



Point Loma High School  
*"Home of the Pointers"*

Welcome to the 2017- 2018 School Year!

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

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

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

Have a great school year!

Disponible en español, llamar a la escuela al numero (619) 223-3121 ext. 1118

***THE POINTER WAY***

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

*All students will be:*

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

## ***School Calendar***

**2017 – 2018**

1<sup>st</sup> Semester begins August 28, 2017

2<sup>nd</sup> Semester begins January 29, 2018

### ***Grading Periods for 1<sup>st</sup> Semester***

7<sup>th</sup> Week: August 28 – October 13, 2017

(Progress Report Distributed October 20, 2017)

13<sup>th</sup> Week: October 16 – December 1, 2017

(Progress Report Distributed December 8, 2017)

1<sup>st</sup> Semester Ends: January 27, 2018 \*

### ***Grading Periods for 2<sup>nd</sup> Semester***

7<sup>th</sup> Week: January 29 – March 16, 2018

(Progress Report Distributed March 23, 2018)

13<sup>th</sup> Week: March 19 – May 4, 2018

(Progress Report Distributed May 11, 2018)

2<sup>nd</sup> Semester Ends June 13, 2018 \*

\*Report Cards are mailed from San Diego Unified School District Office

## DATES TO REMEMBER 2017-2018

### School Closed

September 4, 2017	Labor Day Holiday
November 10, 2017	Veterans Day Observance
November 20-24, 2017	Thanksgiving Vacation
December 18-January 2, 2018	Winter Break
January 15, 2018	Martin Luther King Day
February 16, 2018	Lincoln Day Observance
February 19, 2018	Washington Day Observance
March 26-30, 2018	Spring Vacation
May 28, 2018	Memorial Day

### Short Schedule Days (Dismissal Time noted)

Jan 24, 25, 26	1 <sup>st</sup> Semester Final Exams (11:47 am)
June 11, 12, 13	2 <sup>nd</sup> Semester Final Exams (11:47 am)

Early Out Days (1:35 PM): Sep. 7, 21; Oct. 5, 12, 26; Nov. 2, 30; Dec 7;  
Jan. 11; Feb. 1, 8; Mar. 1, 15, 22; Apr. 5, 19, 26; May 10



Point Loma High School  
2335 Chatsworth Blvd.  
San Diego, CA 92106  
Phone: (619) 223-3121 Fax: (619) 758-9858  
Office Hours: 7:00 AM – 3:30 PM

PLHS Website: [www.pointlomahigh.com](http://www.pointlomahigh.com)

The Student Planner is provided for all PLHS students through the generosity of the PLHS Associated Student Body (ASB), and our Parent Association (PA).

### CLASS SCHEDULE 2017-2018

#### First Semester: August 28 – January 26

Period	Class	Teacher	Room
1			
2			
3			
4			
5			
Lunch			
6			
7			

#### Second Semester: January 29 – June 13

Period	Class	Teacher	Room
1			
2			
3			
4			
5			
Lunch			
6			
7			

## University of California and California State University Entrance Requirements

UC applicants for Fall 2018 must complete the following courses:

### History/Social Science

3 years required

### English

4 years required

### Mathematics

3 years required, 4 years recommended

### Laboratory Science

3 years required, 4 years recommended

### Language (other than English)

2 years required (same language), 3 years recommended

### Visual & Performing Arts

1 year required

### College Prep. Electives

1 year required

### San Diego Unified School District (SDUSD) Graduation Requirements

Point Loma High School students in the class of 2018 must pass the following courses and fulfill the following requirements. In addition, a cumulative Grade Point Average (GPA) of 2.0 is required in order to graduate and receive a high school diploma.

#### 44 semester credits are required to graduate:

- English: 8 semester credits
  - Mathematics: 6 semester credits
  - Physical Education: 4 semester credits
  - Social Studies: 6 semester credits
  - Science: 6 semester credits
  - Electives: 8 semester credits
  - Visual & Performing Arts (VAPA): 2 semester credits
  - Language other than English 4 semester credits
- Pass the California High School Exit Exam (CAHSEE) English & Math

## Point Loma High School Schedule Change Policy

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

Students and parents select classes in the spring, during articulation, with the clear expectation and understanding that the schedule created is final. Changes will be made if there is either 1) an error in scheduling or 2) an inappropriate level placement. Changing one's mind about preferred classes does not constitute a scheduling error.

### Errors in Scheduling

Examples of errors in scheduling:

- The student is placed in Integrated Math 2 but the student earned a D/F in Integrated Math 1 and therefore must repeat the Integrated Math 1 class.
- The student is not placed in a Period 3 class, therefore the student has an open period.

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

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

### Inappropriate Level Placement

Examples of inappropriate level placement:

- The student is placed in Advanced Biology but did not meet the prerequisites.
- The student is placed in higher-level Spanish without sufficient background in the Spanish language to succeed in the class, as determined by the teacher.

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

- 1) The current teacher consults with the student's counselor and parent(s) about the student's placement.
- 2) Teacher or Parent or Student turns in a Schedule Change Form with all stakeholders' signatures.
- 3) If space is available in the receiving teacher's class, the change is made by the counselor.

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

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

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

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

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

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

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

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

Adopted by IGC 1/30/2017

**College Entrance Test Dates 2017-2018**

Point Loma High School's Testing Code: 052870

<b>SAT Test Dates</b> - Register on-line at: collegeboard.org	<b>ACT Test Dates</b> - Register on-line at: actstudent.org
August 26, 2017 October 7, 2017 November 4, 2017 December 2, 2017 March 10, 2018 May 5, 2018 June 2, 2018	September 9, 2017 October 28, 2017 December 9, 2017 February 10, 2018 April 14, 2018 June 9, 2018 July 14, 2018
<b>PSAT Test:</b> October 11, 2017	<b>AP Testing:</b> May 2018

**Criteria for Work Permits**

10<sup>th</sup> – 12<sup>th</sup> Grade Students:

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

**PLHS ALMA MATER**

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

If you witness a crime on or off campus, you are encouraged to call:

