

*****GOVERNOR'S EXECUTIVE ORDER N-25-20***
RE CORONAVIRUS COVID-19**

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

MEMBERS OF THE PUBLIC MAY PARTICIPATE REMOTELY AT THE APRIL 22, 2021 MEETING VIA LIVESTREAM. THE LINK(S) WILL BE PROVIDE 24 HOURS PRIOR TO THE MEETING. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA WILL BE TAKEN VIA LIVESTREAM AT THE TIME INDICATED ON THE AGENDA. PUBLIC COMMENT ON SPECIFIC ITEMS ON THE AGENDA WILL BE TAKEN DURING THE TIME THAT ITEM IS DISCUSSED.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING**

Trustees

John Paff, President

Brian Swanson, Clerk

Cristy Dawson

Carolyn Swanson

Gabriella Giraldo, Student Representative

DATE: Thursday, April 22, 2021

TIME: 5:30 p.m. Closed Session
6:30 p.m. Open Session

LOCATION: **VIRTUAL MEETING**

Join Zoom Meeting

<https://pgusd.zoom.us/j/81744984336?pwd=b3hGcTQ5eUpVUlhTZlVlM1lzakl2Zz09>

Meeting ID: 817 4498 4336

Passcode: 371200

One tap mobile

+16699006833,,81744984336#,,, *371200# US (San Jose)

+12532158782,,81744984336#,,, *371200# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 817 4498 4336

Passcode: 371200

Find your local number: <https://pgusd.zoom.us/j/81744984336?pwd=b3hGcTQ5eUpVUlhTZlVlM1lzakl2Zz09>

Pacific Grove Unified School District Office
435 Hillcrest Avenue
Pacific Grove, CA 93950

The Board of Education welcomes you to its meetings, which are regularly scheduled for the first and third Thursdays of the month. Regular Board Meetings shall be adjourned by 10:00 pm, unless extended to a specific time determined by a majority of the Board. This meeting may be extended no more than once and may be adjourned to a later date. Individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent at least two days before the meeting date.

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 435 Hillcrest Avenue, Pacific Grove during normal business hours.

AGENDA AND ORDER OF BUSINESS

I. OPENING BUSINESS

A. Call to Order

B. Roll Call

C. Adoption of Agenda

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___ Walton ___

II. CLOSED SESSION

A. Identify Closed Session Topics

The Board of Education will meet in Closed Session to consider matters appropriate for Closed Session in accordance with Education and Government Code.

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2020-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman, Song Chin-Bendib and Ralph Gómez Porras, for the purpose of giving direction and updates.
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Song Chin-Bendib and Ralph Gómez Porras for the purpose of giving direction and updates.
3. Conference with Legal Counsel Regarding Existing Litigation pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9 (1 case)
Name of Case: Austin v. John Doe Monterey County Superior Court Case No. 20CV001686
4. Conference with Legal Counsel Regarding Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: (1 case)
5. Superintendent Goals and Evaluation

III. RECONVENE IN OPEN SESSION

A. Report action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2020-21 [Government Code § 3549.1 (d)]
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)]
3. Conference with Legal Counsel Regarding Existing Litigation pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9
Name of Case: Austin v. John Doe Monterey County Superior Court Case No. 20CV001686
4. Conference with Legal Counsel Regarding Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: (1 case)
5. Superintendent Goals and Evaluation

B. Pledge of Allegiance

IV. PRESENTATION

Pacific Grove High School Leadership Teacher Larry Haggquist and students update the Board on their work welcoming new students to the school.

V. COMMUNICATIONS

- A. Written Communication
- B. Board Member Comments
- C. Superintendent Report
- D. PGUSD Staff Comments (Non Agenda Items)

VI. INDIVIDUALS DESIRING TO ADDRESS THE BOARD

Public comment on any item of interest to the public that is within the Board's jurisdiction will be heard. The Board may limit comments to no more than three (3) minutes for each agenda or non-agenda item; a total time for public input on each item is 20 minutes, pursuant to Board Policy 9323. Public comment will also be allowed on each specific action item prior to Board action thereon. This meeting of the Board of Education is a business meeting of the Board, conducted in public. Please note that the Brown Act limits the Board's ability to respond to public comment. The Board may choose to direct items to the Administration for action or place an item on a future agenda.

VII. CONSENT AGENDA

Items listed under the Consent Agenda are considered to be routine and/or may have been discussed at a previous Board meeting. There is no discussion of these items prior to the Board vote unless a member of the Board requests specific items be discussed and/or removed from the Consent Agenda. Each item on the Consent Agenda approved by the Board of Trustees shall be deemed to have been considered in full and adopted as recommended.

- A. Minutes of April 1, 2021 Board Meeting 9
Recommendation: (Ralph Gómez Porras, Superintendent) Approval of minutes as presented.
- B. Certificated Assignment Order #17 16
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Certificated Assignment Order #17.
- C. Classified Assignment Order #17 18
Recommendation: (Billie Mankey, Director II of Human Resources) The Administration recommends adoption of Classified Assignment Order #17.
- D. Acceptance of Donations 21
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The Administration Recommends that the Board approve acceptance of the donations referenced below.
- E. Cash Receipts Report No. 4 22
Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent For Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts.
- F. Revolving Cash Report No. 2 24
Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent for Business Services, I have reviewed the Revolving Cash payments for consistency with District budget policy and accounting practices and certify their consistency and recommend approval of the payments by the Board.
- G. Warrant Schedule No. 630 26
Recommendation: (Song Chin-Bendib, Assistant Superintendent) As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District’s budget, and purchasing and accounting practices and therefore, recommend Board approval.
- H. Contract for Services with Muralist Bryan Gage at Pacific Grove High School 28
Recommendation: (Lito Garcia, Pacific Grove High School Principal) The District Administration recommends the Board review and approve the Contract for Services with Muralist Bryan Gage at Pacific Grove High School.
- I. Forest Grove Elementary School Site Handbook 31
Recommendation: (Buck Roggeman, Forest Grove Elementary School Principal) The District Administration recommends the Board review and approve the Forest Grove Elementary School site handbook for the 2021-22 school year.

- J. Pacific Grove Middle School Site Handbook 61
Recommendation: (Sean Roach, Pacific Grove Middle School Principal) The District Administration recommends the Board review and approve the Pacific Grove Middle School site handbook for the 2021-22 school year.
- K. Pacific Grove High School Site Handbook 108
Recommendation: (Lito Garcia, Pacific Grove High School Assistant Principal) The District Administration recommends the Board review and approve the Pacific Grove High School site handbook for the 2021-22 school year.
- L. Pacific Grove Community High School Site Handbook 160
Recommendation: (Lito Garcia, Community High School Principal) The District Administration recommends the Board review and approve the Pacific Grove Community High School site handbook for the 2021-22 school year.
- M. Pacific Grove Adult Education Site Handbook 190
Recommendation: (Barbara Martinez, Pacific Grove Adult Education Principal) The District Administration recommends the Board review and approve the Pacific Grove Adult Education site handbook for the 2021-22 school year.
- N. Online Subscription with DocuSign Electronic Signature Services 220
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends the Board review and approve use of the online signature services of DocuSign, district wide.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___ Walton ___

VIII. PUBLIC HEARING I/ ACTION/DICUSSION ITEM A

- A. Public Hearing of California School Employees Association Sunshine List for 2020-21 222
Public Hearing – Initial Proposal for Negotiations Submitted by the California School Employees Association with the Pacific Grove Unified School District Board of Education for the 2020-21 school year.

Open Public Hearing _____ Close Public Hearing _____

- A. Approval of California School Employees Association Sunshine List, 2020-21 225
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review and approve the sunshine topics for the 2020-21 California School Employees Association (CSEA) negotiations.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___ Walton ___

IX. PUBLIC HEARING II/ ACTION/DICUSSION ITEM B

- B. Public Hearing of Pacific Grove Unified School District Classified Negotiations Sunshine Topics for 2020-21 228
Public Hearing – Initial Proposal for Negotiations Submitted by the Pacific Grove Unified School District Board of Education with the California School Employees Association for the 2020-21 school year.

Open Public Hearing _____ Close Public Hearing _____

- B. Approval of Pacific Grove Unified School District Classified Negotiations Sunshine Topics for 2020-21 230
Recommendation: (Billie Mankey, Director II Human Resources) The Administration recommends that the Board hold a public hearing of the Pacific Grove Unified School District Classified negotiations sunshine topics for 2020-21.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___ Walton ___

X. ACTION/DISCUSSION

- C. District Update on Response to COVID-19 232
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board receive information regarding District response to COVID-19, and provide direction to Administration.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___ Walton ___

- D. Adoption of Resolution No. 1069: Intent to Initiate a Transition from At-Large to By-Trustee Area Elections Commencing with the 2022 Board Election 233
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board review and adopt Resolution No. 1069: Intent to Initiate a Transition from At-Large to By-Trustee Area Elections Commencing with the 2022 Board Election.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___ Walton ___

- E. Resolution No. 1070 Regarding Vacancy on the Board of Education and Provisional Appointment Process 237
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends the Board review and approve Resolution No. 1070 Regarding Vacancy on the Board of Education and Provisional Appointment process.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___ Walton ___

- F. Revisions to Board Policy and Regulation 2365 Recording 243
Recommendation: (Ralph Gómez Porras, Superintendent) The District Administration recommends that the Board review the recently adopted Board Policy and Regulation 2365 Recording, and provide direction on revisions, if needed.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___ Walton ___

- G. Approval of Contract for Service with AMS.net, Inc for Installation of Paging, Bell, and Clock System at Pacific Grove High School 246
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the contract for services with AMS.Net, Inc. for installation of paging, bell and clock system at Pacific Grove High School.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___ Walton ___

- H. Contract for Services with FieldTurf for Pacific Grove High School Stadium Field and Track Replacement 264
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the contract for services with FieldTurf for the Pacific Grove High School stadium field and track replacement.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___ Walton ___

- I. Contract for Services with IMS, Inc. 283
Recommendation: (Matt Kelly, Director of Facilities and Transportation) The District Administration recommends the Board review and approve the contract for services with IMS, Inc. for the installation of Pelican Wireless Thermostats at Robert Down Elementary School, Pacific Grove Middle School and Pacific Grove High School.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___ Walton ___

- J. Board Calendar/Future Meetings 300
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review and possibly modify meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.

Move: _____ Second: _____ Roll Call Vote: _____

Trustees: Paff ___ B. Swanson ___ Dawson___ C. Swanson ___ Walton ___

XI. INFORMATION/DISCUSSION

- A. Review COVID-19 Relief Funding for K-12 Education 304
Recommendation: (Song Chin-Bendib, Assistant Superintendent) The District Administration recommends the Board review the attached COVID-19 Relief Funding for K-12 Education.

Board Direction: _____

- B. Future Agenda Items 314
Recommendation: (Ralph Gómez Porras, Superintendent) The Administration recommends that the Board review the list of future agenda items and direct Administration to add items to the list and/or schedule items for a particular agenda.

- Added April 1, 2021: Resolution No. 1068 Supporting People of Asian Ancestry and Condemning Harassment, Violence and Hatred Toward People of Asian Descent (May 6, 2021)
- Added February 18, 2021: Board requested final review of Governance Handbook (Spring 2021)
- Added February 18, 2021: Board requested a review of grading policies (Spring 2021)
- Added February 18, 2021: A member of the public requested a discussion to explore realignment of 6th graders to the elementary level (Spring 2021)
- Board requested a renewed discussion about District solar panels (May 20, 2021)
- Added April 1, 2021: Board requested a review of the nondiscrimination policy (June 2021)
- Added February 4, 2021: Return of affordable housing at a later date when more information becomes available (Fall 2021)
- Added March 4, 2021: A Board member requested a study about making ethnic studies a graduation requirement
- Added March 18, 2021: Return of Foreign Language Program (Fall 2021)

Board Direction: _____

XII. ADJOURNMENT

Next Board regular Board meeting: May 6, 2021 – VIRTUAL

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
Minutes of Regular Meeting of April 1, 2021 – VIRTUAL

I. OPENED BUSINESS

- A. Called to Order 5:30 p.m.
- B. Roll Call

President:	Trustee Paff
Clerk:	Trustee Brian Swanson
Trustees Present:	Trustee Dawson
	Trustee Carolyn Swanson
Absent:	Trustee Walton
Administration Present:	Superintendent Porras
	Asst. Superintendent Chin-Bendib
Board Recorder:	Mandi Ackerman
Student Board Member:	Cameron Powley

C. Adopted Agenda

Changes to the Consent Agenda include a Revised Certificated Assignment Order #16.

