five (5) of six (6) standards of the **California Physical Fitness Assessment, FitnessGram®**, to receive an exemption from the state mandated four-year (4) year requirement.
 3. A maximum of eight physical education credits may be counted toward graduation.

4. Students exempted from physical education must still earn a minimum of forty-four (44) semester credits to graduate.

b. Electives: The eight (8) required elective credits must be earned by completing additional district courses, outlined in District Course of Study, K– 12, unless other coursework is specified in the student’s IEP or 504 plans.

Note: Please refer to the District Administrative Procedure No. 4770 (Graduation from Senior High Schools) for more details.

Revised 10/25/17

SITE RESPONSIBILITIES

In the interest of ensuring system-wide equity for all SDUSD students, it is important for sites across the system to have clear and consistent expectations for student conduct and behaviors as they relate to participation in commencement and other senior activities such as Prom and Senior Picnic:

To Earn a Diploma	To Walk in Graduation	To attend prom and other senior activities
44 semester credits in required courses	Meet the expectations for a diploma or Certificate of Completion	Meet the expectations for a diploma or Certificate of Completion
Meet District adopted UC a-g graduation requirements	Clear semester I and II attendance (absences and tardies) three weeks before school is dismissed	Clear semester I and II attendance (absences and tardies) three weeks before school is dismissed
Maintain an overall Academic WGPA OF 2.0 or higher in grades 9-12	Maintain a minimum 2.0 in citizenship (right to be cleared to walk by site appeal committee)	Have no attendance issues the last three weeks of school
	No suspensions during the senior year. (right to be cleared to walk by site appeal committee)	Maintain a minimum of 2.0 in citizenship (right to be cleared to walk by site appeal committee)
	No five-day suspensions during the school year	No suspension during the senior year (right to be cleared to walk by site appeal committee)
	No involvement in senior pranks	No five-day suspensions during the school year
	Complete any iHigh courses needed to meet graduation requirements by June 11, 2020.	No involvement in senior pranks

REQUIREMENTS FOR PARTICIPATION in SENIOR PRIVILEGES and GRADUATION

School and district policies require students to complete all graduation requirements **by the end of the spring semester of their senior year** to participate in the June graduation ceremony.

This includes:

- a total of forty-four (44) required credits
- all subject requirements
- a minimum final weighted cumulative grade point average of 2.00 (Grades 9–12) (senior activities will be determined by non-weighted GPA (NWGPA) for Citizenship Academics)
- a 2.00 in Citizenship (2.0 or higher), as measured by the Spring 12–week Progress Report
- meeting the attendance, behavior and suspension standards.
- If the student does not pass both parts of this test by February of their graduation year, he/she will not be able to walk in the June graduation.

****Seniors committing Zero Tolerance Violations or activities resulting in a five (5) day suspension will be denied participation in graduation exercises and senior privileges.**

****Seniors are leaders at the school and are therefore expected to act as supportive role models. Any senior who is suspended will lose all senior privileges and be placed on a behavior contract.** A student who has lost privileges *does have the right to appeal* to regain them back, however appeals do not automatically return the privileges and are based on each student's reflection and actions to repair the harm done as a result of the suspension.

****Seniors who need to complete any requirements in summer school may obtain their diploma (if the deficiencies are completed by the end of summer school of their senior year), but they will not be allowed to participate in Henry's graduation ceremony in June.**

****Seniors must clear all debts. Official transcripts and diplomas will be withheld until each student has cleared their debts.**

****Certificate of Completion** certificates are presented to Seniors who meet all general and course requirements for graduation, but who attain a weighted GPA of less than 2.00 in Grades 9–12 by the completion of the spring semester or by the end of summer school (for summer school graduates).

This information is published in the **INQUIRE COURSE CATALOG**, posted on the **Henry website** and included in the summer newsletter each year. Counselors also meet with seniors to discuss **Senior Contracts** with them. The responsibility for graduation is a joint effort of parents, students, teachers, and counselors. Students, in developing self-awareness and responsibility, should know what they always need to complete during their senior high school experience. During May/June of each year, **the Graduation Review/Behavior Committee** will review students who have had citizenship problems, suspension(s), or have violated an Attendance Contract. Any student determined to be disqualified will be denied the privilege of senior activities and/or marching and participating in the graduation ceremony. Any disruptive behavior by a student during the graduation ceremony will have their diploma held until the fall semester.

SENIOR HONORS at GRADUATION

(Diploma–Bound Students ONLY)

Following the end of a student's 7th Semester, the SDUSD district office provides each senior high school with a **Ranking Report** based on ALL grades earned by a student in Grades 10–12. This report is used in determining our Valedictorian(s) & Salutatorian (s). If two or more students are tied for either honor, both/all students will receive the designation. Using the same report, all diploma-bound students earning a 4.00 or higher cumulative WGPA will be awarded the special recognition of wearing a white robe at the Graduation ceremony.

ACADEMIC DISTINTION

Under **Option 1** in **District Procedure # 4772**, diploma-bound students with accumulative WGPA of 3.50 or greater (PowerSchool Ranking Report) will receive a Diploma with Academic Distinction. Under **Option 2**, seniors completing a specific set of requirements (for more information see District Procedure #4773 3b.) Will receive a Diploma with Academic Distinction (Note: This procedure does not apply to courses in the 7000 series).

LIBRARY MEDIA CENTER

The **Library Media Center**, located in the 200 building, is open before and after school on a limited basis due to budget cuts. Students cannot use the library during class time. NO exceptions.

Library books may be borrowed for two weeks and renewed for an additional two weeks, if necessary. Some items, such as encyclopedias and the Cliff/Spark Notes, may be borrowed on an overnight basis. Fines are charged on overdue library materials. No additional items will be loaned until overdue debts are cleared. Fines on two-week books are \$0.05 per day and overnight material is \$0.25 per day. Students must pay for lost or damaged books. A current student ID is required for all transactions in the Library Media Center. Lost ID cards may be replaced for a fee of \$5.00. See the Network Systems Technician, in Rm 407.

INTERNET ACCESS

Internet access is available to students throughout the school. A current signed parent permission slip (Acceptable Use Policy) must be on file and a current PHHS ID card must be displayed for students to use this resource and student must be logged in with their own username and password. No food or drink is allowed near the computers.

TEXTBOOKS

Textbooks are checked out directly to students. Each book checked out is the responsibility of the student. Students are responsible for paying for lost, stolen or damaged books. **DO NOT leave textbooks in your classrooms.** If they are stolen or damaged, you are the responsible party, not the teacher. If bar codes are damaged so they become unreadable, there will be an additional \$5.00 charge. Students need to cover all books to avoid damages. Whenever a student changes classes, books which are no longer needed, should be returned to the Library. Students with library or textbooks debts will be placed on the **Loss of Privileges (LOP)** List. Copies of all texts are on reserve in the Library and may be used there before school, during lunch and after school. "Collateral" must be given to the library staff before a resource book may leave the library. Diplomas, official grades and transcripts may be held until all debts are cleared.

RULES FOR LEAVING CAMPUS FOR MEDICAL/DENTAL APPOINTMENTS

All students are expected to be in class for final exams, state testing, and AP exams. No early release from class, **"Blue Slips"**, will be approved during those times.*

Medical and dental appointments should not be scheduled during the school day. If the appointment cannot be made outside the school day, parents/guardians must send a note to the **Attendance Office** by 7:00 a.m. on the day of the appointment. The student will be given their **"Blue Slip"** at this time and will be required to sign out with **Attendance Office** prior to leaving campus.

RULES FOR LEAVING CAMPUS FOR ALL OTHER REASONS

*See note above about no early release during finals

All other **"Blue Slip"** requests must be approved by a Vice Principal at least 24 hours in advance. **"Blue Slips"** for emergencies (family death, accident, parental illness) are also handled by the Vice Principals.

A student leaving campus for any reason at any time without a **"Blue Slip"** and without signing out of the **Attendance Office** is considered truant and cannot be cleared by a parent/guardian after the fact. The student is also in violation of the **San Diego City Municipal Code for Daytime Loitering** 58.05(b) (1). The city ordinance states that 'all students enrolled in high school may not loiter in the street during school hours without being accompanied by a parent/guardian'. Students violating the daytime loitering ordinance can be arrested and cited for daytime loitering.

