

*2025/2026*

*PARENT/STUDENT*

*HANDBOOK*

ALTERNATIVE EDUCATION



## **ALTERNATIVE EDUCATION STAFF**

**2025-2026**

**PRINCIPAL:**

**Sue Drummond**

**ASSISTANT PRINCIPAL:**

**Tanisha Taylor**

**COUNSELORS:**

**Mt. San Jacinto Cathedral City:**

**Michelle Valenzuela A-L  
Ann Marie Lozano M-L**

**Edward Wenzlaff:**

**Rosie Schmidt**

**OFFICE STAFF:**

**Mt. San Jacinto Cathedral City:**

**Anita Ruiz  
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## **ALTERNATIVE EDUCATION SCREENING PANEL**

Students that wish to change their alternative education placement and return to their home school need to do so through the Alternative Education screening panel, which meets once a quarter. Students can return to their home school **only at the end of a semester**. Students need to ask for a change of placement form from their counselor who will prepare the case for presentation to panel. Change of alternative placement should be discussed with your counselor.

## **ATTENDANCE POLICY FOR STUDENTS**

Because MSJ offers a compressed, nine-week quarter schedule, it is imperative that students maintain good attendance to be successful. Repeated absences may result in students being referred to another alternative education program. Students are expected to be present and on time to all classes everyday.

## **BICYCLES/ SKATEBOARDS**

1. Students are not permitted to ride bikes and/or skateboards on campus.
2. Students must walk bikes in any area crowded with pedestrians.
3. **Bicycles/Skateboards must be parked and locked in the designated area. PSUSD is not responsible for damaged or stolen bikes/skateboards, bike/skateboards parts or related items.**

## **BUSES**

**Palm Springs Unified School District does not provide bus transportation for students in grades 9 – 12.**

## **Cell Phone Policy**

By Education Code students are allowed to carry cell phones on campus but are NOT permitted to use them during instructional time without teacher permission, whether it is texting, listening to music, or other phone uses. All students are expected to follow teacher and staff guidelines or cell phones may be taken away, per PSUSD Board Policy. If cell phones are taken away multiple times by staff a parent or guardian will be contacted regarding phone pick up. If a student refuses to turn over their cell phone when requested by a staff member, the student is then in violation of education code by being defiant; consequences for defiance will then be applied, including up to suspension.

## **CHILD LABOR LAWS AND WORK PERMITS**

Any student who is employed and is under the age of 18 must have a permit to work (Education Code 12765). State law requires that minors who are employed will be in regular attendance at school for a minimum of four hours each day. To obtain a work permit see the following:

At EWEC – Ms. Rosie Schmidt

At MSJ – Ms. Valenzuela (A-L) / Ann Marie Lozano (M-Z)

All work permits expire at the beginning of the new school year. A new work permit application must be filled out even if continuing at the same place of employment. **Students must have a “C” average with good attendance and be a student in good standing to be issued a work permit.** Grades and attendance of students on work permits are reviewed monthly for compliance. Any student out of compliance will have their work permit revoked.

No employer shall employ a minor for more than 4 hours on any day in which such minor is required to attend school. (Education Code 12774)

## **CHANGE OF ADDRESS OR PHONE NUMBER**

For emergency reasons and to receive school information, families that move or change telephone numbers or addresses must inform the office staff as quickly as possible. Keep this information up to date and accurate.

## **CLOSED CAMPUS**

All alternative education sites are closed campuses during the school day. Once the student arrives to school and enters the building, they may **NOT** leave campus without parental or office permission. Students may **NOT** leave campus for lunch.

## **COMPLAINT PROCEDURES**

Any person or organization wishing to file a complaint alleging unlawful discrimination, or failure to comply with state or federal law in adult basic education, or consolidated categorical aid programs, migrant education, vocational education, childcare and development programs, child nutrition programs or special education programs, should contact:

1. Susan Drummond, Principal  
Mt. San Jacinto High School  
30-800 Landau Boulevard  
Cathedral City, CA 92234  
(760)770-8563

2. Dr. Antonia Hunt  
Director, Title IX and  
Compliance  
150 District Center Drive  
Palm Springs, CA 92264  
(760) 883-2703

## **COUNSELING**

Counselors meet with each student and their parents/guardians upon entry into alternative education to discuss educational goals. These goals are reviewed with students as often as possible. Counselors are available daily to help students who are experiencing problems or to coordinate other necessary counseling services.