MOTION Dawson/Brian Swanson to adopt agenda as presented.
Public comment: none
Motion CARRIED by roll call vote 4 – 0

II. CLOSED SESSION

A. Identified Closed Session Topics

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2020-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Buck Roggeman, Song Chin-Bendib and Ralph Gómez Porras, for the purpose of giving direction and updates.
2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)] Executive session between the public school employer and its designated representatives, Billie Mankey, Song Chin-Bendib and Ralph Gómez Porras for the purpose of giving direction and updates.
3. Conference with Legal Counsel Regarding Existing Litigation pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9 (1 case)
Name of Case: Austin v. John Doe Monterey County Superior Court Case No. 20CV001686
4. Conference with Legal Counsel Regarding Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: (1 case)
5. Superintendent Goals and Evaluation

B. Public comment on Closed Session Topics

None.

C. Adjourned to Closed Session 5:32 p.m.

III. RECONVENED IN OPEN SESSION 6:42 p.m.

A. Reported action taken in Closed Session:

1. Negotiations - Collective Bargaining Session planning and preparation with the PGTA for 2020-21 [Government Code § 3549.1 (d)]

The Board discussed this item.

2. Negotiations - Collective Bargaining Session planning and preparation with the CSEA for 2020-21 [Government Code § 3549.1 (d)]

The Board discussed this item.

3. Conference with Legal Counsel Regarding Existing Litigation pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9
Name of Case: Austin v. John Doe Monterey County Superior Court Case No. 20CV001686

The Board discussed this item.

4. Conference with Legal Counsel Regarding Anticipated Litigation
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: (1 case)

The Board discussed this item.

5. Superintendent Goals and Evaluation

The Board discussed this item.

B. Pledge of Allegiance Led By: Superintendent Porras

IV. COMMUNICATIONS

A. Written Communication

The Board received 36 written communications regarding the following topics: reopening, athletic/scholastic grades, contact tracing, in-person learning, thank you/acknowledgements, concerns regarding exterior of schools, hybrid concerns, support CDC adjusting and extended day plan, teacher prep days, classroom size concerns, staffing.

B. Board Member Comments

Trustee Brian Swanson acknowledged Mr. Schram and daughter, and Teacher Isaac Rubin for the piece that was published, a fantastic read.

Trustee Carolyn Swanson acknowledged Cesar Chavez Day; spoke to parents about reopening plans and directed families to staff; said she was open to speaking to families or receiving emails and anyone can make an appointment to speak with her; said she heard the sounds of football being played on the Pacific Grove High School field and it was wonderful; noted only two family members are allowed to attend per football player.

C. Superintendent Report

No comments at this time. COVID update will be provided later in the agenda.

D. PGUSD Staff Comments (Non Agenda Items)

Nutrition Director Stephanie Lip provided an update on the Food Service hybrid program, noting they will continue to offer free meals for the remainder of the year, spoke about location and distribution; food boxes are still available on Wednesdays, food is available to all students.

Director II of Human Resources Billie Mankey acknowledged retirees and thanked them for their service.

Director of Facilities and Transportation Matt Kelly provided a Measure D update, noting bids are being received, contracts will be brought to the Board for review and approval at the next Board meeting on April 22, 2021. Director Kelly noted monthly updates will be provided in the newsletter, and spoke about graduation and the delay of field work.

Teacher Todd Buller congratulated the Pacific Grove High School Girls Tennis team 5 – 0 undefeated.

V. **INDIVIDUALS DESIRING TO ADDRESS THE BOARD**

Julie McCullough thanked teachers Mrs. Selfridge and Mrs. Goana for the senior breakfast on campus, said the students loved it. Spoke about contract tracing, and said it should not be a reason that students do not return full time to campus.

VI. CONSENT AGENDA

- A. Minutes of March 18, 2021 Board Meeting
- B. Minutes of March 25, 2021 Special Board Meeting
- C. Certificated Assignment Order #16
- D. Classified Assignment Order #16
- E. Acceptance of Donations

Changes to the Consent Agenda include a Revised Certificated Assignment Order #16.

MOTION Dawson/Brian Swanson to approve consent agenda as amended.

Public comment: none

Motion CARRIED by roll call vote 4 – 0

VII. ACTION/DISCUSSION

- A. District Update on Response to COVID-19

Superintendent Porras provided an update on the District reopening plan, noting input from staff is being addressed as quickly as possible. Superintendent Porras noted staff meetings, county metrics, travel advisory, a change in grading guidelines, and briefly spoke on graduation plans for Pacific Grove High School and Community High School.

Public comment:

Dana Jones asked about cohorts and stable groups; asked how many adults are interacting with the stable groups/cohorts; said it seems the number of contacts the children are having is getting bigger.

Karinne Gordon spoke about the reopening plans, noted the many hours staff and administration are putting in, all are doing a phenomenal job.

Ms. Deagan asked if families are able to change their mind regarding returning to in-person or staying in Distance Learning.

Julie McCullough noted families have a choice to stay in Distance Learning or return to in-person.

A Pacific Grove Middle School parent asked that the time between classes be 15 minutes rather than 10 minutes to increase class time.

No action taken.

B. Adoption of Board Policy and Regulation 2365 Recording

The Board discussed this item and asked questions.

The Board directed Administration to add the following language to the Regulation:
In summary, all recordings will be available on the District website for 30 days following the Board meeting. After 30 days, the recordings will be removed from the website and archived for 90 days. Following the 90 days, the archive will be erased and the Board minutes will be the official record of the meeting.

Public comment:

Julie McCullough asked if the recordings could be available for 6 months so people can refer to them.

MOTION Brian Swanson/Dawson to adopt Board Policy and Regulation 2365 Recording, with the addition of the summary language added to the regulation. Motion CARRIED by roll call vote 4 – 0

C. Contract for Services with Surveillance Grid for Security Camera System Repairs

The Board discussed this item and asked questions.

MOTION Brian Swanson/Dawson to approve the contract for services with Surveillance Grid for Security Camera System Repairs.

Public comment: none

Motion CARRIED by roll call vote 4 – 0

D. Contract Services with AMS.net for Additional Indoor Access Points and New Outdoor Wi-Fi

The Board discussed this item and asked questions.

MOTION Dawson/Carolyn Swanson to approve the contract for services with AMS.net for additional indoor access points and new outdoor Wi-Fi.

Public comment: none

Motion CARRIED by roll call vote 4 – 0

E. Adoption of Resolution No. 1067 – Issuance of a Tax and Revenue Anticipation Note (TRAN) Not To Exceed \$7,500,000

The Board discussed this item and asked questions.

MOTION Carolyn Swanson/Dawson to adopt Resolution No. 1067 – Issuance of a Tax and Revenue Anticipation Note (TRAN) not to exceed \$7,500,000.

Public comment: none

Motion CARRIED by roll call vote 4 – 0

F. Resolution No. 1068 Supporting People of Asian Ancestry and Condemning Harassment, Violence and Hatred Toward People of Asian Descent

The Board discussed this item.

MOTION Carolyn Swanson to adopt Resolution No. 1068 supporting people of Asian ancestry and condemning harassment, violence and hatred toward people of Asian descent.

No second was made.

The Board directed Trustee Brian Swanson and Trustee Carolyn Swanson to work as a sub-committee to edit the Resolution. This item will be brought back to the next Board meeting on April 22, 2021.

Public comment: none

G. Board Calendar/Future Meetings

MOTION Dawson/Brian Swanson to approve the Board meeting calendar.

Public comment: none

Motion CARRIED by roll call vote 4 – 0

VIII. INFORMATION/DISCUSSION

A. Review and Discuss Current Elementary and Secondary Class Sizes

Assistant Superintendent Song Chin-Bendib and Director II of Human Resources Billie Mankey presented information to the Board.

The Board discussed this item.

Public comment:

Jessica Grogan asked to keep freshman class sizes smaller, for quality feedback to students.

B. Future Agenda Items

- Added February 18, 2021: Board requested final review of Governance Handbook (Spring 2021)
- Added February 18, 2021: Board requested a review of grading policies (Spring 2021)
- Added February 18, 2021: A member of the public requested a discussion to explore realignment of 6th graders to the elementary level (Spring 2021)
- Board requested a renewed discussion about District solar panels (May 20, 2021)
- Added February 4, 2021: Return of affordable housing at a later date when more information becomes available (Fall 2021)
- Added March 4, 2021: A Board member requested a study about making ethnic studies a graduation requirement
- Added March 18, 2021: Return of Foreign Language Program (Fall 2021)

Resolution No. 1068 Supporting People of Asian Ancestry and Condemning Harassment, Violence and Hatred Toward People of Asian Descent will return to the April 22, 2021 Board meeting.

Board requested Board Policy and Regulation 2365 Recording return for further revisions.

Board requested a review of the nondiscrimination policy (June 2021)

Board directed Administration to provide Safe Zone nondiscrimination posters in classrooms.

IX. ADJOURNED

9:09 p.m.

Approved and submitted:

Dr. Ralph Gómez Porrás
Secretary to the Board

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: Certificated Assignment Order #17

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Billie Mankey, Director II, Human Resources

Page 1 of 2

RECOMMENDATION:

The District Administration recommends the Board review and approve the Certificated Assignment Order #17

BACKGROUND:

Under Board Policies #4200 and #4211, the Human Resource Office is directed by the Superintendent and the Board of Education to employ the most highly qualified person available for each position. Recruitment and selection procedures include dissemination of vacancy announcements to newspapers, trade journals, the internet through the Pacific Grove Unified School District website, Monterey County Office of Education website and other recruitment websites in California. The recommendation to hire a selected candidate is made after weighing the information obtained by the complete application package, the interview process, and confidential reference checks. No inquiry is made with regard to the age, sex, race, color, religion, national origin, disability or sexual orientation.

INFORMATION:

Persons listed in the Certificated Assignment Order are being recommended to the Board of Education for employment in the District. No individual is recommended to the Board of Education for employment prior to receipt of the criminal background summary.

FISCAL IMPACT:

Funding has been approved and allocated for these items.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CERTIFICATED PERSONNEL ASSIGNMENT ORDER NO. 17
April 22, 2021**

Page 2 of 2

LEAVE OF ABSENCE:

Rachel McNickle, RDE, Elementary Teacher, 1st Grade, requests maternity/paternity leave and partial unpaid personal leave for the 2021-2022 school year August 2, 2021 through May 31, 2022 only

SUBSTITUTES:

Sheryl Hahn, FGE, Roving Sub for teacher absences, In Person Daily Intervention Support and on-site Small Group Cohort Students, the Student Learning Support Program and other duties as assigned paid per time sheet at the Long Term Fully Credentialed Substitute Rate of \$150 per day, 4 days per week, effective April 5, 2021 and ending on or before May 28, 2021. Position is subject to enrollment and programmatic needs.

Linda Williams and Nancy Spade, RDE, 2nd grade overflow class, sub and job share, each paid per timesheet, at the Fully Credentialed Substitute Rate of \$150 per day, Nancy Spade 2 days per week and Linda Williams 3 days per week, effective April 6, 2021 and ending on or before May 28, 2021. Position is subject to enrollment and programmatic needs and replaces teachers working in Distance Learning only.

Jeanne DeTomaso

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: Classified Assignment Order #17

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Billie Mankey, Director II, Human Resources

Page 1 of 3

RECOMMENDATION:

The District Administration recommends the Board review and approve the Classified Assignment Order #17

BACKGROUND:

Under Board Policies #4200 and #4211, the Human Resource Office is directed by the Superintendent and the Board of Education to employ the most highly qualified person available for each position. Recruitment and selection procedures include dissemination of vacancy announcements to newspapers, trade journals, the internet through the Pacific Grove Unified School District website, Monterey County Office of Education website and other recruitment websites in California. The recommendation to hire a selected candidate is made after weighing the information obtained by the complete application package, the interview process, and confidential reference checks. No inquiry is made with regard to the age, sex, race, color, religion, national origin, disability or sexual orientation.

INFORMATION:

Persons listed in the Classified Assignment Order are being recommended to the Board of Education for employment in the District. No individual is recommended to the Board of Education for employment prior to receipt of the criminal background summary.

FISCAL IMPACT:

Funding has been approved and allocated for these items.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL ASSIGNMENT ORDER NO. 17
April 22, 2021

Page 2 of 3

NEW HIRE:

Darryl Smith, RDE/FGE, BASRP Coordinator, full-time, 8 hours per day, 5 days per week, 10 month work calendar, Range 37, Step C, effective April 26, 2021 (replaces Jill Houston)

NEW HIRE, SHORT TERM/TEMPORARY:

Adrian Maciel, FGE, Short-term/Temporary, on site campus duty as gate monitor, recess, and noon duty as required, Range 25, Step A, paid per time sheet, 4.5hrs/day, 4 days per week, effective April 5, 2021 and ending on or before May 28, 2021. Position is subject to enrollment and programmatic needs.