TARDIES

All tardies for **PERIOD ONE** no matter how late, need to report to the attendance window. Everyday there is a **tardy sweep** and detentions are assigned to any students who are late. Two (2) detentions will be assigned if a student does not have their ID card.

Tardiness to school, or period classes, will hurt a student's citizenship grade. The student must state the reason for the tardy and obtain a pass to class or detention slip. Very few reasons will be considered "excused" for tardiness. (**Note:** A pass to class does not excuse the tardy). A tardy of 30 minutes or more constitutes an unverified absence and the parent/guardian must call the **Attendance Office** to explain the absence. Students may receive a **"U"** (unexcused) for any unverified absence.

SENIORS WHO ARE TRUANT WILL BE PUT ON AN ATTENDANCE CONTRACT, AND IF
BROKEN, MAY NOT PARTICIPATE IN SENIOR PRIVILEGES
INCLUDING THE GRADUATION CEREMONY

TRANSFER TO ANOTHER SCHOOL

A student who is moving out of Patrick Henry School can check out in one of two ways:

1. Spend their last day taking their **exit form** to their classes and allowing their teachers time during the class period to complete the grade form, OR
2. Submit the **exit form** to the **Attendance Office** in which the secretary will email teachers and ask that a grade be submitted, and the teacher completes his/her part of the **exit form** during the following 24-hours.

Teachers cannot be expected to stop their instruction to complete a student exit form. Students are not to take the form to their teachers unless they are attending all their classes on their last day and allowing the teacher time during the class period to complete the exit form.

PARKING REGULATIONS & CITATIONS

There is a parking lot in front of the school for students and staff. Students should use the parking lot and not the street. All lots are off-limits to students (except for arrival and authorized departures) during the school day, including lunch and between classes. **Students may not park in reserved spaces, red and white painted curbs, or the green visitor curbs.** Staff and painted parking spots are reserved, and unauthorized parking may result in a ticket (approximately \$ 60.00 fine).

Vehicles are NOT to be used as lockers for books or clothing storage. Campus security assistance assigned to the parking lot will enforce these regulations and violators will be disciplined. Although there is a designate area for students to park cars, the San Diego Unified School District is not responsible and assumes no responsibility for theft damage, or loss of use to the vehicle, equipment or article left on same. Violators may be cited in accordance with Section 21113a, California Vehicle Code.

SPEED LIMIT

The speed limit on campus is 10 M.P.H. Violations of the speed limit will constitute reckless driving and the violators will be arrested. Violations of any traffic regulation will result in forfeiture of the student's parking privilege and citations may be issued.

STUDENT PARKING

NO PARKING for students is allowed behind the gate leading to the P. E. area or Industrial Arts area.

Students should park in the main parking lot. Student vehicles parked in any other area on campus (Science Building lot, ROTC/600, visitors' green curb lot, marked staff spaces, reserved spaces, fire lanes, 3-minute parking, etc.) may be ticketed. All vehicles parked in the staff parking spaces without a properly displayed staff parking permit may be ticketed. Senior Alley parking spots are reserved for the senior who bought the spot at an auction. Any other vehicle parked in a reserved senior spot may be ticketed.

VISITOR PARKING - Visitor Parking – See Transportation.

MOTORCYCLE AND MOPED PARKING

Parking for motorcycles and mopeds is in the main parking lot, directly in front of the main building. This is the only area on campus approved for these vehicles.

FIRE LANES

A posted fire lane completely encircles the school. Parking is prohibited in the fire lane 24 hours a day. Violators will be cited and/or towed away.

PEER MEDIATION PROGRAM

There are trained peer mediators available to assist students involved in conflicts. They can also serve as **peer buddies for students** in need of extra support. Peer mediators will also be available to present education programs, such as **Conflict Mediation, Teen Relationship Violence, Sexual Harassment and HIV Education**. New peer mediators will be trained during the first semester. Students interested in this program should see the nurse or their counselor.

REPORT CARD AND PROGRESS REPORT DATES	
End of the 1 st 7 Weeks of First Semester	October 11, 2019
Progress Reports are Distributed during <i>Henry Hoopla (HH)</i>	October 18, 2019
End of 2nd Progress Report P2 (13 Weeks)	November 22, 2019
Progress Reports are Distributed during <i>Henry Hoopla (HH)</i>	December 6, 2019
End of the 3rd Fall Semester Report (19 Weeks)	January 24, 2020
Fall Semester Report cards mailed home by the district.	**February 15, 2020
End of the 4th Report cards Semester (26 Weeks)	March 6, 2020
Progress Reports are Distributed during <i>Henry Hoopla (HH)</i>	March 13, 2020
End of the 5th Report cards Semester 2 (32 Weeks)	April 24, 2020
Progress Reports are Distributed during <i>Henry Hoopla (HH)</i> (Senior privileges may be revoked)	May 1, 2020
<i>End of Spring Semester for Seniors</i>	<i>June 4, 2020</i>
End of 6th Report cards Semester 2 (37 Weeks) for all others	June 9, 2020
Spring Semester Report cards mailed home by the district	**June 27, 2020 <i>Tentative</i>

*Date(s) are subject to change

**Date(s) are tentative and subject to change by the district.

SATURDAY SCHOOL

Saturday school is an opportunity for students to make up time they have missed due to absences and to get needed tutoring from a Math or English teacher. Saturday School operates from October through June, on selected Saturdays, and begins promptly at 8:00 a.m. Assignment to Saturday School is an administrative function. Attending Saturday School clears absences at the school level. Attending Saturday School *does not necessarily remove truancies from individual classes* for the purpose of grade calculations by teachers. Students who have more than one (1) truancy may be put on an Attendance Contract. Students may be suspended for violation of the contract.

Students who do not attend assigned Saturday School will remain on the LOP List. Each Saturday School clears six (6) period absences. Notices to class and phone calls home are provided as reminders to students, but it is the student's responsibility to attend. Students may attend tutoring without receiving a notice or phone call.

SCHOLARSHIPS

The Counseling Office posts important scholarship information on Naviance and on the Counseling Office bulletin board. All students are urged to apply for the free and reduced-price school meals since other programs, such as fee waivers and scholarships, use this as a criterion for eligibility. Please check the PHHS Bulletin, Naviance and the Counseling Office for current scholarship opportunities. Each year we offer a free College Financial Aid Night for interested students and parents. Please check the school calendar for the date(s). See your counselor for additional scholarship or financial aid assistance.

IDENTIFICATION CARDS, issued to all students at Patrick Henry, **MUST** always be carried when on campus.

- Students must properly identify themselves to any school employee who requests identification. Failure to identify yourself or to accompany any employee to the office upon request, may be grounds for immediate suspension.
- ID cards are required at all school dances and to make purchases at the Finance Office.
- Lost PHHS ID cards may be replaced for a \$5.00 fee. See the Network Systems Media Support Technician, in Room 407 for all ID card questions/problems.
- New students will have five (5) days from the first day they attend classes to obtain a valid ID card.
- Students will be assigned after school detention any time they do not have their ID card when requested by staff member to present their ID card.
- ID cards for the current school year are the only valid student ID cards. Students using a past years ID will be required to obtain a current year ID and the old (past years') ID card will be confiscated.

SCHOOL POLICE

The School Police Officer assigned full time to Patrick Henry is a sworn police officer of the State of California. Arrests are made for acts of theft, assault, drug abuse, vandalism, and other crimes where the suspect is identified. Our school police officer is in the **Main Office**.

STUDENT ASSISTANCE PROGRAM

Patrick Henry has a Student Assistant Program that is available to all students. This program provides support groups and other resources to students experiencing problems that may interfere with their school performance, such as: grief issues, family changes, eating disorders, relationships with their peers, family and teachers, etc. Support groups are facilitated by trained staff and meet weekly for eight (8) weeks each semester. If you feel this program would benefit you, come see the school nurse or your counselor. Parents may also refer their students.