Counselors are:

Michelle Valenzuela – MSJ-CC (students A-L)

Ann Marie Lozano – MSJ-CC (students M-Z)

Rosie Schmidt – EWEC

## **DELIVERY OF GIFTS**

Birthday gifts, flowers, or other special gifts will **NOT** be delivered to students or accepted for delivery. Please do not have such items delivered to school. Your cooperation is appreciated.

# **DRESS CODE**

## **DRESS CODE POLICY:**

Mt. San Jacinto High School's Dress Code Policy provides clear and universal guidelines to help students prepare for participation in the education process. The staff respects students' expression of their individuality and supports students' responsibility to determine clothing, accessories, and related items that are in accordance with the health and safety standards of the school environment. Mt. San Jacinto High School's Dress Code Policy is intended to be free from bias. Students will be treated with respect and objectivity regardless of: sex; race; religious belief; sexual orientation; gender expression or identity; ethnicity; physical characteristics; or the presence of any sensory, mental, or physical disability. Students and parents/guardians will be notified of the dress code policy at the time of enrollment and at least annually.

### **Essential elements of student dress:**

1. Shoes must always be worn on campus. Students need appropriate, closed toe shoes for P.E., weightlifting, and sports.
2. All students must wear tops (shirt, blouse, sweater, sweatshirt, tank, etc.) and bottoms (pants, shorts, skirt, dress, etc.) that are not able to be seen through and do not reveal undergarments. This includes boxers/briefs and bras. In addition, all tops (including tank tops) must have two straps and cover most of the mid-section. Clothing shall not reveal private parts (nipples, genitals, buttocks).
3. Only prescription glasses are permitted in class. Sunglasses may only be worn outside the school buildings.

### **All tops, bottoms, footwear, jewelry, accessories and personal items shall be free of:**

- References and/or images of drugs, alcohol, tobacco, or drug paraphernalia.
- Obscene or offensive logos, graphics, lettering, or handwritten wording that Mt. San Jacinto High School staff interprets as containing: hate speech, sexually suggestive content and/or libelous content
- References and/or images of weapons including threats to the physical well-being and safety of the students or others. This includes bandannas of any color, letter belts, hats with the letters "P", "D", or "B" and items indicating gang affiliation or membership.

### **Enforcement of Dress Code Policy:**

As per Palm Springs Unified School District Board Policy 5132, the school administration reserves the right to make the determination that styles or items may be a potential

health or safety hazard, or substantial disruption of the educational environment. Any student who repeatedly violates the Dress Code, may be subject to disciplinary action.

To avoid the perception of bias and/or body-shaming, staff will make every reasonable effort to address dress code violations privately with the student. Students will not be referred to as “a distraction” due to their appearance or attire.

Common consequences include:

- Students will be expected to cover, remove or change the clothing.
- Obscene and/or offensive items may also be held in the office until the end of the day or for parent/guardian pick up.
- Depending on the frequency of dress code violations and/or level of severity, the school may wish to contact the parent/guardian.
- Students who repeatedly refuse to adhere to the dress code policy may have privileges revoked such as participation in extracurricular activities.

## **DRUGS, ALCOHOL, TOBACCO**

It is against the law and against Education Code for students to be in possession and/or under the influence of drugs, alcohol and/or tobacco. No dietary supplements are allowed on campus. Any student caught in possession may be suspended from school and will be referred to mandatory drug/alcohol counseling. Additional offenses may result in expulsion from the Palm Springs Unified School District. Students who have problems with drugs or alcohol can voluntarily enroll in the district-provided counseling. See your counselor for details. For use of prescription drugs on campus, see the Medication section.

## **EXCUSING ABSENCES**

Students who are absent from school and under the age of 18, must have their absence cleared by a parent/guardian. Students with numerous unexcused absences can risk having to go to SARB (Student Attendance Review Board) with their parents. Ultimately, this can result in fines for the family. Community aides will be making home visits if students do not attend school regularly.