Kristen Sells, RDE, Short-term/Temporary, on site campus duty as gate monitor, recess, and noon duty as required, Range 25, Step A, paid per time sheet, 4.5hrs/day, 4 days per week, effective April 5, 2021 and ending on or before May 28, 2021. Position is subject to enrollment and programmatic needs.

Sarah Boyle, FGE, Short-term/Temporary, on site campus duty as gate monitor, recess, and noon duty as required, Range 25, Step A, paid per time sheet, 4.5hrs/day, 4 days per week, effective April 5, 2021 and ending on or before May 28, 2021. Position is subject to enrollment and programmatic needs.

ADDITIONAL ASSIGNMENT:

Norma Barakat, RDE, Short-term/Temporary, on site campus duty as gate monitor, recess, and noon duty as required, Range 31, Step E, paid per time sheet, 1.5 hrs/day, 4 days per week, effective April 5, 2021 and ending on or before May 28, 2021. Position is subject to enrollment and programmatic needs.

Audrey Kitiyama, RDE Short-term/Temporary, on site campus duty as gate monitor, recess, and noon duty as required, Range 31, Step F, paid per time sheet, up to 1.5 hrs/day, 4 days per week, effective April 5, 2021 and ending on or before May 28, 2021. Position is subject to enrollment and programmatic needs.

Nargess Akhavi, RDE Short-term/Temporary, on site campus duty as gate monitor, recess, and noon duty as required, Range 30, Step D, paid per time sheet, up to 45 mins./day, 4 days per week, effective April 5, 2021 and ending on or before May 28, 2021. Position is subject to enrollment and programmatic needs.

Raymond DeVost, PGAS, Computer Technician, short term increase in hours, from 4 hrs./day to 8 hrs./day, effective April 5, 2021 through April 9, 2021 only (coverage for Jonathan Mejia while on vacation)

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL ASSIGNMENT ORDER NO. 17
April 22, 2021

Page 3 of 3

ADDITIONAL ASSIGNMENT Continued:

Ryan Rodewald, FGE Short-term/Temporary, on site campus duty as gate monitor, recess, and noon duty as required, Range 27, Step E, paid per time sheet, up to 40 mins./day, 4 days per week, effective April 5, 2021 and ending on or before May 28, 2021. Position is subject to enrollment and programmatic needs.

Michelle Mitchell, FGE Short-term/Temporary, on site campus duty as gate monitor, recess, and noon duty as required, Range 30, Step A, paid per time sheet, up to 1.5 hrs./day, 4 days per week, effective April 5, 2021 and ending on or before May 28, 2021. Position is subject to enrollment and programmatic needs.

RESIGNATION:

Christie Manley, FGE Instructional Assistant (Special Education), 5 hrs./day/180 day work calendar, resigns effective May 28, 2021, after 2 years of successful employment with the Pacific Grove Unified School District

Kelly Van Houtan, RDE Clerk III, 6 hrs./day/190 day work calendar resigns effective May 21, 2021, after 4 years of successful employment with the Pacific Grove Unified School District

RETIREMENT:

Patti Odell, PGMS Administrative Assistant IV, 8 hrs./day/10.75 day work calendar, retires effective June 17, 2021, after 15 years of successful employment with the Pacific Grove Unified School District

SUBSTITUTE:

Ray Birkett

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Acceptance of Donations

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Song Chin-Bendib, Assistant Superintendent for Business Services

RECOMMENDATION:

The Administration recommends that the Board approve acceptance of donations referenced below.

INFORMATION:

During the past month the following donations were received:

Forest Grove Elementary School

None

Robert H. Down Elementary School

None

Pacific Grove Middle School

None

Pacific Grove High School

PG Alumni Association

\$2,000 (Newspaper Club/Breaker newsletter)

Pacific Grove Community High School

None

Pacific Grove Adult School /Lighthouse Preschool & Preschool Plus Co-op

None

Pacific Grove Unified School District

Song Chin Bendib

new computer keyboard

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Cash Receipts Report No. 4

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Song Chin-Bendib, Assistant Superintendent for Business Services

RECOMMENDATION:

As Assistant Superintendent for Business Services, I have reviewed the receipt and deposit of the identified Cash Receipts for consistency with District policies and procedures and certify that the actions have been appropriately conducted. I recommend Board approval of the Cash Receipts.

BACKGROUND:

The attached listing identifies Cash Receipts received by the District during the period of January 26, 2021 through April 6, 2021.

INFORMATION:

The receipt and deposit of the identified funds were conducted consistent with District policies and procedures within the appropriate revenue accounts.

PGUSD
BOARD REPORT # 4 Cash Receipts

January 26, 2021 - April 6, 2021

Date	Num	Name	Account	Amount
Jan 26 - Apr 6, 21				
02/08/2021	20523	RETIREE INSURANCE	RETIREE INSURANCE	10,231.46
02/08/2021	20524	TEXTBOOKS	TEXT BOOK FEES	129.16
02/08/2021	20525	PG PRIDE	WALK WITH PRIDE	6,520.00
02/08/2021	20526	PGMS PTA	CAFETERIA	95.14
02/08/2021	20527	Institutional Processing Services	CAFETERIA	102.57
02/08/2021	20528	Fran Castorina	INS PAYMENT	270.89
02/08/2021	20529	NP Tech-USI	TEXT BOOK FEES	113.06
02/08/2021	20530	NP Tech-USI	TEXT BOOK FEES	339.17
02/08/2021	20531	STATE OF CALIFORNIA	SP ED	1,067.53
02/08/2021	20532	STATE OF CALIFORNIA	CAFETERIA	42,124.51
02/08/2021	20533	STATE OF CALIFORNIA	CAFETERIA	3,593.66
02/08/2021	20534	Santa Cruz COE	MAA	11,089.21
02/08/2021	20535	STATE OF CALIFORNIA	PRESCHOOL	20,524.00
02/09/2021	20536	ADULT EDUCATION	ADULT EDUCATION	610.00
02/09/2021	20537	ADULT EDUCATION	ADULT EDUCATION	876.35
02/09/2021	20538	ADULT EDUCATION	ADULT EDUCATION	2,837.78
02/09/2021	20539	CAFETERIA	CAFETERIA	166.00
03/02/2021	20540	RETIREE INSURANCE	RETIREE INSURANCE	3,992.88
03/02/2021	20541	PGHS	DONATION	39.17
03/02/2021	20542	Maria Rivera	INS PAYMENT	245.21
03/02/2021	20543	STATE OF CALIFORNIA	CAFETERIA	2,449.41
03/02/2021	20544	STATE OF CALIFORNIA	CAFETERIA	28,771.93
03/02/2021	20545	NP Tech-USI	TEXT BOOK FEES	42.13
03/02/2021	20546	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	21,689.19
03/02/2021	20547	STATE OF CALIFORNIA	SP ED	547.46
03/02/2021	20548	Fran Castorina	INS PAYMENT	498.77
03/02/2021	20549	MCOE	SP ED	39,057.76
03/02/2021	20550	ADULT EDUCATION	ADULT EDUCATION	1,000.00
03/02/2021	20551	ADULT EDUCATION	ADULT EDUCATION	33,051.87
03/19/2021	20552	MCOE	RETIREE INSURANCE	912.00
03/19/2021	20553	PGMS	REFUND	100.00
03/19/2021	20554	Robert Down Elementary	DONATION	120.00
03/19/2021	20555	Maria Rivera	INS PAYMENT	383.23
03/19/2021	20556	Fran Castorina	INS PAYMENT	498.77
03/19/2021	20557	MBCS/Monterey Bay Charter School	SPECIAL RESERVE	18,824.45
03/19/2021	20558	NMCUSD	custodial	1,201.00
03/19/2021	20559	Santa Cruz COE	MAA	8,726.05
03/19/2021	20560	MERMA	Safety Grant	4,601.00
03/19/2021	20561	ADULT EDUCATION	ADULT EDUCATION	28,584.39
03/19/2021	20562	RETIREE INSURANCE	RETIREE INSURANCE	4,009.41
03/19/2021	20563	ADULT EDUCATION	ADULT EDUCATION	483.08
03/19/2021	20564	CAFETERIA	CAFETERIA	75.50
Jan 26 - Apr 6, 21				<u>300,595.15</u>

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Revolving Cash Report No. 2

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Song Chin-Bendib, Assistant Superintendent for Business Services

RECOMMENDATION:

As Assistant Superintendent for Business Services, I have reviewed the Revolving Cash payments for consistency with District budget policy and accounting practices and certify their consistency and recommend approval of the payments by the Board.

BACKGROUND:

The attached listing identifies payments made from the Revolving Cash Fund during the period from November 24, 2020 through April 6, 2021.

INFORMATION:

Prior to the approval of the identified payments, appropriate District procedures were followed and authorizations obtained.

PGUSD
BOARD REPORT # 2 REVOLVING CASH
 November 24, 2020 - April 6, 2021

Date	Num	Name	Account	Amount
Nov 24, '20 - Apr 6, 21				
11/30/2020		ANALYSIS CHARGE	none	-128.53
12/31/2020		ANALYSIS CHARGE	none	-133.45
01/31/2021		ANALYSIS CHARGE	none	-176.00
02/28/2021		ANALYSIS CHARGE	none	-145.12
				<hr/>
Nov 24, '20 - Apr 6, 21				<u>-583.10</u>

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Warrant Schedule 630

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Song Chin-Bendib, Assistant Superintendent for Business Services

RECOMMENDATION:

As Assistant Superintendent for Business Services, I certify that I have reviewed the attached warrants for consistency with the District’s budget, and purchasing and accounting practices and therefore, recommend Board approval.

BACKGROUND:

The attached listing of warrants identifies payments made by the District during the noted time period from March 1, 2021 through March 31, 2021.

INFORMATION:

Prior to the issuance of the warrants, District procedures have been followed to ensure the appropriateness of the item purchased, the correctness of the amount to be paid, and that funds were available within the appropriate budget. All necessary site, department, and district authorizations have been obtained.

Please note a full copy of the warrants are available by request.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

WARRANT SCHEDULE NO. 630

MARCH 2021

WARRANTS - PAYROLL

Certificated	Regular	03/05/21	\$	-
	Regular	03/10/21	\$	389.83
	Regular	03/15/21	\$	-
	Regular	03/31/21	\$	1,691,482.43
<u>Total Certificated</u>			<u>\$</u>	<u>1,691,872.26</u>
Other	Regular	03/05/21	\$	-
	Regular	03/10/21	\$	-
	Regular	03/15/21	\$	-
	Regular	03/31/21	\$	1,290.90
<u>Total Other</u>			<u>\$</u>	<u>1,290.90</u>
Classified	Regular	03/05/21	\$	-
	Regular	03/10/21	\$	1,919.11
	Regular	03/15/21	\$	-
	Regular	03/31/21	\$	644,600.05
<u>Total Classified</u>			<u>\$</u>	<u>646,519.16</u>
<u>TOTAL PAYROLL</u>			<u>\$</u>	<u>2,339,682.32</u>

WARRANTS - ACCOUNTS PAYABLE

Checks	V-Card Payment			
12604544-12604568	04600000013-04600000015	03/04/21	\$	44,968.02
12605456-12605499	04600000016-04600000019	03/11/21	\$	40,572.13
12606391-12606415	04600000020-04600000021	03/18/21	\$	88,200.95
12607225-12607252	04600000022-04600000023	03/23/21	\$	95,695.97
<u>TOTAL ACCOUNTS PAYABLE</u>			<u>\$</u>	<u>269,437.07</u>

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Contract for Services with Muralist Bryan Gage at Pacific Grove High School

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Lito M García, Principal PGHS
Katie Selfridge, PGHS Senior Class Advisor, Teacher

RECOMMENDATION:

The District Administration recommends the Board review and approve the Contract for Services with Muralist Bryan Gage at Pacific Grove High School.

BACKGROUND:

This is a new service. The seniors of the Class of 2020 and the Class of 2021 would like to give Pacific Grove High School a mural that will be painted on the Field House wall. Because of the pandemic the Class of 2020 did not give a gift to the school. The leadership students of the two senior classes have partnered to share the cost of this project.