TELEPHONES

Messages are not taken or delivered to students except for a parent or guardian in an emergency. Messages will not be delivered to students for medical appointments. Office telephones may be used by students with permission from the office staff. There are no pay phones on the campus.

THEFT

All theft should be **reported to Security and/or School Police Officer immediately**. Do not bring valuables to school. If you do, take extra precautions to ensure that they are not stolen. The school has no insurance and is in no way responsible for students' personal property. Students are responsible for all books and materials issued to them by the school. PE lockers are available, and students are encouraged to secure their belongings during their PE class. Students should always lock up their personal belongings secured by a school-approved lock. Locker room access is only permitted during the student's PE period.

TRANSPORTATION

Riding the school bus is a privilege granted to students enrolled at Henry in the **VEEP (Volunteer Ethnic Enrollment Program)** and other special programs. Improper conduct while riding the bus will lead to disciplinary action and the possibility that the privilege will be denied. During the summer each year, the district's Transportation Department notifies the students by mail of their assigned buses and the bus stop location and times.

ID cards and Z Cards must always be carried in order to ride the school bus. Each bus has a manifest of authorized students to ride the bus. Students will not be allowed to ride if they are not listed on the manifest or do not have a **Z card**. Students should not request to ride a different bus for personal reasons. The transportation is from school to home (assigned bus stop).

The school district has imposed a fee for transportation. All students riding the bus should be listed on the manifest, and if they are not, they should come to the **Transportation Liaison in the Main Office** and get an application. **The fee for transportation for one (1) student is \$400.00 per school year. There is a discounted fee of \$200.00 per year for a second sibling and no additional cost for (3) three or more siblings from the same household.** Parents may pay by **PayPal** cash, personal check, or money order.

If a student's name is not on the manifest, then he/she needs an application form, which is to be returned to the **Main Office**. A student may also get a temporary bus pass. Students that qualify for no cost/fee waiver are encouraged to come to the **Main Office** to pick up an application for parents to fill out and return.

Late activity buses are scheduled each day for students who need a ride after the regular school buses have departed. Late buses are for students staying for legitimate reasons only such as: tutoring, athletics, and club activity. **Late activity buses arrive in front of the school at 4:00 and 5:00 p.m. Mondays through Thursdays and at 4:00 p.m. only on Fridays.** Late activity bus is also provided after home football game.

***PLEASE NOTE – Late buses do NOT drop students off at their regular bus stops. The drop-off locations are at select elementary schools. Bus stop information can be found on the Patrick Henry website at (<https://www.sandiegounified.org/schools/henry>). Click on the "Parents", "Welcome Parents and Guardians", then "Bus Schedules."

VISITORS / VISITOR PARKING

- Parents of current students, and pre-arranged guest speakers are the only visitors allowed on the campus during the school day. Parents must get prior approval from staff before entering the campus.
- Parents must notify teachers and give 24 hours' notice before shadowing a student on campus.
- Parents bringing in items for their students must drop them off with **Attendance Office**.
- Friends, former students, and other relatives are not allowed to visit during the Instructional Day, including during lunch.

Office Hours

Mondays: 8:50 a.m. to 2:25 p.m.

Tuesday through Friday: 7:30a.m. to 2:25 p.m.

Upon entry to the school grounds everyone must report their presence and sign in at the front desk. Failure to report your presence upon entering school grounds is a citable offense in the city of San Diego. A citation may be issued by Campus Police.

Visitor parking spaces are designated green curb by the grass. Please do not park in any areas marked reserved or staff only. Parking in staff or reserved spots may result in parking citation. If there is no room on the green curb, please notify the office and ask for a temporary staff permit.

WORKING STUDENT & WORK PERMITS

All students under the age of 18 must have a work permit if they are employed during the school year or during the summer. Babysitting and yard work do not require a work permit. Applications for a work permits may be obtained from the **Counseling Secretary, Ms. Guinn in the Counseling Office** only after the student has been hired or if the employer requires the work permit for an interview. *Students working in the Entertainment industry will be given an application by the agency.*

Once completed by the employer and signed by the parent or guardian, the application is returned to the Counseling Secretary, Ms. Guinn for processing. Allow two (2) days for the application to be processed. A temporary copy of the application will be issued to the student for the employer.

CONSIDERATIONS FOR WORK PERMIT

- Patrick Henry Governance Committee approved a **site requirement of a 2.0 GPA, currently or cumulatively**, for site approval of a work permit application. This was decided because the student's FIRST JOB is to be successful in their high school career.
- If a student is below a 2.0 GPA at any grading period, their cumulative transcript will be checked. If their cumulative GPA is below 2.0, the work permit will not be approved.
- If grades improve, then a student can resubmit an application for a work permit.
- If grades stay below 2.0 a GPA for two (2) consecutive grading periods, the school will request that the work permit be revoked.
- Hardship cases will be decided on a case-by-case basis. Parents of a working student may request to revoke the work permit.
- Attendance will also be checked and any student with more than twelve (12) total unverified, unexcused, or truant periods will not be eligible for a work permit during the school year.

During the school year please see the registrar or your counselor, regarding work permits.

During the summer when schools are closed, please refer to our website:

(<https://www.sandiegounified.org/schools/henry>) for information on how to process a work permit at the district office.

PATRICK HENRY HIGH SCHOOL - ACADEMIC HONESTY POLICY

Patrick Henry students, teachers, administrators and community members are encouraged to base relationships on the fundamental notion of trust; therefore, cheating, in any form, will not be tolerated. Cheating undermines the academic process, shatters student's integrity, and destroys the trust necessary for productive relationships and our goal of excellence. Parents will be notified in all instances of academic dishonesty. In addition, a referral will be placed in the student's record, and the student's teachers will be notified. Academic and citizenship penalties, along with suspensions, may occur. Acts of academic dishonesty are defined as:

- 1. CHEATING ON TESTS:** Any intentional giving of information or using external assistance related to an examination, test, or quiz without permission from the teacher, including misuse of any form of technology.

Consequences:

- A. Receive a zero on the assignment.
- B. Citizenship grade will be lowered by at least one letter.
- C. Receive a referral.
- D. Notification of parents/guardians.
- E. Second violation will result in an "F" or "U" grade.
- F. The reporting teacher will notify the student's other teachers of the violation and the date of the violation.

- 2. FABRICATION:** Any intentional falsification or invention of data, citation or other authority in an academic exercise. If a student is found guilty of falsification or invention of data, the consequences are:

Consequences:

- A. The student will receive a zero on that assignment.
- B. The zero grade will be recorded and averaged into the student's semester grade.
- C. The grade will be lowered at least one letter.

- 3. UNAUTHORIZED COLLABORATION:** Unauthorized collaboration between a student and another person is not permitted. This includes providing work or answers to another student or giving the other student the opportunity to plagiarize the work or answers. If a student is found guilty of unauthorized collaboration, (giving or receiving), the consequences are:

Consequences:

- A. The student will receive a zero on that assignment.
- B. The zero grade will be recorded and averaged into the student's semester grade.
- C. The grade will be lowered at least one letter.

Patrick Henry High School - Academic Honesty Policy

- 4. PLAGIARISM:** Any use of another person's ideas, words, or work as one's own. Plagiarism includes the use of published material, technology-generated material, downloaded materials from the Internet, and/or the works of other students in which the student does not clearly note (i.e. through citation) the difference between his work and that of another source. This includes copying another student's work. Consequences may be applied to both parties.

Consequences: Same as Cheating on Tests (see Section 1)

- A. Receive a zero on the assignment.
- B. Citizenship grade will be lowered by at least one letter.
- C. Receive a referral.
- D. Notification of parents/guardians.
- E. Second violation will result in an "F" or "U" grade.
- F. The reporting teacher will notify the student's other teachers of the violation and the date of the violation.

- 5. THEFT OR ALTERATION OF MATERIALS:** Any intentional theft, or concealment, alteration, or distribution of student, staff, or library materials, electronically or otherwise.

Consequences:

- A. Possible suspension.
- B. A grade of "F" OR "U" for the semester if the violation is course related.
- C. Violators may also face criminal charges and other school-related actions.

