

Student and Parent Handbook

Palisades High School

Revised August 1, 2016

PALISADES HIGH SCHOOL STAFF

District Superintendent: Dr. Esmeralda Mondragon
Principal: Mr. David Kumamoto
Teacher: Ms. Sandy Hanson

Mission Statement

In an effort to provide a continuous and full education program for all young people of the Calistoga Joint Unified School District from kindergarten through twelfth grade, the district maintains a continuation high school. This school fills the needs of those students who, for one reason or another, are not succeeding in reaching their educational goals through a traditional high school program. Each student will be encouraged to appreciate his/her place in the community and in the world as well as the place of other individuals. Self-worth will be stressed and a positive environment will be offered. The skills developed should enable a student to pursue a career, earn a livelihood and become a contributing member of the community in which he/she lives.

Our program is designed to improve attendance, attitudes, skills and knowledge through flexible, individualized and group instruction in a small school setting. It is our desire to provide maximum opportunities for growth and development of potential, while allowing students to progress at their own pace. Our philosophy recognizes the dignity and worth of each individual and the importance of self-esteem in staff and students. We provide an opportunity for 16-18 year old students to earn a high school diploma and/or pass the California High School Proficiency Exam (CHSPE) or General Educational Development (GED) exams. We encourage good conduct, truthfulness, and trust and good work/study habits. We encourage our students to develop cooperative attitudes in all relationships and to learn to become responsible for their decisions.

Goals of the program

1. To help the student acquire a high school diploma.
2. To help the student know himself and understand his relationships with others.
3. To help the student develop principals for home, community, work and family living.
4. To help the student believe that she can be self-supporting and successful through proper preparation.
5. To help the student widen his knowledge and appreciation of the American heritage and its cultural tradition.
6. To help the student enter occupational training and find satisfactory employment.
7. To provide a specially designed program of individualized instruction and intensive guidance services to meet the special needs of students with behavioral problems or severe attendance problems.

Types of student Served

1. The largest groups of students served by the continuation school are those who have fallen behind in credits and need an alternative setting to catch up or prepare for graduation by examination.
2. Some students benefit from the flexible features of our program, which make it possible for the student to work toward a diploma while being employed part or full time.
3. Other students served by the continuation education program include those returning to school after long periods of absence, those needing special guidance, pregnant minors, those involved in juvenile court action and those with behavioral problems.

Who is eligible to enroll?

A student is eligible to attend Palisades High School voluntarily when he has requested permission of the superintendent and has been granted permission. Students may request transfer for any legitimate reason, including the need for individualized help. Students 16 to 18 years old may lawfully attend Palisades High School. In accordance with the California Education Code, students may be transferred involuntarily for any serious offense listed under Section 48900 of the Ed. Code or habitual tardiness or truancy when other methods of correction have failed.

All voluntary transferring students need to write a letter to superintendent Dr. Mondragon requesting permission to transfer to Palisades High School. The letter must include the student's date of birth and a parent signature.

Student Council

Palisades High School Student Council consists of four officers elected from the student body in the fall of the school year. The student council is the executive body, which represents the members of the association of PHS students. Council officers are President, Vice-President, Secretary, and Treasurer. Meetings occur monthly, or as needed.

Schedule of Classes

| | | |
|----------|---------------|--|
| Period 1 | 9:00 - 9:45 | English - Group Instruction |
| Period 2 | 10:30 - 10:45 | English - Group Instruction |
| Break | 10:30 - 10:45 | On Campus |
| Period 3 | 10:45 - 11:30 | Math - Individual and Whole Group |
| Period 4 | 11:30 - 12:30 | Required Classes – Individual Instruction |
| Lunch | 12:30 - 1:00 | Off Campus |
| Period 5 | 1:00 - 1:45 | Electives – Individual and Group Instruction |
| Period 6 | 1:45 - 2:30 | Electives – Individual and Group Instruction |
| | 2:30 | DISMISSAL |

Basic Graduation Requirements

Palisades High School has the same graduation requirements, as Calistoga High School. Graduation at PHS may occur anytime during the year and takes place at the CJUSD Board meeting. In order to graduate a student must meet the following requirement of 250 CREDITS:

English

| | |
|------------|------------------------|
| English 9 | 2 semesters/10 credits |
| English 10 | 2 semesters/10 credits |
| English 11 | 2 semesters/10 credits |
| English 12 | 2 semesters/10 credits |

Social Science

| | |
|---------------------|------------------------|
| World History/Geog. | 2 semesters/10 credits |
| US History/Geog. | 2 semesters/10 credits |
| Government | 1 semester/5 credits |
| Economics | 1 semester/5 credits |

Mathematics

4 semesters/20 credits

2 years are required, including Algebra 1.