INFORMATION:

Muralist, Bryan Gage will paint a mural on the Field House wall which is located near the track at Pacific Grove High School. This mural will be painted during May 22 -24, 2021. The Classes of 2020 and 2021 have raised money as a class and would like to use the funds to pay for this artist to paint the mural. Historically, each senior class has given the school a gift. For example, the class of 2014 had a mural painted on the wall of the Student Union building that faces Pride Place.

FISCAL IMPACT:

The contracted amount is \$3,000.00. A down payment of \$750.00 is due once the contract is approved. The remaining balance is due once the mural is complete. The contract is good from May 22-24, 2021 only. The funds have been raised by the students with this gift in mind. The account to be used is the ASB Wells Fargo account. The two class account numbers are #520 and #521 respectively. No district funds will be used for this project.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue
Pacific Grove, CA 93950
CONTRACT FOR SERVICES

This contract is an agreement between the Pacific Grove Unified School District and Bryan Gage, Muralist for services rendered as specified below.

- 1. **Scope of Service:**
To provide: Mural on the Field House wall
- 2. **Evaluation and/or expected outcome(s)**(continue on attached page if needed):
Mural will be designed and painted prior to the end of the school year 2020-21
- 3. **Length of the Contract:**
Service is to be provided on the following date(s):
May 22 – May 24, 2021
- 4. **Financial Consideration:**
Consultant to be paid at the rate of:
\$3,000.00 total - \$750.00 to be paid as a down payment and the balance to be paid when the work is completed. Contracted time is listed above.
School Funding Source: Class of 2020 and Class of 2021
Account Code: ASB – Account #520 and account #521

Consultant (Please print) Bryan Gage
Address 113 20th Street Pacific Grove 93950 Phone:831-220-5142

Signed _____ Date 3/31/2021
Email N/A

District Employee Independent Consultant

Signed _____ Date _____
Site/Program Administrator (Check appropriate box below)

Contracted work was assigned using District’s normal employment recruitment process.

Contracted work was not assigned using District’s normal employment recruitment process.
Attached Criteria Page (REQUIRED) identifies reason.

Signed _____ Date _____
Director of Human Resources

Signed _____ Date _____
Assistant Superintendent

ALL SIGNATURES MUST BE OBTAINED BEFORE SERVICES ARE PROVIDED.

*Independent Consultant must sign and submit a W-9 to District prior to providing service.

BOARD APPROVAL DATE Click or tap to enter a date.

Contract for Services Criteria

District/Site Administrator – Please circle criteria that apply and sign below.

- (1) There is a specifically documented cost savings relative to using district employment. (The documentation requirements are specified and must be attached).
- (2) The contract is for new school district functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
- (3) The services contracted are not available within the district, cannot be performed satisfactorily by school district employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the school district.
- (4) The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements," shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
- (5) The policy, administrative, or legal goals and purposes of the district cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary school district hiring process. Contracts are permissible under this criterion to protect against a conflict of interest or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.
- (6) The nature of the work is such that the criteria for emergency appointments apply. "Emergency appointment" means an appointment made for a period not to exceed 60 working days either during an actual emergency to prevent the stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee shall be determined by the district. The frequency of appointment, length of employment, and the circumstances appropriate for the appointment of firms or individuals under emergency appointments shall be restricted so as to prevent the use of emergency appointments to circumvent the regular or ordinary hiring process.
- (7) The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the school district in the location where the services are to be performed.
- (8) The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the district's regular or ordinary hiring process would frustrate their very purpose.

District/Site Administrator

Date

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: Forest Grove Elementary School Site Handbook

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Name of Administrator, Title

RECOMMENDATION:

The District Administration recommends the Board review and approve The Forest Grove Elementary School site handbook for the 2020-21 school year.

BACKGROUND:

The Forest Grove Handbook details the procedures, policies, and schedules that will be in place if we are allowed to open completely in the Fall of 2021. There are no major changes from the current version.

INFORMATION:

School calendar and staff rosters will be updated regularly before the beginning of school.

FISCAL IMPACT:

There is no fiscal impact.

Forest Grove Elementary School Falcons



2021-2022

Parent-Student Handbook

Principal's Message



Dear Forest Grove Families,

We are excited to welcome you to Forest Grove Elementary School, and on behalf of our entire staff, I thank you for entrusting us with the education of your child. Since 1959, our school has been delivering a top tier educational program in a loving atmosphere where caring professionals work daily to develop the whole child. While we place an emphasis on providing a rigorous academic program securely rooted in the California Content Standards, we are ever mindful that our first job is to teach students to love learning and develop character traits that lead to good citizenship. Simply put, we want our students to grow into good people who live happy lives.

Our teaching staff embodies a blend of seasoned professionals and youthful enthusiasm. This combination of rich experience and fresh ideas makes for a dynamic educational atmosphere for students and adults. Our first priority will be to establish a safe, positive, and engaging learning environment. When these three elements are present, students can focus on learning and will look forward to coming to school each day.

All of our aides, custodians, food service workers, and office staff share this same affinity for children. Many of our support personnel have been at our school for more than 10 years because they enjoy working with students and recognize that Forest Grove is a special place.

Our staff uses a social emotional learning program called The Toolbox. The 12 tools for social interaction and resilience will be taught to all of our students and implemented across all educational settings. Our goal is to have a common language to help students learn to build positive relationships and handle conflict effectively when it arises.

We look forward to partnering with our parents in the education of your children. To that end, we encourage you to read this entire student-parent handbook, so you can familiarize yourself with our routines and rules. Our handbook is packed with valuable information and many answers to your questions are found in these pages.

We are all proud to be Falcons, and whether your child is returning to Forest Grove or a newcomer to our nest, we believe that your child will soon learn to soar.

Go Falcons!

Buck Roggeman, Principal
831-646-6560 ext. 200
broggeman@pgusd.org

Table of Contents

Core Values3

Bell Schedule4

2021-22 Forest Grove School Calendar5

Arrival and Pick up.....6

Campus Access.....6

Attendance6

Visitors8

Medications at School.....9

Oral Health Assessment.....9

Emergency Messages.....9

Lost and Found.....9

Before and After School Recreation Program (BASRP).....9

Dress Code10

Electronic Devices/Cell Phone Policy.....11

General Guidelines.....11

California Assessments of Student Performance and Progress12

Library Policy.....12

Physical Education.....13

Emergency Guidelines.....14

Information for Families in Transition.....14

Student Mental Health Services.....15

Playground Supervision and Guidelines (School Rules)15

Lunch and Cafeteria Guidelines15

Assembly Guidelines19

Fabulous Falcon Award19

Three Step Plan for Conflict Resolution.....19

School to Home Communication and Parent Conferences20

Homework Policy.....20

Homework Guidance20

Rules of Conduct22

Student Alternative Discipline.....22

District-Wide Discipline Policy23

Volunteers24

Parent Teacher Association/School Site Council/Safety Committee.....26

Appendix – Staff Rosters.....27

Core Value Statements

Regarding Students:

We believe that all students are best served when each feel that he/she is valued and appreciated as an important citizen of our school and community. Further, we know that all students enjoy success in learning and acknowledgement of their achievements. To that end, we will provide the time, methods and materials necessary to support our students as they strive toward their full potential.

Regarding Staff:

We believe that all staff members work best in a friendly, positive, and mutually supportive environment – one which fosters collaboration and professionalism. We agree to work toward consensus, differ respectfully, and treat one another as we ourselves wish to be treated.

Regarding Parents:

We believe that parents are our partners in educating their children. We strive to create an atmosphere where honest, open, two-way communication with parents takes place. This is an essential element in providing a successful learning experience for all students.


Regarding Community:

As educators, we believe that we should broaden our experiences toward providing for the thoughtful service to and stewardship of local and global communities. Further, we feel that we have an obligation to serve as role models for our students in this regard.

Written 2009
Reaffirmed 2021

Bell Schedule 2021-22

TK & Kindergarten Regular Schedule	
8:45	School starts
8:45 – 10:40	Instruction
10:40 – 10:55	*Recess
10:35 – 12:10	Instruction
12:10 – 12:55	Lunch / recess
12:55 – 2:00	Instruction
2:00	Dismissal
* Kindergarten recess times will vary according to class needs.	



1st – 5th Grades Regular Schedule	
8:45	School starts
8:45 – 10:15 Grades 4 & 5	Instruction
8:45 – 10:30 Grades 1, 2 & 3	Instruction
10:15 – 10:25 Grades 4 & 5	Recess
10:30 – 10:40 Grades 1, 2 & 3	Recess
10:25 – 12:10 Grades 4 & 5	Instruction
10:40 – 12:10 Grades 1, 2 & 3	Instruction
12:10 – 12:55	Lunch / recess
12:55 – 1:55 ALL	Instruction
1:55 – 2:05 ALL	Recess
2:05 – 3:10 ALL	Instruction
3:10	School Dismissed

Thursday Schedule (1 st – 5 th students)	8:45 a.m.	School Starts
	2:00 p.m.	School Dismissed

Minimum Day Schedule (all students)	8:45 a.m.	School Starts
	12:10 p.m.	School Dismissed

Forest Grove Elementary School Calendar 2020-21

August			Class Lists posted - all grades –2:50 pm– Playground All Grades - “Meet and Greet” 3:00 – 4:00 pm First Day of School & Welcome Back Coffee/Safety Update Back to School Night – 6:00 – 7:00 pm Book Fair
September			Labor Day Holiday (<i>no school</i>) Walk With PRIDE - Lover’s Point Trail, 10:00 am School Photos
October			Butterfly Parade & Bazaar Fall Break (<i>no school</i>)
November			End of the 1 st trimester Parent – Teacher Conferences cont. (minimum days) Veterans Day Holiday (<i>no school</i>) Minimum Day for Students Thanksgiving Holiday (<i>no school</i>)
December			Winter Program TK–2nd ~ PGMS – 6 – 7 pm Winter Program 3 rd – 5 th ~ PGMS – 6-7 pm Minimum Day Winter Break (<i>no school</i>)
January			Winter Break cont. (<i>no school</i>) Teacher Prep Day (<i>no class for students</i>) Martin Luther King Holiday – (<i>no school</i>) Kindness Week 100 th Day Celebration
February			Presidents’ Holidays & Break (<i>no school</i>) Staff Dev. Day (Non Student Day) End Second Trimester
March			Celebrate Dr. Seuss’ Birthday (3/2) Parent Teacher conferences (minimum days - TK & K all week/ 1 st – 5 th grades ~ Wed, Thurs & Fri only) Spring Photos Kindergarten Orientation Night 6:00 – 7:00 pm
April			5 th Grade Parent Orientation PGMS Auditorium 6 pm Minimum Day – School is released at 12:10 pm Spring Break (no school) Open House 5:45 – 7:00 pm
May			State Testing State Testing Falcon Fest & 5 th Grade Student Orientation, 9-11:00 Memorial Day (<i>no school</i>) Last Day of School (<i>minimum day</i>)

Arrival and Pick-up Times

Children should not arrive at school before 8:30 a.m. as there is no adult supervision. All students should go home immediately following the dismissal bell. Students arriving before 8:30 a.m. or not picked up 10 minutes after the dismissal bell will be sent to daycare for supervision. Parents/Guardians will be charged \$10.00 per hour (or any fraction thereof) for emergency day care services. Charges for emergency day care services are due and payable on the day of the occurrence. The warning bell rings at 8:42 a.m. Students are tardy if they are not in their classrooms at 8:45 a.m. and truant tardy if late 30 or more minutes (after 9:15 a.m.) without a doctor's note or verification from guardian (See Punctuality, Attendance and Tardy Policy for more information). Please remind your child that, if tardy, he or she must check in at the office before proceeding to class.

Campus Access: Gates Opened and Locked

Gates will be unlocked before school for student drop off and locked at 9 a.m. All parents and non-Forest Grove Elementary children should leave campus until gates are reopened at 3:10 p.m. for the final bell dismissal if older siblings are still in school. Families still on campus are asked to play on the third level field or an area not designated for BASRP until BASRP moves to its indoor location. No students should be left unsupervised after school; they will be checked into the BASRP program if no parent is present. Gates will be unlocked for community use after 3:10 p.m., over the weekend, and during school breaks. Adults should never ask students to open gates for convenience from the inside or ask students to climb over fences or reach through/under gates to unlock handles. Please help keep Forest Grove safe at all times.

