



Don't forget to
Visit our web site
www.pasadenahigh.org

For current and updated information about
school activities

For our calendar of activities

To contact a teacher and/or staff member

For our sports schedules and directions to the
games

To find out what's great about Pasadena High
School

For our testing dates

For links to community resources – such as
schedules for the MTA & the Pasadena Arts Bus

For links to the SAT and ACT tests, PCC, the
Cal State Universities and the University of CA
and many private colleges/universities

For links to college financial aid resources such

For photos – past and present





PASADENA HIGH SCHOOL

A Learning Community Dedicated to Student Success

It is my privilege and pleasure to continue to serve you as the principal of Pasadena High School.

Pasadena High School enjoys the reputation of being the largest school in PUSD, the premier high school in the district, and we continue to be the most requested secondary school of choice. However, being a good school is not good enough. It is our intent to make PHS a great school.

It is my continued commitment to provide a learning community that is academically challenging, supportive, respecting of each other and a welcoming environment for all.

Like a laser beam our focus will continue to:

Improve students' overall academic achievement and success

Provide quality instruction within the framework of the California Content Standards in all subjects

Use assessment data and student work to guide instruction

Create a welcoming and respectful environment for our community

PHS a true learning community dedicated to student success

Let me thank you for your continued support. Your attention to the content of the "registration packet" will be greatly appreciated.

Sincerely,

Derick Evans, Ed.D.
Principal

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VISION

Pasadena High School is a learning community dedicated to instilling in our students a rigorous academic foundation, quality citizenship in a changing society, and a productive work life now and in the future.



EXPECTED SCHOOL WIDE LEARNING RESULTS

Pasadena High School Students will:

THINK critically and creatively to meet or exceed California State Standards as active learners and academic achievers.

COMMUNICATE effectively to express ideas clearly through writing and speaking.

APPLY various forms of technology for the purposes of creativity, research, and communication.

WORK independently and cooperatively to solve complex and relevant problems to prepare for post-secondary education and a productive work life.

CONTRIBUTE to the school community to encourage social responsibility, participation in co-curricular programs and the cultivation of respect for cultural diversity.



BELL SCHEDULE 2008 – 2009

CMT Day Schedule (Monday's)

STAFF MEETING	7:30 A.M. - 9:30 A.M.
Period 1	8:55 A.M. - 9:35 A.M.
Period 2	9:40 A.M. - 10:18 A.M.
Period 3	10:25 A.M. - 11:03 A.M.
Period 4	11:10 A.M. - 11:30 A.M.
Period 5	11:37 A.M. - 12:15 P.M.
Lunch	12:15 P.M. - 12:49 P.M.
Period 6	12:56 P.M. - 1:34 P.M.
Period 7	1:41 P.M. - 2:19 P.M.
Period 8	2:26 P.M. - 3:04 P.M.

Not all students will have this period

Advisory

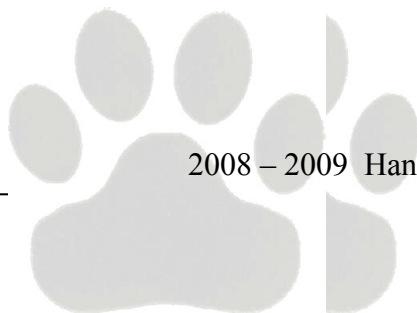


Regular Schedule (Tuesday – Friday)

Period 1	7:00 A.M. - 7:45 A.M.
Period 2	7:50 A.M. - 8:43 A.M.
Period 3	8:50 A.M. - 9:43 A.M.
Period 4	9:50 A.M. - 10:20 A.M.
Nutrition	10:20 A.M. - 10:30 A.M.
Period 5	10:37 A.M. - 11:30 A.M.
Period 6	11:37 A.M. - 12:30 P.M.
Lunch	12:30 P.M. - 1:04 P.M.
Period 7	1:11 P.M. - 2:04 P.M.
Period 8	2:11 P.M. - 3:04 P.M.

Not all students will have this period

Advisory



WELCOME BULLDOGS!!



FROM THE COUNSELING DEPARTMENT 2008 - 2009

The counseling department would like to welcome you to a new school year! We hope that you have all had a restful summer and are ready to take on another exciting year. We would like to especially welcome students and parents new to Pasadena High School, home of the BULLDOGS!

Based on the National Standards for School Counseling, the goal of the Pasadena High School counseling and guidance department is to ensure that all students will acquire specific attitudes, skills and knowledge needed in preparation for meaningful participation in a complex, changing world. The school counselors facilitate student development in three areas: academic development, career development and personal/social development.

The counselors advocate for the needs of the students by providing guidance and support to maximize students' potential and academic achievement. They provide support for students through classroom guidance lessons, individual counseling sessions, consultation with parents and teachers, and through collaboration with community resources.

In order to provide a successful comprehensive program, active parent involvement in the activities of the guidance and counseling program is essential if students are to make informed choices. Parents are invited to contact their child's counselor with any questions, concerns, ideas or requests for assistance.

While the counselors assist students with the PSAT/SAT/ACT, colleges and universities, financial aid and careers, we encourage parents and students to educate themselves on these subjects by exploring the Web and utilizing sites mentioned below. Most of these sites (and other information as well) can be found by visiting the Pasadena High School web site at <http://www.pasadenahigh.org>

PSAT/SAT/ACT

The SAT and/or ACT are necessary steps in our college admittance plan. Either the SAT Reasoning or the ACT plus writing is required for four-year colleges/universities. In addition the UC system and highly selective private colleges/universities require two SAT Subject tests of your choice. Students are encouraged to learn as much as they can about the testing procedure, including taking the PSAT for practice as 9th and 10th grade students. Students who receive free/reduced lunch may qualify for a fee waiver. Please see your counselor for details. Visit www.collegeboard.com for more information and future test dates.