Absences can be cleared via Parent VUE, or parents can call the school's attendance office to clear the absence immediately. All phones have voicemail, which can take calls at night when no one is in the office. Parents should check attendance regularly using Parent VUE.

## **FINES**

Students will be billed for unpaid fees, damages to books, materials, and supplies. Any senior who has not cleared his or her account will not be allowed to participate in the high school graduation ceremony. Official transcripts will not be sent to colleges or to the student, until his or her account balance has been paid in full.

## **FIELD TRIPS**

Students may attend field trips with permission. When on field trips, students are expected to be on their best behavior. Students who misbehave on field trips or extra/co-curricular activities will be brought before an administrator to determine appropriate consequences. The consequence will range from exclusion from the next activity/trip to expulsion.

## **FOOD AND DRINK**

Students are prohibited from having food or drink outside of the cafeteria and designated eating areas. To be in compliance with the district's Wellness Policy, ALL deliveries of outside food and drinks (regardless of who brings the food and drinks), including fast food, restaurant and snack foods, are prohibited. Exceptions must be approved through Administration.

**MSJ-CC:** Unless exceptions are made by administration, students must eat lunch in the lobby at tables, in the gym or outside under the shade structure. Eating by or in the restroom is not permitted.

**EWEC:** Unless exceptions are made by administration, designated areas include the MPR and the lunch tables outside the MPR. Students are not allowed to eat in the hallways or front lobby. Eating by or in the restroom is not permitted.

**Administration reserves the right to change/update all policies**

## **GRADUATION REQUIREMENTS**

In order to graduate from the Palm Springs USD, students must meet the following criteria:1. Earn 200 credits in the following classes:

- 40 English (four years)
- 30 History/Social Studies (three years)
- 20 Science (two years)
- 30 Mathematics including one year of Algebra
- 20 Physical Education (two years)
- 50 Elective credits
- 10 Fine Art/Foreign Language/CTE

2. Earn a minimum of a 1.51 Grade Point Average

## **GRADUATION**

In order for a student to participate in the annual Graduation Ceremony, a student must meet ALL graduation requirements PRIOR to the ceremony. Students have the option of purchasing their cap and gown, borrowing a cap and gown from a friend/relative, or borrowing one from the school. Students must purchase a cap and gown if they choose to decorate the cap for graduation. MSJHS recognizes a valedictorian and salutatorian



at the graduation ceremony: the valedictorian is the student with the highest overall 9-12 GPA after the third quarter of senior year; the salutatorian is the student with second highest overall 9-12 GPA after the third quarter of senior year.

## **HOMEWORK FOR STUDENTS WHO ARE ILL**

If a student is going to be out ill for more than 3 days, they may request homework from their teachers. Teachers need to be given 24 hours' notice to prepare homework for students who will be out ill.

## **I.D. CARDS**

All students are required to always carry a student identification card. Pictures for I.D. cards are taken at the beginning of each quarter. Ask in the office for more information.

## **ILLNESS AT SCHOOL**

If a student becomes ill at school and cannot attend class, the student is to report immediately to the office and a parent will be contacted. If parents cannot come to school to pick up the student, the parent can give permission for the student to leave campus. The administration will determine whether or not the student may leave campus.

## **SHORT TERM INDEPENDENT STUDY**

Students who are leaving school for non-health reasons may request short term independent study for a total of 15 days during the school year. This will only be granted once per year for students who earn credit and do work daily, on a regular basis.

Students who are interested in long term independent study to complete their graduation requirements may request the program through their counselor. There is limited space and students are approved on a case-by-case basis.

## **INSURANCE**

The Palm Springs Unified School District does **NOT** carry medical or dental insurance for students while they are participating in school-sponsored activities. The school district has approved a low-cost medical plan for your consideration. If you wish to purchase this insurance coverage, contact the Office.

## **LOITERING IN THE PARKING LOT**

Students are not allowed to "hang out" in the parking lot either before or after school. When they arrive at school, they must immediately enter the school building. After school, students not picked up immediately should wait inside the school or on the cement in front of the school building.

