

**Pacific Grove
Community High School**



**Student / Parent Handbook
2019-2020**

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PACIFIC GROVE COMMUNITY HIGH SCHOOL

Site Address:

1004 David Ave., Bldg A
Pacific Grove, CA 93950

Mailing Address:

435 Hillcrest Ave.
Pacific Grove, CA 93950

Phone: (831) 646-6535**Fax:** (831) 648-8417**Website:** www.pgchs.pgusd.org

PACIFIC GROVE COMMUNITY HIGH SCHOOL STAFF

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PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

John Paff	Board President
Brian Swanson	Board Clerk
Debbie Crandell	Board Member
Cristy Dawson	Board Member
John Walton	Board Member

PACIFIC GROVE UNIFIED SCHOOL DISTRICT ADMINISTRATION

Dr. Ralph Gómez Porras	Superintendent	646-6510
Song Chin-Bendib	Assistant Superintendent	646-6509

**PACIFIC GROVE COMMUNITY HIGH SCHOOL
PACIFIC GROVE UNIFIED SCHOOL DISTRICT
2019-2020**

	M	T	W	T	F	<u>Instructional Days</u>
Aug				1	2	
	5	6	7	8	9	<i>8/7 – First Day of School</i>
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	18
Sept	H	3	4	5	6	<i>9/2 – Labor Day Holiday</i>
	9	10	11	12	13	
	16	17	18	19	20	<i>9/20 – End of Round 1</i>
	23	24	25	26	27	
	30					20
Oct		1	2	3	4	<i>10/5 -Butterfly Parade</i>
	7	8	9	10	11	
	14	15	16	17	18	<i>10/14-10/18 – Fall Break</i>
	21	22	23	24	25	
	28	29	30	31		18
Nov					1	
	4	5	6	7	8	<i>11/8 – End of Round 2</i>
	H	12	13	14	15	<i>11/11 – Veterans Day Holiday</i>
	18	19	20	21	22	
	25	26	27	H	LH	<i>11/28-11/29 – Thanksgiving Holiday</i>
						18
Dec	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	<i>12/20 – End of Round 3; End of Semester 1</i>
	LH	H	25	26	27	<i>12/23/2019-1/3/2020 – Winter Break</i>
	LH	31				15
Jan			H	2	3	<i>12/23/2019-1/3/2020 – Winter Break</i>
	6	7	8	9	10	<i>1/6 – Teacher Prep Day (Non Student Day)</i>
	13	14	15	16	17	
	H	21	22	23	24	<i>1/20 – Martin Luther King Holiday</i>
	27	28	29	30	31	18
Feb	3	4	5	6	7	
	10	11	12	13	14	<i>2/14 – End of Round 4</i>
	H	LH	LH	20	21	<i>2/17-2/21 – Presidents' Holiday</i>
	24	25	26	27	28	<i>2/24 – Professional Development Day (Non Student Day)</i>
						14
Mar	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				22
Apr			1	2	3	<i>4/3 – End of Round 5</i>
	6	7	8	9	10	<i>4/6-4/10 – Spring Break</i>
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30		17
May					1	
	4	5	6	7	8	<i>5/25 - Memorial Day</i>
	11	12	13	14	15	<i>5/27 - Graduation</i>
	18	19	20	21	22	<i>5/29 – End of Round 6; End of Semester 2</i>
	H	26	27	28	29	<i>5/29 – Last Day of School</i>
						20
						180

H = Holiday = total of 9 (including July 4th)

LH = Local Holiday = total of 5

PACIFIC GROVE COMMUNITY HIGH SCHOOL VISION STATEMENT

Pacific Grove Community High School provides a small, non-traditional learning environment in which students can pursue an alternative pathway to college and career success. We seek to:

- Provide a challenging project-based curriculum that emphasizes student strengths and is individualized to meet the learning needs of each student
- Create a holistic environment in which students' diverse emotional, social, and cultural needs are recognized and celebrated
- Maximize opportunities for students to become responsible citizens who participate actively in their communities both today and into the future



Expected School Wide Learning Results

Pacific Grove Community High School graduates will be:

EDUCATED INDIVIDUALS WHO:

- Demonstrate competence in reading, writing, mathematics, science, social studies, and technology

CRITICAL THINKERS AND PROBLEM SOLVERS WHO:

- Think through and solve problems by using relevant evidence and information

INDEPENDENT AND COLLABORATIVE WORKERS WHO:

- Set goals, organize time and tasks to meet deadlines, participate cooperatively in group projects, and produce independent and group work that reflects academic content standards

RESPONSIBLE CITIZENS WHO:

- Are employable and able to successfully participate in a college environment
- Understand and appreciate diverse cultures and points of view
- Understand and participate in the duties, rights, and privileges of citizens in a democracy

HEALTHY INDIVIDUALS WHO:

- Have a strong sense of self-worth
- Resolve conflicts through positive actions
- Demonstrate tolerance and respect for diversity

PACIFIC GROVE COMMUNITY HIGH SCHOOL DAILY CLASS SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday**
8:30-9:30am	Independent work, tutoring; students check in by 9:00am	Independent work, tutoring; students check in by 9:00am	Independent work, tutoring; students check in by 9:00am	Independent work, tutoring; students check in by 9:00am	Independent work, tutoring; students check in by 9:00am
9:30-10:30am	Independent work & tutoring*	Class A	Independent work & tutoring	Class A	Independent work & tutoring
10:30-10:45am	Break	Break	Break	Break	10-10:15am: Break
10:45-11:45am	Independent work & tutoring*	Class B	Independent work & tutoring	Class B	Independent work & tutoring
11:45am-12:30pm	PE, Health, garden, scheduled activities	Independent work, tutoring, art, enrichment, etc.	PE, Health, garden, scheduled activities	Independent work, tutoring, art, enrichment, etc.	Scheduled activities; early dismissal possible
11:00am-2:30pm ***	Session II; break @ 1:00pm	Session II; break @ 1:00pm	Session II; break @ 1:00pm	Session II; break @ 1:00pm	Session II; break @ 1:00pm

- **REQUIRED CORE TIME:** Students attend either Session I: 9:00am-12:30pm or Session II: 11:00am-2:30pm. All students should plan to work in our organic garden, participate in health and PE classes, and cooperate with other groups, speakers, fieldtrips, or classes, as determined at Individual Learning Plan meetings. Additional hours of instruction are generally available both before and after the required core time.
- ***M, W:** 9:30-10:30am & 10:45-11:45am: Mondays and Wednesdays will be comprised of guest speakers, art, music, counseling, vocational ed., independent work time, academic support services, enrichment activities, etc., as scheduled by the PGCHS staff and administration.
- ****Fri:** 9:00am-12:00pm: On Fridays, students are able to finish up work for the week, work ahead, participate in enrichment activities, attend fieldtrips, or use time in some other productive way. Students are excused at 12:00pm on Fridays if all assigned work is completed for the week; if not, students stay until work is completed, or until 2:30pm. Students who refuse to use class time productively will be given a DOT.
- *****Session II:** Session II provides time for online learning, career internships/job shadowing, credit recovery, and credit acceleration. It also allows time for students to meet with teachers regarding college courses and MPC attendance. Session II will also be assigned if regular coursework is not being completed during the AM sessions.