College and University Information

As students begin to explore their post-high school education options, they may want to visit these sites for more information on colleges and universities: www.californiacolleges.edu for private and public colleges in the state, www.cccco.edu for the California Community College system, www.csumentor.edu for the California State University system and www.ucop.edu for the University of California system.

In addition, low income and educationally disadvantaged students can benefit from outreach programs such as Extended Opportunity Programs and Services (EOPS, at the community college

level), SAS (Student Academic Services Outreach Program, in the CSU system), Early Academic Outreach Program (EAOP, in the UC system), and Educational Opportunity Program (EOP in both the UC and CSU systems). These programs may provide academic advising, financial aid information, registration assistance, counseling, tutoring, and career guidance. Visit the specific college/university web site for details.

Financial Aid Information

The financial aid process is a crucial step in your college plan. Visit the following government sites for more information on available funding: www.calgrants.org for California Grants, www.csac.ca.gov for the Student Aid Commission, www.studentaid.ed.gov for federal student aid, www.fafsa.ed.gov for the Free Application for Federal Student Aid (FAFSA) and www.pin.ed.gov for a FAFSA pin number. In addition there are numerous private sites that provide scholarship/financial aid information. Although many sites are reputable, some are not. Please exercise caution. Two common scams to watch out for are being asked to provide a credit card or bank account number to hold a scholarship and being told that attaining a scholarship may cost money.

Make sure you read our Scholarship Bulletin. The most recent Scholarship Bulletin will be available in the Counseling Office and is posted on the school's web site www.pasadenahigh.org

Career Information

As students prepare for entrance into the "real world", many need help with employment preparation, training and/or education. The following websites are available to assist and guide you OR you may stop by the Career Center to speak to the counselor:

www.bridges.com for career, college and scholarship information, high school and beyond planning guides, and resume and job interview assistance

www.californiacareers.info for free career planning guides

www.jobcorps.org for the U.S. Job Corps (educational and vocational training for men and women aged 16 – 24)

www.worksmart.ca.gov for help with resumes, application procedures, and interview tips

In addition the Regional Occupational Program (ROP) at PHS (and throughout the district) offers a variety of classes that provide hands on training, job skills, and career exploration opportunities. Classes include: Retail Merchandising, Floristry, Medical Assistant, Cosmetology, Auto Technology, Culinary Arts, Photography, Fashion Merchandising, Lifeguard (spring only), Security Services, Graphic Design, Construction Basics, Computer Art, Film & Animation, Letter Press, Child Care, TV/Media Production, and Information Technology Support and Services. Students must be at least 16 years of age or in the 11th or 12th grade (some expectations apply). Please see the ROP Counselor in the Career Center, G102 for more details. You may also browse classes at www.lacorop.org or <http://manila.pasadenak12.ca.us/ROP/Classes>.

Parent Tip

Parent-teacher conferences help you establish a positive relationship with your child's teachers. For effective meetings, know what the class expectations (homework policy, etc.) are, mention problems that may affect your child's learning, and be willing to work as a team to help your child. Academic success begins at home and continues in the classroom.

Report Cards

Progress reports are mailed home approximately 10 days after the end of each grading period. There are four grading periods in each semester – please check our web site for approximate grading period dates. During the school year please visit the Pasadena High School web site for updated information. www.pasadenahigh.org Progress reports are intended to inform the parent/guardian and the student about the academic progress or deficiency in the student's classes.

To ensure that you receive progress reports for your student in a timely manner please keep your address information current.

The counseling department looks forward to working with you in order to form a partnership for the education of our students.

Please call 626/798-8901 ext 221 for more information.



www.pasadenahigh.org





STUDENT ACTIVITIES

Pasadena High School is proud to offer a wide variety of extra curricular programs for all of our students. Our goal here at PHS is to create an educational environment that also gives students the opportunity to explore different cultures and ideas.

ASB AND ID CARDS

ID cards are issued to all students during registration. During registration students can receive a wallet for their ID card with a \$10.00 donation to the school. Students must have their ID card on hand at all times and cannot enter the school without a valid student ID. In addition students need their ID card when requesting service at various school offices, such as the Library/Textbook Room, Attendance Office, Student Services, and the Records Office. Replacement cards can be purchased in the Student Services Office (D101) every **Tuesday through Friday** before school, nutrition or during lunch.

The key ingredient to making PHS run is the ASB card. Students who purchase ASB cards receive discounts on sporting events, dances and other Pasadena High School functions. ASB card sales help fund all of the athletics and activities held on campus - so buy your card today.

You may purchase your ASB Card and Yearbook during registration. Prices are as follows:

ASB Card	\$30.00	
Yearbook	\$90.00	
ASB Card with yearbook registration week)	\$110.00	(\$10 discount applies only to purchases made during

STUDENT STORE

The Bulldog Student Store offers a wide variety of Pasadena High School Bulldog merchandise such as sweaters, hats, T-shirts, pom-poms and buttons. Students can also purchase PHS PE clothes for reasonable prices. During the day students can purchase snacks at the store with the proceeds benefiting student clubs and organizations.

BUS PASSES

Students may receive a Metro Fare Card (bus pass) during Registration or in the Student Services Office (D-101) September through May. Monthly tabs are available for **eligible** students at the end and beginning only of each month in D-101. Listen to the Daily Bulletin for exact distribution dates and times. You will need your current I.D. card in order to pick up a fare card or monthly tab. For additional information on the bus pass program stop by the Student Services Office (D-101).