Science

Science/Physical (Earth, Physical or Chemistry)
Science/Life (Biology)

4 semesters/20 credits
2 semesters/10 credits
2 semesters/10 credits

Physical Education

Required in grade 9, recommended in grade 10

4 semesters/20 credits

Fine Arts/Foreign Language

All art, drama, foreign language, and music courses meet this requirement

2 semesters/10 credits
2 semesters/10 credits

Electives

110 Credits

Total credits required for graduation:

250 Credits

Community Service

Initiated in grade 11, the completed form must be approved prior to graduation.

10 hours

Attendance Procedures

Unless exempted, law dictates that all California students must attend school in a regular, full-time program or a continuation program until they are 18 years of age or graduated from high school. If the student is absent, the school must be notified of the reason for the absence.

Parents/guardians are requested to telephone the attendance office at 942-5543 to explain a student's absence. A note must be returned with the student on the day following the absence and brought to the attendance office when classes are not in session. The note must be legible and include the student's first and last name, date(s) absent, and the reason(s) for the absence. It is the district who determines if an absence is excused or unexcused based on information that establishes the facts with regards to the absences, not the parents/guardians.

Absences that are not cleared or excused through the attendance office within 48 hours are considered cuts. Cuts are also issued if a student fails to check out with the attendance office before leaving campus.

An 18 year-old student may write his/her own notes only if s/he has a permission form signed by a parent/legal guardian on file. You may request this form at the attendance office. Please take care to clear all of your absences as stated in this section.

The following are designated as lawful absences:

Illness, quarantine, medical, dental, optometric, or chiropractic services, attendance at the funeral of a member of the immediate family, jury duty, legal appointments, religious observances, school business, and authorized field trips.

A student is counted absent when not in class or truant tardy when s/he arrives 30 minutes after class begins, regardless of the reason except the following:

- Religious observances not already included within school holidays
- A required court appearance

- Participation in a school activity or school business (such as a field trip, athletic contest, music or drama performance, outdoor education, etc.) during class periods. Prior permission from the assigned teacher must be obtained before missing the class.
- Being called to the administrative, counseling, or other school offices

Because of the direct impact on student achievement, families and healthcare providers are advised to schedule appointments on days and times that do not conflict with school attendance.

Early Dismissal Procedures

Occasionally a student may have to leave school prior to the regular dismissal time for a doctor, dental, family, or court appointment. Students MUST:

- Bring a detailed and legible note with the parent/guardian phone number to the attendance office.
- Sign out in the attendance office and get a pass to leave campus.
- Sign in at the attendance office if returning to school the same day.

Truancy

After three unexcused absences or truant tardies, a student is considered a truant. Truant students and their families will face the SART (School Attendance Review Team) to create a contract for improving school attendance. If the issue continues, the family will be referred to SARB- the School Attendance Review Board. This committee is made up of community members (police, legal, school) who review the student's attendance and create a plan for improvement. If this plan is not met, the student and/or parents can face legal consequences.

To succeed in school, you must be here!

Student Conduct

Three behavior expectations encompass all that is required of students at our campus and in all school related events. We ask that students:

- BE RESPECTFUL
- BE RESPONSIBLE
- BE SAFE

Students are expected to cooperate with and respect all staff members on campus, including administrators, librarians, teachers, custodians, campus supervisors, all classified staff, and substitute teachers.

Discipline

Disciplinary consequences include, but are not limited to, detention, suspension, and expulsion.