ATTENDANCE POLICY

TARDY POLICY:

Any student arriving late to class is considered tardy unless a valid excuse of illness, doctor appointment, funeral or justifiable personal necessity is given. **Students who are more than 30 minutes late will receive a DOT and be considered truant.**

ABSENCES:

- Parents are requested to call the school when their student will be absent.
- **All absences must be cleared** by a telephone call or note from the parent or guardian **within 72 hours** of the absence.
- Any absence not cleared within 72 hours will be **UNEXCUSED** and may become a **TRUANCY**.
- 3 tardies will result in a DOT.
- Students may work off tardies by staying after the required core time. 1 tardy = 1 hour of make-up time.

EXCUSED ABSENCES:

The State of California considers excused absences as:

- Personal illness
- Quarantine under the direction of a health officer
- Medical, dental, optometric, chiropractic appointment appointments (with doctor note)
- Funeral services of an immediate family member - One day if California or three days if out of state
- Jury duty
- Participation in religious instruction/exercises in accordance with district policy

As per Board Policy fourteen (14) excused absences are allowed per year. After the fourteenth absence, each subsequent absence will be considered excused only if an illness is documented by a physician or court, etc. Absences beyond the fourteenth that are not excused by a physician's note or other documentation will be considered excessive absences and a possible truancy.

JUSTIFIABLE ABSENCES:

Justifiable personal necessity may be excused with administrator approval if a Justifiable Absence Request form is submitted at least 2 weeks before absence. (See Appendix D)

Justifiable absences are:

- Appearance in court
- Attendance at a funeral service for a person other than an immediate family member of the student
- Observation of student's religious holiday or ceremony
- Attendance at a religious retreat for no more than 4 days during a semester

For more detailed information please see Pacific Grove Unified School District Regulation # 5113 on the PGUSD website.

Early dismissal: If your student will need to leave school for any reason, please send them to school with a note or call the office. Students will not be released early without parent/guardian permission.

TRUANCY:

Truancy is an intentional absence without an excuse for longer than 30 minutes. **A truancy may consist of any absence that has not been cleared within 72 hours by the parent.** If an absence is found to be a truancy, these procedures will be followed:

- **Truancy #1:** the student will receive a DOT.
- **Truancy #2:** the student will receive a DOT.
- **Truancy #3:** the parent will be noticed and the student will receive a DOT.
- **Truancy #4:** the parent will be noticed, the student will be counseled (and receive a DOT) and a notice will be sent to the District Attorney's Office.
- **Truancy #5:** the parent will be noticed, the student counseled (and receive a DOT), the District Attorney noticed and a mediation meeting will be scheduled by the District Attorney.

Subsequent Truancies: Parent, student, PG Community High School staff and administrator will meet to discuss possible consequences and the District Attorney's Office will be notified.

EMERGENCY CONTACT: In case a parent or guardian cannot be reached by telephone, **only the people listed as emergency contacts may be contacted.** Please list two local contacts as emergency contacts and keep this information up-to-date. Parents or guardians are responsible for notifying the Attendance Office if another adult is in charge of their student or if they have Hospital Release Forms on file at local hospitals. If a parent signs over legal guardianship, the school cannot contact the parent in regard to the student.

CHANGE OF ADDRESS: All changes should be immediately registered in the office, (831) 646-6535. Proof of new residency will be required.

TEMPORARY GUARDIANSHIP: Parents need to make prior arrangements with the office in person as to the name, address and home telephone number of any temporary guardian. Please indicate the length of time the temporary arrangement will be in effect.

THE APPEAL PROCESS: The Appeal Committee consists of the principal and the teacher in charge. Student must inform the office at least one week prior to the absence. Case-by-case issues of exceptions are such things as college visitations and bereavement. The committee will also review appeals based on illness beyond ten days, which may have unusual circumstances.

EIGHTEEN-YEAR-OLD POLICY: Once a student reaches the age of eighteen, failure to abide by the rules as outlined in this handbook may result in the student being dismissed from PG Community High School.

ENROLLMENT

CONDITIONS OF ENROLLMENT: Students must be at least 16 years of age and not older than 18 years of age. (Age requirements can be reviewed on an individual basis with approval of principal and teaching staff.) Prospective students must live within the boundaries of Pacific Grove Unified School District, be referred by the Pacific Grove High School Counseling Office, and attend an orientation conference at PG Community High School with the Teacher-in-Charge and their parent(s) or guardian(s). Enrollment is limited to 35 students.

If anytime during the year there is a consensus among the staff and principal that a student is not benefiting from enrollment at PG Community High School, the parent(s) or guardian(s) will be requested to meet with the principal to determine if an alternative placement would be more appropriate. At that time, the student could be placed on a probation period. A subsequent failure to meet academic and/or behavior expectations could result in a recommendation for alternative placement.

TRANSFER TO ALTERNATIVE PROGRAM: Students at PG Community High School may return to Pacific Grove High School at the beginning of a semester, only after attending an entire semester at PG Community High School and with administrator approval. Students must take all required classes normally associated with the semester in which they return. Students may be recommended for an independent study program if appropriate and students 18 years old may be recommended for Pacific Grove Adult School's high school diploma program.

COLLEGE CLASSES FOR HIGH SCHOOL CREDIT: Students who choose to take college classes for high school for credit may do so under the following guidelines:

- The student must meet with the Teacher-in-Charge, complete an MPC dual enrollment form, and secure administrative permission prior to enrolling in the college class.
- Students must request that the college send transcripts to the high school in order for credit to appear on their high school transcripts. PGCHS credits will be determined in conjunction with the student, guardian, and Teacher-in-Charge prior to enrollment.
- If students plan to return to Pacific Grove High School, the PGHS counseling office will calculate the amount of high school credits a student receives.

CAREER INTERNSHIPS: As part of our Vocational Education curriculum, students are encouraged to participate in a career internship for college credit through the MPC CO-OP program.

ONLINE COURSES: Online courses offered by an accredited institution will be accepted for high school credit **only with prior approval**. Midterm and final exams must be approved and proctored by school personnel. It is the responsibility of the student to arrange exams in accordance with the individual requirements of the online course.

NON-GRADUATES: Students not graduating with their class must complete all requirements before the start of the next school year to be granted a diploma from PG Community High School.

GRADUATION REQUIREMENTS & GRADING POLICY

COURSE	CREDITS
ENGLISH	40
GEOGRAPHY	10
WORLD HISTORY	10
UNITED STATES HISTORY	10
GOVERNMENT	5
ECONOMICS	5
MATHEMATICS	10
ALGEBRA	10
LIFE SCIENCE	10
PHYSICAL SCIENCE	10
PHYSICAL EDUCATION	20
COMPUTERS	10
HEALTH	5
ARTS	10
VOCATIONAL EDUCATION	5
ELECTIVES	30
TOTAL CREDITS:	200

Students are also required to have 48 hours of documented Community Service.