- 6. TEST/ASSIGNMENT AVOIDANCE:** A pattern of absences on a test day and/or assignment due dates for the apparent advantage of performing better.

Consequences:

- A. Parents/Guardians notified.
- B. At teacher's discretion, any further testing absence may result in forfeiture of a make-up opportunity, unless verified by a physician.

- 7. PRESSURE FOR UNSUBSTANTIATED GRADE CHANGE:** While Patrick Henry encourages open communication regarding grades between teachers, students, and parents/guardians, inappropriate requests for grade changes will not be considered.

- 8. KNOWLEDGE OF ACADEMIC DISHONESTY:** Students are morally bound to notify appropriate staff members when they have personal knowledge of a violation defined or implied in this Code of Honor. Notifications may be made anonymously.

Revised 4/29/2015

PATRICK HENRY HIGH SCHOOL - ATHLETIC ELIGIBILITY REQUIREMENTS

Congratulations on being selected to participate in athletics at Patrick Henry High School. PHHS athletes are respected and looked up to by their peers as model students. The athletics program is designed to support the student athlete. Participation in athletics is a privilege, which may be revoked. All student athletes must understand they are a public representative of Patrick Henry High School, and as such, will not participate in, or exhibit, any behavior which is detrimental to, or misrepresents Patrick Henry or their team. If any student athlete is found to be involved in any illegal behavior during any school-sponsored activity, it will be reported to administration, security, and police. The student athlete will be subject to immediate dismissal from the athletics program, suspension from school, and possible recommendation for expulsion. This includes during class periods, practices, fundraisers, contests, and trips in any event the team participates in. This includes any time a student athlete is wearing something that identifies him/her with Patrick Henry High School in person or through online activities.

In addition to standard eligibility requirements concerning Zero-Tolerance, hazing, initiations or sexual harassment, athletes are expected to abide by the following:

- All truancies cleared before athletic competition.
- A student athlete may not participate in athletic practice or contest if his/her name is on the **Loss of Privileges (LOP)** List.
- Attend all classes the day of competition to compete.
- Pass at least four (4) classes in the grading period prior to participation and have a grade point average, in scholarship and citizenship of 2.0 or above. (Note: Students must have a GPA 2.0 or above in order to try out for athletics. Student athletes may not be added to the roster later in the season because their grades have come up since tryouts.)
- Student athletes are responsible for deciding with teachers *at least two days in advance* for making up tests, quizzes, and work, which will be missed due to an early athletics contest.
- If a teacher informs the student athlete that he/she does not have permission to leave a class early, or miss a class, to participate in an athletic event, and the student is not in class, the absence will be recorded as a truancy. (The coach will request early release at least two days in advance through the athletics director.)
- Have no suspensions in the six (6) weeks prior to and during the athletic season.
- Students who are suspended will have their participation eligibility, for the season following the suspension, determined by administration on a case-by-case basis.
- Upon receipt of an unsatisfactory conduct grade "U" in Citizenship in more than one course, the student will be declared ineligible for the next six (6) weeks school-wide grading period.
- Student athletes use the locker room/team room to suit up. (They may not change in public.)
- District procedure 6298 mandates loss of eligibility for a minimum of thirty (30) school days. (excluding holidays or summer vacations) for substance offenses.
- Student athletes must always wear a shirt while on campus.

I have read and understand the above requirements

Revised 7/1/2017

**Patrick Henry High School - Extracurricular Eligibility Requirements for ASB,
Cheerleading, Band, Choir, Drama, ROTC, Academic Competitions,
Sporting events and Club events**

Congratulations on being selected to participate in an extracurricular activity at Patrick Henry High School. **Participation in extracurricular activities is a privilege, which may be revoked.** All students must understand that they are a public representative of Patrick Henry High School, and as such will not participate in nor exhibit any behavior which is detrimental to or misrepresents Patrick Henry or their school group.

If any student is found to be involved in any illegal behavior during any school-sponsored activity, it will be reported to administration, security, and police. The student will be subject to immediate dismissal from the extracurricular activity, suspension from school, and possible recommendation for expulsion. This includes during class periods, practices, fundraisers, contests, competitions, trips, and any event the group participates in. This also includes when a student is wearing something that identifies him/her with Patrick Henry High School in person or through online activities.

In addition to standard eligibility requirements concerning **Zero-Tolerance**, hazing, initiations or sexual harassment, students are expected to abide by the following:

- All truanancies cleared before competition/performance.
- Attend all classes the day of competition/performance to compete.
- Pass at least four (4) classes in the grading period prior to participation and have a grade point average, in scholarship and citizenship of 2.0 or above. (Note: Student must be eligible prior to joining the extracurricular activity).
- A student may not participate in practice performances, or competition if his/her name is on the **Loss of Privileges (LOP)** List.
- Students are responsible for deciding with teachers at least two days in advance for making up tests, quizzes, and work, which will be missed due to an early event.
- If a teacher informed the student that he/she does not have permission to leave the class early or miss a class to participate in an event and the student is not in class, the absence will be recorded as a truancy. (The faculty advisor will request early release at least two days in advance through the extracurricular administrator).

Patrick Henry High School - Extracurricular Eligibility Requirements
ASB, Cheerleading, Band, Choir, Drama, ROTC,
and Academic Competitions

- Have no suspensions in the six (6) weeks prior to entering the activity season. Students who are suspended will have their participation eligibility determined by administration on a case-by-case basis.
- Upon receipt of unsatisfactory conduct grades ("U") in more than one course, the student will be declared ineligible for the next six (6) week school grading period.

District procedure 6298 mandates loss of eligibility for a minimum of fifteen (15) school days (excluding holidays or summer vacations) for substance abuse offenses).

I have read and understand the above requirements.

Student Name (Print)

Student Signature

Parent/Guardian Signature

Date

PATRICK HENRY HIGH SCHOOL - STUDENT and PARENT NOTIFICATION GRADUATION REQUIREMENTS and EXPECTATIONS

This document specifies the terms and conditions that you, a student, MUST meet to satisfy requirements for a Patrick Henry High School diploma AND for participation in ALL senior privileges.

(This form will be returned to the school, but you MAY request a copy through the registrar's office.)

ALL GRADUATION REQUIREMENTS must be satisfied prior to participation in the June commencement exercises. ***Per district policy: To be designated a senior you, the student, must have earned 31 or more credits in grades 9-11. (Credit-based grade level may not exceed the expected grade level).*

GRADUATION REQUIREMENTS: For a diploma bound student (District Procedure # 4770, Rev 4-8-15): COURSES/CREDITS: YOU MUST earn a minimum of forty-four (44) credits in grades 9-12 which "meet all general and course requirements".

GRADE POINT AVERAGE: YOU MUST "Attain a weighted grade point average (WGPA) of 2.00 or higher in Grades 9-12 by the completion of the Spring Semester" of your senior year.

CERTIFICATE OF COMPLETION REQUIREMENTS: Students who are non-diploma bound will earn a Certificate of Completion based on the completion of their IEP/ITP goals and objectives and are expected to meet the same citizenship, discipline and attendance requirements required for the diploma-bound students.

REQUIREMENTS FOR PARTICIPATION IN SENIOR ACTIVITIES: The phrase "senior privileges" appearing in this document refers to ALL senior activities, including and not limited to, the senior annual signing party, the senior picnic, the senior prom and participation in the graduation ceremony.

ACADEMIC REQUIREMENT: Any senior who has below a 2.00 GPA on the Spring 12-week progress report, will be denied the privilege of attending the Senior Prom, Senior Picnic, and be on a team for dodgeball.

CITIZENSHIP: Seniors must meet the minimum standard of 2.00 citizenship grade on the fall semester report card and those not meeting the standard will be identified for possible exclusion from ALL senior privileges. Any senior who earns a citizenship/academic grade point average of 2.00 on the Twelve (12) Week Spring Progress Report will be excluded from ALL senior privileges.

DISCIPLINE: ANY suspension or major disruption in the school environment during the school year of the student's senior year will result in a behavior contract being imposed during a conference with Vice-Principal and exclusion from one or more senior activities for the year. Any five-day suspension during the senior year automatically excludes the student from participation in ALL senior privileges.