To the extent possible, staff shall use disciplinary strategies that keep students in school and participating in the instructional program. Alternative means of correction and disciplinary strategies shall be used consistent with District Board Policy and Administrative Regulation 5144 and applicable law. [E.C. 48900(v), 48900.5]

A student may be disciplined, suspended, or expelled for acts enumerated in Education Code section 48900 (a)-(r), (t) and 48900.2-4 and 7 that are related to school activity or school attendance occurring at any District school or within any other school district, including, but not limited to, any of the following: while on school grounds; while going to or coming from school; during the lunch period whether on or off campus;

during, while going to, or coming from a school-sponsored activity; for conduct which occurs after school hours and off District property, but which is reasonably likely to cause or causes a substantial disruption of school activity or attendance. [CJUSD AR 5144.1]

In The Classroom

For repeated student misbehavior that is not severe, the teacher will contact the parent or guardian and preferably the counselor before referring the student to an administrator. It is the teacher's responsibility to initiate the following disciplinary steps:

1. Personal contact with the student wherein the teacher discusses the rules and problem solves with the student's input. Both will agree on behavior changes and a timeline.
2. If the inappropriate behavior continues, the teacher will make contact with the parent/guardian and the counselor. If the student behavior does not improve, the teacher will complete a referral to the student support committee and/or an administrator.
3. If the behavior does not improve after the above interventions, class or school suspension may result.

Class Suspension By Teacher

A teacher may suspend a student for the remainder of the class in which the misbehavior occurred and for the next day's class. As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. The administrator will assign appropriate consequences.

Suspension

Suspension means the removal of a pupil from ongoing instruction for adjustment purposes. A principal or designee may suspend a student for up to five days. A suspension may be extended under certain conditions.

There are two kinds of suspension – on-campus suspension and home suspension. A student on home suspension shall remain away from any school grounds and school activities and be under the direct supervision of a parent/guardian for the duration of the suspension. They may, however, be required to complete assignments and tests that will be made available to them through an intermediary. An in-school suspension may be assigned as a consequence. With prior administrative approval and as long as there are no disruptions to school activities, a student may serve an in-school suspension with his or her parent or guardian if the parent/guardian accompanies the student to all classes and takes responsibility for the student at break and lunch.

If a student's behavior is a threat to the safety, health or emotional well-being of others, and previous methods of prevention and intervention have not been successful, that student may be suspended in accordance with state law and district policy. Suspension may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated Education Code section 48900(a)-(e) or if the student's presence causes a danger to persons. [E.C. 48900.5]

Reasons for Suspension*

State law allows for the suspension of a student if a student commits or engages in any of the acts listed below, where such conduct or acts relate to school activities or attendance, such as, but not limited to when such acts or conduct take place--while on school grounds, going to or from school, during lunch period (on or off campus), during, or while going to or from, a school-sponsored activity, or for certain conduct which occurs after school hours and off District property, but which is reasonably likely to cause or causes a substantial disruption of a school activity or attendance:

- Assault/Battery [E.C. 48900(a)] Causing, attempting to cause, or threatening to cause physical injury to another person. Exceptions may be made in a situation where witnesses and evidence support a case of self-defense.
- Weapons [E.C. 48900(b)] Possessing, selling or otherwise providing any weapon--including firearms, knives, explosives, or other dangerous object.
- Alcohol/Intoxicants/Controlled Substances [E.C. 48900(c)] Unlawfully possessing, using, selling or otherwise providing alcohol, intoxicants or controlled substance, including prescribed medications. Also applies to being under the influence of alcohol, intoxicants or controlled substances.
- Substance in Lieu of Alcohol/Intoxicants/Controlled Substances [E.C. 48900(d)] Delivering, providing or selling items which are claimed to be alcohol, intoxicants or controlled substances but were not such items.
- Robbery or Extortion [E.C. 48900(e)] Committing or attempting to commit robbery or extortion. Extortion occurs when threats are made with the intent to obtain money or something of value.
- Property Damage** [E.C. 48900(f)] Causing or attempting to cause damage to school property or private property. Behaviors such as destructive pranks will be addressed through both school discipline and the law enforcement agencies as appropriate.
- Property Theft** [E.C. 48900(g)] Stealing or attempting to steal school or private property.
- Tobacco or Nicotine Products [E.C. 48900(h)] Possessing, providing or using tobacco, or any item containing tobacco or nicotine products, including but not limited to cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
- Obscenity [E.C. 48900(i)] Committing an obscene act or engaging in regular profanity, swearing or vulgarity.
- Drug Paraphernalia [E.C. 48900(j)] Unlawfully possessing, offering, arranging for, or negotiating to sell any drug items.
- Disruption or Defiance [E.C. 48900(k)] Disrupting school activities or otherwise refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.