ASSOCIATED STUDENT GOVERNMENT

ASB Student government is a key element to ensuring life at PHS is both educational and fun. ASB allows students to express their views on issues of campus concern and raise the level of overall school spirit. Students can be involved either in the ASB Cabinet directly by being elected to an office or can serve within the different class offices or as a member of the House of Representatives. The ASB Cabinet consists of eighteen elected positions. The ASB handles the major budget concerns of student programs, coordinates campus events and participates in district wide student events. ASB is a class that meets daily in the Student Services Office (D101). Want to know what's happening on campus - check out the school's web site for an updated calendar and news www.pasadenahigh.org

Each class has their own 4th period class where students can get involved in planning spirit activities, preparing for the Senior Prom and other school events. Classes are assigned based on interest in class spirit and by advisor approval.

The House of Representatives is a once a month meeting of representatives from all of the clubs on campus. Students meet to discuss issues of campus concern and help coordinate fundraising activities for the entire campus. Each club selects their own representative on a yearly basis.

CLUBS

Pasadena High School has over 50 different clubs and organizations, each with a unique mission and agenda. A clubs information day is held at the end of September where students can find out what each club is about and how to join. Some of the more active clubs on campus include:

Armenian Club	Animal Rights Club	Art Club	MECHA
Asian/Pacific Islander Club	BSU	Photo Club	Puente Club
Chess Club	Speech & Debate	Fishing Club	Math Club
Christian Club	Science Club	Leo Club	
Interact	National Honor Society	Spanish Club	

In addition to the already existing clubs, new groups are forming every year so keep an eye out for something that interests you.

ADDITIONAL PROGRAMS

NJROTC- The Naval Junior Reserve Officers Training Corps is an elective program. NJROTC teaches students citizenship and leadership from a military point of view. How to manage time, give and receive instructions, communicate effectively, motivate people and how to accept responsibility are just some of the leadership principles covered. Students receive instruction in Nautical Sciences such as navigation, meteorology, first aide as well as military drill and ceremonies. The competitive team extra curricular activity is available after school. For more information see the NJROTC instructors at the beginning of school. Additional information is available on the school's web site www.pasadenahigh.org. Navigate to Academics/Departments/NJROTC and select any documents, pictures or links from the menu.



Instrumental Music Program- Pasadena High School offers a wide variety of musical programs for students who play band and orchestra instruments. These programs include the Bulldog Marching Band, Orchestra, Jazz Band, Drum Line, Studio Pit Orchestra and Pageantry Corps. For anyone with musical experience then the band is the place for you. See Mr. Miller at the beginning of school for more information.

Choral Music Program – Course offerings include the PHS Chorus, The Advanced Choir and the Musical Theatre Workshop.

Drama Club – This year the Pasadena High School Drama Program will be tentatively performing William Shakespeare's *Much Ado About Nothing*. Tryouts for the play will be announced in the Daily Bulletin.

PUBLICATIONS

Daily Bulletin – The Daily Bulletin is the best source of information on scholarships, club meetings, sporting events and other student concerns. Bulletins are posted in each class, are read during 4th period and are posted on the school website <http://www.pasadenahigh.org> If you would like the Daily Bulletin e-mailed to you daily please contact Connie Brown at connie@fulltiltphoto.com

Chronicle – The Chronicle is the Pasadena High School Student Newspaper covering all aspects of life on campus as well as other local issues of student concern. The publication is financed in part by ASB card sales and advertising revenue.

Campus – The Pasadena High School Yearbook is distributed annually and compiled by the Yearbook staff. Students can purchase a yearbook at registration for a discounted price. Order early because supply is usually limited. In April 2008 the Campus Yearbook staff placed 9th in the National Best of Show competition at the Journalism Education Association Conference.

RALLIES AND EVENTS/ SCHOOL SPIRIT

Friday's are Red and White Days. Show your Bulldog spirit and wear Red and White every Friday!!

Homecoming Week (November) – During this week the Pasadena High School Bulldogs gear up for the annual Turkey Tussle football game versus our cross-town rival the Mustangs of John Muir High School. Homecoming week activities include a Clubs Food Fair, Homecoming Dance, and The Homecoming Assembly where the Queen and her Court are introduced. There are other daily events, culminating at the end of the week with a Spirit day that includes a class campus decoration contest leading up to the football game at the Rose Bowl.

Winter Sprit Week and Clubs Olympics – To celebrate the end of the Basketball season PHS holds it's annual Clubs Olympics. Clubs all over campus compete with each other to win the coveted title of CLUB OF THE YEAR. A winter court is crowned and the final Basketball game between PHS and Muir is held in the Tom Hamilton Gym.



ATHLETIC and P.E. PROGRAMS

Physical Education class dress requirements

Red, white or gray shorts and t- shirts or blouses and gym shoes are worn for physical education classes.

Team sports

The following sports are available at Pasadena High School:

FALL SEASON

Aug 29 - Nov 7

Football (co-ed)
Boy's Water Polo
Girl's Tennis
Girl's Volleyball
Cross Country (co-ed)