ATTENDANCE: Seniors identified as chronic truants are subject to the terms of an attendance contract. Seniors who have been placed on an attendance contract and violate the terms of that contract may be excluded from some or all of their senior privileges, depending on the circumstances.

APPEAL BOARD: With regards to the exclusions from senior privileges for ANY reason; each high school site has an appeal board (Graduation Review Board), composed of, but not necessarily limited to, an administrator, teacher and counselor. This appeal board will determine the student's loss of privileges and/or continued participation in graduation and/or senior privileges (Administrative Procedure 4770- 11b, 3).

SUMMER GRADUATES: While a student may not participate in the June graduation ceremony without completing ALL of the graduation requirements, he/she will have until the end of summer school following his/ her senior year to earn a diploma with your class by satisfying ALL of the State and District graduation requirements. Summer school and school graduation ceremony sites and dates are pending and will be set by the SDUSD Board of Education at a later date.

I have READ and UNDERSTAND the requirements.

Please initial: Student: _____ Parent: _____

This section pertains to the PARENT AUTHORIZATION to RELEASE STUDENT INFORMATION

In compliance with the State of California and SDUSD we MUST have on file a signed release form in order to release educational information including but limited to Transcripts, SAT/ACT/AP scores, Letters of Recommendation, Ranking Status, Mid-Reports, Financial Aid Forms (Cal Grant) and Cal Grant GPA Verifications to post education sites such as, but not limited to, private colleges or universities and state colleges or universities submitted electronically via Naviance, eDocs, verbally, printed or in written form. We cannot release any of the above information unless the "YES" box is initialed by the parent and the entire form is signed by the parent and student. (This is part is extremely important for all seniors!)

***Please initial one of the boxes below:

- _____ Yes, Patrick Henry High has our approval to release the above information when requested by a college or university.
- _____ Yes, Patrick Henry High has approval to release information requested by a college/university.
- _____ No, Please DO NOT release any educational records without a written release from the parent or guardian.

SENIORS

Please provide YOUR LEGAL NAME for the printing of your DIPLOMA

PLEASE PRINT NEATLY – CLEARLY- DO NOT USE A NICKNAME

Name to be printed on your document _____

SENIORS: Providing your SSN# will allow us to submit your Cal Grant GPA information for you before the March 2nd deadline.

STUDENT'S Social security number

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PATRICK HENRY HIGH SCHOOL - DANCE CONTRACT

The purpose of this contract is two-fold: the first and foremost purpose is to promote the safe, clean and fun environment at school dances and the second is to clarify all rules for dances in addition to school day. All Henry High students must have a 2.0 or higher GPA in both Citizenship and Academics at the end of the grading period preceding the date of the dance. Students who purchase a dance ticket and subsequently become ineligible due to grades will be given a refunded but will be unable to attend. Students must also be cleared of the (LOP List) in order to purchase a ticket.

Dance attendance is conditional pending verification of academic and citizenship grade. Any student who fails to meet the requirements will not be able to attend.

DANCE REQUIREMENTS

- Students must show current PHHS photo ID, when purchasing dance tickets.
- ALL students and guests must have a photo ID to be admitted to the dance. PHHS students are responsible for their behavior.
- All attendees to the dance must be under the age of twenty-one (21) as a guest of any eligible student.
- Tickets are non-transferable and may not be resold. Refunds are available up until 12:30 p.m. the day before the dance.
- Attendees must arrive for school dances by 9:30 p.m. Once a student leaves the dance, they cannot be readmitted.
- Students' and guests who attend the dance will have a "friendly frisk" prior to the dance to help ensure that no improper items are admitted to the dance.
- Students and guests who appear to be under the influence of alcohol or other controlled substances may be subject to verification through breathalyzer or other law enforcement investigative practices and will be subject to district and school consequences.
- Students engaging in inappropriate dance behavior (dance moves that are sexually provocative, grinding, establishment of "mosh pits", or any dance that can be perceived as a sexual act) will be asked to leave the dance (without refund) and may have future dance privileges revoked at the discretion of the school administration. Repeat offenses will result in the suspension of dance privileges.

Students leaving the dance prior to 10:00 p.m. will need to contact a parent by phone, with an administrator present, to let them know that they are leaving the dance.

I agree that by purchasing a ticket and signing this contract that I will abide by its provisions. I also agree that I am responsible for the behavior of my non-PHHS student guest.

Printed Student Name	Student Signature	Date
Printed Parent Name	Parent Signature	Date

SAN DIEGO UNIFIED SCHOOL DISTRICT
Student Nondiscrimination and Sexual Harassment Policy

APPENDIX VI-ENG

NOTICE OF STUDENT NONDISCRIMINATION

San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination, harassment, intimidation, and bullying by reason of the following actual or perceived characteristics: age, ancestry, color, mental or physical disability, ethnicity, ethnic group identification, gender, gender expression, gender identity, genetic information, immigration status, marital or parental status, nationality, national origin, actual or perceived sex, sexual orientation, race, religion, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal, state and/or collective bargaining agreements.

Reference Board Policy (BP) 5145.3 and Administrative Regulation (AR) 5145.3 for full policies.

STUDENT SEXUAL HARASSMENT POLICY

San Diego Unified School District is committed to making the schools free from sexual harassment and discrimination, harassment, intimidation, and bullying. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both federal and state laws. The district prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. Sexual harassment is defined in Education Code to mean unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. The superintendent or his/her designee shall ensure that district students receive age-appropriate instruction about their rights to be free from sexual harassment, the district procedure for reporting and investigating complaints of sexual harassment including with whom a complaint should be filed.

The district prohibits conduct that has the purpose or effect of having a negative impact on the individual's work or academic performance, or that is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, or offensive educational environment.

The district further prohibits sexual harassment that conditions a student's status, progress, benefits, services, honors, program or activities based on submission to such conduct.

Any student who feels that he/she is being, or has been, sexually harassed by a school employee, another student, or a non-school employee at school or at a school-related event, shall immediately contact his/her teacher or any other district employee. An employee who receives such a complaint shall report it in accordance with administrative procedures/regulations.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal and state laws and/or collective bargaining agreements.

The district believes that it can resolve issues of discrimination, harassment, intimidation, and bullying at the school site.

Reference BP and AR 5145.7 and BP and AR 0410 for full policies.

TO FILE A FORMAL COMPLAINT FOR DISCRIMINATION, HARASSMENT, INTIMIDATION, AND BULLYING OR SEXUAL HARASSMENT

1. **Filing a complaint:** A complaint may be filed by a student or parent/guardian by obtaining a copy of the Uniform Complaint Form (BP and AR 1312.3) from the school or the district's Uniform Complaint Compliance Office or district website. Remedies available outside of the district are listed in this procedure.
2. **Investigation:** San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment and/or discrimination, harassment, intimidation, and bullying allegations and provide a written report within sixty (60) days from the date the complaint is filed. The Superintendent or his/her designee shall ensure that any complaint received is investigated in accordance with district administrative procedures and that school personnel take immediate steps to intervene, when safe to do so, when they witness any act of harassment.
3. **Action:** When an allegation of sexual harassment is validated by the investigation and disciplinary action is necessary, the superintendent will determine the appropriate course of action, to prevent reoccurrence and follow up with the harassed student, depending upon whether the harasser is a student, staff member or agent of the district. If the complaint of sexual harassment is validated the superintendent and/or designee shall take prompt, appropriate action to end the harassment and to address the effects on the victim.

Complaints will be kept confidential to the extent possible. The person filing the complaint may also pursue action in civil court.

The district prohibits retaliation against any person who complains, testifies, assists or participates in district complaint procedures.

Reference BP and AR 1312.3 for full policies.