## **LOST AND FOUND**

To locate items, you have lost or turn in items you have found, go to the office. Items not retrieved will be donated to a local charity approximately every nine weeks. Palm Springs USD assumes **NO** responsibility for lost items.

## **MAKE-UP WORK**

Students absent from classes are required to make up all missed assignments, quizzes, tests, etc. However, it is the responsibility of the student to obtain any missed work, and get help, if needed. Students should contact their teacher no later than the day after they return to school to obtain information on work to be made up. Teachers determine deadlines for assignment to be completed.

## **MEDICATIONS**

If it becomes necessary for a student to take any form of medication at school, a form must be completed by the parent and signed by a physician. **New forms must be completed each year.** This includes prescription and over-the-counter medication. By law, the school cannot dispense medication of any kind, including aspirin. Prescription medications must be kept in the health office along with the completed form and signed by the parent and physician. All medication must remain in its original container and must be dispensed through the health office.

## **METAL DETECTORS / SEARCHES**

Possession of a weapon by students on school property, on the way to and from school, or at a school sponsored event, is in violation of the California Education code and the California Penal Code. Such a violation could result in an immediate referral for expulsion from the Palm Springs Unified School District.

To ensure the safety of students and staff within the Palm Springs Unified School District, students may be required to submit to a search using a metal detector, either intermittently, or on a regular basis, on campus or at school sponsored events. A drug-sniffing dog may be randomly brought to the school site during the school year. Any weapon or dangerous object will be confiscated. If metal objects are detected, a student is subject to a pat search, and may be asked to empty their pockets, backpacks, purses, or other containers. The Palm Springs Unified School District has implemented random metal detector searches at all secondary schools. On any given day, without notification, students can be selected for search upon arriving at school.

## **NONDISCRIMINATION STATEMENT**

No person shall on the basis of sex, race, national origin, or non-limiting handicapped condition be excluded from participation in or be denied the benefits of or be subjected to discrimination under any educational program offered by the Palm Springs Unified School District. Programs offered by the district include a variety of vocational education programs, including those in the areas of Business, Consumer Home Economics, and Technical/Industrial. There are no special admission requirements for these programs except to progress sequentially from level to level. Lack of English language skills will not be a barrier to admission and participation in vocational education programs. Listed below are the District's Coordinators.

### 1. Title IX

(Non-discrimination on the basis of sex)

Dr. Antonia Hunt

State & Federal Programs Director 150

District Center Drive

Palm Springs, CA 92264

(760) 883-2710

### 2. Section 504

(Non-discrimination on the basis of handicap)

Lisa Todd, Director

Student Support Services

150 District Center Drive

Palm Springs, CA 92264

(760) 883-2703

## **PARENT CONFERENCES**

Parent conferences may be scheduled at a parent's request. Teachers may also request a conference with the parent at a mutually agreed upon time. If parents wish to have a conference with all their child's teachers, please arrange appointments through the counseling office.

## **STUDENT PARKING AGREEMENT**

Parking on campus is a privilege. All students may be required to have a parking permit to park in specific areas of the campus parking lot. A permit can be obtained by providing a copy of a driver's license and proof of insurance to the campus security officer. As a general rule, students are not allowed to go to their vehicles during the school day.

## **PLAGIARISM/ACADEMIC HONESTY**

The Board of Education believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. (BP 5131.9). Students are expected to demonstrate honesty and integrity while in attendance at MSJ / EWEC. All students are expected to do their own work. This includes but is not limited to test-taking, class assignments, homework, essays, compositions, term papers, and research. All work submitted by students is to be a true reflection of their own effort and ability. Engagement in any of these identified behaviors represents a violation of mutual trust and respect

:

1. Claiming credit for work not the product of one's own honest effort
2. Providing access to materials or information so that credit may be dishonestly claimed by others
3. Knowing and/or tolerating either or both of the above

Students who demonstrate these behaviors may expect the following consequences:

1. 'Zero' on the assignment
2. Parent/Guardian Notification
3. Other Disciplinary Action

## **POLICE ACCESS**

From time to time, police come to campus to question students about cases either occurring on or off campus. Should the police have to come to campus to question a student, we will do our best to contact parents. However, we must still give police access to the students; an administrator, counselor, or other adult will sit in any police-related meetings in lieu of the parent until the parent reaches the campus. Should you have questions, please call an administrator.