WINTER SEASON

Nov 10 - Feb 6

Boy's Basketball
Girl's Basketball
Boy's Soccer
Girl's Soccer
Girl's Water Polo

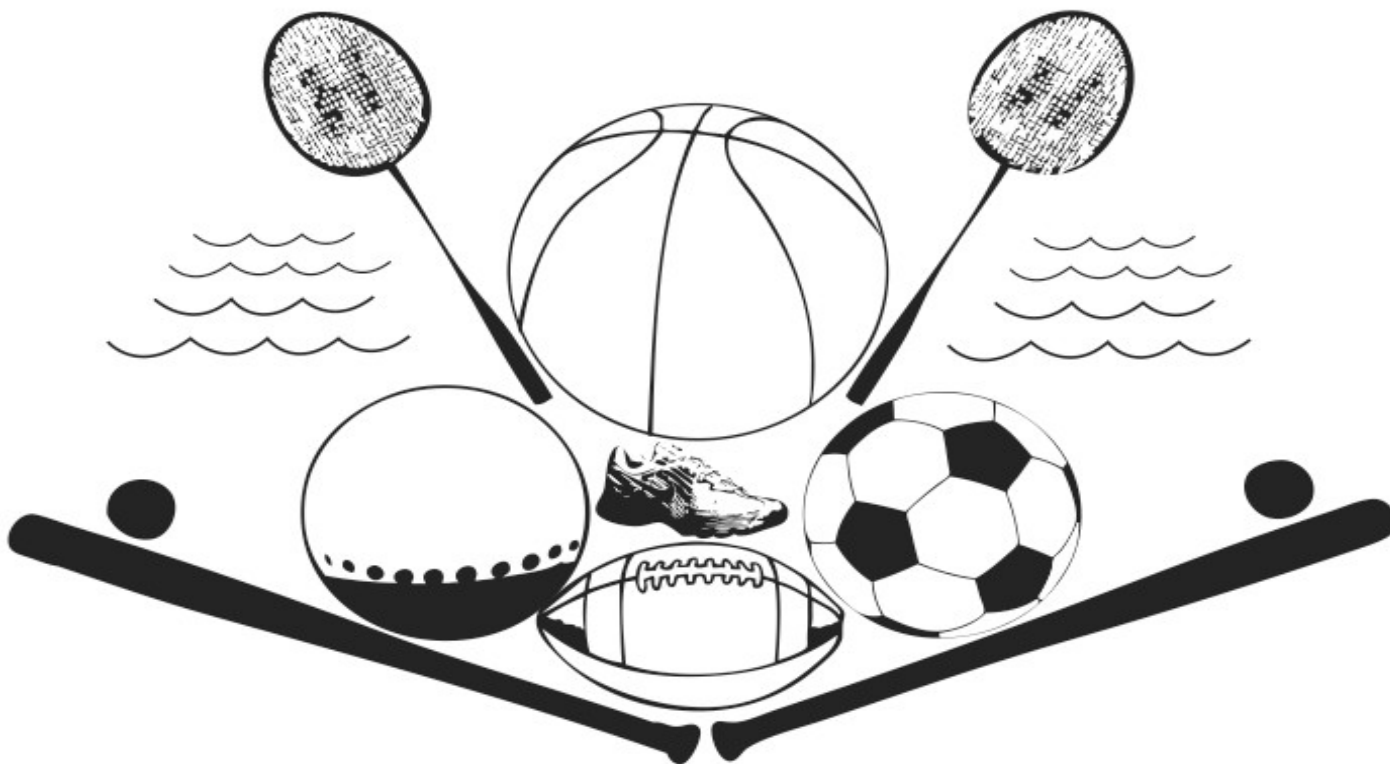
SPRING SEASON

Feb 9 - May 8

Boy's Baseball
Girl's Softball
Track (co-ed)
Badminton (co-ed)
Swim (co-ed)
Boy's Tennis
Boy's Golf



It is important for students to become involved in their school if they are to have an enjoyable experience. It is our hope that you will join 1, 2 or even 3 of our programs. Each program will have a try-out period. The Fall Season programs will have their try-outs prior to the beginning of school. The Winter Sports try-outs are in early October and Spring Sports try-outs are in early December. Listen to the bulletin for details.



All athletes are required to pass a physical examination prior to participation and have the physical examination report on file with the Athletic Director. All students must have proof of medical insurance. It is recommended that students who plan on competing in Fall Sports receive a physical from their own physician. Pasadena High School will provide Winter & Spring physicals for a nominal fee. Dates will be announced in the Daily Bulletin.

An extra curricular/athletic field trip form, parent release and emergency card must be signed and on file in the Athletic Director's office for each student athlete. In addition, the parent must sign a release authorizing the coach, the trainer or a school administrator to seek medical treatment in an emergency.

Student athletes must meet CIF and Pasadena Unified School District eligibility requirements.

Extracurricular/Athletic Activities Eligibility Requirements

It is important to understand that the below listed information are the minimum requirements for eligibility to participate in ANY extracurricular program.



Eligibility Requirements

Must pass four classes and earn a grade point average (GPA) of 2.0 or above per grading period or immediate ineligibility occurs

If four U's are earned in citizenship immediate ineligibility occurs

If four classes are passed but the overall GPA falls below a 2.0, probation* will occur for the duration of the season**

If ten weeks of probation occurs the GPA must be raised in order to qualify for eligibility for CIF playoffs

If eligibility is declared however, the student-athlete earns four F's at the end of the season** immediate ineligibility for CIF playoffs occurs.

*Probation may be used once per school year (i.e. 2008 – 2009 school year)

**References to season are defined as sports seasons, fall, winter, spring - each having ten week duration.

Attendance

If a student has more than 70 period absences during the school year, they are ineligible for extracurricular activities.

Our goal, as a program is that all students must do their very best in all of their academic endeavors. It is no unusual for participants to attain averages above 3.0. This should be each participant's goal if they are striving for a college scholarship. Teachers, counselors, classmates are not responsible for you and your progress. If assistance with academics is needed participants should inform their teachers, parents, coaches, advisors for referrals to the tutoring program. Each participant is responsible for their individual academic success at Pasadena High School.

PARENT ORGANIZATIONS



The Parent Teacher Student Association (PTSA)

The PHS PTSA works with the faculty and staff to make position changes at PHS. Last year we honored two graduating seniors with \$500 scholarships. With the receipt of a \$5,000 LOWES grant, we purchased over \$17,000 worth of benches, recycling bins, trash receptacles, trees, bushes and plants for the campus. We have strengthened our relationship with ASB and try to work closely with them to accomplish large tasks around campus.