A student who has a report or complaint of sexual harassment or of discrimination, harassment, intimidation, and bullying based on sex shall immediately contact his/her teacher or any other district employee. For questions or additional information or if a complaint cannot be resolved at the site level, or at any time the student may contact:

Lynn A. Ryan, Title IX Coordinator
Eugene Brucker Education Center
4100 Normal St., Room 2129
San Diego, CA 92103
lryan@sandi.net
619-725-7225

2/27/19

AVISO DE NO DISCRIMINACIÓN ESTUDIANTIL

El Distrito Escolar Unificado de San Diego se compromete a la igualdad de oportunidades en la educación para todas las personas. Los programas, las actividades y las prácticas del distrito deben estar libres de discriminación, hostigamiento, intimidación y acoso basado en edad, ascendencia, color, discapacidad mental o física, origen étnico, identificación de grupo étnico, género, expresión del género, identidad de género, información genética, estado de inmigración, estado civil o parental, nacionalidad, origen nacional, sexo real o percibido, orientación sexual, raza, religión o basado en la asociación de una persona con una persona o un grupo con una o más de estas características reales o percibidas.

Los estudiantes que quebranten esta política podrían estar sujetos a medidas disciplinarias, hasta e incluyendo la expulsión, de acuerdo con la política del distrito, el procedimiento administrativo y la ley estatal.

Los empleados que quebranten esta política estarán sujetos a medidas disciplinarias hasta e incluyendo ser despedidos. Cualquier acción disciplinaria será conforme a los acuerdos aplicables federales, estatales y/o de contrato colectivo.

Para las políticas enteras, referirse a las Políticas de La Mesa Directiva (BP) 5145.3 y los Reglamentos Administrativos (AR) 5145.3.

POLÍTICA DE ACOSO SEXUAL ESTUDIANTIL

El Distrito Escolar Unificado de San Diego se compromete a que las escuelas estén libres de acoso sexual y discriminación, discriminación, hostigamiento, intimidación y acoso. El acoso sexual es una forma de discriminación sexual bajo el Título IX de las Enmiendas Educativas de la Ley de Derechos Civiles de 1972 y está prohibido tanto por las leyes federales como estatales. El distrito prohíbe el acoso sexual de estudiantes por parte de otros estudiantes, empleados u otras personas, en la escuela o en actividades patrocinadas o relacionadas con la escuela. El acoso sexual se define en el Código de Educación como insinuaciones sexuales no deseadas; solicitudes de favores sexuales; o conducta verbal, visual o física de naturaleza sexual hecha por alguien del o dentro del entorno educativo. La Superintendente o su designado debe garantizar que los estudiantes del distrito reciban educación apropiada para su edad acerca de sus derechos de ser libres de acoso sexual, el procedimiento del distrito para informar e investigar las quejas de acoso sexual, incluyendo con quién se debe presentar una queja.

El distrito prohíbe la conducta cuyo propósito o resultado tenga un efecto negativo en el trabajo o rendimiento académico de la persona, o que sea lo suficientemente severa, persistente o imponente para crear un ambiente educativo intimidante, hostil u ofensivo.

El distrito además prohíbe el acoso sexual que condiciona el estado, progreso, beneficios, servicios, honores, programas o actividades de un estudiante basado en la sumisión a tal conducta.

Cualquier estudiante que sienta que él/ella está siendo o ha sido acosado sexualmente por un empleado de la escuela, otro estudiante o un empleado no escolar en la escuela o en un evento relacionado con la escuela, deberá comunicarse de inmediato con su maestro o con cualquier otro empleado del distrito. Un empleado que reciba una queja de este tipo deberá reportarla de acuerdo con los procedimientos/reglamentos administrativos.

Los estudiantes que quebranten esta política estarán sujetos a medidas disciplinarias hasta el procedimiento administrativo y la ley estatal.

Los empleados que quebranten esta política estarán sujetos a medidas disciplinarias hasta e incluyendo ser despedidos. Cualquier acción disciplinaria deberá estar de acuerdo con las leyes federales y estatales aplicables y/o los acuerdos de negociación colectiva.

El distrito está convencido de que puede resolver los problemas de discriminación, discriminación, hostigamiento, intimidación y acoso dentro del plantel escolar.

Para las políticas enteras, referirse a las BP y AR 5145.7, y a las BP y AR 0410.

CÓMO PRESENTAR UNA QUEJA FORMAL POR DISCRIMINACIÓN, HOSTIGAMIENTO, INTIMIDACIÓN O ACOSO SEXUAL

- 1. Presentar una queja:** El alumno o sus padres/tutores puede levantar una queja obteniendo una copia del Formulario de Queja Uniforme (BP y AR 1312.3) en la escuela o en la Oficina de Cumplimiento de Queja Uniforme o en la red. Los remedios disponibles fuera del distrito están enumerados en este procedimiento.
- 2. Investigación:** El Distrito Escolar Unificado de San Diego realizará inmediatamente una investigación eficaz, exhaustiva y objetiva de las acusaciones de acoso y/o discriminación, hostigamiento, intimidación y acoso y proporcionará un informe por escrito dentro de sesenta (60) días a partir de la fecha en que se presentó la queja. La Superintendente o su designado debe garantizar que cualquier queja recibida sea investigada de acuerdo con los procedimientos administrativos del distrito y que el personal de la escuela tome medidas inmediatas para intervenir, cuando sea seguro hacerlo, cuando sean testigos de cualquier acto de acoso.
- 3. Acción:** Cuando la investigación valide el alegato de acoso sexual y se requiera una acción disciplinaria, la Superintendente determinará el curso de acción apropiado, para prevenir la reincidencia y hacer seguimiento con el estudiante acosado, dependiendo de si el acosador es un estudiante, integrante del personal o agente del distrito. Si se valida la queja de acoso sexual, el superintendente y/o su designado deberán tomar acción inmediata y apropiada para terminar con el acoso y abordar los efectos en la víctima.

Las quejas se mantendrán confidenciales hasta donde sea posible. La persona que presenta la queja también puede denunciar el caso ante un tribunal civil.

El distrito prohíbe las represalias en contra de cualquier persona que registre una queja, testifique, ayude o participe en el proceso de quejas del distrito.

Para las políticas enteras, referirse a las BP y AR 1312.3

Un alumno que tenga un informe o queja de acoso sexual o discriminación, hostigamiento, intimidación y acoso deberá comunicarse de inmediato con su maestro o con cualquier otro empleado del distrito. Si la queja no se puede resolver, o en cualquier momento, el estudiante puede comunicarse con:

Lynn A. Ryan, Coordinadora de Título IX
 Eugene Brucker Education Center
 4100 Normal Street, Room 2129
 San Diego, CA 92103
 lryan@sandi.net
 619-725-7225.

2/27/19



UNIVERSAL FORM

* Update your preferences at any time by contacting your school office.