1-888-580- TIPS

**Administrators & Counselors  
(619) 223-3121**

<u>Administrators</u>	
Principal: Hans Becker	x 1107
Vice Principal: Eric Brown (A-K)	x 1106
Vice Principal: Kelly Lowry (L-Z)	x 1109
<u>Counselors</u>	
Heather Rains (A-Dea)	x 1126
Cally Fallenstein (Deb-Ji)	x 1128
Sarah Brandl (Jo-Med) Head Counselor	x 1132
Counselor (TBD) (Mee-Sam)	x 1125
Counselor (TBD) (San-Z)	x 1123

**Office Support  
(619) 223-3121**

Administrative Assistant	x 1107
Athletic Director	x 4358
Attendance (bilingual Span./Engl.)	x 1116
Attendance(bilingual Span./Engl.)	x 1118
Cafeteria	x 1140
Counseling Office	x 1129
Custodial Office	x 4403
Financial Office	x 1112
Health Office	x 1135
Library	x 1160
Registrar/Transcripts	x 1120
VP & Transportation Clerk	x 1103
Site Tech	x 1104

## Point Loma High School Academic Honesty Policy

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

Acts of Dishonesty Defined	Consequences
<p><b>1. Cheating on assignments:</b> Any intentional giving or using of outside assistance related to the completion of an assignment that was meant to be an individual rather than collaborative effort. This includes copying of another student's work or any misuse of technology.</p>	<ol style="list-style-type: none"> <li>1. Receive a zero on the assignment with no opportunity for make-up.</li> <li>2. Citizenship grade will be lowered to a U for that grading period.</li> <li>3. Receive a referral for documentation.</li> <li>4. Parents notified.</li> </ol>
<p><b>2. Cheating on tests/projects:</b> Any intentional giving or using of outside assistance during an examination, test, quiz, or project without the permission of the teacher, including the use or misuse of technology.</p>	<ol style="list-style-type: none"> <li>1. Receive a zero on that exam, test, quiz, or project with no opportunity for make-up.</li> <li>2. Citizenship will be lowered to a U for that grading period.</li> <li>3. Receive a referral for documentation.</li> <li>4. Parents notified.</li> </ol>
<p><b>3. Plagiarism:</b> Any intentional use of another's ideas, words, or work as one's own. This includes the misuse of published materials, technologically generated material, and the work of other students.</p>	<ol style="list-style-type: none"> <li>1. Receive a zero on the assignment with no opportunity for make-up.</li> <li>2. Citizenship grade will be lowered to a U for that grading period.</li> <li>3. Receive a referral for documentation.</li> <li>4. Parents notified.</li> </ol>
<p><b>4. Fabrication:</b> Any intentional falsification or invention of data, citation, or other authority in an academic exercise.</p>	<ol style="list-style-type: none"> <li>1. Receive a zero on the assignment with no opportunity for make-up.</li> <li>2. Citizenship will be lowered to a U for the grading period.</li> <li>3. Receive a referral for documentation.</li> <li>4. Parents will be notified.</li> </ol>
<p><b>5. Unauthorized collaboration:</b> Any intentional collaboration with another person at times or in ways not permitted on the assignment.</p>	<ol style="list-style-type: none"> <li>1. Receive a zero on the assignment with no opportunity for make-up.</li> <li>2. Citizenship will be lowered to a U for the grading period.</li> <li>3. Receive a referral for documentation.</li> <li>4. Parents will be notified.</li> </ol>
<p><b>Test/Assignment Avoidance:</b> A pattern of absences on tests days or major project due dates for the apparent advantage of performing better on the make-up test or for gaining extra working/studying time.</p>	<ol style="list-style-type: none"> <li>1. Parents and administration will be notified of the pattern of absence.</li> <li>2. Further absences on test days will result in the forfeiture of make-up opportunities.</li> <li>3. Further absences on days when projects are due will result in late work not being accepted.</li> </ol>



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

## **ANTI-BULLYING POLICY**

**STATEMENT:** Harassment, intimidation, bullying or cyber-bullying will not be tolerated at PLHS

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

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

-Staff members who witness or to whom incidences have been reported shall take appropriate action to stop the behavior or prevent its recurrence. Students, parents or visitors are also encouraged to report such behaviors. Any form of retaliation is not tolerated.

-PLHS Students, staff and our community are Respectful, Responsible and Safe

- Respect others privacy and property
- Report violations to adults
- Communicate in ways that are kind and Respectful
- Take Responsibility for your actions and for providing support to others
- Observe Safe practices that include student interaction and behaviors

(Reference District Procedure 6381 / Student to Student Bullying, Harassment or Intimidation)

### **Bullying, Harassment, and Intimidation Prohibition Policy**

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

## ASB STICKER

All students are encouraged to support the Associated Student Body (ASB) by purchasing a \$25 ASB sticker that is affixed to the back of the Student ID card. The sticker entitles students to substantial discounts on dances, and other school/community activities. It will also include free admission to home school sporting events (excluding CIF, and “away” games). ASB stickers are on sale in the school finance office.

## ATHLETICS

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

### **POINTER PRIDE!**

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

*Wall of Main Gymnasium*

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

- CIF-SD

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

- San Diego Unified School District’s Program

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

- Point Loma High School’s Athletic Program

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

In order to participate in PLHS athletics, students MUST:

1. Be enrolled at Point Loma High School.
2. Possess an unweighted 2.0 Scholastic Grade Point Average (GPA) for the previous 6 week report period.
3. Possess a 2.0 Citizenship Grade Point Average (GPA for the previous 6 week report period).
4. Have a complete and CURRENT Physical and Participation Form on file in the PLHS Athletic Office.
5. Unless an athlete receives a specific excuse from the school administrator in charge of athletics for that day, athletes **MUST** be in attendance in school for four hours on the day of any athletic contest. Permission must be given for each specific day.
6. Athletic participants and fans will demonstrate good sportsmanship.

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

### **ROLES OF ATHLETIC STAFF**

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

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

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

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

#### **Who to Call With Athletic Questions**

Call the Athletic Director, (619) 223-3121 x1053 for questions concerning the Athletic program, eligibility, officiating or coach concerns and for CIF issues. Call individual team coaches for student/team concerns and team selections.

