

Pilarcitos High School

Respectful, Compassionate
and Responsible

2023-2024



498 Kelly Avenue
Half Moon Bay, CA 94019
(650) 712-7224
pilarcitos.cabrillo.k12.ca.us

TO THE PARENT/GUARDIAN:

The Pilarcitos High School family works together to create:

- A peaceful learning environment
- A safe setting to explore academic, social, and emotional success;
- An atmosphere of unconditional support and guidance to continue on our path of lifelong learning

Pilarcitos High School is here to meet the special needs of your son or daughter. Objectives of this high school include:

- Developing in the student a greater understanding of themselves and the world they live in.
- Preparing each student for one of the following:
 - ❖ High School Diploma
 - ❖ G.E.D. (General Educational Development Test)
 - ❖ C.H.S.P.E. (California High School Proficiency Examination)
- Prepare students to enroll in Post-Secondary Education.
- Providing a peaceful environment where the student has the opportunity to improve their holistic health, be creative and learn within the framework of the Common Core State Standards.

If at any time we can be of assistance to you, please call us at 650-712-7224.

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TO THE FAMILIES:

The faculty and staff welcome you to Pilarcitos High School. This student handbook is provided to assist you in answering some questions you may have about your new school. We hope that by using this handbook your enrollment at Pilarcitos will be rewarding and enjoyable.

We feel that our students are given more individualized instructions with materials suited to their abilities and interest in a non-competitive classroom environment and within a small school setting. We believe that these factors are conducive to them graduating and achieving their educational goals.

We offer counseling services in the areas of academics, life choices, personal issues, crisis counseling, conflict resolution and career or occupational choices.

Pilarcitos Alternative High School Student Learner Outcomes

Students at Pilarcitos

- ***Find success outside of traditional high school***
- ***Learn to navigate societal systems and procedures, including educational requirements***
- ***Take ownership of their learning with individualized support***

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Pilarcitos High School PHILOSOPHY

We believe that it is our responsibility to provide for the basic instruction and specialized educational needs of all students. Our school's educational objectives, within the scope of our district's goals, and the Common Core State Standards, offer pupils the opportunity to develop the necessary skills needed to function as members of the social groups in our democratic society. The teachers and staff of Pilarcitos High School believe the following philosophical tenets serve as a basis for our commitment to the education of our students.

We recognize the necessity of providing an alternative learning environment that will provide the student with an opportunity to:

1. Complete the required academic course of instruction to graduate from high school.
2. To participate in a program of instruction, which emphasizes occupational orientation or a work-study schedule and offers guidance services to meet the special needs of pupils.
3. To participate in a program designed to meet the educational needs of each pupil, including but not limited to, Independent Study, Work Experience and career counseling as a supplement to classroom instruction.
4. To participate in a vast array of elective and core attend and participate classes.
5. To be committed to holistically improving their physical, emotional and mental health.

To facilitate these goals, Pilarcitos High School believes in providing a cooperative rather than a competitive learning environment that is learner orientated, and one in which the student than assumes a major responsibility for his education.

It is our philosophy that our students are adults and are responsible for the decisions they make.

Decisions are basically derived from an established set of values. We believe it is important to help students clarify their values and enable them to understand the cause and effect relationship on value based decisions.

In this type of atmosphere, we believe we can help students to:

1. Clarify their personal and educational values.
2. Develop a positive self-concept.
3. Achieve their personal and educational goals.
4. Become more productive citizens.