## **RELEASE OF INFORMATION**

By law, schools can only discuss details of a student's academic, social-emotional, attendance and disciplinary progress with the birth parents of that student or court appointed legal guardian. Should parents wish us to interact and communicate with

someone other than the natural parents, a release of information form must be filled out. These can be filled out for a stepparent or other significant other for the entire school year. Should you need a form, please contact the office.

## **REPORT CARDS AND PROGRESS REPORTS**

Report cards will be mailed home upon completion of each quarter. Progress reports will be mailed at the approximate mid-point of each quarter; it is encouraged, however, that all parents utilize Parent VUE to access student attendance and grades on a timelier basis. Please contact the office to receive a Parent VUE account if you have not received one for your student; Parent VUE accounts remain the same for a student's academic career while attending Palm Springs USD.

## **RESTROOMS**

Students are not permitted to loiter in the restrooms. No more than one student at a time is allowed in a bathroom stall at any time. Students who continue to loiter in the restroom will be subject to Health and Safety checks.

## **SEARCH AND SEIZURE**

A Health and Safety check will be conducted when there is reasonable suspicion involving controlled substances, drug paraphernalia, stolen property, weapons, or other objects prohibited, or which constitute a threat to the health, safety, or welfare of the occupants of the school facility or in conjunction with a school sponsored activity. The school administration has the right to conduct the search without notifying parents.

## **SEXUAL HARASSMENT**

The Board of Education is committed to maintaining an educational environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

The Board strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at school-sponsored or school-related activities or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee.

The Board is committed to complying with Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq. and its implementing regulations, which prohibit discrimination on the basis of sex in education programs or activities operated by federal financial assistance recipients. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX.

The coordinator or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual

harassment could occur between people of the same gender

2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the way the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable
7. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment.

### **Complaint Process**

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within one school day of receiving the complaint, report it to the principal or the District Coordinator.

In any case of sexual harassment involving the coordinator or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the Superintendent.

District Coordinator:

Dr. Antonia Hunt  
150 District Center Drive  
Palm Springs, CA 92264  
760-883-2703, ext. 4805002

Regardless of whether the student files a complaint, the coordinator or designee shall contact the student (or parent, depending on the student's age) and explain that the district is responsible for investigating the allegation of sexual harassment and taking corrective action, and explain the informal and formal procedures for filing a complaint, including how the procedures work.

Upon receiving the complaint, the coordinator or designee shall immediately initiate the complaint investigation procedures in accordance with AR 1312.3 - Uniform Complaint Procedures. Where the Coordinator or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate, effective action to end the harassment and address its effects on the victim. The coordinator or designee shall also advise the victim of any other remedies that may be available and take steps to prevent further harassment. The coordinator or designee shall file a report with the Superintendent or

designee and refer the matter to law enforcement authorities, where required.

### **Disciplinary Measures**

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be considered.

### **Response Pending Investigation**

When an incident of sexual harassment is reported, the principal or designee, in consultation with the coordinator, shall determine whether interim measures are necessary pending the results of the investigation. Such measures shall be those necessary to stop the harassment, if still ongoing, and to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation. To the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. The coordinator or designee will discuss confidentiality standards with the student when the complaint is initiated.

Any school employee who observes any incident of sexual harassment involving a student shall take immediate steps to intervene when safe to do so and report this observation to the coordinator, whether the victim files a complaint.



## **SMOKE & TOBACCO FREE CAMPUS**

California State Law prohibits student smoking, using, or possessing any form of tobacco on any school campus or at school sponsored events. We also intend, with all due respect, for our visitors to honor our Smoke & Tobacco Free Campus expectations at ALL school functions.

## **STUDENT RECORDS**

Parents/legal guardians have the right to review all educational records. Review of records needs to be in the presence of school personnel. Items cannot be removed from a student's permanent school record. Please call for an appointment to review records.