Team Schedules	Crystal Frasca	x1149
Athletic Fundraising	Finance Clerk	x1112
Athletic Clearances	Gary Hanson	x1123

### **PLHS Sports Seasons**

**FALL**  
 Cross Country (Coed)  
 Field Hockey (W)  
 Football (M)  
 Golf (W)  
 Tennis (W)  
 Volleyball (W)  
 Water Polo (M)

**WINTER**  
 Basketball (M & W)  
 Soccer (M & W)  
 Water Polo (W)  
 Wrestling (Coed)

**SPRING**  
 Badminton (Coed)  
 Baseball (M)  
 Golf (M)  
 Lacrosse (M & W)  
 Softball (W)  
 Swimming (Coed)  
 Tennis (M)  
 Track & Field (M & W)  
 Volleyball (M)



## **ATTENDANCE PROCEDURE**

Attendance is one of the most important contributions to a student's success. If a student is ill or there is another legitimate reason not to be at school, it is the parent's responsibility to contact PLHS's attendance office to report that absence. As defined by the state, absences can only be marked as excused for the following reasons:

- Illness, including medical, dental and chiropractic appointments, lice, under a doctor's care, medical quarantine and hospitalization
- Bereavement of an immediate family member or relative living in the student's household
- Justifiable personal reasons
- School-initiated absences, including suspensions
- Juvenile Hall
- Students absent pending exemption or placement

Any absence not cleared within 3 days by a parent will become a truancy. Truancies will affect a student's grades. To assist parents, we continually review and improve our attendance procedures to give parents many avenues for clearing their student's absence. We use the *School Messenger* system to call parents to inform them of student absences of one or more classes. Staff will also make calls to the home or to a parent's work location to inform them of absences in an effort to clear an absence.

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

When reporting a student absence the parent will need to leave a message on the Voice Mail system **(619) 223-3121 x 1116 or 1118** that includes the following information:

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

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

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

On the day the student returns to school, he/she is required to consult with each teacher about missed assignments. The teacher will create a new due date for each assignment missed. If the new due date is not acceptable the student or their parent/guardian, is required to immediately notify the teacher in person, email or phone call. An appointment should be made with the student's vice principal to resolve any conflicts regarding make-up assignments.

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

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

1. Due to his/her illness
2. Due to quarantine under the direction of a county or city health officer
3. Medical, dental, optometric or chiropractic appointments
4. Attending the funeral services of a member of his/her immediate family (one day if in California and not more than three days if outside of California)
5. Jury duty as provided by law
6. Illness or medical appointment during school hours of a child of whom the student is the custodial parent
7. Exclusion for failure to present evidence of immunizations
8. Exclusion from school because a student is either the carrier of a contagious disease or not immunized from a contagious disease
9. Students in grades 7-12 who leave school (with prior approval of the Principal or his/her designee) to obtain confidential medical services. The student is to return a copy of the medical professional's appointment verification form.
10. Upon written request of the parent or guardian and prior approval of the Principal or his/her designee and pursuant to board policy, a student's absence may be excused for justifiable personal reasons, including, but not limited to:
  - a) an appearance in court,
  - b) attendance at a funeral service,
  - c) observance of a holiday or ceremony of his or her religion,
  - d) attendance at religious retreats
  - e) or attendance at an employment conference,when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
11. Serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

### **BULLETIN BOARD USE/SIGN POSTING**

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

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

### **CLOSED CAMPUS POLICY**

SDUSD has a Closed Campus policy. PLHS strictly adheres to this policy whereby students are **not allowed** to leave the PLHS campus during the school day (7:30 AM – 2:15 PM) unless the following circumstances exist:

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

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

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

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

## CLUBS AND ACTIVITIES

PLHS has a very active student body with a variety of clubs and activities that may appeal to our diverse student population. In addition to our athletic programs, we hope that students become active in one or more clubs and activities. Students with a passion where a club does not exist are encouraged to start a new club. First, you will need to find a staff advisor and then complete the applications forms for ASB's consideration and approval. If you are interested in joining one of the clubs on campus, contact an ASB member or consult the "School Bulletin" for the club meeting schedule.

A.Ch.A	M.E.Ch.A.
Aaron Price Fellow Civic Engagement Club	Media Tech
Academic League	Men's Golf
Aquatics	Model United Nations
Auto Shop Club	NCT Improv
Aviation Club	NJROTC
AVID	Otaku Club
Badminton	PL Clean Wave Coop Environmental Club
Band and Instrumental Music	PL Futsol
Baseball (including Winter Baseball)	Point Loma Link Crew
Basketball (Men's)	Poll Workers
Basketball (Women's)	Quench and Connect-What Uganda Do?
Beach Volleyball	Robotics Club
Bookworm Club	Rugby Club
Cesar Chavez Club	Sailing
Cheer	Seminar Club
Circle of Friends	Skate Club
Cool Cats Club	Soccer (Men's)
Cross Country & Track & Field	Soccer (Women's)
Dance Team	Social Awareness Club
Debate Club	Softball
Fashion Club	Spirit Club
Fellowship of Christian Athletes	Student Rights Club
Feminism Club	Student 2 Student
Field Hockey	Studio Art
Film Club	Surf Club
Fishing Club	Surf Photography
Flag Club	Tea Club
Football	Teal Club
For Kids by Kids (4KbK)	Tennis (Men's)
Fostering Smiles	Tennis (Women's)
Free Food Club	The Cellar Door Literature Club
Future Doctors of America (FDOA)	The Geocaching Club
Garden Club	The PLHS Social Democratic Union
Goodbye Gluten Club	UMJOA
Guitar & Strings Club	Volleyball (Men's)
Key Club	Volleyball (Women's)
Lacrosse	Wrestling
Lil B. Club	Yearbook Club

Clubs and Programs subject to change



## CITIZENSHIP RUBRIC

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

Please Note: UNEXCUSED ABSENCES AND DRESS CODE VIOLATIONS WILL LOWER CITIZENSHIP GRADES.