Pilarcitos High School Master Schedule 23-24

Period	Monday	Tuesday	Wednesday	Thursday	Friday
0 8:00-8:30	Study Skills/Goal Setting	Study Skills/Goal Setting	Study Skills/Goal Setting	Study Skills/Goal Setting	Study Skills/Goal Setting
1 8:35-9:05	Algebra (Bendana) History (Hughes) English (Schauer) Study Skills	Algebra (Bendana) History (Hughes) English (Schauer) Study Skills	Algebra (Bendana) History (Hughes) English (Schauer) Study Skills	Algebra (Bendana) History (Hughes) English (Schauer) Study Skills (Sher)	Algebra (Bendana) History (Hughes) English (Schauer) Study Skills
2 9:10-9:40	Coyote Circle (Bendana) Study Skills	Math Lab (Bendana) Study Skills Horse Class (Schauer)	Farm to Desk (Bendana) Study Skills Study Skills	Native Plants (Bendana) Study Skills Study Skills	Farm (Bendana) Study Skills Food/Mind/Body Wellness
3 9:45-10:15	Coyote Circle (Bendana) Study Skills	Math Lab (Bendana) Horse Class (Schauer) Study Skills	Farm to Desk (Bendana) Study Skills	Native Plants (Bendana) Art Music (Hughes) Study Skills	Farm (Bendana) Study Skills
Break 10:15-10:30					
4 10:35-11:05	Monarch Mystery (Bendana) Study Skills	CHSPE/HiSet/CL EP (Bendana) Horse Class (Schauer) Study Skills	Farm to Desk: Clean Up (Bendana) Study Skills	Native Plants (Bendana) Art Music (Hughes)	Farm (Bendana) Study Skills
5 11:10-11:40	Monarch Mystery (Bendana) Study Skills	CHSPE/HiSet/CL EP (Bendana) Horse Class (Schauer) Study Skills	PHS Mural Restoration Study Skills	Native Plants: Expository Writing (Bendana) El Centro	
6 11:45-12:15	Monarch Mystery: Writing about Data (Bendana) Study Skills	Creative Writing/Journaling (Schauer) Study Skills	Study Skills	El Centro Study Skills	

**CABRILLO UNIFIED SCHOOL DISTRICT
PILARCITOS HIGH SCHOOL
DISCIPLINE CODE**

Pilarcitos High School’s discipline policy is thoroughly discussed with each student upon entering our high school. Our code of conduct for all is based on the 3 overarching expectations of Respect, Compassion and Responsibility.

Having and showing respect for all other students, faculty members, and for oneself is stressed very strongly. Having respect for people is the cornerstone to our behavioral requirements, and, we feel, is paramount to our students’ success, not only in Pilarcitos High School, but also in our society.

The teaching staff works diligently daily to help our students improve their behavior, self-esteem, school and life goals, and academic skills.

We have very few and very simple school rules that our students must adhere to, to be successful in our program.

We have simple rules that are easy for students to follow if they are respectful to everyone, including themselves. When students work hard in our school, attend daily, and have and show respect, they will be successful.

Sincerely,

Pilarcitos High School Staff

PILARCITOS DISCIPLINE

1. Respect for everyone!
2. Students need to comply without disruption to requests made by teachers.
3. Each student needs to work quietly on his/her weekly academic contract.
 - a. Students must be working on assignments during class.
 - b. If a student is reminded to work quietly, he/she needs to do so without disruption.
 - c. If a student is asked to move seats to improve classroom management, atmosphere, and or working conditions, the student needs to do so without disruption.
 - d. Students must actively participate in classes that include teacher instruction.
4. Computer Use: Using computers is an important facet of our students’ curriculum. Students must only use computers for school assignments, and students may **not** log on to sites that are not appropriate for school use. Any such violation may result in the violating student’s loss of the use of our school’s computers.

5. Students must use acceptable language while in class or on school grounds.
6. Students need to attend class daily and be on time. Parents will be notified when their child misses school.
7. No drugs or alcohol are allowed in class or on campus. Any student found with possession of drugs or alcohol will be suspended.
 - a. Any student caught selling drugs or alcohol in class or at school will be suspended until an expulsion hearing can be held.
8. Sexual and General Harassment
 - a. Physical or verbal harassment of any kind will not be tolerated.
 - b. Harassment of any kind is grounds for suspension.
 - c. Bullying or fighting will not be tolerated. They are grounds for student suspension. Parents will be notified.
9. Student's use and/or possession of any weapon are grounds for suspension and possible expulsion from school.

Dress Code:

The responsibility for dress and grooming of a student rests primarily with the student and their parents/guardians.