The PTSA is an excellent opportunity to get involved at PHS and to stay connected with what is happening at your child's school. Membership in the PTSA is open to all campus stakeholders and PTSA parents will be available during the Fall Registration week to enroll members. We look forward to working with you to make Pasadena High School the best high school for your student. You can contact Connie Brown at connie@fulltiltphoto.com or Glenn Brown at glenn@myri.com for more information. Meetings are held on the 3rd Wednesday of the month at 7pm in the faculty lounge. We hope you will join us.

The Instrumental Music Club (IMC)

The IMC is the Booster group supporting our instrumental music program. One of the many tasks performed by members of this group is helping to transport and set up the equipment used for half-time shows and parade competitions. In addition this group plays an integral part in raising funds for the instrumental music program at Pasadena High School. For more information, please call David Miller, Music Director, and he will put you touch with the IMC.

School Site Council (SSC)

This group is empowered with handling the categorical budget monies. The SSC allocates spending for staff development including conferences and training opportunities for teachers and staff. In addition this group distributes funding for some materials and supplies. This group is made up of representatives of all campus stakeholder groups, including students, parents and/or community members, site administration, teachers and support staff. If you are interested in finding out more about the SSC please contact the principal's secretary.

School Leadership Team (SLT)

Pasadena High School is a site based managed school. Members in this group include representatives of all the campus stakeholder groups, including students, parents and/or community members, site administration, teachers and support staff. This group is charged with dealing with procedural issues at Pasadena High School. If you are interested in finding out more about the SLT, please contact the principal's secretary.

The ENGLISH LANGUAGE LEARNER ADVISORY COMMITTEE (ELAC)

The parents/guardians of students in the English Immersion Program are encouraged to be involved in ELAC, which meets monthly. Ms. Sharon Wulfensmith, Language Development Resource Teacher (LDRT) is active with parents, students and the District for ELAC. ELAC disseminates information regarding immigrant needs, language acquisition, California State Standards and testing, and coordinates with other ELAC parent groups. Please contact Ms. Wulfensmith, LDRT for more information.

The Puente Parent Group

Coordinated by the Puente Counselor this group consists of the parents/guardians of our students that participate in the Puente Program. This group assesses the needs and concerns of these students and works toward finding solutions. For additional information, please contact our Counseling Office and ask for the Puente Counselor.



For our most current information on school activities and events check out our web site

www.pasadenahigh.org



ASSISTANT PRINCIPAL'S BULLETIN

Standards of Dress

The Pasadena High School **Standards of Dress** have been adjusted to meet the district-wide Standards of Dress. Please review the information carefully in this bulletin. Students who appear at school wearing inappropriate clothing or who are inappropriately groomed **may not be allowed to attend class** until they make the necessary changes to meet Pasadena High School's dress and grooming requirements. Changes could entail removing objectionable clothing items or contacting parents/guardians to return home to obtain appropriate clothing. Repeat offenders may face additional consequences for willful disobedience.



Threats

All threats will be taken seriously. Making threats is **NO** joke.

Graffiti

Markers, spray paint, shoe polish, etching materials and other art media are **NOT ALLOWED** at any time. Anyone defacing school property will face discipline consequences and be prosecuted to the fullest extent of the law. **Parents/Guardians will be held responsible for any damages and clean up costs incurred up to \$10,000.00.**

ID Cards

At registration, you will be issued a picture ID card. You must have your ID card to enter Pasadena High School every day. You must present your ID to any adult on campus that requests to see it for identification purposes. Lost ID's can be replaced on Tuesday – Friday before school, at nutrition and during lunch by going to D-101. A replacement fee of \$5.00 will be charged; \$10.00 for ID cards with ASB endorsement.

Leaving Campus

Pasadena High School is a closed campus. When you need to leave campus for any reason, you will need to get a blue slip from the attendance office. If you have a minimum day, you must have your counselor issue a minimum day pass. No blue slip or minimum day passes means remaining on campus until the end of the school day. Students leaving early must exit through the marquee gate located between the administration building and cafeteria. Students off campus without a pass will be cited by Pasadena Unified School District Police and returned to Pasadena High School. Students found on other Pasadena Unified School District campuses will be subject to a minimum three-day suspension.

Personal Possessions

Backpacks, purses and other items of value are the student's responsibility. **Pasadena High School is not responsible for damaged, lost or stolen personal possessions. Never leave items unattended.** While on campus you must walk your bicycle and carry skateboards. Skateboards must be stored in your locker. If your skateboard is too large to fit in your locker – don't bring it to school! Lock bicycles in the bike rack area.

Cell Phones

Based on current Pasadena Unified School District policy, a student may have a cell phone, however, it must be turned off before entering campus and for safekeeping we recommend that they do not display their cell phone during the school day. If the cell phone is being **used it can be confiscated by any staff member and will only be returned to a parent/guardian.** Repeat offenders may face additional consequences for willful disobedience.



Electronic Devices

All other electronic devices, including laser pens are **not allowed.** Students possessing any such item (e.g. **I-PODS**, CD players, Walkmans, pagers, gaming devices, etc.) will have the item confiscated, and may be subject to appropriate disciplinary action. The item will not be returned until the end of the semester. **Pasadena High School is not responsible for damage, loss, or theft of any electronic device, nor are we obligated to investigate the disappearance of any electronic item.**

STANDARDS OF DRESS

Purpose

A student's dress and general appearance should not be such that it draws undesirable attention to the student, nor should dress and appearance detract or interfere with teaching and learning in the classroom and on the campus. It is expected that all students shall maintain their personal appearance and clothing in a modest, clean and age-appropriate fashion consistent with our dress code and compatible with the instructional program.

Standards

Hats with peaks/bills in school colors red and/or white are permitted. No insignia or markings are allowed except for a 'P' for Pasadena on the front of the cap with the peak protecting the student's face from the sun. Approved hats may be purchased from the Bulldog Student Store. Any other headgear (e.g. headbands, visors, bandanas, ski caps, nets, combs in the hair, wave caps, etc.) are not allowed at school with the exception of NJROTC students who may wear approved military headgear when in uniform. **All confiscated hats or headgear will not be returned until the end of the semester.**

Baggy and oversized pants are not allowed. Pants must fit at the waist so they do not sag and no undergarments are exposed.