	Excellent “E”	Good “G”	Satisfactory “S”	Needs Improvement “N”	Unsatisfactory “U”
<b>Promptness to Class</b>	*Not more than one tardy in grading period.	*Not more than one tardy in grading period.	*Not more than two tardies in grading period.	*Not more than three tardies in grading period.	*4 <sup>th</sup> tardy or more to class in grading period.
<b>Attendance</b>	*No uncleared absences or truanancies; excellent attendance.	*No uncleared absences or truanancies.	*One uncleared absence and no truanancies.	*Two or; more uncleared absences and no truanancies.	*Three or more uncleared absences/or one or more truanancies.
<b>Readiness to Learn</b>	* <u>Always</u> comes to class prepared with binder, paper, and pen/pencil; materials out without direction from teacher. * <u>Always</u> brings textbooks as requested; * <u>Can be relied upon</u> to contribute to class discussions. * <u>Takes leadership</u> in group work without direction.	* <u>Almost always</u> comes to class prepared with binder, paper, and pen/pencil; materials out without direction from teacher, * <u>Almost always</u> brings textbooks as requested; * <u>Contributes regularly</u> to class discussions w/o prompting. Most of the time is willing to assume responsibilities in group work.	* <u>Generally</u> is prepared to learn with binder, paper, and pen/pencil, and photo ID. * <u>Usually</u> brings textbooks when requested. Contributes regularly to class discussions <u>when asked</u> .	* <u>Often</u> unprepared for class (binder, book, paper, pen/pencil, photo ID etc.) * <u>Often</u> off-task in group assignments. * <u>Often</u> inattentive in class; frequently engages in distracting “side bar” conversations. <u>Often</u> needs to be reminded to put non-classroom materials away.	* <u>Regularly</u> unprepared for class (binder, book, paper, pen/pencil, photo ID etc.) <u>Regularly</u> off-task in group assignments or inattentive in class; needs <u>frequent</u> direction/attention. * <u>Repeatedly</u> needs to be reminded to put non-classroom materials away.
<b>Classroom Conduct</b>	*Contributes to a positive and supportive academic environment. *Takes student leadership role.	* <u>Contributes</u> to a positive and supportive academic environment.	*Respects <u>stated</u> classroom rules and expectations. *Respects the rights of other students and recognized the authority of the teacher.	* <u>Inappropriate or inattentive conduct or disrespectful language has resulted in calls home to parent and/or referral to counselor</u> for follow-up interventions.	* <u>Repeated contacts</u> this grading period with parent concerning student’s unacceptable behavior. *Involved in physical altercation, inappropriate language <u>directed at teacher</u> , or other <u>serious defiance</u> . <b>*Student’s behavior has resulted in being sent out of class for disciplinary action.</b>
<b>Academic Honesty</b>	n/a	n/a	n/a	n/a	*Acts of allowing another student to copy tests, assignments, homework; plagiarism.
<b>Adherence to Dress Code</b>	*Follows PLHS dress code; no calls to office for clothing changes	*Follows PLHS dress code; no calls to office for clothing changes	*Follows PLHS dress code; no calls to office for clothing changes.	*more than one referral to office in this class for dress code violation. *Repeated requests to remove hat.	*More than two referrals in this class for dress code violation; *Numerous requests to remove hat.

## **COMMUNICATION**

PLHS maintains a website [www.pointlomaahigh.com](http://www.pointlomaahigh.com) that includes the calendar of activities, library resources, sports information and schedules, news and announcements, and many other types of information for students, parents and alumni of PLHS through the website. The website also includes e-mail addresses for teachers and staff. All teachers and staff members may be reached through e-mail and phone extensions. Teachers are able to post homework assignments as well. The PTSA send an e-blast called the *PLHS News* that is filled with timely information about PLHS and the PL Cluster. Parents may register their e-mail address to receive updated information to receive the “e-blast.”

PLHS also provides a voicemail system for your convenience to leave messages for teachers and other staff members. A comprehensive list of extensions and directions for using the voicemail will be provided to parents shortly after school begins. Directions are also available on the website. The pledge of the PLHS administration and staff is to return all calls and requests for information within 24 hours when school is in session.

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

PLHS teaching staff is encouraged to establish a regular system of home-school communication to report on student achievement, progress, and other matters which may affect the student’s success in high school. PowerSchool’s “*ParentPortal*” provides parents secure on-line access to information regarding their student’s attendance, classroom grades and news. Information about how to sign up for *ParentPortal* will be sent home shortly after school begins.

PLHS’s annual **Open House is Thursday, October 6, 2016, at 5:00 PM**—parents are encouraged to attend and have the opportunity to meet their students’ teachers. Teachers will have sign up sheets available to schedule future conferences.

## **CONDUCT ON BUSES**

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

## **CONTROLLED SUBSTANCE POLICY**

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

### **First Offense:**

1. Parent contacted immediately upon verification of the violation by School Police Services.
2. Student referred to law enforcement officials. Any action taken by the police will be in addition to the actions taken by PLHS.
3. Student will receive a 1-3 day suspension. Student may also be required to participate in site and/or off-site counseling interventions.
4. Student and family will be provided information on available outside resources and agency referral sources to assist with all costs associated with these services the responsibility of the student and family.
5. Student will not be able to hold student office or to participate in sports or any other extracurricular activity for no less than 30 school days. If a student is a senior, they must petition the Senior Appeals Panel in an attempt to participate in the commencement program and other senior activities such as Senior Prom, Grad Night, etc.
6. PLHS will also enforce all other school rules related to the incident.

### **Second Offense:**

1. Parent contacted immediately upon verification by School Police Services.
2. Referral to law enforcement. Any action taken by the police will be in addition to the actions taken by PLHS.
3. Student will receive a 3-5 day suspension.

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

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

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

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

## COUNSELING AND GUIDANCE

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

- **Naviance**

**What is it?** *Naviance* is a web-based resource that supports course, career, and college planning. Specific to PLHS, it offers you a link to the Counseling Office. **What can it do?** Share plans, complete surveys, compare colleges, show schedule of college visits. *Naviance* offers a link to third party resources (i.e. College Board, Financial Aid, College Athletics, College searches, scholarships, etc.) **How do you register?** You and your parent receive a code to create a personal account. The *Naviance* Family Connection website is [www.connections.naviance.com/pointloma](http://www.connections.naviance.com/pointloma). You can also enter *Naviance* using the quick link at the bottom of our website, [www.pointlomahigh.com](http://www.pointlomahigh.com). On your first visit, enter the code in the “New User” box, then follow the on-screen instructions. You will be asked for an e-mail account and you’ll need to choose a password. Once you’ve established your account, you will access the site with your e-mail and password. Study the choices available in the menu on the left hand side of the page. You may edit the information in “My Profile” and your parents can add their information as well. You can begin to build a list of colleges you are interested in under “My Colleges”. You can begin to narrow the college search by completing the survey under “College Search”. You can gather information about colleges through “College Lookup. “Visit Schedule” will tell you when college reps will be coming to PLHS. College scholarship information is listed under “Scholarships.