## **TECHNOLOGY USE/ GOOGLE PRIVACY**

Mt. San Jacinto High School provides computer and Internet access in every classroom. Student usage of networked computers on campus is regulated by the PSUSD "Student Acceptable Use Policy." Violations may lead to the loss of internet/network privileges and potential disciplinary measures.

Education Code: 48904 allows the district to obtain reimbursement from, or on behalf of, the borrower for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that borrower's use of the equipment is a privilege and that by borrower's agreement to the terms hereof, borrower acknowledges borrower's responsibility to protect and safeguard the equipment and to return it in the same condition in which it was when originally borrowed.

PSUSD's Student Acceptable Use Policy outlines the following:

### Student Responsibilities

- Follow all applicable policies, codes of conduct, and laws.
- Do not lend the device to others.
- Keep all login credentials secure.
- Return equipment when requested or upon school withdrawal.

### Parent/Guardian Responsibilities

- Supervise student use of the device at home.
- Discuss internet safety and monitor use.
- Ensure daily charging and return to school.
- Report problems and avoid unapproved software changes.
- Return device when requested or upon student withdrawal.

As outlined in PSUSD's Parent Information Booklet, Palm Springs U.S.D. may provide Google with certain personal information about the student, including, for example, a name, email address, and password when the user creates an account. Google may also collect personal information directly from students, such as telephone numbers for account recovery or a profile photo added to the Google Workspace for Education account.

Google will not share personal information with companies, organizations, and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations, or individuals outside of Google when it has parents'

consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.

- With PSUSD Workspace for Education accounts, because they are school-managed accounts, this gives administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations, or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to: Meet any applicable law, regulation, legal process, or enforceable governmental request; Enforce applicable Terms of Service, including investigation of potential violations; Detect, prevent, or otherwise address fraud, security, or technical issues.

## **TELEPHONES**

A telephone is available in the office for use by students **before school, during passing periods, and after school.** Students will not be called out of class to answer telephone calls **nor allowed to use any phone during class time.** Phone calls should be limited to emergencies only.

## **THEFT**

Theft and related actions are in violation of California's Education Code. Theft (Ed Code **48900g**), Receiving Stolen Property (Ed Code **48900 I**), Robbery and/or Extortion (Ed Code **48900e; 48915**)

Please see below for a clearer understanding of the aforementioned terms:

**Theft:** Possession of, having passed on, or being responsible for removing someone's property without that person's permission

**Extortion:** Obtaining money, property or services from another person through coercion, intimidation or through verbal, electronic or written threats of physical or reputational harm

**Robbery:** using force or the threat of force in the act of theft

Depending on the severity of the situation, consequences range from restitution and loss of privileges to off-campus suspension and possible recommendation for expulsion.

The following preventative actions should help you protect your valuables at school:

- ◆ Do not carry large sums of money.
- ◆ Do not leave items unattended such as wallets/billfolds, purses, watches, gym clothes, athletic shoes, rings, backpacks, etc. Put them safely in your backpack and always carry them with you.
- ◆ The school does not carry insurance to cover your losses and is not responsible for any losses.

## **WEAPONS AND KNIVES**

In keeping with Palm Springs Unified School Board policy and California State Educational Law, any student in possession of any knife, regardless of size, may be considered for expulsion. This includes, but is not limited to pocketknives, x-acto knives, razor blades, dirks, daggers, or any object that is fashioned to slash, puncture, or stab. The only exception to this policy is when the student is being directly supervised in a course or program that requires use of an x-acto blade/knife or with permission of the principal. A student brandishing a weapon towards another person will automatically be expelled from PSUSD.

**Palm Springs Unified School District**  
**Administrative Offices**  
**150 District Center Drive**  
**Palm Springs, CA 92264**  
**(760) 883-2703**

**Board Members**

Madonna Gerrell, Board President  
John Gerardi, Board Member  
Sergio Espericueta, Board Member  
Karen Cornett, Board Clerk  
Charlie E. Ervin Jr., Board Member

**Cabinet Administrators**

Marcus Funchess, Ed. D., Superintendent of Schools  
Simone Kovats, Ed. D., Assistant Superintendent of School of Education  
Clayton Hill, Assistant Superintendent of Human Resources  
Jeffrey Simmons, Assistant Superintendent of Business Services

## **ADDENDUM 2 – Continuation Sites (MSJ and EWEC)**

### **School Mission Statement**

Mt. San Jacinto High School provides an alternative path to success and empowers all students to create a rewarding future.