Attendance/Procedure for Parent to Explain Absences

Each time your child is absent please call the absence line (646-6559 ext. 222) **prior to 9:00 a.m.** Regular and prompt attendance is important to success in school. Chronic attendance problems will result in a meeting with the principal and a possible referral to the District Attorney's Truancy Abatement Program. Homework should be requested on the absence line when reporting the student's absence. Homework will be available in the homework basket located in the school lobby between 3:30-4:30 p.m. Please do not send your child to school sick as they are likely to infect others. Monterey County Office of Education policy states that a student must be fever- and vomit-free for 24 hours before returning to school.

Student Attendance Policy/Board Regulation 5113

Pacific Grove Unified School District adheres to a strict attendance policy. "Parents or guardians of children aged six to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy." A 24-hour voicemail system is available for calls at 646-6559 ext. 222. All absences must be cleared by a telephone call or note from the parent/guardian within 72 hours of the absence. It is important to advise the office as well as your child's teacher. Parents/Guardians may verify student illnesses up to 14 days throughout the school year before a note from a doctor/clinic is required, including students who arrive at school after 9:15 a.m. for an illness/medical appointment or for an all-day absence for illness or medical appointment – or combination thereof. Each subsequent absence (15 or more) requires a note from a doctor/clinic.



Punctuality

It is vitally important that children arrive at school on time. It is a disruption to the entire class when a student arrives late. The student misses out on vital information as well as having a beneficial start to the day. Letters will be sent to parents if their child is tardy seven times or truant tardy three times (late after 9:15 A.M./30 minutes or more).

Truancy Mediation

Forest Grove Elementary participates in the Truancy Mediation Program through the Monterey County District Attorney's Office. After three unexcused/unverified absences, the school is mandated to report these absences to the Monterey County District Attorney's Truancy Mediation Program and parents will receive a letter warning about further attendance violations. A mandated parent meeting with the principal will result if unexcused absences/truant tardies continue, along with a letter from the District Attorney's Office warning families about possible fines if students do not begin to arrive on time or attend school. The entire Regulation #5113 regarding Absences and Excuses may be viewed online at pgusd.org under Board Policy.

Tardy Policy

Any students arriving late to class are considered tardy. Students arriving to school more than 30 minutes late or students leaving school early without presenting a valid written excuse from a doctor, dentist, or orthodontist are considered truant, and report as an unexcused absence. All students arriving late to campus must report to the office before going to class. Students leaving school must be signed out at the office by a parent or an adult listed on the student's emergency card.

Excused Absences

The State of California considers illness, medical appointment, and the funeral of an immediate family member to be excused absences. Fourteen excused absences due to illness are allowed per year. After the 14th excused absence, an illness will be considered excused only if documented by a physician. Absences beyond the 14th that are not excused by a physician's note will be considered unexcused absences.

Unexcused absences

Any absences not covered in the categories listed above are considered unexcused absences. This includes vacations, out of town trips, personal reasons, and any unverified absence.

Allowable Credit Due to Unexcused Absences/ Justifiable Absence Request (JAR)

Parents or guardians may be allowed, on a limited basis, to have students submit pre-approved class work or assignments for partial or full credit due to an unexcused absence. To ensure that your request is received, the parent/guardian should deliver their written request to the school office two weeks in advance of the absence. Email requests are not recommended as the email may be lost in spam and not received. The written request should be directed to the school principal, not the classroom teacher. Parents are strongly discouraged from scheduling non-medical appointments,

business, or vacation travel during times when school is in session, as these are considered unexcused absences. Any parent contemplating family travel during school must contact the principal at least two weeks prior to the absence to ascertain its probable impact on their child’s academic and credit situation.

- a. Approval for allowable credit due to an unexcused absence may be granted for up to ten (10) days per school year if the absence is due to business or travel that has demonstrable educational value and the student’s academic progress will not be impeded as a result. Justifiable Absence Request (JAR) forms should be filled out at least two weeks in advance and turned in to the attendance clerk.
- b. Teacher and Administrative pre-approved student absences for school-sponsored events may be eligible for full credit outside of the allowable days noted in (a) above.
- c. The maximum number of days of allowable credit shall be ten (10) days per school year, except in unusual circumstances.
- d. Make-up work and/or tests may not be provided for unexcused absences in excess of the established limits.
- e. To be considered for allowable credit due to an unexcused absence, please fill out the Justifiable Absence Request found online at www.robertdown.pgusd.org.

Attendance Codes

<p>I - Excused for illness, injury, doctor and dental appointments (no doctor or dental notes on file)</p>	<p>A Unverified—Waiting for parent verification</p>
<p>M - Excused for medical or dental reason with a note from the doctor or dentist</p>	<p>E Excessive absence over the 14 day limit for illness without medical or dental notes on file</p>
<p>B- Bereavement of immediate family member</p>	<p>V School sponsored activity or appointment</p>
<p>Q - Quarantine, usually for medical reasons</p>	<p>H Home hospital absences</p>
<p>R - Religious holiday</p>	<p>T Tardy--Unexcused up to 30 minutes</p>
<p>S – Suspension</p>	<p>X Tardy—Excused Must be validated with written documentation</p>
<p>L - Allowed by parent, but <i>unexcused by the state</i>, for family necessity or emergency, appointments other than medical or dental, or out of town travel, that was not approved by the administration ahead of time</p>	<p>C Truancy, or intentional absence by the student over 30 minutes, during any part of the school day, that is not excused</p>

Visitors

For the safety and best interests of all concerned, visitors, including volunteers and parents, must enter through the front of the school and check in with the office before going to classrooms, performances, or the playground. Please make sure you sign in and wear a visitor badge while on campus, and be sure to sign out when you leave.

Medications at School

Children may not bring medications of any kind to school unless there is a completed physician authorization form on file at school. If your child needs to have medication regularly administered during school hours, please pick up a form at the office. This includes “over the counter” medications. Please do not send your child to school with aspirin, cough drops, allergy medicine, etc. If you have questions, please call our site Health Clerk at 831-646-6558 or District Nurse Katrina Powley (831) 646-6514.

Oral Health Assessment

To make sure your child is ready for school, California Education Code **now requires** that your kindergarten or first grade child has an oral health assessment (dental check-up) by May 31, in either of those grades (whichever is his/her first year of school). Assessments that have happened within the 12 months before your child enters school also meet this requirement. The assessment must be done by a licensed dentist or registered health professional. A waiver is also available. If you did not complete the verification of this oral health assessment when you completed your child’s registration packet, please contact our health clerk at 646-6568 and she can provide you with any information you may need to complete the process.

Emergency Messages

All contacts with the classroom during the school day should go through the office. **Messages for children should be for emergency only.** Keep in mind each time the office has to call a classroom with a message, it interrupts instruction time. Make sure that your child has a lunch or has lunch money available on his/her lunch card. Please be certain that after school plans are made ahead of time and communicated to your child.

Lost and Found

Labels on clothing, lunch boxes, eyeglass cases, etc. help recover lost articles. Lost items will be sent to the office. “Found” clothes will be placed on our clothes rack in the cafeteria. During our winter break, spring break and after school is out in June, we will give the remaining clothes to a local charity. Please try to help children keep track of their things.

Before and After School Recreation Program

A before and after school program is available from 7:00 a.m. to 6:00 p.m. Please call Mrs. Marlene Roman, the BASRP Leader at 646-6501 for more information or visit the web page at <https://forestgrove.pgusd.org/basrp/>.

On the occasions where students do not have a bus pass, have missed the bus, or just not yet picked up, please follow these steps:

1. Office staff will contact parents. If contact is made and parent agrees to have student released to BASRP and agrees to pay the fee, student may be released to BASRP. Office to document date and time of parent phone agreement. BASRP will collect fee that evening at time of pick up.
2. If BASRP is not an option for the parent, the parent may give permission to walk home or to a friend’s house or have a friend/emergency contact come pick up the student. This would be via email or verbal agreement with the parent and should be documented with name of parent, date, time and to whom the student should be released.
3. If parental contact is not made within a reasonable amount of time, then office staff will start to call emergency contacts to come and pick up the student.
4. If no emergency contact is available, the student will remain in the office until parent or emergency contact arrives. Students may not be allowed outside without adult supervision.

5. If student is still there when it is time for office staff to end their day, if the principal is available, the principal shall take over responsibility of the student until such time the parent or emergency contact arrives.
6. If the office staff's shift is over and the principal is not available, the other elementary principal (or see list a.- d. below) would be called in that order, to the site to take over the student supervision until such time the parent or emergency contact arrives.
7. If the BASRP shift has ended and student/s remain, the principal would take over supervision. Options for this occurrence would be as follows:
 - a. Site principal
 - b. Other elementary principal
 - c. Other site administrator
 - d. District administrator

This extreme circumstance should be rare. Administration should take over supervision of the student/s beginning at 6:15 p.m. if parents are late to pick up students. A warning call or text should be sent by a BASRP attendant at 6 p.m. notifying the administration of this possibility.

Dress Code

A student's dress and appearance should be compatible with an effective, elementary learning environment. Clothes and shoes should allow for free-movement during recess and PE. We strongly discourage makeup as well as hair dye that is distracting. Hats should not be worn inside the school building. Inappropriate words, sponsors, or pictures, bare midriffs, sagging pants, exposed underwear, and revealing tank tops are not allowed. The length of students' clothes (such as shorts, dresses, skirts) should minimally be as long as a student's fingertips when the student's arms are extended down the side of the body. Dress or appearance which disrupts the class or learning activity may require a student to call a parent so that appropriate clothing can be brought to school for the child.

We strongly recommend that children come to school in comfortable sneakers that will provide proper support and traction for running and other physical activities for both recess and PE. Heels of any height are unstable and can cause injury to the foot, ankle and leg. Open toed shoes leave toes exposed to the rough pavement. If a hat must be worn at school, it may be worn outdoors only.

Falcon Fridays

Students, staff, and parents are encouraged to wear Forest Grove Spirit Gear (available for purchase through the PTA) or Forest Grove GREEN on Fridays and at school – wide events.

Electronic Devices/Cell Phone Policy and Regulation

Per Board Regulation 5146, except with prior consent for health reasons, electronic signaling or imaging devices must be turned off and put away throughout the school day. (These include, but are not limited to, cell phones, gaming devices, dokiWatch, FiLIP, VTech Kidizoom Plus, and Gizmos.) Students may not carry personal devices with them on campus during the school day without express permission from the principal. Devices are not to be used during the school day for phone calls. Phones are located in each classroom that students may request to use. On those days when a particular lesson or project would be enhanced with such devices, the teacher will notify the parents and students that they are allowed to bring their device to school. These devices will be collected and stored by the teacher on that day. Devices will be used only during the time frame of the particular lesson/project and will be returned to the student at the end of the day. Activity trackers have been approved by the district to be used; these are devices that do not have the ability to call/text nor provide camera/video options such as Fitbits, Garmin Vivo Fit, Jr., and UNICEFs.

General Guidelines

1. Parents are asked to wait for their children in front of the school by the office or in the back of the school at dismissal time for pick up. Please do not go to your child's classroom to pick him/her up at any time of the school day. This is to help ensure campus security. If you require an "early pick up" please come to the office, sign him/her out and we will have your child sent from class.
2. Bicycles and skateboards will be walked on all parts of the school campus, including the sidewalk in front of school. Bikes should be parked in the provided bicycle racks. Bike locks are strongly recommended. Rollerblades are discouraged but if they must be used, they have to be taken off before entering school grounds. California law currently requires children to wear helmets while riding bikes, scooters, skateboards or skates. Wearing pads can also protect from cuts and scrapes. Parents, please review traffic and safety rules with your child so their trip to and from school will be safe. Regular shoes must be worn on school grounds. Wheeled shoes are acceptable footwear, but the wheels may NOT be used at school in the hallways or on the playground.
3. Toys are to remain at home unless the teacher or principal gives special permission. Only classroom equipment and materials will be allowed at school.
4. So that no child feels overlooked, please do not distribute party invitations at school. **Please follow the guidelines of the district's Wellness Policy when sending treats to classroom celebrations.** Board Policy 5030 states, "Parents are encouraged to support the District's nutrition education efforts by considering nutritional quality when selecting foods sent to school, either for individual or for class consumption." The entire board policy may be viewed online at <https://boardpolicy.pgusd.org/2015/12/22/5030-student-student-wellness-health-and-physical-education/>.
5. Students are not to leave the school grounds during school hours without being signed out in the office. If you know ahead of time that your child is leaving early, please send a note to the teacher. The child is then called from the classroom to meet the parent in the office. **Only people listed on the emergency card may pick up the child unless we have a written, signed note from the parent. If office staff does not know the person coming to pick up a child, the adult will need to show identification before the child will be released.**
6. Students are not to bring gum, candy and soda pop to school.