## COURSE SELECTION POLICY

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

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

## COURSE SYLLABUS

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

## DANCE STANDARDS

By the purchase of a dance ticket, students attending PLHS dances, whether on or off campus, agree to follow the rules and policies set forth below. These rules and policies are a contract between the school and the student. Non-student guests of PLHS students must also follow these rules and sign a contract prior to

being allowed to purchase a ticket for a PLHS dance. The primary purpose of the rules is to promote a safe, clean, and fun environment at a dance. The secondary purpose is to assure parents that their students are at the dance location during the prescribed hours. Additionally, all PLHS rules apply to expected behavior at all dances.

- **Students must show a CURRENT PLHS photo ID when purchasing dance tickets.**
- **Students are required to have a completed and signed dance contract when purchasing dance tickets. Dance contracts are available in room 303 at lunch and in the finance office**
- Students must have a 2.0 citizenship GPA to purchase dance tickets.
- Students may not be indebted to the school, e.g., overdue library books, loaned equipment, detention/suspensions, club debts, sports debts, etc.
- Students must show a CURRENT PLHS photo ID when entering the dance.
- All guests MUST have a PHOTO ID to be admitted to the dance. All guests must read, sign, and return at the time of ticket purchase a Dance Contract containing these rules and policies. The PLHS student is responsible for informing his/her guest of the requirement for PHOTO ID. NO ID = NO ENTRANCE.
- Tickets are non-refundable, non-transferable, and may not be resold. These actions VOID the ticket.
- Students must arrive at on-campus dances by 8:30 PM. Students must arrive to the ASB Ball by 9:00 PM. and the Senior Prom by 9:30 PM. Once admitted, students and guests MUST remain until 30 minutes before the conclusion of the dance.
- Appropriate dance attire is required. Students violating the PLHS standard dress code may be refused admittance to the dance. ***The dance dress code is outlined in detail on the required dance contract.***
- Students and guests who attend a dance may be subject to search or frisk prior to entering the dance to help insure that no improper items are brought into the dance.
- Students who appear to be under the influence of alcohol or other controlled substances may be subject to verification through Breathalyzer or other law enforcement investigative practices.
- Students engaging in inappropriate dance behavior (dance moves that are sexually provocative, freaking, grinding, establishing of "mosh pits", front to back or front to front dancing and any dance that can be perceived as a sexual act) are subject to disciplinary action, up to and including suspension from school. If inappropriate behavior is observed, parents **will be** called to pick up the student from the dance immediately. A repeat offense will result in suspension of all dance privileges for the remainder of the school year.

## **DRESSING FOR SUCCESS**

The intent of the Point Loma High School dress code is to create a safe, positive environment that is conducive to the learning and safety of our young people. While it is not possible to list every item that violates our dress code, the administration will use the following guidelines for those students needing direction as to apparel not allowed on campus or at school activities.

**Point Loma High School dress regulations reinforce that school is a place-of-work for both adults and students.**

The following are examples of items that are not conducive to a work-place environment.

- Pajamas and Sleep Attire.
- Sagging Pants. Underpants should never be visible.
- Any attire involving, but not limited to, clothing considered gang or tagger related, or that is offensive, promotes sex, violence or drugs.
- Shoes must be worn at all times.
- Head coverings may be worn inside at the discretion of the classroom teacher. Administration will support classroom teacher's policy.
- Clothing or apparel that is too tight, too short, too low, or see-through materials. All tops must be long enough to cover midriff.
- Tops must cover all undergarments including bra straps, bandeaus, and excessive cleavage.
- No strapless tops, however, "spaghetti" straps for girls are allowed.
- Tank tops for boys must not be excessively loose and must cover chest and sides under arm.
- Shorts must have 2 inch inseam and have straight seam around leg (not cut higher in front or back).
- Shorts and skirts must not be shorter than end of fist with arm relaxed and extended.

\*Administration will allow approved uniforms worn during school hours.

### **Consequences:**

Range from a change of clothing provided by the school to suspension. Parent/Guardian may be called to bring a change of clothing. Continuous defiance of the dress code may result in After School Detention to suspension. The school, at no time, is responsible for confiscated items. Items not picked-up by the end of the semester will be donated to a non-profit organization. The dress code is a dynamic document. Changes may be made at any time during the school year. Discretion may be used to determine appropriate attire for the classroom by the administration.

## **ELECTRONIC DEVICES**

Students may use electronic items (iPods, MP3 Players, Cell Phones) any time other than during class time unless approved by a teacher for academic purposes. If an electronic device is in use or visible during class time, the item will be confiscated by a staff member. **Confiscated items are required to be picked up by a parent or guardian** from the vice principal's office. Students and parents assume any and all liability and risk for having these items on campus.