“Disruption of school activities” is defined as follows: when a student’s conduct, presence or actions disrupts or threatens to disrupt normal district or school operations, threatens the health or safety of anyone on district or school property, or causes or threatens to cause damage to district property or to any property on school grounds.

Examples of disruption of school activities under subdivision (k) of Education Code section 48900, as defined above, which may subject a student to discipline, include but are not limited to:

- Classroom behavior that impedes a teacher’s ability to teach and other students’ ability to learn, such as a student talking loudly or making other distracting noises or gestures while a teacher is speaking to and instructing the class and when students are expected to be silent and attentive; or
- The intentional activation of the fire alarm causing the temporary evacuation of the school and/or causing emergency personnel to respond.

“Willful defiance of valid authority” is defined as follows: when a student defies the valid authority of a district or school official or district or school staff in a manner that has an impact on the effective or safe functioning of district or school operations, such as continuing to remain at the scene of a fight or to instigate a disturbance after being told to stop the subject behavior; repeated disobedience to or defiance of school personnel when other interventions have not been successful in modifying the misbehavior; or in the proper

instance one-time or first-time disobedience to or defiance of school personnel that has an impact on the effective or safe functioning of district or school operations.

Examples of willful defiance of valid authority under subdivision (k) of Education Code section 48900, as defined above, which may subject a student to discipline, include but are not limited to:

- Continuing to remain at the scene of a fight or other violent disturbance despite specific directions to leave the area by administrators or other school staff attempting to break up the fight or mitigate the disturbance caused by the fight; or
- Repeated episodes of misbehavior, despite multiple efforts and/or directives by a classroom teacher or other district staff intended to change and correct the student's misbehavior.
- Receiving Stolen Property** [E.C. 48900(l)] Receiving stolen school or personal property.
- Possessing Imitation Firearm [E.C. 48900(m)] Possessing an imitation firearm or simulated firearm that is substantially similar in physical properties to an existing firearm.
- Sexual Harassment [E.C. 48900(n)] Committing or attempting to commit a sexual assault or committing a sexual battery.
- Threats and Intimidation [E.C. 48900(o)] Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
- Prescription Drug Soma [E.C. 48900(p)] Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.
- Hazing [E.C. 48900(q)] Engaging in, or attempting to engage in any activities used for initiation or pre-initiation into a student organization, or student body or related activities, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm.
- Bullying [E.C. 48900(r)] Bullying means any severe or pervasive or verbal act or conduct, including communications made in writing or by means of an *electronic act*, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a *reasonable student* in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from services, activities, or privileges provided by a school. [E.C. 48900(r)] Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 that has any of the effects described above on a reasonable student. [E.C. 48900(r)]
- Aided or Abetted to Inflict Physical Injury [E.C. 48900(t)] Aiding or abetting in the infliction or attempted infliction of physical injury to another student. However, the District cannot seek to expel a student for violation of Education Code 48900(t) until juvenile court proceedings are completed and the juvenile has been convicted of being an aider or abettor of a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury.
- Sexual Harassment (Grades 4-12) [E.C. 48900.2] Engaging in prohibited sexual harassment that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.
- Hate Violence (Grades 4-12) [E.C. 48900.3] Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception

of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (E.C. 233; Penal Code 422.55)

- Other Harassment (Grades 4-12) [E.C. 48900.4] Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work or creating substantial disorder, or creating a hostile educational environment.
- Terrorist Threats [E.C. 48900.7] Making terrorist threats against school officials and/or property, or both.

* The superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion to address student misconduct. [E.C. 48900(v), 48900.5] [CJUSD AR 5144]

**School property includes, but is not limited to, electronic files and databases. [E.C. 48900(u)]

Expulsion

Expulsion is the removal of a student from all Calistoga Joint Unified School District schools for violating the California Education Code at school or at a school activity off school grounds. The expulsion is for a defined period of time, but an application for re-admission must be considered within a specified time period. State law provides for full due process and rights to appeal any order of expulsion.

A student shall be recommended for expulsion for violation of any of the acts set forth in Education Code 48915(a)(1)(A)-(E), unless the Superintendent, Superintendent's designee, principal or principal's designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.