Allowable Dress and Grooming (CUSD AR 5132)

- Students must wear clothing to school that is comfortable that includes either 1) a shirt with pants, leggings, shorts, or skirts OR 2) a dress OR 3) the equivalent.
- Students must wear shoes appropriate for learning activities (e.g., shoes should be worn that allow for safety and comfort for activities in which students are engaging (like PE, shop class, et cetera)).
- Shirts and dresses must have fabric in the front and sides. Midriff-baring shirts are allowed.
- Clothing must cover underwear and bras, but visible waistbands and bra straps are allowed.
- Clothing must always include opaque fabric covering the buttocks, genitals, and nipples.

Non-Allowable Dress and Grooming

Clothing and personal items that advertise drugs, tobacco, sex, alcohol, gang affiliation, and/or sexually explicit or foul imagery or language are prohibited. Additionally, attire, clothing, or accessories that are known or appear to be associated with various youth gangs are prohibited. This will include, but not be limited to hats, shoes, backpacks, shirts, pants, sweatshirts, jackets, writing, numerals, or depictions associated with illegal activity or gang membership. Swimwear is prohibited unless deemed appropriate for the activity (e.g., swimming, water polo, et cetera).

Use of Cell Phones/electronics

ED Code

48901.5 (a) The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees.

Pilarcitos High School's Policy: Students may have electronic devices on campus but they should not interfere with classroom instruction.

- All cell phones must be turned off and not visible during class time.
- Phones and electronics can be used before and after school and during breaks between classes.



**PILARCITOS
HIGH SCHOOL**
Cabrillo Unified School District

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- A peaceful learning environment;
- A safe setting to explore academic, social and emotional success;
- An atmosphere of unconditional support and guidance to continue on a path of lifelong learning.

PBIS – POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

PBIS Expectations	CLASSROOM	BATHROOMS	BASKETBALL COURT	CIRCLE	SPECIAL EVENTS
We are RESPECTFUL	<ul style="list-style-type: none"> • Enter the classroom swiftly and quietly • Get to work and save greetings for later • Listen when others are speaking 	<ul style="list-style-type: none"> • Respect your learning time by returning to the classroom swiftly 	<ul style="list-style-type: none"> • Use school appropriate language • Be supportive of those playing 	<ul style="list-style-type: none"> • Put technology away • Speak only when holding the Talking Piece • Be part of Circle 	<ul style="list-style-type: none"> • Listen when others are speaking • Put technology away • Face the speaker and show interest
We are COMPASSIONATE	<ul style="list-style-type: none"> • Treat others with kindness • Look at things from others' perspectives • Honor everyone's learning 	<ul style="list-style-type: none"> • Use the bathroom quickly so it is available for all • Leave the bathroom cleaner than you found it 	<ul style="list-style-type: none"> • Be inclusive • Practice sportsmanship 	<ul style="list-style-type: none"> • Put technology away • Speak only when holding the Talking Piece • Be part of Circle 	<ul style="list-style-type: none"> • Ask questions when appropriate • Look at things from others' perspectives • Be aware of how your reactions may impact others and act accordingly
We are RESPONSIBLE	<ul style="list-style-type: none"> • Take charge of your academic success • Do your best work • Complete your own work • Ask permission to use the Clear Touch 	<ul style="list-style-type: none"> • Sign out and take the pass • Clean up after yourself 	<ul style="list-style-type: none"> • Care for the equipment while using it • Return the equipment to the King Center before the bell rings • Use the court at designated times only 	<ul style="list-style-type: none"> • Organize your belongings and help to form Circle • Circle ends when dismissed by staff 	<ul style="list-style-type: none"> • Arrive on time • Special Event ends when dismissed by staff