## **EMERGENCY DRILLS**

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

## EXPULSIONS/ZERO TOLERANCE POLICY

District Administrative Procedure No. 6295 (available at [www.sandi.net](http://www.sandi.net)) contains rules and SDUSD's district-wide policy regarding expulsions. Contained in the procedure is a listing of offenses for which a principal must give a five-day suspension and recommend expulsion (student no longer permitted to attend school). SDUSD's district office will make the final decision on an expulsion. If expulsion is not recommended, reasons "why not" must be submitted in writing to the Board of Education. Offenses which lead to a five-day suspension and recommendation for expulsion are:

- a) Causing a serious physical injury to another person, except in self-defense.
- b) Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the student at school or at a school activity off school grounds.
- c) Unlawful sale of any controlled substance, as defined in Section 11007 of the Health and Safety Code, except for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
- d) Robbery or extortion.
- e) **Zero Tolerance Policy:** The SDUSD Board of Education has approved a Zero Tolerance Policy which will result in students being expelled who possess weapons, engage in repeated fights or acts of violence, or are found in repeated possession of drugs, alcohol, or tobacco. If you are found to be selling or furnishing controlled/prohibited substances you will be recommended for expulsion on your first offense. In addition to discipline, if you are found to have violated the law, you may be arrested and taken to a juvenile detention facility. Expulsion from SDUSD will result in the loss of your privileges to attend school or extracurricular activities. For more information on Expulsions, please see the EXPULSIONS section in this planner. The Zero Tolerance Policy is designed to make PLHS a safe environment that provides an appropriate learning environment. There can be no acceptable reason for violating these rules. *For each school year, a student and the parent/guardian will be required to sign SDUSD's Zero Tolerance Contract that will be kept on file at PLHS.*

## FINANCIAL OFFICE PROCEDURES

Students are required to present their School ID for all financial transactions.

1. MAD Days:
  - An ASB Purchase Form is required
  - Items may be purchased by cash, check or money order
2. ASB Store:
  - The Financial windows are only open for sales before & after school and at lunch time
  - Items may be purchased by cash, check or money order
3. ASB Dances and Senior Prom:
  - A Dance Contract is required before tickets may be purchased
  - All debts are required to be cleared before tickets may be purchased
  - Citizenship GPA is required to be at 2.0 or higher
  - **ASB Dance tickets:** may be purchased by cash, check or money order
  - **Senior Prom tickets:** may be purchased by cash only
4. Athletic Events (Football & Basketball)
  - An ASB discount applies only to pre-sales at the PLHS's financial windows
  - Everyone pays regular price at the gates. No exceptions

**Note: Beginning May 1<sup>st</sup> through June 30<sup>th</sup>, our district requires cash only for all payments**

### **FOOD AND BEVERAGE RESTRICTIONS**

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

### **GRADE QUESTIONS, CHALLENGES, AND CHANGES**

Occasionally a concern arises about the grade that a student has been issued by a teacher for work completed in the course. We encourage students and parents to contact the teacher as soon as possible whenever any concerns arise over grades. Issues that are dealt with in a timely manner can often be resolved with the teacher. Simply asking a teacher how a student can improve his or her performance in class will clarify the expectations the teacher has of the student. A meeting with a counselor would be the next step in trying to improve student grades and student performance in school. In some cases, a vice principal may intervene to help resolve any concerns surrounding student grades.

### **HEALTH SERVICES**

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

### **IDENTIFICATION CARDS**

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

### **INDEBTEDNESS**

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

### **LANYARD POLICY**

Students who have earned the "extended lunch" option, may choose their class or activity for the 25 minutes advisory period. Students who choose to have lunch first, study on the quad, or participate in any activity outside the classroom, must wear a lanyard with an ID and sticker for the current grading period attached. Without the correct identification, they will lose the privilege of choice and be assigned to an advisory classroom.

### **LIBRARY MEDIA CENTER INFORMATION**

The Library Media Center offers all users an extensive collection of print and electronic information sources. Students are welcome to use the library before and after school; the library is open daily from 7:15 AM - 3:30 PM (unless otherwise noted). To use the library during class time, students must obtain a pass from their assigned teacher; as you enter/leave the library, students are required to sign in and out in the log at the entrance to the library. Circulating library books may be borrowed for three weeks. Fines for overdue materials are assessed at 25 cents per school day. Textbooks are issued from the textbook window (see **TEXTBOOK INFORMATION** section in this planner). **Your current school ID card is required for all loans of school materials.** The Library Technician is a key technology member of the PLHS teaching staff as information literacy skills are introduced and reinforced through collaborative research projects. Library instruction includes information gathering and effective Internet searching.



## LOCKER INFORMATION

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

1. Lockers are, and remain, the property of PLHS.
2. Lockers and the contents therein are subject to search at the discretion of the school administration and school police.
3. Students understand that PLHS is not responsible for personal or school property that is stored in a campus locker.
4. Students are responsible for keeping the locker, inside and outside, clean and reporting any needed repairs to the school office.
5. Students may not paint or mark on or in the lockers. They may not change the physical appearance of the lockers. Use of stickers, tape, or anything else is strictly prohibited.
6. Lockers will be assigned to a single student and may not be shared with anyone else.
7. Combination locks will be provided with each locker. Students may not use their own locks and all non-school locks will be removed. Do not share your locker combination with anyone.
8. A Combination lock will be provided for your use. There is a \$5.00 replacement fee per lost lock. Repeat loss of locks will cause you to lose your locker privilege.
9. Students and their parents are responsible for any and all damage that occurs to a locker and its contents, regardless of circumstances.
10. Locker use may be terminated at the discretion of the school administration for any violation of the above rules or other discipline-related causes.

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

## LOST AND FOUND

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

## NETWORK USE GUIDELINES

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

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

Students **may** have access to:

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

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

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

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

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

- Information that violates or infringes upon the rights of any other person
- Bullying by using information and communication technologies (cyber-bullying)
- Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material
- Advertisements, solicitations, commercial ventures or political lobbying
- Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime
- Material that violates copyright laws (District procedure 7038)
- Vandalism, unauthorized access, “hacking” or tampering with hardware or software, including introducing “viruses” or pirated software, is strictly prohibited (Penal Code, Section 502)

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

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

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

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

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

Cyber-bullying may include but is not limited to:

Spreading information or pictures to embarrass

Heated unequal argument online that includes making rude, insulting or vulgar remarks

Isolating an individual from his/her peer group

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

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

### **PARKING**

Some visitor and handicapped parking spaces are available in the main lot adjacent to the main office off Clove Street. Visitor spaces are to be used for short-term parking for an on-campus meeting, etc. All other spaces require a permit. **Senior Parking** spaces are reserved for ONLY those students, whose vehicles have an appropriate parking placard.