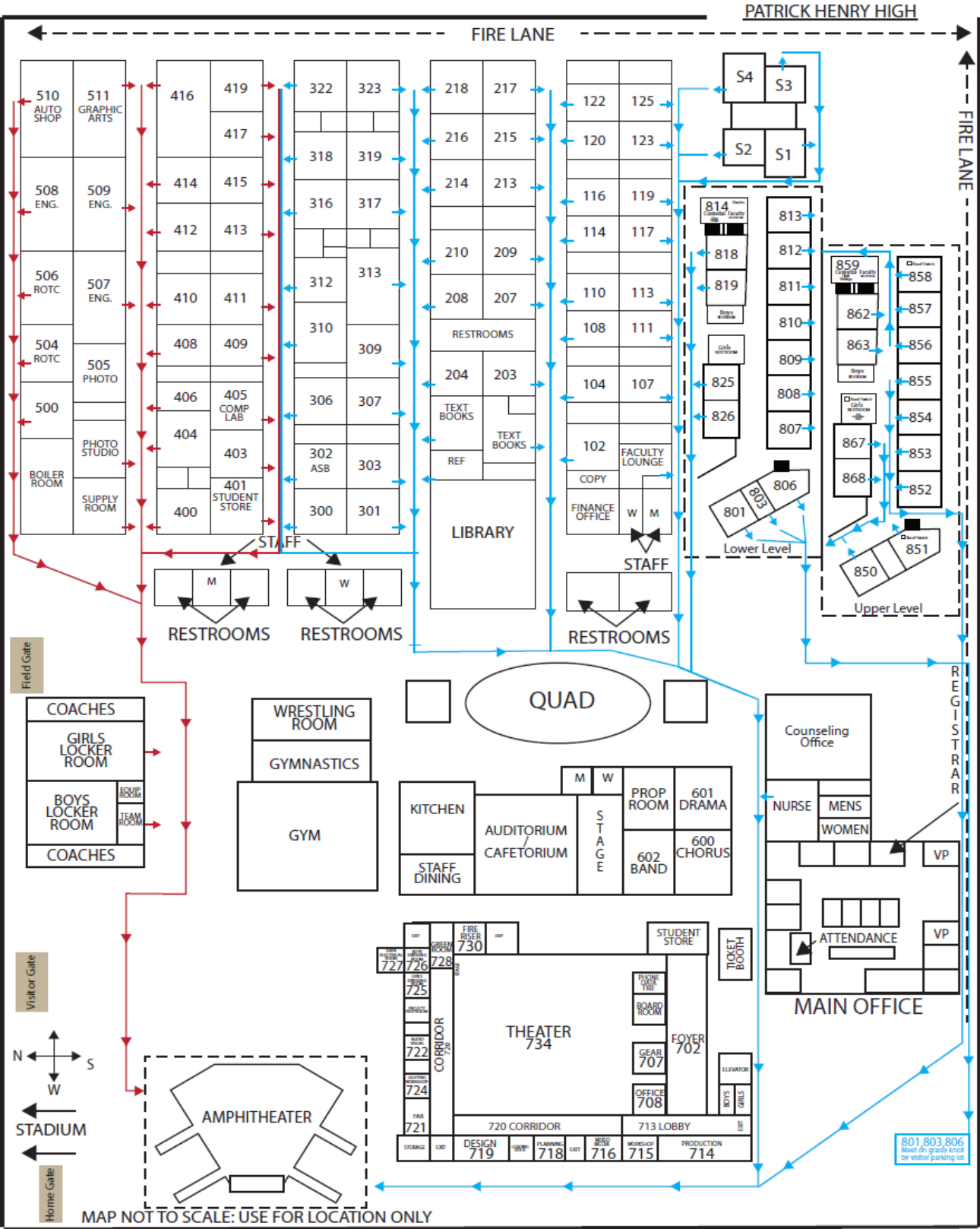
PATRICK HENRY CITIZENSHIP RUBIC

Improving the student culture of a school requires teachers to hold consistent expectations for behavior. Furthermore, students need to know and understand what is expected of them. (Note: That "SH" is reference to the Student Handbook.)

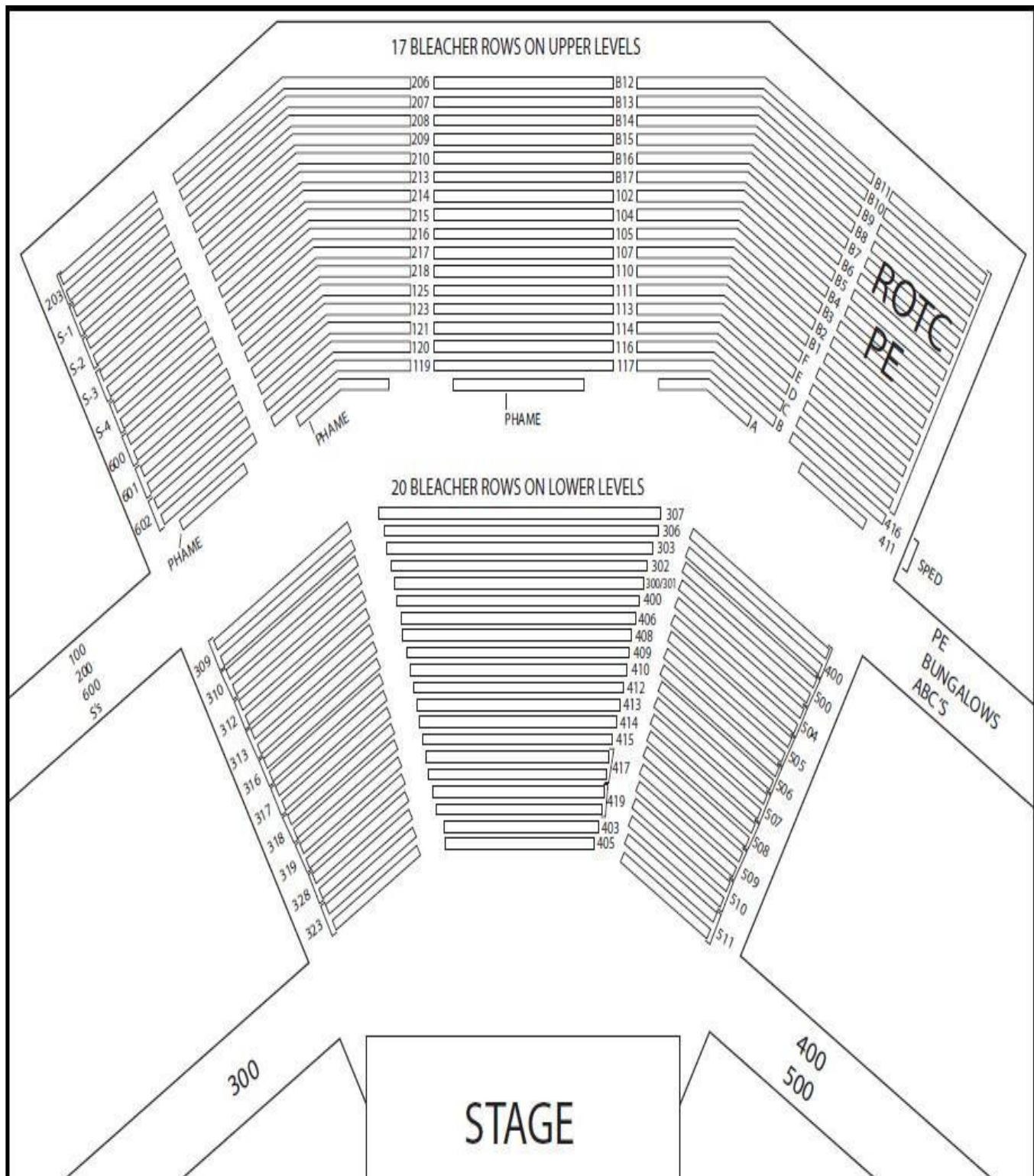
	Excellent "E"	Good "G"	Satisfactory "S"	Needs Improvement "N"	Unsatisfactory "U"	Summary Grade
Prompt to class (Tardiness)	No tardies	One tardy.	Two tardies.	Three tardies.	Four or more tardies.	SH p.7 Frequently absent with inadequate excuse (unexcused &/unverified).
Attendance (Truancy)	No truanies, unexpected or unverified absences	No truanies	No truanies,	Frequently absent with inadequate excuse (unexcused &/ unverified).	Often absent	SH P.6
Has work equipment and is ready to learn	Assumes responsibility for bringing necessary materials and equipment and completing work in a timely fashion.	Assumes responsibility for bringing necessary materials and equipment and completing work in a timely fashion.	Assumes responsibility for bringing necessary materials and equipment and completing work in a timely fashion.	Does not bring necessary materials to class, wastes time and does not complete work.	Does not bring necessary materials to class and does little or no work.	SH p.5
Classroom conduct (behavior)	Cooperative and dependable, works efficiently in groups and independent activities. Makes significant contributions in class. Is courteous and respectful. (Verbally and nonverbally) Respects the rights of teachers and students.	Cooperative and dependable, works efficiently in groups and independent activities. Sometimes makes significant contributions. Respects the rights of teachers and students.	Cooperative and dependable, works efficiently in groups and independent activities. Maintains average work habits, attention to class routine, and courteous behavior. Respects the rights of teachers and students.	Poor cooperation in class, is disruptive, and does not respect the property and rights of others. Requires supervision, is often discourteous and undependable. Either disrupts class or makes no effort to participate.	Uncooperative and disruptive with little respect for instruction and those around him/her. Insolent and defiant and violates class rules.	SH p.9