GRADING POLICY: At PG Community High School, credits are broken into points. Ten (10) points of completed work is equal to one (1) required credit. This system allows the staff to offer a wide variety of small units to meet an individual student's credit needs. It also allows for special incentives, and lowers the frustration level for many students. In order to meet the weekly requirement, each student must earn at least 15 points per week. Students who are behind in credits will have a higher minimum number of required points to earn each week. Every week, extra points can be earned after school hours. Any student may earn as many credits as he/she is capable of earning. The harder a student works, the more credits he/she may earn.

Students, teachers, and parents collaborate to develop an Individual Learning Plan (ILP) for each student (see Appendix A). ILP meetings include 1:1 academic counseling with the student regarding his/her strengths, areas of need, career interests, community service options and progress, reflection on his/her behavior and attendance, and goal setting. ILPs are updated every six (6) weeks.

HOMEWORK POLICY: As per Board Policy 6154: Teachers will regularly monitor and evaluate the amount of time homework assignments are taking students to complete. Staff will assess and recommend any adjustments as needed. Teachers assigning technology-dependent homework assignments should offer non-technology dependent alternative homework assignments if possible. Teachers will make every effort to coordinate projects and larger assignments so that conflicts in due dates will be minimized.

REPORT CARDS: Every six weeks credits are totaled and report cards are sent to parents and students. Parents are also kept up-to-date on their student's progress through phone calls, emails, and/or parent conferences after every six-week Round.

STATE TESTING: State mandated testing is administered every year to students. It is vital that all students participate and give their best effort. Results from state testing may be used for college placement. Students will also participate in other district exams.

COMMUNITY SERVICE: All students must complete 48 hours of community service in order to receive a high school diploma. Students are encouraged to arrange for community service experiences with Boy or Girl Scouts, Salvation Army, American Heart Association, local schools, libraries or churches, or any other *non-profit agency of their choice*, including science camp counseling. Community service hours must be completed outside of school hours. Forms must be on file with the office by the end of May in order to participate in the graduation ceremony and receive a diploma. Community service options are listed on class websites, posted on the Community Service bulletin board, and are reviewed in class regularly.

WORK EXPERIENCE: All students under the age of 18 must have a work permit in order to be employed as required by state law. Work permits will be revoked if a student's academic progress or attendance is jeopardized. Information and applications regarding work permits may be obtained in the school office. PG Community High School offers Work Experience as an elective course. Students may earn up to 10 credits per year. Applications for Work Experience may be obtained in the school office. A Work Experience coordinator will periodically talk with students employers to discuss the student's progress. If students are not meeting their weekly point goals at PGCHS, their work permits may be revoked.

SCHOOL SERVICES

FOOD SERVICE: PG Community High School has two break periods per day, one during each session (see schedule on pg. 6). We are a CLOSED campus, meaning that our students are not permitted to independently leave campus during the school day. The district offers a low-cost morning breakfast/break for Session I students, and additional low-cost break/lunch for Session II students. Students who would like to order district breaks or lunches need to order and pay for the item(s) at least one full day in advance (menus are posted at our snack bar). If a student refuses a lunch or break after it has been purchased and ordered, no refunds will be available. Students are also encouraged to bring their own storable snacks, lunches, and/or water bottles from home, particularly if they attend both Session I and II. A refrigerator, freezer, and private lockers are all available for food storage. We recommend that food or drinks that are kept in the community fridge or freezer be clearly labeled with the student's name to avoid confusion. Students may not take items from the fridge or freezer without staff permission. Food left in the fridge or freezer after its expiration date will be discarded.

Students may apply for reduced or free morning breaks. Check in the school office for application forms. Parents/students may pay in advance as to have credit on their snack bar accounts. **Please notify the school office of any food allergies.**

HEALTH SERVICES: Students who are or become ill at school will be sent to the office to check out of school. Prior to releasing a student, the office will make parent contact, notifying the parent that the student either needs to be picked up, or is being sent home. In cases of emergency, paramedics will be called and parent notified as soon as possible. According to district board policy, school staff may not recommend or administer over-the-counter medication to students.

Parent permission and physician authorization forms must be completed and on file in the school office and students will need to self-administer it. This includes medications purchased over-the-counter. The physician must provide a written statement detailing the amount of medication and the method and time schedules by which the medication is to be taken. Please **do not** send medication to school with your student if we do not have a medication release form completed by you and your doctor. This form can be obtained at the office and should be returned to the PGCHS office.

Lastly, parents/guardians must provide medications in a container labeled by a California pharmacist or, if it is an over-the-counter medication, in the original container. Only a physician licensed in California can prescribe medications. **ALL medications must be stored in the office.** If possible, discuss with your physician the possibility of arranging medication times during out-of-school hours.

HEALTH INSURANCE: It is strongly recommended that all students be covered for accidents under the family health insurance. Pacific Grove Unified School District **does not** carry insurance that covers individual accidents and cannot be responsible for accidents that are beyond our control. The school does offer a low cost accident insurance that can be purchased from Myer-Stevens (forms are available in the Main Office).

COUNSELING: PG Community High School offers group and individual counseling to those students who are experiencing personal and/or school wide issues. Our students also have the services of a Pacific Grove High School academic counselor who visits the school once each week in order to work with students on further developing their career and college plans.

GUEST SPEAKERS & SUBSTITUTE STAFF: We regularly invite local experts, business owners, college representatives, and other outside agencies to present information to our students. Students are expected to be polite and cooperative with guest speakers/substitute teachers at all times. Best behavior is expected.

FIELD TRIPS: We are able to supplement our on-site education programs with field trips each year. Students are required to participate in these events. Best behavior is expected.

STUDENT VISITOR POLICY: Student visitors are not allowed at PG Community High School at any time. Students may not visit with persons loitering near the school boundaries, nor may items be exchanged from outside school limits onto campus.

PACIFIC GROVE HIGH SCHOOL EVENTS

DANCES: PG Community High School seniors can attend Pacific Grove High School's Prom. Tickets for Prom must be purchased prior to the event and will not be sold at the door. Only a PG Community High School senior and approved guest will be admitted. **Middle School students or individuals more than twenty years of age are not eligible to attend Prom.** All Pacific Grove High School rules apply. Students will not be readmitted to a dance once they leave and are expected to follow PGHS dress code. Additional rules may apply. Guest passes must be obtained **before the event**. No visitors will be admitted without a guest pass. Hours of the Prom will be from 8:00 p.m. - 11:00 p.m. unless otherwise set by Pacific Grove High School. Students will not be admitted later than one hour after the beginning of the dance. All students and guests entering a Pacific Grove High School dance will be

BREATHALYZED and may be breathalyzed upon exiting. All student guests may be required to show identification at the door.

ATHLETIC EVENTS: If PG Community High School students attend any athletic events at Pacific Grove High School they are required to follow PGHS rules. Pacific Grove High School is a member of the Mission Trail Athletic League and is governed by the League and CIF Constitution. All spectators are required to follow the CIF rules of good sportsmanship: no berating of opposing school's team or mascot; no obscene gestures or cheers; no negative signs; no noisemakers; no complaints about the officials' calls are allowed. The administration, as part of its responsibility to maintain order and a true spirit of sportsmanship, has the right and the duty to eject any person whose behavior, verbal or physical, does not comply with the above.