### **REPORT CARDS AND ELIGIBILITY**

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

### **SCHOOL-HOME COMPACT**

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

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

This compact incorporates the respective visions of Point Loma High, Point Loma Cluster Schools Foundation, and San Diego Unified School District. Our goal is to inspire passionate lifelong learners, critical thinkers, unbounded achievers, and responsible global citizens. The Point Loma cluster has developed a list of "caring values": *Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship, Honesty, Courage, Kindness, Encouragement, Giving, Self-control, Sportsmanship, and Attitude*. The Behavioral and Academic Expectations that begin in elementary school continue during the middle school and high school years.

**We, the school staff of Point Loma High School, will share the responsibility to improve student academic achievement and help our students achieve California's high standards by:**

- ❖ Providing high-quality curriculum and instruction in a supportive and effective learning environment that supports our ***Vision: Engaging, Educating, and Empowering All Students for the 21st Century***, ***Mission: Create a Safe, Dynamic, Intellectual Culture That Prepares All Students for a Four Year University and the 21<sup>st</sup> Century World of Work***, and ***Core Beliefs***; and enables our students to meet California’s academic achievement standards
  - We desire our students feel connected to school, know they are capable of taking on academic challenges, and upon graduation, leave with the confidence that they are ready to make a difference in the world
  - We believe all students can learn and meet high expectations in a rigorous and supportive learning environment; and we are dedicated to improving student achievement for all students
  - We will establish and enforce student **and adult** behavioral expectations, and seek to involve students in creating a warm and caring learning environment
  - We believe in honoring the diversity and unique gifts of each student
  - We will strive to provide a positive high school experience for our students balanced with academics and personal growth; and will encourage students to expand horizons; pursue recreational reading; and explore nature and educational, cultural, and recreational opportunities offered in our community
  - We will strive to provide challenging academic courses which create excitement about learning and instill a desire for the pursuit of learning, such as Advanced Placement, Seminar, Honors, and Advanced Classes; and Regional Occupational Programs and Career Technical Education
  - We will provide a variety of opportunities, including extensive elective offerings, visual and performing arts programs, extracurricular clubs, and athletics to enable students to expand horizons, pursue passions, and be active in our school
  - We believe learning as professionals in a collaborative culture is vital to student success, and our staff is committed to ongoing professional development in order to improve our instructional practice, and dedicated to professional growth through collaboration within and among all academic departments
  - We encourage students to seek help when they do not understand the material, and will strive to provide assistance as requested
  - We will provide ongoing educational, vocational, and personal guidance to students
  - We will use our School Site Plan for Student Achievement and our WASC (Western Association of Schools and Colleges) Action Plan to guide us in these endeavors
  
- ❖ Communicating regularly with families about their student’s progress in school through progress reports, electronic or voice communication, parent-teacher meetings, and other available means
  - We will encourage parents to communicate with teachers, counselors, and administrators so that we may work together to ensure a quality education for all of our students
  - We will use “ParentPortal” and “StudentPortal” so parents and students can have timely access to students’ grades, assignments, attendance, and behavior.
  - We will provide formal progress reports every 6 weeks, and parents may also request progress reports from teachers at any time
  - We will offer parent-teacher and parent-school guidance counselor conferences, and parents are encouraged to make appointments whenever they have a concern
  - We will offer guidance on what parents can do to support their child's learning
  - We will operate the [www.pointlomahigh.com](http://www.pointlomahigh.com) website, where parents and students can find staff e-mail addresses, telephone numbers and extensions, calendars of events and meetings, and school information
  
- ❖ Providing opportunities for parents to connect to the school by volunteering and participating in their student’s class, and for observing classroom activities
  - We believe parent and community involvement is critical to student success, and supports and enlarges the students' view of the world
  - We will provide parents with open and timely communication utilizing the Point Loma High School website, marquee, e-blasts, *School Messenger* phone messages, and periodic mailings and notices sent home

- We will provide parents the opportunity throughout the year to sign up to be a parent volunteer  
All volunteers must have a TB clearance and comply with district policy regarding volunteer policy; please contact the school at (619) 223-3121 extension 1107 if you are interested in volunteering
- We will encourage parental involvement at all levels  
Advisory groups and committees include School Site Council (SSC), Instructional Governance Council (IGC), English Language Advisory Committee (ELAC), District Advisory Committee (DAC), Gifted and Talented Education (GATE), Pointer Association, Booster clubs, and Senior Exhibitions
- We will welcome parents to arrange classroom visitations

**We, as Point Loma High School students, will share the responsibility to improve our academic achievement and achieve California's high standards by:**

- ❖ Being accountable for my learning
- ❖ Attending school on time every day
- ❖ Recording homework assignments and activities in my Student Planner
- ❖ Completing my homework and turning it in on time
- ❖ Participating in class
- ❖ Seeking help from teachers and / or online tutors when I do not understand the material
- ❖ Understanding and following the school's behavior expectation policies concerning academics, cheating, theft, bullying, tardiness, citizenship, dress code, and zero tolerance
  - I understand the academic honesty policy; i.e. what constitutes cheating on assignments, cheating on tests/ projects, test /assignment avoidance, plagiarism, fabrication, unauthorized collaboration, and theft or alteration of materials; as well as the consequences
  - I understand that any theft, concealment, unauthorized alteration, or distribution of student, staff, or library material including, altering of computer hardware or software or unauthorized electronic entry into either student or staff files, is prohibited
  - I understand that I can be searched if school officials have reasonable suspicion that I have violated a SDUSD policy; and my locker is also subject to inspection at any time by school or law enforcement officials
  - **I understand that harassment, intimidation, bullying, or cyber-bullying will not be tolerated at PLHS; this includes any written, verbal, physical act or communication that is unwanted, harmful, or threatening to another individual and interferes with a student's education, is damaging to one's property, creates an intimidating environment and/or disrupts education or related activities**
  - I understand Point Loma High promotes dress regulations that indicate school work is important, and I will follow the school dress code and select apparel suitable to the learning atmosphere
  - I will follow guidelines provided by the school and parents for the safe use of digital tools and the Internet
  - I will not use electronic items, (MP3 players, I-pods, tape recorders, cell phones, pagers, etc.) during class unless authorized by the teacher or administration
  - I am responsible for keeping my locker clean and reporting any needed repairs to the school office
  - I will do my best to keep our campus clean, and throw any trash items into a trash can or recycling bin; and encourage other students to do their part as well
  - I understand that SDUSD and PLHS has a closed campus policy
  - I understand that I am responsible for my behavior when riding the school bus both to and from school; and must remain on campus upon arrival at PLHS
  - I understand that smoking, drugs, and alcohol are harmful to my health; as well as illegal and subject to punishment under the SDUSD zero tolerance policy
- ❖ Providing my e-mail address to my teachers and immediately notifying of changes to contact information
- ❖ Promptly notifying parent(s) or guardian(s) about messages (written, oral, phone or electronic) from school
- ❖ Utilizing Naviance; and understanding the \$1 Million benefit of a college degree, the requirements for graduating from high school, and the A-G entrance requirements for California State University and University of California
- ❖ Making positive use of my extracurricular time, including contributing to society via community service
- ❖ Expanding my horizons by reading and exploring nature and educational, cultural, and recreational opportunities