Pajama style clothing may not be worn at school.

Unacceptable dresses and tops: sleeveless undershirts, strapless, spaghetti straps, off the shoulder, cut-out designs, and sun dresses, low-cut or tight shirts, blouses or tops that bare the midriff at any time, bare-back, tube tops, male-type athletic tank tops, mesh tops and see-through or sheer clothing that does not have an appropriate blouse or shirt underneath. Hemlines and slits on dresses, skirts and shorts are not to be shorter than mid-thigh. Gym shorts are permitted only in the physical education classes. No bathing or swimsuits. Clothing and accessories which are unsafe and/or dangerous (e.g. safety pins, wrist band studs, studded belts, collars, all metal belts, handcuffs, etc.) are not allowed.

The education code states, "All clothing must be in good repair." No cutoffs allowed. Tears, holes, and slits in the seams are not permitted.

Clothing, backpacks, and other accessories (i.e. long hanging net belts) that indicate affiliation with or admiration of negative social influences, such as gangs, substance abuse, inappropriate language, and obscene or offensive messages will not be permitted.

Students who appear at school wearing inappropriate clothing or who are inappropriately groomed **will not be allowed to attend class** until they make the necessary changes to meet Pasadena High School's dress and grooming requirements. Changes could entail removing objectionable clothing items or contacting parents/guardians to return home to obtain appropriate clothing.



Consequences

A violation of the standards may include a warning, making arrangements for a change of attire, detention, parent conference, Saturday School, or off campus suspension, depending on the number and severity of the infractions.

ATTENDANCE POLICY

The Pasadena Unified School District Board of Education has established the following policies in relation to attendance:

1. Students shall attend school regularly and punctually.
2. **Pasadena High School is a closed campus.** Students shall not leave school premises during school hours without prior permission from a parent/guardian and consent of principal or designee.

Regular attendance is associated with success at school. Many prospective employers, colleges, and branches of the armed services ask the office for attendance information on students. It is very important a student attend school regularly.

To clear an absence

Students who have been absent must bring a signed note to the attendance office from a parent/guardian, which contains the following information:

Student name and ID number

Reason for the absence

Day(s) of the absence

Accurate phone number to verify note with parent



PLEASE NOTE: Students have five (5) school days in which to clear an absence on their record. Without exception, an absence WILL NOT BE CLEARED FOR ANY REASON after five (5) school days have passed since the date of the absence.

Verification of Absences

Parents are responsible for informing the school attendance clerk of the reason for the student's absence. The student's absence will be recorded as unexcused if a parent does not provide a note with the reason for the absence or notify the school in person or by telephone of the reason for the absence. The attendance office on a regular basis will verify a random sample of notes from parents/guardians. If the school is not provided with an acceptable reason (Per EC 48205) for the student's absence within five (5) school days of the student's return to school the absence will remain on the student's attendance record as unexcused.

The following methods may be used for verifying absences:

Written note from parent/guardian. 18 year old students cannot write own notes unless an emancipated minor.

Conversation, in person or by telephone, between the verifying attendance clerk and student's parent/guardian.

Visit to the student's home by the school staff, or any other reasonable method, which establishes that the student was actually absent for the reason(s) indicated.

Verification of confidential medical appointments by the student's physician. District staff may contact the medical office to confirm the time of appointment.

Valid Reasons for Excused Absences

Personal illness: a doctor's note after a student has had ten (10) absences in the school year for illness.

Quarantine: under the direction of a county or city health officer.

Medical, dental, optometry or chiropractic services rendered.

Attending the funeral of an immediate family member: one (1) day if the funeral is conducted in California and three (3) days if the service is conducted outside of California (EC 45194).

Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.

Appearance in court.

Religious instruction and exercises: student shall at least attend the minimum school day and shall be excused for this purpose no more than four (4) days per month.

Observance of a holiday or ceremony of the student's religion.

Approved participation in school activity.

Exclusion from school to obtain required immunizations if the absence is not longer than 5 days.



Parent/Guardian Role in Improving School attendance

Parent/guardians are encouraged to support school attendance policies by allowing students to miss school only when they meet the preceding definitions and specifications for an excused absence.

The following procedure will be followed concerning excessive student absences:

SAR 1 (School Attendance Review)

During the school year when a student has accumulated 49 or more period absences (7 full day absences), excused or unexcused, a written notification will be sent home to the parents and will be documented in the note section on School Max (ev205).

SAR 2

During the school year, when a student has accumulated 70 or more period absences (10 full day absences), excused or unexcused, a phone call will be made by the counselor to the parents along with a written notification. This information will be documented in the note section on School Max (ev205). A Student Study Team (SST) meeting will be scheduled by the counselor to discuss interventions for improving the student's attendance, at which time eligibility to participate in all

extra-curricular activities will be addressed. **When a student reaches 70 period unexcused absences he/she will be considered ineligible for all extra-curricular activities. Students who are deemed to be ineligible will be ineligible for the duration of the school year.**

SAR 3

During the school year, when a student has accumulated 105 or more unexcused period absences (15 full day absences), a SST meeting will take place and the student will be placed on contract.

Unexcused Period Absences

Phone calls are made each evening to the homes of those students who missed 2 or more class periods that day. If a parent would like these attendance calls to go to a phone number other than the home number – please call the attendance office to make those arrangements.

Teachers are to make at least one direct parent contact after 5 unexcused period absences. Assign after school detention by teacher, class beautification, weekly grade check signed by teacher for daily attendance purposes, or what teacher deems appropriate.