SCHOOL POLICIES AND EXPECTATIONS

TECHNOLOGY USER AGREEMENT: Computers are available in class and are to be used for classwork. In order for students to access the computers on campus, including the Internet, all students must have a signed Tech User Agreement on file with the office. These agreements will be made available to students during classes at the beginning of school. Violations of the agreement will result in disciplinary consequences. The first offense will result in loss of privileges for 30 days; a second offense will result in loss of privileges for the remainder of the school year. **All repair or replacement costs incurred due to damage or negligence will be billed to the student and family.**

TEXTBOOKS: If textbooks are damaged or not returned, we will be enforcing Education Code 489904b, which states, "...property loaned to a pupil and willfully not returned upon demand...may, after affording the pupil his or her due process rights, withhold grades, diploma, and transcripts of the pupil...until the pupil...has returned or paid the damage..." Lost textbooks must be paid for before a student is issued another textbook.

DEBTS AND FINES: In order to receive a diploma a student must satisfy all graduation requirements and have cleared all debts and fines (Ed Code 48904(a)(1) and (b)(1)). *Fines for lost books from PG Community High School will be paid in the office. Fines for lost books or late books from Pacific Grove High School could be paid to the office and the office will send it to the Pacific Grove High School Library or the parent or student may take it to the Pacific Grove High School Library. All other fines should be paid to the office.*

CELL PHONES OR ELECTRONIC DEVICES: The telephone in the school office is available to students outside of class time, which includes break, lunch and after school. Since it is important to keep classroom disruptions to a minimum, reminders for appointments or after-school activities should be made ahead of time, or to the school office. In the case of a medical or life-threatening emergency, where you must reach your child immediately or speak to someone immediately, call (831) 646-6535 or come to the office at PG Community High School. In such emergencies, students will be allowed to use their cell phones to notify families of their safety.

Under state law, students may have possession of a cell phone on campus. This law allows the local districts to determine the guidelines for the use of phones on campus during school hours.

At PG Community High School, students are expected to silence their cell phones upon arrival, and then store cell phones in assigned private lockers during the school day (combination locks will be provided by the school).

Cell phones may be retrieved from lockers and used outside of the building only during scheduled breaks. Any phone seen out at any other time will be immediately confiscated, and later returned to the student at the end of the school day. If phones are habitually problematic, students will receive DOTS, may be put on a Behavior Contract, or may be asked not to bring the phone to campus at all for the remainder of the semester or year. This policy is intended to increase student focus on in-class learning and credit recovery, to reduce the likelihood of cyberbullying during the school day, and to decrease the distractions that social media inevitably brings to our class time. Please support our learning environment by encouraging students to follow our cell phone policy.

Parents are encouraged not to call students on cell phones during school hours.

STUDENT VEHICLES: Student parking is available on campus. The *only* areas on campus designated for student parking are the parking spaces beyond the dumpster. For safety and security reasons, PG Community High School has the following vehicle guidelines that students must follow:

- During school hours, the parking lots are **off-limits to all students**, unless they have administrative permission or are leaving campus for the day.
- Any student, who is observed speeding, driving recklessly, driving on school grounds without administrative permission, or who is parked illegally will be referred to the police department for citation and may be subject to school discipline measures. In addition, violators may have their driving privileges restricted.
- Any vehicle parked on campus is subject to search by school officials.

BICYCLES AND SKATEBOARDS: Students may not ride bikes or skateboards on school grounds. PG Community High School provides a bicycle rack to lock up bicycles. Skateboards may be brought to the office for the duration of the school day. Riding or doing tricks on skateboards/bicycles inside of PGCHS classrooms or on the sidewalk is not permitted.

The school is NOT responsible for lost or stolen bikes or skateboards.

SCHOOL PROPERTY: Students are responsible for any school property that they use including any damage to or loss of school equipment and/or textbooks. This also includes laptops, AV equipment, cameras, etc.

PERSONAL PROPERTY AND SCHOOL LOCKERS: PGCHS is not responsible for loss of or damage to personal property that is brought on campus. This includes: headphones, wallets, purses, money, jewelry, cell phones, etc. Students are, however, assigned secure private lockers with individual combination locks that may help protect personal property*. Students are encouraged **not** to share locker combinations with peers. Students are also encouraged to take extra precautions to label items with their names and not to lend items to peers, nor leave items in the classroom. The best way to prevent damage to or the loss of personal property is to leave valuable items at home.

*NOTE: Lockers may be searched at any time and for any reason by staff members or law enforcement officials, including K9 units brought in by third party agencies. Although staff will do their best to respect student privacy, lockers are school property and all items in lockers must adhere to PGCHS school policies re: contraband items.

STUDENT DRESS: Students shall not dress in a way that detracts from the learning environment. Students must wear footwear at all times. Low-cut tops, bare midriff, strapless or backless tops are not allowed. Shorts, dresses, and skirts should reach at least to the midpoint of the thigh (where the tip of the middle finger touches the side of the leg, arms extended straight downward). Sagging pants (pants that hang below the natural hip area) are not permitted.

Students may not wear clothing or carry items that depict vulgar or obscene language, illegal drugs, marijuana, tobacco, alcohol, pornography or gang-related symbols. Students will be asked to remove or change the article of clothing, or will have the option to be sent home to change or wear a school-provided article of clothing. This rule also applies to all field trips or other off-campus school events.

NOTE: PG Community High School curriculum often requires outdoor work in our garden or tree nursery, as well as for participation in our outdoor PE activities. Students are encouraged to wear clothing and footwear that is appropriate for outdoor activities and athletics. Not being dressed appropriately will not excuse a student from our outdoor learning/activities.

SEARCHES: Students and their belongings are subject to search by school officials under any circumstances considered to be “reasonable suspicion.” Other devices may be used such as metal detectors, breathalyzers and search dogs. The administration reserves the right to random, unannounced searches of bags and vehicles parked on campus by school administrators and/or search dogs.

SMOKING: PG Community High School and its grounds are **non-smoking** areas for all students, staff and visitors at any time. Smoking or possession of tobacco and nicotine products is not allowed on campus, within the sight of campus, or at any school event. District policy defines tobacco and nicotine products as, but not limited to; a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, snuff, chew, clove cigarettes, and electronic cigarettes and/or vaping devices.

ANIMALS: Animals are not allowed on campus without prior approval from the principal and/or lead teacher. Parents will be called to retrieve any animals that are brought without prior permission.

BEHAVIOR AND DISCIPLINE GUIDELINES

Our schools aim to provide alternatives to suspension or expulsion that are age appropriate and designed to address the specific misbehavior. EC 48900 (v) A student may be suspended or expelled for acts which occur during a school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity.

Discipline is addressed on a case by case basis. Any of the following actions are possible when a behavior or disciplinary infraction occurs, depending on its severity: DOT, conference with student regarding violation, parent contact, signed Behavior Contract (see Appendix C), parent/ teacher/ administrator conference, suspension, alternative placement, contact with police or other appropriate agency, possible recommendation to the Board for expulsion from the District.

PG Community High School maintains a positive, supportive environment which ensures personal and social growth. Students are expected to follow established school rules, cooperate with the staff, and learn to tolerate and respect differences in others.