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

(b) No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil. (Amended by Stats. 2002, Ch. 253, Sec. 2.)

8. When pulling into the large parking lot (adjacent to the high school tennis courts above our third level field) to drop off children, please pull all the way in to the designated drop off space along the sidewalk. Please walk with your children to reach your car if you park.

9. Students who ride the bus to school are required to purchase a bus pass through the PGUSD District Office. The cost per student is \$100 per year (\$150 for two or more students), or \$80 per semester (\$120 for two or more students). Students waiting for the bus are to remain in line at the front of the school until the bus arrives and wait for the bus driver to invite them onto the bus. Students who fail to follow the directions of the bus driver may lose the privilege of riding the bus.



10. Dogs are not permitted on campus with the exception of service dogs.

11. In accordance with state and federal law, smoking is prohibited in all district facilities and vehicles. (20 U.S.C. 6083, Labor Code 6406.5) The Board further prohibits the use of tobacco products and e-cigarettes at all times on district grounds and facilities.

CA Assessment of Student Performance and Progress/Smarter Balanced Test (SBAC)

CAASPP/SBAC testing is administered to students in grades 3, 4, and 5 every year. These are state-mandated tests which are not used to determine report card grades. The results are used by the district as one factor in course placement in grades 6-12. It is vital that students participate and give their best effort; however, parents/guardians may opt out their student(s) by sending communications to the principal indicating which specific tests should not be taken by their child: Computer Adaptive Test (CAT) ELA, Performance Tasks (PT) ELA, CAT Math, PT Math, and/or CA Science Tests (CAST - 5th grade only).

Library Policy

The library is open from 9:00 A.M. to 3:00 P.M. daily. Please use inside voices and do not bring food or drink while visiting. Students may be in the library outside of their regular class visit with a note from their teacher and if the librarian is present.

Library books may be checked out for one week at a time and then must be renewed or returned. Students must take responsibility for the replacement of damaged or lost materials. Additional items will not be checked out for use outside of school until the lost item is returned, paid for, or replaced. Replacement copies are acceptable as approved by the librarian.

Computers are available with access to the Internet. Students may use the Library Web Page to access the catalog and reference resources. Students must have a Technology User Agreement on file with the school in order to use the Internet. Misuse may result in disciplinary consequences and the loss of privileges.

Physical Education

All K-5 students participate in Physical Education for thirty minutes each day. The State Board of Education requires each elementary aged child (Grades 1-5) to participate in a minimum of 200 minutes of Physical Education every ten days.

1. **APPROPRIATE DRESS**—It is very important that your child wears comfortable, loose clothing that allows movement. It is even more important that comfortable, supportive, closed-toe, athletic shoes are worn. UGGs, CROCS, SANDALS, FLIP-FLOPS, DRESS SHOES, HIGH HEELS, and BOOTS are not acceptable. If your child does not wear appropriate shoes, he/she will not be allowed to fully participate in our Physical Education class and will not get credit for that day. Some students opt to bring a change of shoes in their backpacks for physical education.
2. **JACKETS, SWEATSHIRTS, AND SWEATERS**—In Pacific Grove, the weather is constantly changing: foggy, hot, windy, drizzly, gorgeous, etc. Our students tend to dress in layers. Please put your child's first and last name on the inside of jackets, sweatshirts, and sweaters. If something has been left or forgotten at school, remember to check the Lost and Found, which is located inside the Multipurpose Room.
3. **MEDICAL EXCUSES AND NOTES**—If your child cannot participate in Physical Education class due to an illness or injury, the parent or guardian should send a written note to school. If your child needs to be excused from class for more than three days, a note is needed from your child's doctor stating the nature of the illness or injury, and approximately when the child can return to Physical Education class. For an extended illness or injury (four weeks or longer), a written release from the doctor stating your child is healthy and able to return to physical education is required.
4. **EQUIPMENT & SAFETY**—Your child's safety and that of others is our primary concern. Any unsafe behavior or misuse of equipment will cause a student to sit out from the class activity. Parents will be notified of serious incidents or when their child is having repeated difficulty staying safe in Physical Education class.
5. **PHYSICAL EDUCATION EXPECTATIONS OF BEHAVIOR**—As with all classrooms, the Physical Education program has a behavior policy that is provided to each student. This policy teaches moving with control, respecting self and others, developing self-esteem, communication skills, and solving conflicts.
6. **PHYSICAL FITNESS TESTING (5th Grade)**—Per Education Code Section 60800, each spring, 5th-graders participate in the CA Physical Fitness Testing in six categories: Aerobic Capacity, Body Composition, Abdominal Strength and Endurance, Trunk Extensor Strength and Flexibility, Upper Body Strength and Endurance, and Flexibility. All results are confidential and only shared with the CA Dept. of Education and P.G.U.S.D. Physical Education staff. For more information, please visit <https://www.cde.ca.gov/ta/tg/pf/>.
7. **CA HEALTHY YOUTH ACT** requires presentations in nutrition, physical activity, and growth/development. Most of these lessons will be taught by our Physical Education teacher but may also be presented in the homeroom classroom. The PGUSD Nurse also provides lessons regarding Growth/Development and Sexual Health/Family Life Education in two 50-60 minute sessions: Puberty and Maturation and HIV/Aids. Presentations are available for parents in the health office. Parents/Guardians may opt out their student(s) from these lessons by contacting the principal or district nurse.
8. **OFFICE HOURS AND CONFERENCES**—The Physical Education teacher, Mr. Gray, is available before and after school and during prep time. Please call or email the teacher at jgray@pgusd.org if you wish to schedule an appointment.

Emergency Guidelines

In the event of a serious emergency:

1. FG staff has been trained in the Big Five School Safety Protocols (Shelter in Place; Drop, Cover, and Hold On; Secure Campus; Lockdown/Barricade; and Evacuation) and will take appropriate actions in any emergency. The office will establish a communication center along with a first aid center, if needed, during an evacuation on third level.
2. Teachers will keep all of their students together until a family member arrives to pick up his/her child. **Only people listed on the Emergency Card will be allowed to pick up a student.**
3. Parents will not be able to pick up students directly from the classroom (unless this has been determined as a safe pick-up area) and are discouraged from entering campus. Students will be called to the office or student-release area to meet their parents. Students will be dismissed directly to parents by the classroom teacher only if the parent has checked in with office personnel at the proper gate during an evacuation/student release, or through the office if another location has been determined for pickup.
4. When coming to the school to pick up children, parents should go directly to the office for further instruction and to sign their student out. Parents will not be allowed to pick up students from the classroom and are not permitted to enter the classrooms. Students will be called to the office to meet their parents. **NO STUDENTS** will be dismissed directly to the parents by the classroom teacher.
5. Alternative sites for student release will be the parking lot in back of Country Club Gate that parents would enter off of Forest Lodge Road. The alternative evacuation area would be First United Church on Sunset.
6. Please visit <https://pgusd.org/safety/> for more information about the Big Five protocols and PGUSD's safety goals and policies.

Information for Families in Transition

The Local Education Agency (LEA) provides the parents or guardians of homeless children and youth opportunities to participate in the education of their children. (42 USC 11432[g] [6][A][iv])

The evidence that is reviewed for documentation of this item includes board policies, parent handbooks, and other communications. Two years ago MCOE worked with the Alisal USD and Salinas City ESD District Liaisons to develop a statement of rights that could be included in parent handbooks or other registration or back-to-school material that is provided to all parents. The following statement is compliant with federal law.

Families in Transition/Homeless

Homeless children and youth have equal access to the same free, appropriate public education, including a public preschool education, as is provided to other children and youth. (42 USC 11431[1]) If you have uncertain housing, a temporary address, or no permanent physical address, federal and California laws guarantee that your children may be enrolled in their previous school. (42 USC 11432[g] [6][A][iv]) If this describes your family's living situation, or if you are a student not living with a parent or guardian, please contact your Clare Davies our District Homeless Liaison at 831-646-6523.

Student Mental Health Services

Student mental health services are available through the Pacific Grove Unified School District by contacting:

Clare Davies
 Director of Student Services
[435 Hillcrest Avenue](#)
[Pacific Grove, CA 93950](#)
 (831) 646-6523

Playground Supervision and Guidelines SCHOOL RULES * STUDENT CONDUCT

Playground Rules

1. Levels 1 and 2 - Play on the black top only: no tag or kicking games; Level 3 - Play on the grass only, no playing with sticks or pine cones.
2. Walk down the steps between the levels.
3. The sloping banks between levels are OFF LIMITS.
4. Do not climb the trees or hang on branches.
5. At recess time, students must be on the playground and out of the hallways unless directed to the office by an adult.
6. Students should go across the bars in one direction at a time and never on top of the bars.
7. Do not stand, crawl, or jump from the top on any of the playground equipment.
8. No jumping off the playground structure.
9. When using the slide go up the stairs and down the slide only in a sitting position.
10. When using the playground structure on 2nd level, students are to stay in "pit" area where there is bark. Do not throw bark, dirt or rocks.
11. No roughhousing, including play fighting or wrestling.
12. Stay off the fences.
13. Follow P.E. rules when using the fitness course and playing handball.
14. "Crack the Whip," Horseback," or tackle football is forbidden.
15. Soccer goals are off limits.
16. Students are to freeze when the bell rings, then walk to lines when directed by an adult.
17. Handball only in marked areas.
18. Students are expected to speak and interact with others in a positive manner.
19. Students will observe the "No Touching" rule.

Lunch and Cafeteria Guidelines

Cafeteria Guidelines

- ◆ The District has adopted a wellness program, which asks parents to send healthy foods for snacks, lunch and classroom celebrations.
- ◆ Lunch is from 12:10 - 12:55 for all students.

- ◆ 45 minutes are scheduled for children to eat lunch and have recess.
- ◆ Students may purchase a hot lunch for \$3.00.
- ◆ Milk may be purchased for \$0.50 for those not purchasing lunch.
- ◆ Families are encouraged to apply for free and reduced meals at any time during the school year. Free and reduced meal applications are available in the school office, the cafeteria, and at this link [Free and Reduced Lunch Application](#)
- ◆ Every student has a lunch account.
- ◆ Parents are responsible for their student's lunch account.
- ◆ Parents are encouraged to pay in advance for meals. At any time during the school year, parents may pay online at www.EZSchoolPay.com or by sending money to school to be applied to their student's meal account. You will need your child's student ID number in order to pay online. You can get this number by calling the school office. If you send money with your child, it needs to be dropped at the office in the morning and clearly labeled with your child's name and teacher's name so the money is applied appropriately. As the student makes purchases in the cafeteria, the amount will be deducted from the balance.
- ◆ If there is no money on your child's account and they are not eligible for free meals, the purchase of meals and food items will be charged to their account.
- ◆ If the balance reaches a negative \$10.00 the student will only be allowed to charge a full meal until the balance is paid in full. No other item e.g. milk or water will be allowed to be purchased.
- ◆ Site Principals will be notified when student's negative balances reach \$25.00.
- ◆ As a courtesy, the Food Service Program emails and calls overdue information at least once a week, using the School Messenger system.

Additional Guidelines:

- ◆ While waiting in line for hot lunch, keep your hands to yourself and use quiet voices.
- ◆ Walk in the cafeteria at all times.
- ◆ You may talk quietly in the cafeteria – use small voices.
- ◆ Food or paper throwers will help clean the cafeteria.
- ◆ While eating remain seated and use appropriate table manners.
- ◆ Students must stay seated in the cafeteria at least ten minutes.
- ◆ When you are finished eating and wish to be excused:
 - Clean your area
 - Raise your hand to be excused and wait to be excused
 - Throw away trash using our Zero Waste Guidelines
 - Walk to the playground

**Pacific Grove Unified School District Food & Nutrition Services
Meal Charge Policy**

Pacific Grove Unified School District’s Food & Nutrition Services Department recognizes that occasionally students may forget their lunch money. The Food & Nutrition Services Department is committed to providing students with nutritious meals and is aware of the importance and impact good nutrition has on student learning and achievement.

We will continue to provide meals to all of our students even when their account is not current and will work with parents to clear any outstanding balance.

- If a student’s account balance is \$0.00 or in the negative, the student will only be allowed to charge a meal.
 - “A la carte” items, including individual milk, may not be charged to an already insufficient account
 - A meal includes an entrée, fruit/juice, vegetable sides, and milk
- Parents are notified via text message daily of a negative account balance. The Nutrition Director also makes phone calls to insufficient accounts.
 - Parents are responsible for updating their primary phone number on Illuminate or by contacting the School Nutrition Director
- Parents are encouraged to take advantage of our online prepayment system, EZSchoolPay.com, which helps alleviate the problem of low meal account balances.
 - Parents can upload funds via credit cards and can see their child’s account activity and transactions
- Parents may send cash or checks made out to PGUSD to the District Office, school office, or cafeteria
 - Ensure student’s full name is on the memo

Parents are ultimately responsible for checking and keeping their child’s account balance current.