**We, as Point Loma High School parents and guardians, will support our student's learning by:**

- ❖ Staying informed about, and participating in decisions related to, my child's education
- ❖ Signing up to receive e-blasts from Point Loma High School and Point Loma Cluster Schools Foundation
- ❖ Notifying the school office and teachers immediately with changes to home or emergency contact information (i.e. change of address; new telephone number, new e-mail address)
- ❖ Reading all notices received from Point Loma High or San Diego City Schools and responding as appropriate
- ❖ Reporting each and every day our child is absent, and clearing up any reported absence
- ❖ Having my student sign a contract for independent study whenever there will be an absence of 5 or more days
- ❖ Making sure my student, when he / she does not understand the material, is seeking help from teachers
- ❖ Monitoring my student's grades, homework, and attendance by checking Parent Portal and /or communicating with teachers; and checking the student planner to make sure it is being utilized effectively
- ❖ Understanding and making sure that my student is following the school's behavior expectation policies concerning academics, citizenship, dress code, cheating, theft, bullying, tardiness, and zero tolerance
- ❖ Being a positive role model, including practicing safe driving around school zones
- ❖ Understanding the \$1 Million benefit of a college degree and the A-G entrance requirements for California State University and University of California; and verifying that my student is utilizing Naviance
- ❖ Providing access to the Internet at home or by utilizing the resources of the San Diego Public Library
- ❖ Submitting enrollment forms for free or reduced breakfast/ lunch annually if meeting the program qualifications
- ❖ Promoting positive use of my student's free time to get involved in extracurricular and community activities
- ❖ Encouraging my student to expand horizons; and explore nature and educational, cultural, and recreational opportunities offered in our community
- ❖ Encouraging recreational reading
- ❖ Attending school events/functions, such as Curriculum Night, Open House, and the Distinguished Lecture Series, to learn more about my student's educational experience
- ❖ Serving on and/ or attending advisory groups and committees such as School Site Council (SSC), Instructional Governance Council (IGC), English Language Advisory Committee (ELAC), District Advisory Committee (DAC), Gifted and Talented Education (GATE), Pointer Association, Booster clubs, and Senior Exhibitions
- ❖ Monitoring the time my student spends on electronic media (i.e. video games, television, social media)
- ❖ Demonstrating a positive example by personally pursuing lifelong learning opportunities

**STUDENT GOVERNMENT (ASB)**

The PLHS student body is governed by the Associated Student Body (ASB) Constitution. Its elected representatives consist of the Executive Committee and its Commission; and an Assembly forms the legislative body. The elective Executive Committee consists of the ASB President, Vice President, the Commissioners of Activities, the ASB Secretary and the ASB Treasurer. The Assembly is made up of elected class officers and elected assembly persons from each class. ASB meets daily during 4<sup>th</sup> period. All PLHS students are invited to run for office and participate in ASB. Elections are held in May for the following school year. (See **ASB STICKER** section in this planner.)

## **STUDENT NONDISCRIMINATION POLICY**

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

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

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

TO FILE A STUDENT DISCRIMINATION COMPLAINT:

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

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

## **STUDENT SEARCH**

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

## **STUDENT SEXUAL HARASSMENT POLICY**

SDUSD is committed to making the schools free from sexual harassment. This means that SDUSD prohibits harassment made by someone from or in the educational setting. Sexual harassment can be such actions as: unwelcome sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting.

SDUSD prohibits conduct that has the purpose or effect of having a negative impact on the student's academic performance, or of creating an intimidating, hostile, or offensive educational environment. SDUSD further prohibits sexual harassment in which a student's grades, benefits, services, honors, program or activities are dependent on submission to such conduct.

Students should report any sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately including suspension or possible expulsion. Employees who violate this policy shall be disciplined according to personnel procedures.

The district believes that it can resolve harassment issues at the school site. If not, students may contact the Title IX Coordinator at (619) 725-8005.

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### **TARDY/TRUANCY POLICY**

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

- 0–1 tardy ~ student may receive an “E” or “G” grade
  - 2 tardies ~ student will receive no higher than an “S” grade
  - 3 tardies ~ student will receive no higher than an “N” grade
  - 4+ tardies ~ student receives a “U” grade in citizenship
- (GPA calculated at: E = 4.0, G = 3.0, S = 2.0, N = 1.0, U = 0.0)

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

### **TEXTBOOK INFORMATION**

Textbooks are issued to students during the first week of school. Students are responsible for obtaining and keeping track of their school materials; a current school ID card is always required. Students must pay for any books that are lost, stolen or damaged. Please keep books covered and write your name on the inside cover soon after check out..

### **TRANSCRIPTS**

Students wanting transcripts sent to colleges/universities need to order the transcript via *Naviance*.

### **VISITORS**

For the safety of all our students, all visitors, parents, and community members must check in at the main office, where they will sign in at the reception desk and obtain a "Visitor's Pass" which must be worn while on campus. Upon leaving campus, visitors are expected to sign out. Students may not invite a student guest to shadow them during the school day. PLHS graduates who wish to visit former teachers are welcome after 2:15 PM

### **VOLUNTEER OPPORTUNITIES – PARENTS AND COMMUNITY MEMBERS**

Volunteers serve a vital role in campus life. We have a variety of ways parents can help support PLHS. To learn more about volunteering, call (619) 223-3121.



## STUDENT RESOURCES

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