REWARDS: Students can earn positive rewards for class participation, surpassing Individualized Learning Plan (ILP) goals, meeting class goals, winning class competitions, and other exceptional behaviors.

DEMERITS: (DOTS) can be given for a variety of reasons including but not limited to:

Leaving school without permission	Overt/inappropriate public displays of affection
Failure to earn points for the week	Possession of pornographic materials
Foul language or harassment	Smoking on campus
Horseplay or rough housing	Defiance of staff instructions
Dress code violations	Disruption of the learning environment

One (1) DOT Notice is sent to parent and student is handed a copy.

Three (3) DOTS Teachers meet with the student to discuss the problem.

Five (5) DOTS Parents are notified and provided with the consequences of continuing difficulties. Student may be placed on a Behavior Contract. (Appendix C)

Six (6) DOTS Parents are notified. A parent conference/phone conference is held to discuss the student's placement in the program. Students will be required to stay until 2:30pm at least 2 days per week for 6 consecutive weeks with no additional DOTS. At the end of 6 weeks, one DOT will be removed.

Nine (9) DOTS Parents are notified. A parent conference/phone conference is held to discuss the student's placement in the program. Students will be required to stay until 2:30pm at least 4 days per week for the remainder of the semester, or as determined by the Behavior Contract.

Removing 1 DOT: Students will be required to stay until 2:30pm, three (3) days (Tues, Thurs, and Friday) per week, for two (2) consecutive weeks, and earn ten (10) extra points each week (for a total of 20 additional points). DOTS are reset to zero at the end of each new semester. DOTS may only be worked off one at a time, so students who have earned 6 DOTS (for example), will continue to be on a Behavior Contract until at least two (2) dots are worked off.

BEHAVIOR: Student classroom behavior which seriously jeopardizes the learning process shall not be tolerated. Students who are continually disruptive, who are not following school rules as defined by the teacher, or refuse to participate in class work, may be recommended for alternative placement provided that the following procedures have been observed:

Step 1: As appropriate, the student may receive a DOT and the teacher will counsel the student as to the undesirability of his/her action and inform the student of future consequences. The student will sign a Behavior and the teacher shall personally contact the parents. In the

event the teacher is unable to contact a parent, a copy of the Behavior Contract will be sent home. The Behavior Contract will remain in effect until the end of the current school year.

Step 2: If behavior is habitual, the student may receive a DOT and the teacher shall personally contact the parents and inform them that the student has reached Step 2 of the Behavior Contract. The student will sign the Behavior Contract. Additional consequences will apply and will be outlined in the contract.

Step 3: Subsequent to the third incident, the student shall be referred to the principal who will schedule a conference between teachers, parent, student and principal. At this time, the principal and teacher will outline the specific conditions necessary for the student to remain at PG Community High School and the student and parent(s) will be supplied with a copy of these conditions before leaving the meeting.

ACADEMIC HONESTY: It shall be the policy of PG Community High School that students shall not represent another person's work, information, ideas or research as your own without properly identifying the originator. The following are examples of plagiarism: copying material word for word without giving credit; copying the classwork of another student; looking at another student's work during an exam; having another student complete coursework assigned to you; any other attempt to misrepresent another student's work as your own.

- a) A **first incident** of academic dishonesty will result in a zero "0" on the test, quiz or assignment, a DOT and parent notification.
- b) A **second incident** in the same class will result in a "0" on the test, quiz or assignment, the student being sent home with a DOT and the parent notification.
- c) A **third incident** during the school year, in any class, will result in a suspension and a Behavior Contract. Any of these acts compounded by theft or profiteering will be dealt with more severely.

DRUGS/ALCOHOL

Students who possess or are under the influence of any illegal substance and/or who possess drug paraphernalia are subject to the following discipline:

- **First Offense:** Notification of parents; notification of legal authorities; suspension; and referral to an intervention program. Offenses remain in the active discipline file and are cumulative for the student's entire high school career.
- **Second Offense:** Notification of parents; notification of legal authorities; suspension; referral for alternative placement and/or expulsion.
- **Sale or possession for sale:** Notification of parents; notification of legal authorities; automatic five-day suspension and mandatory recommendation for expulsion.

NONDISCRIMINATION/HARASSMENT

Philosophy

Students have the fundamental right to a safe and secure environment. Students and parents place their trust in school officials to take all reasonable steps to provide a setting that is free of humiliation, intimidation and threat. Accordingly, the district and staff shall not tolerate any incidents of unlawful discrimination, including harassment, intimidation, or bullying. To this end, the administration has the duty to implement programs that encourage students to behave with civility and common decency, and to establish and enforce codes of conduct that hold students accountable should they violate this policy.

Definitions

For purposes of this policy, harassment consists of verbal or physical conduct relating to an individual's race, color, religion, ancestry, nationality, national origin, immigration status, ethnicity, ethnic group identification, marital or parental status, pregnancy, physical or mental disability, age, economic status, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected category or association with a person or group with one or more of these actual or perceived characteristics when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities.

For the purposes of this policy, bullying occurs when a student is intimidated by verbal or physical conduct or actions by one or more persons, i.e., "picked on." Bullying includes assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; social isolation; and hazing, which is defined as ritualistic behavior that subjects persons to abusive or humiliating tasks and ridicule. Intimidation refers to actions that would inflict or attempt to inflict fear, humiliation, or injury.

Application

This policy shall apply to all academic programs and extracurricular activities, including schoolsponsored events away from school and while traveling to and from any school activity.

The Board of Education prohibits unlawful discrimination, including harassment, intimidation, or bullying of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to any individual's conduct, which may interfere with a student's ability to participate in or benefit from school services, activities or privileges. Upon witnessing an act of unlawful discrimination, including harassment, intimidation, or bullying, staff members are expected to immediately intervene, unless intervention would pose a threat to the staff member's safety. All incidents of unlawful discrimination, including harassment, intimidation, or bullying are to be reported to the school principal for investigation.

Any student who feels that he/she is being or has been subjected to unlawful discrimination, including harassment, intimidation, or bullying shall immediately report the incident to a school employee. Any student who has witnessed unlawful discrimination, including harassment, intimidation, or bullying is expected to immediately report the incident to a school employee. Parents and/or guardians, on behalf of their child, are similarly expected to immediately report incidents of unlawful discrimination,

including harassment, intimidation, or bullying to the principal. A school employee to whom a complaint is made shall report it to the principal or designee immediately. If the alleged offender is the principal or designee, the person reporting the complaint shall report the incident to the Superintendent or designee. Any student who retaliates against another for reporting unlawful discrimination, including harassment, intimidation, or bullying may be subject to disciplinary action as defined in this policy.

In addition, the student, parent, or employee may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures (BP 1312.3).

Investigation

An investigation shall be conducted by school district officials or by a third party designated by the school district. The investigation shall include interviews of all students directly involved and contact with the parent(s) of the involved students. The investigation may include interviews with students, parents, and staff; review of school records; and identification of parent and family issues.

In determining whether alleged conduct constitutes a violation of this policy, the investigator should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The investigation will be completed thoroughly and as soon as practicable.