If you have any questions or concerns, please free to call the Nutrition Director at (831) 646-6521

Meal Accounts

Every student has a meal account automatically linked to his/her name and student ID number. The meal account is a DEBIT account, not a credit account.

Payments on Accounts

- Cash or check payments can be made out to PGUSD Food Services and can be dropped off at the school sites or District Office.
- Online prepayments via credit/debit card can be made on EZSchoolPay.com and will be automatically updated on the student’s account.

Meal Policy

Any student who comes to the cafeteria during meal periods and requests a meal will not be turned away for lack of funds.

The student will be provided with the *reimbursable meal* of the day regardless of the presence or absence of funds on hand or in his/her account. A reimbursable meal consists of an entrée, vegetable, fruit, and milk. If the cafeteria is sold out of the meal of the day, the staff will then offer the student a different reimbursable meal. The full cost of the meal will be charged to the student’s account, and parents/guardians will be notified and asked to resolve any charges from meals requested by the student.

The cafeteria will continue to provide a fully reimbursable meal to a student regardless of the status of his/her school meals account. Cafeteria staff will never treat a student differently due to lack of funds or an overdrawn account.

The cafeteria staff are unable to identify when a student rejects his/her own meal brought from home and desires one from the cafeteria instead. However, if a staff member suspects that that may be happening, he/she will bring the matter to the attention of school site administration and to District administration. Parents/guardians are ultimately responsible for educating their children on family-specific rules regarding meal purchases in the cafeteria.

A la Carte or Second Meal Purchases with Insufficient Funds

A la carte items are sold at Pacific Grove Middle School and Pacific Grove High School. Purchases of a la carte items are not allowed unless funds are available at the time of purchase. If a student wishes to make an a la carte purchase but does not have sufficient funds, he/she will be directed to get a reimbursable meal instead.

Individual milk and bottled water are sold at Forest Grove and Robert Down Elementary Schools. They can only be purchased individually with sufficient funds. Milk is included in a full reimbursable meal if the student chooses the meal, however bottled water is not. Drinking water is made readily available for the students during meal time.

Second meals are sold in the cafeterias and do not qualify as a reimbursable meal. Students will always be served a reimbursable meal first. Second meals can be purchased at full price with sufficient funds.

Assembly Guidelines

Before Assembly:

- All students must walk into the multi-purpose room in a quiet, orderly manner.
- Teachers will direct students to their seating area.



During Assembly:

- Give the performers the courtesy of proper attention.
- Clap at the appropriate time.

After Assembly:

- When the assembly is over students will leave in a quiet, orderly manner after they have been directed to do so by their teacher



Fabulous Falcon Award

Forest Grove Elementary School staff members look for ways to reward students for exceptional conduct. One vehicle is the Fabulous Falcon Award, which recognizes students for one or more of the following behaviors:

- ◆ unsolicited acts of kindness toward peers or school personnel
- ◆ significant improvement in the areas of academics, attitude, and/or attendance (including punctuality)
- ◆ on-going adherence to school rules, polite manners, and acting as a role model for other students

Awards are presented by school personnel only. Students receiving this award will be honored with a certificate and have their picture displayed in the office.

Toolbox Training ~ Building Resilience, Self-Mastery and Empathy for Others

We believe in empowering your children to learn how to manage their emotions and solve their own problems. We teach students how to strengthen and develop their own innate capacity to form a cohesive and caring community at school. The Toolbox social-emotional program gives the staff and students a common language and methods of fostering healthy relationships and well-being for each student.

Three Step Plan for Conflict Resolution

We believe in empowering your children to learn to manage their emotions and solve their own problems. We teach them the Three Step Plan for Crisis Management.

- ◆ **Use Your Words**
Students are encouraged to tell others what they think and feel in a respectful manner.
- ◆ **Walk Away**
Students are encouraged to walk away when they can't manage a situation or solve a problem (cool off). It is hard to fight or argue with someone if you are not there.
- ◆ **Get Some Help**

If students cannot solve the problem, seek adult help. On the playground find a Yellow Jacket.

Look the person in the eye
Say their name
Tell them how you feel

School to Home Communication and Parent Conferences

To assist parents in receiving regular information about what is happening at school and in the classroom, newsletters will be sent out from Forest Grove via email. Parent conferences will be formally held as noted in the calendar and others will be scheduled as needed by either the parent or the teacher. Student report cards will be sent home during the fall and spring parent conferences as well as at the end of the school year. If you need assistance in this area, contact your child's teacher or call our office at 646-6540.

Homework Policy

In consultation with parents and students, the elementary educators of Pacific Grove Unified School District have developed our homework policy. All groups recognize that quality homework should support the content being taught in classes and develop a love of learning in students. Our homework plan seeks to build study skills in students as they progress through school while allowing students plenty of time after school to play with friends and spend time with their families.

Homework assignments are given Monday through Thursday. Long term projects may be worked on during holidays or weekends; however, ample time is given so that every long-term project can be completed by consistently working on the project Monday through Thursday during the school weeks prior to the deadline.

Time spent on homework should be approximately 10 minutes times the grade level in 1st to 5th grades, (1st grade=10 minutes, 2nd grade=20 minutes, 3rd grade=30 minutes, 4th grade=40 minutes, 5th grade=50 minutes.) For 1st and 2nd grades, the total homework time is exclusive of required reading time. For Grades 3rd through 5th, homework time is inclusive of required independent reading time. Should your child's homework time consistently exceed the expected amount, please speak with your child's teacher.

While homework is optional in kindergarten, daily reading with your kindergarten child is recommended. Some homework in the upper grades requires access to a computer and wi-fi outside of the school day. If you do not have a computer and/or wi-fi connection available to you, please see your child's teacher.

Grades on the report card for each subject area reflect mastery toward content standards. The report card homework grade reflects the student's completion, effort, and utilization of a growth mindset in all homework assignments.

Homework provides opportunities for all students to build study habits, self-discipline, and time management. Please contact your child's teacher if your child truly lacks understanding of a concept during the completion of homework. Always encourage your child and praise their efforts and improvements. If your student is absent, you may request

homework when you call the absence line prior to 8:30 AM. The absence line is available 24 hours a day at 646-6559 ext. 222.

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. If possible, teachers assigning technology-dependent homework assignments will offer non-technology-dependent homework assignments as an alternative, if possible.

School staff will make every effort to coordinate projects and larger assignments so that conflicts in due dates will be minimized.

For more information regarding homework, please see P.G.U.S.D. Board Policy 6154 at www.pgusd.org.

Homework Guidance

A consistent time and place for study is important to your child's learning. The area should be comfortable and quiet (free from distractions), and well lit. A small table can serve as a desk. To minimize interruptions during study, help your child organize supplies (pencils, erasers, rulers, dictionary, paper, crayons, etc.) and have these materials nearby and ready to use. Be sure your child understands the homework and review the directions or work a problem together to reinforce the concept. Be available for your child during homework time and share the completed assignments before they are returned to school but DO NOT do the homework the child is to complete.

Rules of Conduct

We believe that:

All teachers have a right to teach without interruptions.

All students have a right to learn without being disturbed by others.

In support of our beliefs, the following Rules of Conduct apply to all students:

- Students will come into the school building quietly and on time.
- Students will follow the directions of all teachers and other school personnel, the first time they are given.
- Students will be polite and respectful to adults and other students at all times.
- Students will not use inappropriate language (swearing, teasing, name calling, put downs) at any time.
- Students will not bring candy or gum to school at any time.
- Students will keep their hands, feet and other objects to themselves.
- Students will show respect for the property of the school and the belongings of others.
- Students will settle differences without fighting.
- Students will arrive at school punctually and with homework completed as assigned.

Consequences:

1st Occurrence: Teacher notified and staff member speaks with child.

2nd Occurrence: Student disciplinary referral is sent to parent, teacher and principal.

3rd Occurrence: Teacher speaks with principal and principal contacts parents.

Note: Our staff seeks teachable moments for students as well as appropriate consequences.

Student Alternative Discipline

The goal of discipline is to maintain a positive atmosphere for learning while teaching students to be responsible citizens. Like citizens in any community, students must obey the rules to assure that individual rights are not violated by the misconduct or disruptive acts of others. Administrators and staff are delegated the authority and responsibility to ensure that the desired goals of equal educational opportunities and an environment conducive to learning are achieved. When students misbehave, we give them the opportunity to correct their inappropriate behavior and to find a way to make better choices for themselves. Home and school share the responsibility of helping students develop the life-enhancing capability of self-discipline.

When students are sent to the office to meet with the principal for a violation of CA Ed Code, a three-pronged approach will be used to correct their behavior: Restorative, Reflective, and Instructional.

- When it is appropriate, an opportunity for the student to **restore** the relationship between themselves and the stakeholder/offended will occur. This is where the Toolbox “Apology and Forgiveness Tool” is used to repair harm.
- An opportunity for the student to reflect on decisions and behaviors verbally and/or through writing. Three questions may be asked regarding the student’s behavior(s):
 - Was it safe?

- Was it kind?
- Was it my personal best?
- A teaching opportunity will occur to target the function of the behavior and to help the student learn the skills (Toolbox) needed to not engage in the behavior again.

Suspension is seen as a last resort for student discipline if alternatives are not working to end unnecessary behaviors. Students are suspended for very serious violations of CA Ed Code 48900 in accordance with the following PGUSD Discipline Matrix.

Suspended students shall be excluded from all school-related extracurricular activities during the period of off-campus suspension. A suspension may also include, but is not limited to, the loss of participation in school-related activities (such as field trips, school performances, sporting events, classroom/school celebrations, etc.).

District-Wide Discipline Policy

The PGUSD Board approved a district-wide discipline matrix which is available in the office and online at <https://boardpolicy.pgusd.org/2019/04/30/5144-student-student-welfare-discipline-3/>



We can use your help in the education of your child. It is absolutely essential that you be involved in your child's schooling. There are two places that you can be involved: at home and at school. First and foremost, your consistent involvement at home will have the most positive impact on your child's learning and is the most realistic for most parents. The trick is to make sure that you are reading the notes coming home from school and are aware of the work being assigned. Make sure your child, not you, does the work. Offer your assistance only if necessary. Secondly, volunteering at the school both during school hours and after school and on weekends is an extremely useful and gratifying way to help.

For the safety of our students and volunteers, all volunteers must be fingerprinted and pass a security clearance at the PGUSD district office. To schedule an appointment, please contact:

Kimberly Ortiz kortiz@pgusd.org 646-6553 or Angela Lippert alippert@pgusd.org 646-6593.

Guidelines for Forest Grove School Volunteers and Parents/Guests

These guidelines will be given to and reviewed with each classroom volunteer/parent by the classroom teacher.

We love our parents and volunteers and are thankful for your effective involvement. The staff has put together some guidelines to develop a healthy climate of respect and professionalism.

-
1. Your role in the classroom is important. Please remember:
 - ◆ Give appropriate praise and motivation.
 - ◆ Use tutoring strategies such as: repeat directions to child, allow child to complete task on his/her own, take a different approach, model a correct response, use visuals, etc.
 - ◆ Use appropriate language to guide students rather than just give the answer.
 - ◆ Avoid negative comments like: "don't act like a baby, you should know this,"
 - ◆ Let children make a mistake and say, "try that again."
 - ◆ When child says, "I don't get it" or "I don't know what we're doing," state the activity in a new way. The teacher will be available should a student need additional help which the parent or volunteer can't provide.
 - ◆ Help all students, not just your own child.
 - ◆ Allow your own child to be self-reliant in the classroom.