### **MSJHS Vision Statement**

Mt. San Jacinto High School's goal is to welcome all students and accept them at their various levels of academic and social/emotional performance. It is the mission of our school community to empower students to overcome obstacles, to develop the attributes that lead to resiliency, and to acquire their skills that will allow them to persevere in achieving their goals. MSJHS seeks to instill within students a sense of personal responsibility, respect for diversity, and the self-discipline that will help them to be better community members, effective employees, and life-long learners.

### **Expected Schoolwide Learning Results**

#### **Positive**

- All students will be self-directed by being adaptable and managing complex situations
- All students will develop their creativity through curiosity and positive risk-taking
- All students will demonstrate higher-order thinking and sound reasoning skills

#### **Productive**

- All students will learn to prioritize, plan and manage daily routines
- All students will demonstrate effective use of real-world tools
- All students will produce relevant, high quality products

#### **Proud**

- All students will develop effective communication skills in which they incorporate teaming, collaborative and interpersonal skills.
- All students will develop a sense of personal, social and civic responsibility
- All students will be interactive communicators

#### **Progressive**

- All students will demonstrate basic, scientific, economic and technological literacies
- All students will demonstrate visual and information literacies
- All students will demonstrate multicultural literacy and global awareness

If requested by parents of students, the school provides opportunities for regular meetings that allow the parents and guardians to participate in decisions relating to the education of their children.

### **School-Parent Compact**

Mt. San Jacinto High School distributes a school-parent compact, which has been jointly developed with parents of Title I students, and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents and guardians of enrolled students.

- The school's responsibility to provide high-quality curriculum and instruction
- The way parents will be responsible for supporting their children's learning
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.
- This policy was developed with the input of Title I parents and guardians via the ELAC and School Site Council processes, as well as input received after the School-Parent Compact was distributed at Back to School Night. This document will be mailed to all MSJHS parents for input.

### **Building Capacity for Involvement**

Mt. San Jacinto High School engages Title I parents and guardians in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents and guardians with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children.
  - Back to School Night and New Student Orientation
  - Counselors meet with students and parents to review expectations
  - Technology at parent meetings and presentations provides visual support
  - Teachers address academic standards, assessments, and expectations in the classroom and in individual course contracts

The school provides parents and guardians with materials and training to help them work with their children to improve their children's achievement.

- MSJHS participates in the Participation in the Action Team for Partnership program and the Parent Engagement Leadership Initiative
- Counselors provide information regarding support for students, including afternoon tutoring, graduation requirements, and FAFSA and college application process

# **Alternative Education Family-School Compact 2024/2025**

## **Mount San Jacinto High School**

Students are successful in school when they and their families are fully involved. It is important that school employees, parents, and students work together to make sure students achieve.

### **ADMINISTRATIVE RESPONSIBILITIES**

1. Involve staff, parents, students and the community in making decisions, so all students are being successful. Ensure everyone understands the standards for success.
2. Provide leadership so that effective instructional practices and high academic standards are in each classroom. Provide student support and be sure all students have access to core curriculum.
3. Provide a safe, orderly and positive teaching/learning environment.
4. Keep parents, students and staff aware of student progress toward meeting goals and any concerns that arise.
5. Respect school, students, staff and families.
6. Maintain open communication between school and home.
7. Provide learning opportunities for staff, parents and students.

### **TEACHER RESPONSIBILITIES**

1. Be involved with administration, parents, students and staff in making decisions so all students are being successful.
2. Motivate students to learn. Provide effective classroom instruction and maintain high standards.
3. Provide a safe, orderly and caring classroom environment.
4. Participate in learning opportunities.
5. Respect the school, students, staff and families.
6. Keep parents aware of student progress toward meeting goals and any concerns that may arise.
7. Maintain open communication between home and school.