ACADEMIC INTEGRITY						APPENDIX IX
	Excellent "E"	Good "G"	Satisfactory "S"	Needs Improvement "N"	Unsatisfactory "U"	Summary Grade
Academic Honesty	Is always honest & demonstrates integrity in his/her class and homework	Is always honest & demonstrates integrity in his/her class and homework	Is honest and has integrity.	Dishonest and lacks integrity in class and in homework. (1st time offense with small or minor assignment such as class work or homework.) Lying about behavior.	Dishonest and lacks integrity in class and in homework. (Repeated offenses or cheating on any assignments or tests.) Continual lying about behavior.	SH p. 10
Adherence to dress code	Understands and follows the dress code at all times. See "Note" below.	Follows the dress code at all times.	Follows the dress code at all times. Warned once and changed behavior.	Has difficulty following the dress code. Warned on several occasions.	Violates the dress code often.	SH p. 10
Electronic Device Policy	Electronic devices not seen or used during and between classes (including earphones.)	Electronic devices not seen or used during and between classes (including earphones.)	Electronic devices not seen or used during and between classes (including earphones.)	Electronic Devices used once and given to appropriate school personnel for parent pick-up.	Electronic Device Policy violated more than once. Parents are still responsible for picking up electronics.	SH p. 10

PHHS EMERGENCY EVACUATION MAP



MAP OF AMPHITHEATER by MR. BOLTON



ZERO TOLERANCE POLICY

B. Possible Types/Levels of Interventions and Sample Disciplinary Responses

It is important to look at the possible reasons for the persistent student behavior(s) that have been identified as areas of concern. School teams are strongly encouraged to first look at the probable motivational factors and strategies that might be implemented to provide solutions and supports. Once the possible reason(s)/factor(s) for the behavior have been identified, appropriate intervention strategies and supports should be selected. Please be mindful, however, that more than one motivational factor could be occurring and multiple strategies and supports may need to be implemented simultaneously.

Levels of Interventions and Disciplinary Responses		
Level 1	<ul style="list-style-type: none"> Teacher/Student Conference Reminders and Re-Direction Teaching of Expectations and Skills Written Apology 	<ul style="list-style-type: none"> Reflective Essay or Other Reflective Activity Independent Study Role-Play Substance Use Intervention Group
Level 2	<ul style="list-style-type: none"> Any Lower-Level Interventions Parent/Guardian Outreach In-Class Time-Out Seat Change Self-Charting of Behavior Daily Report Card on Behavior, Task completion, and Achievement 	<ul style="list-style-type: none"> Reprimand by Administrator Removal from Class to Supervised Time-Out in Another Classroom Loss of Privileges (e.g., exclusion from group lunch or extra-activities) Mini-Course/Training (e.g., conflict resolution, anger management, social skills, or appropriate behavior) Substance Use Intervention Group
Level 3	<ul style="list-style-type: none"> Any Lower-Level Interventions Student/Teacher/Parent Conference Referral to Support Staff (e.g., counselor, psychologist, nurse, etc.) Short-term Behavioral Progress Reports Behavioral Intervention Plan Change in Schedule/Class Referral to After-School Program In-School Suspension – 1 day 	<ul style="list-style-type: none"> Community Service Mentoring Program Peer Mediation Functional Behavioral Assessment Referral to School-Based Healthy/Mental Health Clinics Referral to Community-Based Services Substance Use Intervention Group Modification of IEP (if applicable)
Level 4	<ul style="list-style-type: none"> Any Lower-Level Interventions Detention Saturday School Restorative Justice In-School Suspension – 1 to 3 days 	<ul style="list-style-type: none"> Teen Court/Peer Jury Restitution Out-of-School Suspension – 1 or more days (if needed) Substance Use Intervention Group
Level 5	<ul style="list-style-type: none"> Any Lower-Level Intervention Out-of-School Suspension – 1 to 5 days (and may be extended as necessary) 	<ul style="list-style-type: none"> Alternative Educational Placement Recommendation for Expulsion Arrest of Referral to Law Enforcement Substance Use Intervention Group
Level 6	<ul style="list-style-type: none"> Mandatory recommendation for expulsion 	<ul style="list-style-type: none"> Arrest/referral to Law Enforcement Alternative Educational Placement Recommendation for Expulsion

For more information and clarity on these interventions, see the Glossary attached as Appendix A.

Please note that the above list is not intended to be exhaustive and is a representative sample of disciplinary responses/interventions that site administrators may consider. With proper documentations (e.g. behavior/discipline history, behavior charts, positive behavior intervention and support plans, parents/student conferences, work samples, etc.), school officials maintain the authority to elevate the level(s) of disciplinary response/intervention.

C. Relevant Factors in Making Discipline Decisions

When choosing consequences for students' inappropriate behavior, teachers, administrators, and school staff must consider the following:

- Age, health, and disability or special education status of the student;
- Appropriateness of students' academic placement;
- Student's prior conduct and record of behavior;
- Student's willingness to repair the harm;
- Seriousness of the offense and the degree of harm caused;
- Impact of the incident on overall school community

UNIQUE CIRCUMSTANCES:

Homelessness: Generally, out-of-school suspension is not recommended for students who are homeless. Children and youth living in shelters, cars, parks, and other unstable living environments have NO safe place to go during the daytime hours. Because of these safety concerns, alternate methods of discipline should be considered and used as appropriate.

Foster Care: Many children and youth are placed under the care of the Child Welfare because they have suffered abuse and/or neglect. Some school behaviors may be symptoms of that abuse. School officials are encouraged to consult with school counselor or psychologist to develop a behavior plan appropriate to the circumstances for these students.

SECTION THREE – DESCRIPTION of INAPPROPRIATE and DISRUPTIVE BEHAVIORS AND CONSEQUENCES

A. Disciplinary Consequences Matrix - The following is the Disciplinary Consequences Matrix, which contains a list of the potential inappropriate or disruptive behaviors with the appropriate interventions or consequences.

Note: On the first instance of inappropriate or disruptive behavior, use one or more interventions from the lowest level indicated for that behavior, or any lower level. If the same behavior is repeated during the same school year, one or more interventions or disciplinary responses from the next highest level may be used. Lower-level interventions may always be used, but interventions/disciplinary responses from the shaded boxes should only be considered with proper documentation.						
Inappropriate or Disruptive Behavior	1	2	3	4	5	6
ASSAULT/BATTERY/MUTUAL COMBAT (CODE 01)		•	•	•		
- Attempted/threatened to cause physical injury; mutual combat (injury or minor injury; no malicious intent, honest misunderstanding; resolved after counseling with student and parent; includes verbal/written threats)						
- Willfully caused minor injury, except in self-defense (NOT mutual combat; minor injury, no cuts or bruises; no or minor medical attention required; willful and unlawful force or violence upon another; clear aggressor)			•	•		
- Willfully caused serious injuries, except in self-defense (can include mutual combat; heavy bruises and/or cuts, broken bones; medical attention required; willful and unlawful force or violence upon another)						•
- Assault or battery on any school employee (must be a physical assault or battery)						•
- Sexual assault or sexual battery (sexual battery is the unwanted touching of intimate parts for sexual gratification; sexual assault is rape or attempting rape)						•
- Aids or abets (inflicting or inflect physical injury; not a basis for expulsion)			•	•	•	
Weapons, Explosives, Dangerous Objects, Imitation Firearms (Code 02)						•
- Possessed, sold, and/or furnished (firearm [real gun, pistol, rifle, etc.]; possession of weapon, explosive, imitation firearm, or other dangerous object-M80, cherry bomb or larger)						
- Brandishing a knife (weapon with blade longer than 3 ½ or folding knife with locking blade or unguarded razor blade or fixed blade; threatening another individual with a knife)						•
- Possessed, sold, or furnished firecrackers other than M80s or cherry bombs			•	•	•	
- Possessed, sold, or furnished imitation firearms						•
Controlled/Prohibited Substances (Code 03)				•	•	
<i>Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled/prohibited substance in lieu of alcohol or intoxicant.</i>						
- Possessed and/or used controlled/prohibited substance, alcohol/intoxicant						
- Suspension may be waived by completing appropriate intervention contract (Procedure 6298)						
- Furnished or sold controlled/prohibited substance, alcohol/intoxicant						•
- Possession of an amount for more than personal use						•

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