- Serious Physical Injury [E.C. 48915(a)(1)(A)] Causing serious physical injury to another person, except in self-defense.
- Possession of Knife or Dangerous Object [E.C. 48915(a)(1)(B)] Possessing a knife or other dangerous object of no reasonable use to the student.
- Unlawful Possession of a Controlled Substance [E.C. 48915(a)(1)(C)] Unlawful possession of any drug except for (1) the first time offense of possession of not more than one ounce of marijuana, or (2) for the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician.
- Robbery or Extortion [E.C. 48915(a)(1)(D)]
- Assault or Battery on a School Employee [E.C. 48915(a)(1)(E)]

State law requires a school administrator to recommend expulsion if a student commits certain violations of the Education Code. A student shall immediately be recommended for expulsion for violation of any of the acts set forth in Education Code section 48915(c)(1)-(5).

- Possession, Selling or Furnishing a Firearm [E.C. 48915(c)(1)] Possessing, selling or otherwise furnishing a firearm (verified by an employee of the school district). However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.
- Brandishing a Knife [E.C. 48915(c)(2)] Brandishing a knife at another person.
- Selling a Controlled Substance [E.C. 48915(c)(3)] Unlawfully selling a controlled substance.
- Sexual Assault or Battery [E.C. 48915(c)(4)] Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- Possession of an Explosive [E.C. 48915(c)(5)]

For all other acts and conduct for which a student is subject to discipline under Education Code sections 48900 through 48900.7 and which are not specifically listed or addressed under Education Code section 48915(a) or 48915(c), a student may be recommended for expulsion where other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or where due to the nature of the student's conduct violation, the presence of the student causes a continuing danger to the physical safety of the student or others. [E.C. 48915(b) and (e)]

In efforts to maintain a safe and orderly campus, students are expected to inform a staff member or administrator of any unsafe conditions. They may submit information anonymously by leaving a voice mail message at 942-6278 or slipping a note in an administrator's mailbox.

Dress Code

School board policy is as follows:

- Clothing which materially and substantially interferes with the educational process is prohibited, including the use or display on clothing, buttons, ribbons, or badges of obscene, vulgar, or profane language or images or gestures, display of alcoholic beverages, controlled substances, or weapons in such a way as may tend to promote their use by students.
- Hats may not be worn in classrooms. For the first time, hat will be confiscated and parents may pick it up. If it happens a second time, the hat will be kept until the end of the school year.
- Shoes must be worn at all times.
- Transparent or mesh shirts, or blouses, halter-tops, and spaghetti straps are not permitted. All tops must be full length, completely covering midriff during normal activity. Tops may not be low or revealing. Tank tops may only be worn if they completely cover the midriff and all undergarments.
- Shorts and skirts must be hemmed and not excessively short. Neither undergarments nor excessive skin may show when bending or sitting.
- Pants must fit so that undergarments are not visible and they must remain around the waist area without requiring the use of hands, pins, or other accessories to hold them up.
- Pajama tops, bottoms, or slippers are not allowed.
- Nothing may hang from pants. Examples include long belts, keychains, chains, bandanas, etc.
- Bandanas of any color may not be worn or carried.
- Gang related clothing is not allowed.

Prohibition on Possession and Use of Tobacco and Nicotine Products

District policy and the Education Code prohibit the possession, use, manufacture, distribution, or dispensing of tobacco and nicotine products at school or during school related activities. The District defines "tobacco and nicotine products" as a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and electronic cigarettes. "Electronic cigarettes" are defined as battery-operated or other electronic products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user, including, but not limited to electronic vaping devices, personal vaporizers, digital vapor devices, electronic nicotine delivery systems, and hookah pens.

Students determined to have used or to be in possession of tobacco or nicotine products at school or school related activities may be subject to discipline under District policy, Education Code 48900(h), and/or other applicable laws. Students determined to have used or to be in possession of products at school or school related activities that can be used to consume and/or use tobacco or nicotine products, including but not limited to "electronic cigarettes" as defined above, but which do not contain tobacco, nicotine, or any

other controlled substance, may be subject to discipline under District policy, Education Code 48900(k), and/or other applicable laws. [E.C. 48901]

Use of Technology

Technology is an integral part of campus curriculum. At the beginning of each year, parents and students are advised of the acceptable use policy for technology in our district. Violations of this policy may result in detentions, school suspension, or the loss of technology privileges.

Laser Pointers

Section 417.27 has been added to the Penal Code making it an infraction to possess a laser pointer on any elementary or secondary school premises unless possession is for valid instructional purpose. The term "laser pointer" is defined as any hand held laser beam device or demonstration laser product that emits a single point of light amplified by the stimulated emission of radiation visible to the human eye. A violation of this statute may result in suspension.