# **Alternative Education Family-School Compact 2024/2025**

## **Mount San Jacinto High School**

Students are successful in school when they and their families are fully involved. It is important that school employees, parents, and students work together to make sure students achieve.

### **Family Responsibilities**

1. Be involved with administration, staff, students and the community in making decisions so all students are successful.
2. Stress the value of education. Commit to making sure homework is done.
3. Make sure your student attends school on time, every day and is dressed according to school dress code.
4. Work closely with the school in maintaining your child's health, safety and welfare. This includes taking steps to prevent your child from being involved in drugs and violence.
5. Establish a schedule with their student for study time, friends, free time and work.
6. Participate in parent conferences.
7. Contact teachers and/or administration with concerns or questions regarding school. Check students' progress on a regular basis.
8. Respect the school, staff, students and families.

### **Student Responsibilities**

1. Be involved with administration, parents, and the community in making decisions so they are successful.
2. Produce quality work.
3. Attend school regularly, on time with work and dressed accordingly to school dress code. Follow school rules.
4. Follow the agreed upon schedule at home for study, friends, free time and work.
5. Maintain a healthy lifestyle including not using drugs/alcohol. Do not become involved in violent situations.
6. Participate in school activities to improve learning and achievement.
7. Tell parents honestly what is happening at school.
8. Ask for help from teachers and other staff when necessary.
9. Respect school, classmates, staff and family.





## **Mt. San Jacinto High School**

### **Title I, Part A School-Level Parent and Family Engagement Policy 2024-25**

Mt. San Jacinto High School has developed a written Title I parental involvement policy with input from Title I parents. Because the vast majority of students at our school are Title 1 students (+90%), Title 1 information is provided to all MSJHS families. Formalized parent involvement and input is solicited and received as part of our WASC process, and by means of our School Site Council and ELAC meetings. Because we are a small school and we have an "open door" policy, parents are encouraged to bring questions and concerns in less formalized ways as well.

It has distributed the policy to parents of Title I students. Dissemination of information occurs in several ways, including our Student/Parent Handbook, which all families receive upon enrollment. Policies are reviewed at Back to School Night and at new student orientations. The policy describes the means for carrying out the following Title 1 parental involvement requirements (*20 USC 6318 Section 1118(a)-(7) inclusive*)

### **Title I Parent Rights**

#### **Title I parents specifically have a right to:**

- Be informed about Title I programs and how funds are allocated
- Participate in school planning
- Access school information
- Communicate with school
- File complaints

### **Involvement of Parents in the Title I Program**

To involve parents in the Title I program at Mt. San Jacinto High School the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.
- Back to School Night and New Student Orientation for students who enroll throughout the school year.

The school offers a flexible number of meetings for Title I parents, such as meeting in the morning or evening.

- School Site Council, ELAC, and WASC Focus Group meeting times and dates are determined by parent availability

The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy.

The School Site Plan is updated annually and includes formal input from parents via ELAC and School Site Council; revisions and other possible changes are addressed at these meetings throughout the school year.

- The school provides parents of Title I students with timely information about Title I programs.
- Student/Parent Handbook and New Student Orientation.

The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to

meet.

- Back to School Night and New Student Orientation
- Technology at parent meetings and presentations provides visual support

With the assistance of parents and guardians, the school educates staff members about the value of parent/ guardian contributions, and in how to work with parents as equal partners.

- Participation in the Action Team for Partnership program and the Parent Engagement Leadership Initiative
- WASC, School Site Council and ELAC meetings

The school coordinates and integrates the parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.

- Counselors discuss strategies with parents to encourage student success
- The WASC process includes a parent involvement component
- Back to School Night and Parent Student Handbook

The school distributes information related to school and parent programs, meetings, and other activities to Title I parents and guardians in a format and language that the parents understand.

- All materials are distributed in English and Spanish; other translations are available but have not been requested at our site
- Technology at parent meetings and presentations provides visual support

## **Accessibility**

Mt. San Jacinto High School provides opportunities for the participation of all parents and guardians, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

- All printed materials are available in English and Spanish
- New Student Orientations are held in English and Spanish

Technology at parent meetings and parent presentations provides visual support (MSJHS is a handicapped accessible facility)