PBIS Values	FARM	BREAK/FOOD	CHROMEBOOKS	CELL PHONE	BEACH
We are RESPECTFUL	<ul style="list-style-type: none"> Follow the Student Conduct at Potrero Nuevo Farm Contract 	<ul style="list-style-type: none"> Clean up and go to class when the Clean Up Bell rings Only enter Kitchen B104 when a staff member is present 	<ul style="list-style-type: none"> Make sure screen is visible to staff Use headphones for audio Use only sites that will help you earn credits 	<ul style="list-style-type: none"> Photos and video are for instructional purposes only Only take photos and video with teacher's permission and approval Use your headphones when watching or listening to things on your phone 	<ul style="list-style-type: none"> Leave promptly with the group when it is time to leave.
We are COMPASSIONATE	<ul style="list-style-type: none"> Be kind to all living things. Actively participate 	<ul style="list-style-type: none"> Only take the serving of food that you ordered so everyone is ensured their meal Be aware of how your words, music and actions can affect others around you 	<ul style="list-style-type: none"> Care about yourself; use your Chromebook to earn credits Allow others to work and learn 	<ul style="list-style-type: none"> Anyone in a picture or video should approve the picture or video 	<ul style="list-style-type: none"> Throw your trash in trash cans.
We are RESPONSIBLE	<ul style="list-style-type: none"> Show up on time on your farm day Follow the Training for Pilarcitos Students at Potrero Nuevo Farm Checklist 	<ul style="list-style-type: none"> Consume food only during break Break/Food is only available when your assigned class is on Break 	<ul style="list-style-type: none"> Work output should equal screen time Return Chromebook to the correct classroom cart and plug in when finished Never have food or drink near Chromebooks 	<ul style="list-style-type: none"> Ask permission if you need to make or take a call Only play games and videos during break Music Playlist ok Never use FaceTime or any video chat app on campus, even during break 	<ul style="list-style-type: none"> Only walk with the group. Taking unauthorized rides can put yourself in danger.

WHO CAN ATTEND PILARCITOS HIGH SCHOOL?

Any student 16 years of age or older in the Cabrillo Unified School District may attend.

This is a specific program for those students who:

- Need to improve learning habits
- Need to improve attendance patterns
- Have jobs which conflict with regular school classes
- For one reason or another cannot attend the comprehensive high school

Students may contact their counselor for an “Application to attend Pilarcitos High School”.

GRADUATION REQUIREMENTS

<u>Required Courses</u>	<u>Credits</u>
English	40
Math (All students must successfully complete Algebra I)	30
State Requirements/World Studies	10
World History	10
US History	10
Am. Government/Economics	10
Life Science	10
Physical Science	10
Fine Arts/ Foreign Language	10
Physical Education	20
Electives	70
Total Credits to Graduate	230

ATTENDANCE

Parental and Student Responsibility

To receive the greatest benefit of the educational program afforded by Pilarcitos High School, students need to regularly attend all classes. According to the California Education Code, parents are responsible for the punctual and regular attendance of their children. The student, however, is the greatest benefactor of regular attendance and should realize its importance in successful performance of his or her educational program (Education Code 48200).

If you must be absent from school for any reason you must do one of the following:

- Have your parent or guardian call the school, (650) 712-7224 to report the absence.
- Have your parent or guardian write a short note containing the dates and reason you were absent. Bring the note with you the first day you return to school.

Types of Absences

Excused- Absences due to illness, or for medical, dental, or optometrical services, or funeral members of the immediate family are excused.

Warranted- Absences, which cannot be avoided by the student, including emergency, verified parent needs, court proceedings, and religious holidays and/or instruction are warranted. Arrangements should be made in advance.

Unexcused- Students who are absent or skip a class without prior permission, miss school for a reason not listed above, or whose absence is not cleared within twenty-four hours shall be unexcused. Any vacation or trip taken during the school year shall be unexcused.

Truancy-

California *Education Code Section 48260* — Any pupil subject to compulsory full-time education who is absent from school without valid excuse for more than 30 minutes on each of three days in one school year is a truant and shall be reported to the attendance supervisor of the superintendent of the school district.

Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by mail or other reasonable means, of the following (Education Code Section 48260.5): (1) that the pupil is truant, (2) that the parent or guardian is obligated to compel the attendance of the pupil at school, (3) that parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27, (4) that alternative educational programs are available in the district, (5) that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy, (6) that the pupil may be subject to prosecution under Section 48264, and (8) that it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

Continuously truant students will be sent to the Student Attendance Review Board (SARB) to consider a proper plan for attendance. In addition, the San Mateo County Sheriff may conduct welfare checks.

Eighteen Year-Old Students

All students are subject to the school's attendance policies regardless of age. If attendance or discipline issues become a problem for any eighteen year-old student, he or she may be dropped. Eighteen year-olds will not be allowed to sign in or sign out for themselves if they are living with their parents. If any eighteen year-old student is living at home, the school will remain in contact with the parent until the student has graduated.