School Policies

Personal Musical and Electronic Equipment

The use of smart phones may be used during breaks and lunch. In some cases they may also be used in the classroom at the discretion of the teacher. Equipment that is not used in accord with the teacher will be confiscated.

Money and Valuable Articles

Do not bring large amounts of money or valuable items to school. All valuable items should be in the possession of the owner. Do not leave valuables in unattended backpacks. PHS is not responsible for lost, stolen, or damaged personal property.

School Visitors

Student visitors are not permitted on campus during the school day. Parents are always welcome but are requested to make an appointment first and stop by the office to sign in. All visitors must check in at the office to receive a pass.

Cars and Driving

The rules of driving and safety outlined by the California Vehicle Code must be observed at all times. Students who violate these rules may lose the privilege to drive their cars to campus. Remember to drive safely!

Bicycles on Campus

All students riding bicycles to and from campus must wear an approved safety helmet and follow laws of bicycle traffic safety. The school is not responsible for bicycles stolen or damaged on campus. Please use a high quality lock including a cable that can run through both wheels.

Canine Program

Several times each year dogs may be brought to school in order to smell students' coats, hats, backpacks and other belongings for controlled substances. These items include: drugs such as marijuana, methamphetamines, LSD, PCP, cocaine, alcohol and gunpowder. If a dog does detect an odor the student and

his/her belongings will be searched. If any controlled substance is found the student will face the consequence for being in possession of a controlled substance. Also, if during the course of the search any other item that is prohibited for a student to bring on campus is found, the student will face the consequence for that possession.

Visiting other schools (including CHS & CES)

Any student not registered in a particular school in the district is not permitted to be around that school during school hours or immediately before or after school. State law makes it a misdemeanor for any person to loiter around a school during school hours. Students registered at Palisades High, therefore, are not allowed on other school campuses during school hours. If a necessity exists to visit a campus, a student must receive express permission of that school by getting a "Visitor" or "Guest" Pass from the main office before going anywhere else on campus.

Operation of classes

Classes at Palisades High School are generally different from classes at a comprehensive high school. In our one room school students may be studying different levels of the same subject and/or different courses at the same time. Our classes are designed to meet the needs of the individual student. Each student is encouraged to work at his or her highest potential. Instruction occurs individually as well as in groups. Remember it is up to you - YOU REAP WHAT YOU SOW.

Credits and Grades

Credit is based upon mastery of course work with the application standard that 12 hours of work = 1 credit. However, a student may master the course in less or more time, depending on student effort, actual time on task and ability. Students must score a minimum of 70% on their test to receive credit. Retaking of the test is allowed after remediation and study on the following school day. Most course work has already been awarded a set and fair amount of credit. If the student is working diligently and cannot complete the assignment with a passing grade, he should consult with the teacher to either modify the credit or seek an alternative assignment. There is no excuse for not trying. If a student refuses to work he/she will be counseled. Consistent lack of productive time will be reported to the student's parent/guardians.

Work Experience Education (WEE)

Work experience education is designed to enable an employer and the school to cooperate in providing quality on-the-job training while also allowing a student to earn credits toward graduation. A student enrolled in WEE may earn 10 credits per semester, and up to 40 credits total. The student must hold a valid work permit, and must attend school regularly to be enrolled in the program.

FIELD TRIPS

Educational field trips are an important part of the school program. From time to time, athletic or academic trips will be offered. Students are encouraged to participate in order to enrich the instructional program in which they are enrolled.

Alternative Diplomas (C.H.S.P.E. - G.E.D.- ADULT SCHOOL)

The CHSPE, California High School Proficiency Examination, provides an opportunity for persons 16 years of age or older, or those who have completed one year or more of enrollment in the tenth grade, to have their proficiency in the basic skills verified by examination (test). The State Board of Education awards each who passes the CHSPE a Certificate of Proficiency, which is equivalent, by law, to a high school diploma. The exam is given one to three times during each school year. The GED is a test for adults 18 years of age or

older who have not completed high school. Upon successful completion of the GED, the candidate will receive a General Education Development (G.E.D.) diploma from the Department of Education. The GED is given at the junior colleges. Preparation for taking the test may be accomplished at Palisades High. Students who transfer to Napa Adult School can graduate with 180 credits.