The administration shall take appropriate steps to protect the privacy of accusers and/or victims and to assure that they are not subjected to retaliation for making a complaint.

Disciplinary Action/Intervention

Any student who engages in unlawful discrimination, including harassment, intimidation, or bullying will be subject to disciplinary action and/or intervention including, but not limited to, warning, counseling, parent contact, detention, restriction of activities, exclusion, suspension, involuntary transfer, and expulsion (BP 5144). Depending on the severity of the incident, the principal may also take additional steps to ensure student safety. These may include, but are not limited to, implementing a safety plan; separating and supervising the students involved; providing staff support for students; and developing a supervision plan with the parents. Any employee who permits or engages in harassment or bullying may be subject to disciplinary action including, but not limited to, warning, suspension, transfer, and dismissal. Consequences shall be commensurate with the findings of the investigation. Any student or employee who engages in unlawful discrimination, including harassment, intimidation, or bullying of a student may also be subject to criminal prosecution.

Documentation

The Superintendent or designee shall maintain a record of reported cases of unlawful discrimination, including harassment, intimidation, or bullying to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

Communication Of Policy

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the District's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. The Superintendent or designee shall provide training and information on the scope and use of the policy and complaint procedures and take other measures

designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the educational program. The Superintendent or designee shall report his or her findings and recommendations to the Board after each review. Each school site administrator shall be responsible for implementing programs that are designed to promote positive social interactions and to inform students of their rights and responsibilities under this policy.

School Discipline Plans shall prohibit unlawful discrimination, including harassment, intimidation, or bullying . All parents and/or guardians will receive a copy of the School Discipline Plan upon registering their child at any school site in the District. Students in grades 6 through 12 will also receive a copy of the School Discipline Plan each year. School Discipline Plans shall be articulated among the district's schools sites to encourage consistent and developmentally appropriate application of this policy.

SUSPENSION AND EXPULSION/DUE PROCESS

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and wellbeing, and promotes their learning and development. The Superintendent shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be only those specified in law and the accompanying administrative regulation.

Except when otherwise permitted by law, a student may be suspended or expelled only when his/her behavior is related to a school activity or school attendance occurring within any district school or other school district, regardless of when it occurs, including, but not limited to, the following: (Education Code 48900(s))

1. While on school grounds
2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

Suspended or expelled students shall be excluded from all school-related extra-curricular activities during the period of suspension or expulsion.

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, equally, and in accordance with the district's nondiscrimination policies.

Appropriate Use of Suspension and Expulsion

Except when a student commits an act that violates Education Code 48900(a)-(e) or his/her presence causes a danger to others, suspension shall be used only when other means of correction have failed to bring about proper conduct.

Except when a student commits an act listed in Education Code 48915(c), the Superintendent or designee shall have the discretion to determine whether to recommend to the Board that the student be expelled.

To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, and consistent with the requirements of school safety and security, first use alternative disciplinary strategies specified in AR 5144 - Discipline. (Education Code 48900.5, 48900.6)

Alternatives to suspension or expulsion shall also be used with students who are truant, tardy, or otherwise absent from assigned school activities.

District staff shall not suspend any student in kindergarten through third grade for disruption or willful defiance. This limitation shall not apply to the right of a classroom teacher to suspend a student from the teacher's own classroom pursuant to Education Code 48910. (Education Code 48900(k))

No student in grades kindergarten through 12 shall be expelled for disruption or willful defiance. (Education Code 48900(k))

A student's parents/guardians shall be notified as soon as possible when there is an escalating pattern of misbehavior that could lead to classroom or school removal.

A student who reports to school authorities that another student has made a threat of violence involving a dangerous weapon may not be held liable for defamation unless the report was knowingly false. (Civil Code 48.8)

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

Supervised Suspension Classroom

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee may establish a supervised suspension classroom program which meets the requirements of law. (Education Code 48911.1)

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Decision Not to Enforce Expulsion Order

Upon voting to expel a student, the Board may suspend enforcement of the expulsion order pursuant to the requirements of law and administrative regulation. (Education Code 48917)

Maintenance and Monitoring of Outcome Data

The Superintendent or designee shall annually present to the Board a report of the outcome data which the district is required to collect pursuant to Education Code 48900.8 and 48916.1, including the number of students recommended for expulsion, the grounds for each recommended expulsion, the actions taken by the Board, the types of referral made after each expulsion, and the disposition of the students after the expulsion period.

**Pacific Grove Unified School District
Notification of Administrative Suspension from School**

Date	School Pacific Grove Community High School		Student's Phone Number (xxx) xxx-xxxx (Mother) (xxx) xxx-xxxx (Father)					
Student's Name:	Last	First	Grade	Student ID	Birthdate Mo/day/year			
Suspension From:	Day	Time	Date	Suspension Code:	Special Ed Student <input type="checkbox"/> Yes <input type="checkbox"/> No			
Return:	Day	Time	Date	Police Report Filed #	Expulsion Review			
<p align="center">EDUCATION CODE SECTION 48900</p> <input type="checkbox"/> a.1. Caused, attempted to cause, or threatened to cause physical injury. <input type="checkbox"/> a.2. Willfully used force or violence on another person, except in self defense. <input type="checkbox"/> b. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object. ++ <input type="checkbox"/> c. Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol, or intoxicant. ++ <input type="checkbox"/> d. Offered, arranged, or negotiated to sell a controlled substance, alcohol or intoxicant and then provided a replica substance. ++ <input type="checkbox"/> e. Attempted or committed robbery or extortion. <input type="checkbox"/> f. Attempted or caused damage to school or private property. <input type="checkbox"/> g. Attempted or stole school or private property. <input type="checkbox"/> h. Possessed, or used a tobacco products including electronic cigarettes/vape. <input type="checkbox"/> i. Committed an obscene act or engaged in habitual profanity or vulgarity. <input type="checkbox"/> j. Possessed, offered, arranged, or negotiated to sell drug paraphernalia. <input type="checkbox"/> k. Disrupted school activities or defied school personnel. <input type="checkbox"/> l. Knowingly received stolen school or private property. <input type="checkbox"/> m. Possessed an imitation firearm. ++ <input type="checkbox"/> n. Attempted or committed sexual assault or committed a sexual battery. ++ <input type="checkbox"/> o. Harassed, threatened, or intimidated a student complainant or witness in a school disciplinary matter. <input type="checkbox"/> p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. ++ <input type="checkbox"/> q. Engaged in, or attempted to engage in, hazing. <input type="checkbox"/> r. Engaged in an act of bullying, including electronic means <input type="checkbox"/> t. A pupil who aids or abets in the attempted or infliction of physical injury to another. <input type="checkbox"/> 2. Committed sexual harassment. (Gr.4-12) <input type="checkbox"/> 3. Attempted, threatened, caused, or participated in hate violence. (Grades 4-12) <input type="checkbox"/> 4. Created an intimidating or hostile educational environment. (Gr.4-12) <input type="checkbox"/> 7. Made terroristic threats against school officials or property. ++ Indicates law enforcement MUST be notified			<p align="center">MANDATORY RECOMMENDATION FOR EXPULSION (Education Code 48915(c)):</p> <input type="checkbox"/> c. 1. Sale, possession or furnishing a firearm. ++ <input type="checkbox"/> c. 2. Brandishing a knife at another person. ++ <input type="checkbox"/> c. 3. Selling a controlled substance. ++ <input type="checkbox"/> c. 4. Sexual assault or sexual battery. ++ <input type="checkbox"/> c. 5. Possession of an explosive. ++			<p align="center">DISCRETIONARY RECOMMENDATION FOR EXPULSION (Education Code 48915 (a)(1)):</p> <input type="checkbox"/> 1.A Causing serious injury to another person, except in self-defense. ++ <input type="checkbox"/> 1.B Possession of a knife, or other dangerous object of no reasonable use to the pupil. ++ <input type="checkbox"/> 1.C Unlawful possession of any controlled substance except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis, over the counter medications, or prescribed medication. ++ <input type="checkbox"/> 1.D Robbery or extortion. <input type="checkbox"/> 1.E Assault or battery on any school employee. ++		
			<p>Parent Conference <input type="checkbox"/> Held <input type="checkbox"/> Requested <input type="checkbox"/> Via Phone Date: _____ Time: _____ Contact Name: _____ Student Conference <input type="checkbox"/> Held <input type="checkbox"/> Postponed until _____ Date: _____ Time: _____</p>					
			<p>Total Days Suspended in the School Year - _____</p>					