After 10 unexcused period absences, a referral will be sent to the Administrator who will assign campus beautification or other appropriate consequence. A copy will be sent to the counselor for information only.

After 15 unexcused period absences a student may be assigned Saturday School. If they are a no show a 1-2 day suspension will be given, and a counselor/parent/student conference will be required or an SST, when appropriate.

After 20 unexcused period absences direct referral to the Administrator will take place and a suspension of up to 3 days may take place.

After 30 unexcused period absences, counselor intervention will be required, which will include a parent contact via U.S. Mail and may include a parent meeting, Student Study Team (when appropriate), joint intervention/remediation with Sycamore support, and/or group counseling; and any other interventions deemed necessary.

Emergency Information

Parents/guardians are encouraged to make dental/medical and other health related appointments after school or on student holidays. Parents/guardians must keep the school informed of any changes in work/home telephone numbers and addresses. A valid telephone number for contacting a parent/guardian must be on file with the student's emergency information. Parents/guardians are encouraged to contact teachers regarding attendance.

Classification of a Truant

Truancy is the absence from school without a legal excuse. A student who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination is truant (EC 48260). Such absence is in violation of California Law. The Education Code requires student's ages 6-15 to attend school full-time. Students ages 16-17 must attend a regular school, continuation high school or a district alternative program. If, upon reaching the age of 18, a student has a record of unsatisfactory scholarship, citizenship, or attendance, that student may be withdrawn from school by the site principal after a parent/student conference has been held. By law, any absence that is not explained by a parent note or telephone call is considered a truancy (EC 48200 & 48400).

PARENT/GUARDIAN PLEASE NOTE: Legal action may be **taken against a student/parent** when a student is declared a habitual truant.

Parents are obligated by law to compel the attendance of the pupil at school. Parent/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution (EC 48260, 48260.5, 48261, 48262, and 48263). Students who are truant during school hours are subject to police citation and may be assigned after school detention or Saturday School.



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TARDY GUIDELINES

If a school is to be successful in properly educating a student, then the student must make a commitment that allows a partnership to occur whereby learning is given the highest priority. This happens when a student is on time to class and prepared to participate fully in the classroom experiences, is well prepared by completing homework assignments and other projects, and has studied sufficiently to be successful when assessments and tests are administered.

For successful achievement of all these expectations, a student must attend class regularly. Since continuous or sporadic absences prevent a student from taking full advantage of all the learning opportunities a school has to offer, excessive absences and/or tardies to class cannot be tolerated.

Students who are not in their classes end up having excessive unexcused period absences on their record. When students are tardy to class, they disrupt the learning process, are disrespectful to their teachers, excessive tardies appear on their records, and will result in poor academic performance. Either one or a combination of both will generate a consequence.

Daily attendance is important to succeed academically and personally! Students must assume responsibility to be in class regularly and on time for every class.

We expect all students to be in class on time and ready to begin the learning process when the bell rings. Here are the consequences for students who are late to class.

There is a seven-minute passing period between all classes. Tardy sweeps will take place every period except Advisory.

If a student arrives tardy to class teachers will employ their classroom management strategies and assign consequences such as making direct contact with a parent/guardian (must be documented in grade book), missed participation points, after school detention, or referral to counselor. The only exception will be a student with a written excuse from a staff member or attendance office.

Any student who receives three tardies per five-week grading period in each class may receive a U for class citizenship. The cycle will repeat each grading period. A total of three U's accumulated within a grading period will result in loss of eligibility to participate in extra-curricular activities.

Second period will have a ten-minute grace period before the tardy sweep begins.

There will be NO grace period for periods three through eight.. A bell with a different tone will ring one minute before the tardy bell to alert students that they have one minute to be in class. At the bell, teachers will close their doors. No students are to be admitted after the bell to begin class rings unless they have a pass or are with an adult.

Any student who is caught in a tardy sweep two or more times in a day will be assigned after school Saturday School.

Any student who is caught in a tardy sweep three or more times in a week will be assigned Saturday School.

The Saturday School list will be placed in teacher's mailboxes Thursday afternoon. Teachers must read the names of student's assigned Saturday School during advisory on Friday or post the list in a familiar place so students can check it.

Students who do not attend Saturday School may be suspended for up to 2 days and a parent conference may be required before returning to school. Parents must be contacted to inform them directly. The suspension does not cancel the student's obligation to attend Saturday School.

Repeat offenders may be suspended up to 3 days with required parent conference, Any student who is caught in the tardy sweep will not be allowed to make up a quiz, test, or assignment that is given on that particular day and period.

Students who arrive to school later on Mondays automatically will receive Saturday School.



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HELPFUL INFORMATION

Visitors to Pasadena High School

Pasadena High School is a closed campus. Parents/guardians and members of the community are encouraged to visit the school during regularly scheduled events such as the Back-To-School and Open House programs. Students are not to invite friends or relatives (of any ages) to visit them on campus. Campus tours can be arranged by calling Student Services (Ext. 262). **ALL VISITORS TO THE PASADENA HIGH SCHOOL CAMPUS MUST SIGN IN AND RECEIVE A VISITORS BADGE FROM THE OFFICE OF THE PRINCIPAL.**

Library

Pasadena High School's library is open from 7:30 A.M. - 3:30 P.M. daily – unless otherwise posted.

Replacement charges are levied for all damages, destruction and/or loss of District materials and equipment. The library charges ten cents per day for regular overdue materials and twenty-five cents for overnight items. Report cards, transcripts and diplomas will be withheld until all fines are paid or materials returned.

Textbooks

The textbook room is open the first and last weeks of the semester. When the textbook room is closed – please go to the library.

All textbooks are checked out electronically to students and are due by the last day of school. Students must return the same book that they checked out. **Students must not leave books in the classrooms. Students must return their books directly to the textbook room.** If a student loses a textbook he/she will not be issued a 2nd copy of the textbook until they have paid for the lost copy. Students who withdraw from PHS must return all their books to the textbook room before they can be cleared. **Lost books must be paid for in cash or money order only.** Money will be refunded for lost and paid for books that are returned. Transcripts and/or report cards will be held until all textbook obligations have been met.

Permission to Leave Campus During the School Day

For a student to leave campus during the school day, a parent/guardian must send a note with the student - indicating the reason and time for dismissal. Students must report to the Attendance Office, before school or during nutrition to request a permit to leave. Parents will be contacted by telephone to confirm the request. Under no circumstances may a student leave school during the school day without securing permission to leave campus. Students off campus without a pass will be cited by the Pasadena Unified School District Police and returned to Pasadena High School. The off-campus permit must be returned to the Attendance Office signed by a parent/guardian when the student returns to school.

Lockers and Personal Property

Due to security, maintenance and liability reasons student lockers will be available on a USE AT YOUR OWN RISK basis. **SHARING OF LOCKERS IS NOT ALLOWED.** Pasadena High School/ Pasadena Unified School District is not responsible for damaged, lost or stolen items while stored in school lockers. Students who participate in the voluntary locker program are required to purchase school locks. Only school district purchased locks (\$12) may be used on the school lockers. No refunds. Prior to the conclusion of each school year, it is the responsibility of the student to clean out their locker completely and remove the lock (if removable). During Fall Registration week, students may obtain a locker by returning the signed locker contract and locker fee. During the school year, lockers may be obtained on Tuesdays, Wednesdays and Thursdays from the bungalow next to the canteen area.

Students in physical education classes will be issued a locker to keep their clothes in during physical education class. The physical education teachers will explain these procedures.

LOST AND FOUND

Any textbooks found will be returned to the Library/Textbook Room. All other lost and found articles will be turned into the Student Services Office (D 101).

Emergency telephone calls

The school wishes to cooperate with students and their parents/guardians in cases of emergency. However, miscellaneous messages will not be delivered during the school day. Students should review their plans with their parents/guardians regarding after-school activities and other appointments before the start of the school day. Only in cases of **extreme emergency** will the school deliver messages.

Lunch program

Applications are available from the cafeteria. Please return the completed application with a parent/guardian signature to the Cafeteria office.

Special Occasions

Flowers, balloons and other deliveries **WILL NOT** be accepted at the school. NO EXCEPTIONS. Please plan accordingly.

School drop-off locations and school entrances

There are four locations for student drop-off and pickup. The main location is the parking lot off of Sierra Madre Blvd. This lot is adjacent to the Tom Hamilton Gymnasium (Boys Gym). If using this drop-off option the student's would then enter the campus using the gate by the Boys Gym. In addition, the marquee gate is the main entrance of the campus and is located between the administration building (A Building) and the cafeteria on Sierra Madre Blvd.

Secondary locations are the corner of Rose and Cooley Avenues in the Northwest corner of the campus and the Washington Blvd Gate. Please note that these gates will be shut promptly at 7:50 A.M. each morning. Reminder there is no drop-off and/or parking directly in front of the school on Sierra Madre Blvd.

PARKING REGULATIONS

Students who drive to school should park in the parking lot off of Sierra Madre Blvd. This lot is adjacent to the Hamilton Gymnasium (Boys Gym). Neither the Pasadena Unified School District nor Pasadena High School assumes any liability for neither damages nor vandalism, which may occur while a car, is parked in the parking lots. If you park on the streets surrounding our campus - please be courteous to our neighbors.

WORK PERMITS

All minors' ages 12 to 17 must have a work permit on file with the employer during the term of employment. Work Permits are not required for baby-sitting or yard work, sale and delivery of newspapers if self-employed or other forms of self-employment. The procedure for obtaining a work permit is as follows:

Request a work permit application from the Career Center/obtain necessary signatures
Return the request to the Career Center to be processed along with a copy of your transcript.
Students who work at least 8 hrs a week and are not a part of VADA or GCA will be signed up for a ROP class that corresponds to the type of job they have (ie Retail or Food Services).
Students will pick up their work permit in said ROP class. Please allow 72 hours to process permit. We do not process entertainment industry permits. You will need to take those to the Records Office for processing.
Take the completed permit to the employer.

We moved AND NEED to change our address...

Please bring a current utility bill (gas, water, or electric) reflecting the new address to the Data Control Office (A 107). We are unable to accept address changes over the phone or without the above documentation. If there is a change in the phone number please let us know. Please keep us informed so we can insure that you receive all of your student's mail.

I need an official transcript, proof of enrollement or other form filled out...

The student should come to the Records Office windows to request a transcript or with the form that needs to be completed. The Records Office also completes entertainment work permits, social security enrollment verification, student insurance discount forms among others. **Please plan ahead as it may take up to 4 school days to process requests.** Students must have current school ID to pick up requests.

WHAT IS THE WEB SITE ADDRESS FOR PASADENA HIGH SCHOOL

<http://www.pasadenahigh.org>





2008 - 2009
PASADENA HIGH SCHOOL
CALENDAR

For the most current and updated information about Pasadena High School events and activities please visit the Pasadena High School website at <http://www.pasadenahigh.org>

In this handbook we have enclosed a copy of the District calendar.

****Please note that all dates are subject to change as necessary****

The Daily Bulletin is also a good source for updated information on events and activities. The Daily Bulletin is posted in each class and office and is read during 4th period. The Daily Bulletin can also be found on the Pasadena High School website. If you would like the Daily Bulletin emailed to you each day – please contact Glenn Brown at glenn@myri.com

Our goal is to provide you with a resource to keep track of the major events on and off campus.

If you have any questions please call the school **(626)798-8901**