Factual explanation of incident(s):

Date:

Time:

Location: On Campus Off Campus School activity off school grounds Attendance related

Dear Parents/Guardians:

This suspension is in compliance with Education Code Section 48900 and 48915 et seq. The suspension has been discussed with your student and he/she has been given an opportunity to explain his/her side of the incident.* If a conference has been requested, please make every effort to attend. Under state law, you are required to respond to this request without delay. If you wish, you and your student may review his/her record as provided in Education Code 49069. Make-up work and/or tests may be provided for your student, if requested, for the period of suspension.

PLEASE NOTE: During the school day, your student must not be on or near any district/school campus and may not participate in any school related activity for the duration of the suspension. Supervision is the responsibility of the parent/guardian during the suspension.

By: _____

Principal/Designee

Date

Parent/Guardian Signature

Date

*The principal or designee may suspend a student without a conference if an emergency situation exists.

State laws allow the principal to recommend suspension for violations of Education Code section 48900 subdivisions (a), (b), (c), (d), (e), and other subdivisions upon a first offense, if the pupil's presence is deemed to be a danger to persons.

BULLYING/CYBERBULLYING

Philosophy and Application

The Board of Education is committed to providing a safe, positive learning environment for all students. The Board recognizes that bullying and cyberbullying create an atmosphere of fear and intimidation, detract from the safe environment necessary for student learning, and may lead to more serious violence. All forms of bullying by students are hereby prohibited. This policy shall apply to all academic programs and extracurricular activities, including schoolsponsored events away from school and while traveling to and from any school activity.

Definition

For the purposes of this policy, bullying shall mean verbal, written or physical conduct involving sexual harassment, hate violence, and/or harassment, threats, or intimidation by a student or group of students that has or is likely to have the effect of:

1. Causing a student to fear harm to the student or the student's property;
2. Physically, emotionally or mentally harming a student;
3. Interfering with a student's academic performance; or
4. Interfering with a student's ability to participate in or benefit from the school's services, activities, or privileges.

Bullying includes "cyberbullying" which is committed on or off campus through an electronic device and involves the creation or transmission of a communication such as:

1. An inappropriate message, text, sound, video, or image;
2. A post on a social networking site that involves a burn page, a credible impersonation, or a false profile; or
3. An act of cyber sexual bullying which involves a photograph or other visual recording of a nude, semi-nude or sexually explicit image of an identifiable minor.

The terms "bullying" and "cyberbullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

Reports of Suspected Bullying and Cyberbullying

Any student who believes that he/she is being, has been subjected to, or has witnessed bullying or cyberbullying shall immediately report the incident to a school employee and/or contact the district's anonymous, confidential reporting system. Parents and/or guardians, on behalf of their child, are similarly expected to immediately report incidents of bullying or cyberbullying to the principal and/or to contact the district's anonymous, confidential reporting system. Any reports of suspected bullying or cyberbullying will be forwarded to the school principal or designee.

Staff shall be alert and responsive to any reports of suspected bullying or cyberbullying. Upon witnessing an act of bullying, staff members are expected to immediately intervene, unless intervention would pose a threat to the staff member's safety. A school employee who witnesses or receives a report of suspected bullying must immediately report the alleged conduct to the principal or designee.

If applicable, a student, parent/guardian or employee may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures (BP 1312.3).

Any student who retaliates against another for reporting bullying or cyberbullying may be subject to disciplinary action.

Investigation

Upon receiving a report or complaint of suspected bullying or cyberbullying, the principal, Superintendent, and/or designee will determine the extent to which the matter will be investigated. Parent(s) of the students directly involved will be contacted and an investigation shall be conducted by school district administrators or by a third party designated by the school district. The investigation may include interviews with students, parents, and staff; review of school records; and identification of parent and family issues.

In determining whether alleged conduct constitutes a violation of this policy, the investigator should consider the surrounding circumstances, the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The investigation will be completed thoroughly and as soon as practicable.

The administration shall take appropriate steps to protect the privacy of accusers and/or victims and to assure that they are not subjected to retaliation.

Disciplinary Action and Intervention

Any student who engages in bullying or cyberbullying will be subject to disciplinary action and/or intervention including, but not limited to, warning, counseling, parent contact, detention, restriction of activities, exclusion, suspension, involuntary transfer, and expulsion. A student may be subject to discipline for off-campus bullying or cyberbullying, which occurs through an electronic act which is created or transmitted on or off the school site in accordance with Education Code Section 48900(r) and state and federal law. The superintendent or designee shall document and consider such issues as the effect of the conduct, whether the conduct is related to a school activity or attendance, and whether the conduct poses a substantial disruption.

Depending on the severity of the incident, the principal may also take additional steps to ensure student safety. These may include, but are not limited to, implementing a safety plan; separating and supervising the students involved; providing staff support for students; and developing a supervision plan with the parents. Any employee who permits bullying or cyberbullying may be subject to disciplinary action including, but not limited to, warning, suspension, transfer, and dismissal. Consequences shall be commensurate with the findings of the investigation. Any student who engages in bullying or cyberbullying of a student may also be subject to criminal prosecution.

School staff may receive professional development on bullying and cyberbullying, including information about early warning signs of bullying/cyberbullying behaviors and effective prevention and intervention strategies. Parents/guardians and students also may be provided with similar information.

The California Department of Education provides resources for parents, administrators, and students on how bullying can be prevented and addressed. Such resources are available on the California Department of Education's website at <http://www.cde.ca.gov>.

Documentation

The Superintendent or designee shall maintain a record of reported cases of bullying and cyberbullying to enable the district to monitor, address and prevent bullying and cyberbullying behavior in its schools.

Communication of Policy

Each school site administrator shall be responsible for implementing programs that are designed to promote positive social interactions, inform students of their rights and responsibilities under this policy, and notify students and parents about the district's anonymous, confidential reporting system.

School Discipline Plans (BP 5144.1 Suspension/Expulsion Due Process) shall prohibit bullying and cyberbullying. All parents and/or guardians will receive a copy of the School Discipline Plan upon registering their child at any school site in the district. Students in grades 6 through 12 will also receive a copy of the School Discipline Plan each year. School Discipline Plans shall be articulated among the district's schools sites to encourage consistent and developmentally appropriate application of this policy.

APPENDIX A SAMPLE

PACIFIC GROVE COMMUNITY HIGH SCHOOL INDIVIDUALIZED LEARNING PLAN (ILP)

NAME:	DOB:	GRADE:	ENTRY DATE:
ENTRY AGE:	COMMUNITY SERVICE:		ENTRY CREDITS:
(10) ENGLISH 1:	(10) LIFE SCIENCE:	(10) MATH:	
(10) ENGLISH 2:	(10) PHYSICAL SCI:	(10) ALGEBRA:	
(10) ENGLISH 3:	(10) WORLD HIST:	(10) GEOGRAPHY:	
(10) ENGLISH 4:	(10) US HISTORY:	(5) GOVERNMENT:	
(5) ECONOMICS:	(20) PE:	(10) ARTS:	
(10) COMPUTERS:	(5) VOC ED:	(5) HEALTH:	
(30) ELECTIVES:			
	(200) TOTAL:	0	UPDATE:

	ROUND 1	ROUND 2	ROUND 3	SEMESTER 1	ROUND 4	ROUND 5	ROUND 6	SEMESTER 2
ROUNDS:								

GOALS MET FROM PREVIOUS ROUND? YES NO

ROUND: _____ GOALS: _____

COMMENTS: _____

CAREER INTEREST: _____

COMMUNITY SERV: _____

COURSE	ACTIVITIES	CREDITS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMMENTS: _____

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____

DATE LEFT: _____ REASON: _____

APPENDIX B

SAMPLE

Pacific Grove Community High School

Nondiscrimination/Harassment

The district and staff shall not tolerate any incidents of unlawful discrimination, including harassment, intimidation, or bullying.

Policy #5145.3 Definition: Harassment consists of verbal or physical conduct relating to an individual's race, color, religion, ancestry, nationality, national origin, immigration status, ethnicity, ethnic group identification, marital or parental status, pregnancy, physical or mental disability, age, economic status, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected category or association with a person or group with one or more of these actual or perceived characteristics when:

1. The harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise adversely affects an individual's learning opportunities.

The following are consequences that may apply after the first referral for harassment:

Warning Date: _____ Incident: _____

1 day suspension Date: _____ Incident: _____

3 day suspension Date: _____ Incident: _____

5 day suspension Date: _____ Incident: _____

A serious violation could result in an automatic suspension and/or recommendation for expulsion.

Student Signature/Date _____

Parent/Guardian Signature/Date _____

Administrator Signature/Date _____

APPENDIX C
SAMPLE
Pacific Grove Community High School
Behavior Contract

Student Name _____ Date _____

You are asked to make a commitment to **help yourself succeed** at school. This contract is a first step in commitment and provides the basic guidelines for your success. By signing, you agree to the following terms and conditions that are expected to be met by every student while attending school for the balance of the school year. I understand that if I fail to abide by this contract, it could result in alternative placement or recommendation for **expulsion from school**.

IT IS MY RESPONSIBILITY TO KNOW AND UNDERSTAND ALL SCHOOL RULES.

1. I will attend all classes regularly and promptly. I will not have more than one (1) more DOT.
2. I will come prepared for class, do the assigned class work and homework.
3. I will comply with the instructions of teachers, staff and administration at all times.
4. I will avoid profanity/vulgarity and obscene acts.
5. I will not be involved in any verbal or physical confrontation.
6. I will not use, possess, be under the influence of, or provide to another student any tobacco product, alcoholic beverage or drug at school or any school related activity.
7. I will not be in possession of dangerous items or weapons at school or any school related activity.
8. I will obey all school rules and adhere to district, school and California Education Code 48900.

The following are interventions/consequences that may apply when the terms of this contract are violated:

Warning Date: _____ Incident: _____

1 day suspension Date: _____ Incident: _____

3 day suspension Date: _____ Incident: _____

5 day suspension Date: _____ Incident: _____

A serious violation could result in an automatic suspension and/or recommendation for expulsion.

Student Signature/Date _____

Parent/Guardian Signature/Date _____

Administrator Signature/Date _____

**APPENDIX D
SAMPLE**

Justifiable Absence Request
(PGUSD BP/AR 5113 and PGUSD BP/AR 6154)

If you would like the Administration to consider approval for makeup work or class credit (up to 10 days per school year), for an absence which is not permitted by the above referenced Board Policy, as set out in the Student/Parent Handbook, please fill in this form and return it to the Attendance Office **at least two weeks prior to the date(s) of the requested absence.**

STEP 1: Parent fills out the information below.

Student Name: _____ Grade: _____

Date (s) of requested absence: _____

What is the activity or reason for the absence?

Please explain why this activity cannot take place during non-school days.

Is there an educational value of this activity? Please explain.

Parent Name- Please Print _____ Parent Phone Number _____

Elementary School Teacher Name _____

STEP 2: Please bring to the office.

<p><i>For Office Use Only:</i> Date Received: _____ Number of Absences to Date: _____ Excused: _____ Unexcused: _____</p> <p><u>Administrative Decision:</u></p> <p>This absence qualifies and work may be made up for full credit. _____</p> <p>This absence does not qualify and teachers are not required to assign work or give credit for missed work. _____ Administrative Signature _____</p> <p>NOTE: Students with excessive unexcused absences (25% of the school days in a grading period) may receive a failing grade and may not receive credit for the class(es). BP5113</p>

STEP 3: Teachers must choose an option. After the teachers choose an option, please bring the form back to the office.

- Option 1:* Excuse any work that the students will miss. *Option 3:* Give work ahead of time.
Option 2: Make up-work upon return. *Option 4:* Ability to do alternate project.

<u>Middle/High School Classes & Teachers</u>	<u>Teacher Signature</u>	<u>Option</u>	<u>This is an Excused Absence:</u>
Period 1: _____	_____	_____	<p>W Waiver- Submit a Justifiable Absence Form for court appointment that is documented by the court system, funeral for a person other than a students' immediate family, religious holiday or ceremony (no more than four days during a semester) and Military family leave. BP113, Ed Code 48205.</p> <p><u>This is an Unexcused Absence:</u></p> <p>J Submitting a Justifiable Absence Form to administration two weeks in advance may allow the student to make up work, but the absence remains unexcused. Allowable credit may be granted for up to 10 days per school year. BP5113</p> <p>U Unexcused Absence- For family necessity or emergency, non-medical/dental appointments, business or vacation travel.</p>
Period 2: _____	_____	_____	
Period 3: _____	_____	_____	
Period 4: _____	_____	_____	
Period 5: _____	_____	_____	
Period 6: _____	_____	_____	
Period 7: _____	_____	_____	
Period 8: _____	_____	_____	