2. Volunteers need to be trained on the operation of all machines and where/how supplies are utilized.
3. Student behavior at school is private and to be dealt with by the teachers and other authorized personnel. Volunteers and parents should adhere to confidentiality in regard to all students. Due to IEPs and other behavior contracts, some students have different expectations and goals. Respecting all students is expected of all volunteers and parents.
4. Volunteers and guests should wear appropriate professional attire: No tank tops, shorts, hats (indoors), or inappropriate sayings on clothing. Use professional language.
Volunteers and guests shall not possess or use tobacco products, e-cigarettes, and vaping device products of any kind.
5. Do not discipline, but let the teacher take over in that area since he/she knows what the child may be working on behaviorally or if the child has issues affecting behavior that day, etc.
6. Volunteers and parents should be actively engaged in the activity at hand. Please save social conversations for outside of school rather than the back of the classroom.
7. The teacher is in charge of the lesson and the expectations. Volunteers should take the teacher's lead. If there is a question, ask the teacher privately. Classroom protocols are to be followed by everyone.
8. Check with teacher in regard to bringing younger siblings to class. Some activities may not be appropriate for younger siblings.
9. In assemblies, parents and volunteers (unless they are specifically helping with a student) should sit behind all of the classes and follow all assembly rules.
10. All rules and regulations governing staff and students at Forest Grove School apply equally to volunteers and parents. See the Forest Grove School handbook for details.
11. Each classroom teacher may have additional rules, which will be given to the parents and volunteers of their classroom.



Parent Teacher Association (PTA)

The PTA is an essential part of the education of all children at Forest Grove School. While it does raise money for countless needs in and out of the classroom, our PTA also sponsors the fun activities such as: Trunk or Treat, Girls Night, Boys Night, the Fun Fest, Scholastic Book Fair, Movie Night, Ice Cream Social, Family Reading Nights, campus pride days and many other events. In addition, the PTA sponsors parent education evenings that often precede the regular meetings. The PTA should be your first stop as you look for ways to help the school.

PTA meetings are generally scheduled once a month at 6 p.m. in the library. They work very hard in a variety of ways and can always use extra help, particularly for special events.

School Site Council

The School Site Council is an advisory committee that provided valuable input regarding decisions that affect Forest Grove. The council is comprised of the principal, teachers, classified staff, and parents. At our monthly meetings, we report on progress of our school goals and decide which aspects of our educational program should be emphasized for the current school year. If you are interested in serving on the School Site Council contact Principal Buck Roggeman at broggeman@pgusd.org or call 831-646-6560.

Safety Committee

Forest Grove's safety committee meets twice a year or as needed. The role of the safety committee is to review the school's safety protocols to ensure that they are working as designed. The committee also considers or proposes potential physical safety improvements to Forest Grove. Our committee consists of administration, our lead custodian, the Site Leadership Team, and parent volunteers. If you are interested in becoming a member of our Safety Committee contact Principal Buck Roggeman at broggeman@pgusd.org or call 831-646-6560.

Appendix

FOREST GROVE SCHOOL

CERTIFICATED STAFF

Office: 831-646-6560

Mr. Buck Roggeman –Principal
Mrs. Deborah Marchese – Office Manager

Absence Reporting VM line: 831-646-6559

Teaching Staff	Grade	Room	Phone Ext.	Email
Mrs. Marisa Alt	TK	K-6	215	malt@pgusd.org
Mrs. Kathy Hunter	K	K-2	106	khunter@pgusd.org
Ms. Theresa McDaniel	K	K-1	121	
Mrs. Kristen Sweeney/Tanya Fadem	K	K-3	123	ksweeney@pgusd.org
Mrs. Summer Wright	K	K-4	124	swright@pgusd.org
Mrs. Lynn Moore	1	G-1	105	lmoore@pgusd.org
Mrs. Hetal Patel	1	G-2	101	hpatel@pgusd.org
Mr. Nate Welch	1	G-3	128	nwelch@pgusd.org
Mrs. Beth Cina	2	B-1	109	bcina@pgusd.org
Ms. Jeanie DeTomaso	2	C-4	111	jdetomaso@pgusd.org
Mrs. Barbara Hirst	2	B-2	108	bhirst@pgusd.org
Mrs. Sarah Gordon	3	C-3	118	sgordon@pgusd.org
Ms. Shannon McCarty	3	B-4	135	smccarty@pgusd.org
Mrs. Mary Lee Newman	3	C-2	112	mnewman@pgusd.org
Ms. Kayla Naylor	4	E-2	114	knaylor@pgusd.org
Ms. Kari Serpa	4	D-3	113	kserpa@pgusd.org
Ms. Irene Valdez/Leslie Ward	4	D-4	117	ivaldez@pgusd.org
Mrs. Kilene Brosseau	2	B-3	107	kbrosseau@pgusd.org
Ms. Danielle Davenport	5	D-2	119	ddavenport@pgusd.org
Mrs. Maryn Sanchez	5	D-1	115	msanchez@pgusd.org
Ms. Kathryn Yant	5	C-1	110	kyant@pgusd.org
Mrs. April McMillan	K-2	G-6	104	gbarrett@pgusd.org
Mrs. Katie Kreeger	3-5	E -4	102	kkreeger@pgusd.org
Mrs. Mary Quindimil	RSP	G-4	129	mquindimil@pgusd.org
Mrs. Kimberly Oronos	Speech G-8		154	koronos@pgusd.org
Mr. Jeff Gray	P.E.		TBD	jgray@pgusd.org
Mr. Jared Masar	Vocal Music – K-5		210	jmasar@pgusd.org
Ms. Theresa Hruby	Inst. Music			
Mrs. Lynn Clements	Title I – G-5		152	lclements@pgusd.org
Mrs. Jayne Lord	ELD Program A-1		103	jlord@pgusd.org
	Psychologist G-7		TBD	
Mrs. Zoe Roach	Counselors		TBD	zroach@pgusd.org

FOREST GROVE SCHOOL

SUPPORT STAFF

Office: 831-646-6560

Absence Reporting VM line: 831-646-6559

Mr. Buck Roggeman – Principal - 200

Mrs. Deborah Marchese – Office Manager - 201

Mrs. Nancy Da Silva – Clerk - 202

Support Staff	Assignment	Room	Phone Ext.
Mrs. Christine Gruber	Library Technician	Library	204
Mr. Carey Parker	Computer Technician	E-3	213
Mr. Oscar Orozco	Head Custodian		207
Mr. Senen Baguio	Night Custodian		207
Mrs. Fran Castorina	Cafeteria Supervisor	Cafeteria	646-6567
Mrs. Jeanette Odenbrett	Food Service	Cafeteria	646-6567
Mrs. Evelyn Franco	Special Ed IA	G-4	129
Mrs. Christie Manley	Special Ed IA	G-6	104
Ms. Wendy Roland	Special Ed. IA	E-4	102
Mr. Leonard West	P.E. Aide	TBD	TBD
Ms. Danielle Groshong	Title I Aide	G-5	152
Mr. Ron Longueria	Title I Aide	G-5	152
Ms.	Title I Aide	G-5	152
Mrs. Amy Killett	Title I Aide & ELD	A-1 & G-5	152 & 103
Mrs. Dana Jones	Instructional Aide	Misc. K	124
Mrs. Silvia Mah	Instructional Aide	K-6	215
Mrs. Sally Jones	Instructional Aide	Misc.	201
Mrs. Cherie Mares	Instructional Aide	K-1	121
Mrs. Kathleen Poet	Instructional Aide	Misc.	201
Mrs. Dana Jones	Instructional Aide	Misc. K	123
Mrs. Shirley Ushakoff	Instructional Aide	Misc.	201
Mrs. Betty Minor	Clerk	Office	201
Mrs. Marlene Roman	B.A.S.R.P. Leader	A-2	224 or 646-6501
Mrs. Habiba Malik	B.A.S.R.P. Attendant		646-6501
Mrs. Fran Petty	B.A.S.R.P. Attendant		646-6501
Mrs. Debbie Pinheiro	B.A.S.R.P. Attendant		646-6501
Mrs. Maria Taschner	B.A.S.R.P. Attendant		646-6501

School Board and District Staff

Dr. Ralph Gomez Porras	Superintendent	Phone: 831-646-6520
Ms. Song Chin-Bendib	Assistant Superintendent	Phone: 831-646-6509
Ms. Debbie Crandell	Board President	dcrandell@pgusd.org
Ms. Cristy Dawson	Board Member	cdawson@pgusd.org
Mr. John Paff	Board Member	jpaff@pgusd.org
Mr. Brian Swanson	Board Member	bswanson@pgusd.org
Mr. Jon Walton	Board Member	jwalton@pgusd.org

- | | |
|--|---|
| <input type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input checked="" type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Pacific Grove Middle School Site Handbook

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Sean Roach, Pacific Grove Middle School Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve the Pacific Grove Middle school site handbook for the 2021-2022 school year.

BACKGROUND:

The PGUSD Board of Education is tasked annually with approving school site handbooks.

INFORMATION:

Changes to this version include:

- Replacement of all references to Illuminate as our student information system, which will be Synergy for the 2021-2022 school year.
- Removal of references to the school SRO, as that position is temporarily unfilled until further notice.
- New cover letter from Principal Sean Roach
- Updated list of School Board Trustees
- Other changes include: formatting, semantics, and small changes to increase reader’s understanding of school policies and practices.

FISCAL IMPACT:

This handbook will be effective for the 2021-2022 school year only. There is no cost to this item.

PGMS

Student-Parent Handbook

2021-2022



A California Distinguished School

Pacific Grove Middle School

835 Forest Avenue

Pacific Grove, California 93950

(831) 646-6568

www.pgmiddle.pgusd.org

“We are Rising Like the Tide”



Pacific Grove Unified School District Mission Statement

Pacific Grove Unified School District, in partnership with the community, will challenge every student by providing a quality instructional program in a positive, safe and stimulating environment. The District will ensure opportunities for students to acquire and apply the knowledge and skills that develop insight and character necessary for a productive and rewarding life.

Pacific Grove Middle School Mission Statement

The mission of the Pacific Grove Middle School is to provide a quality educational experience that teaches our students the skills and abilities they need to transition into high school with self-esteem, a capacity for critical thinking, a sense of responsibility, global awareness, and respect for self and others. PGMS is dedicated to equity in education. We are committed to setting and achieving high standards of academics and behavior while recognizing and responding to the individual talents and learning styles of our students.

Table of Contents

Letter to Parents.....	4
School Calendar 2021-2022.....	5
Bell Schedule & Directory	6
Coming and Going: To and From PGMS	
School / Office Hours.....	7
Parking & Student Drop-Off and Pick Up Area	
Student Transportation	
Visitors & Volunteers.....	8
Attendance	
Absences.....	9
Justifiable Absence Request	
Tardiness	
Early Dismissal	
Closed Campus	
Truancy	
Student Wellness.....	10
Confidential Medical Services	
Academics	
Academic Progress Information - <i>Synergy</i>	11
Advisory & CharacterStrong	
ASB Leadership	
Communication - Home to School	
Community Service.....	12
Course Outlines	
Course Requirements for Grade Level Promotion	
Grading, Report Cards, & Progress Reports.....	14
Homework Policy	
Homework Information and Make-Up Work	
Parent - Teacher Conferences.....	15
Physical Education	
Student Supplies	16
Course Offerings	
Sixth Grade Classes.....	17
Seventh Grade Classes.....	19
Eighth Grade Classes.....	21
Special Education Classes.....	23
Electives for 7th & 8th Grade.....	24
Music.....	26

Resources & Supports

Awards and Recognition.....29
 Clubs
 Counseling
 Discipline.....30
 Food & Nutrition Services
 Food Rules.....31
 Homeless Services / Families in Transition.....32
 Library and Computer Lab
 Lockers
 Lost and Found.....33
 Messages and Deliveries
 Mental Health Services.....34
 School Safety
 Technology

Code of Conduct

I. Truancy.....36
 II. Tardiness.....37
 III. Dress Code
 IV. Prohibited Items38
 V. Drug Canine Units & Searches
 VI. Cell Phones and Other Electronic Devices
 VII. Academic Honesty – Plagiarism/Cheating.....39
 VIII. Disruptive Classroom Behavior
 IX. Harassment, Bullying, Cyberbullying and Intimidation.....40
 X. Internet and Technology Use
 XI. Physical Violence and Fighting.....41
 XII. Profanity and Inappropriate Language
 XIII. Public Displays of Affection
 XIV. Failure to Serve Assigned Detention
 XV. Scholastic and Behavioral Eligibility
 XVI. Athletics.....43
 XVII. Grounds for Suspension/Expulsion

Dear Pacific Grove Middle School Parents and Students,

It is with great joy that I invite you to read this Student-Parent Handbook and look forward to the beginning of the school year at PGMS. This document contains important information regarding the school calendar, student activities, school policies, positive recognition, behaviors we promote, and opportunities for parent involvement. Please read this handbook carefully with your student. Administration and staff follow our handbook guidelines, so it is very important that parents and students understand our rules and expectations.

Pacific Grove Middle School strives to create and maintain a culture of kindness among our students and staff members. Our facilities and grounds are well maintained, our classrooms are conducive to learning, and there is a positive and kind tone among the student body and teaching staff. We credit three aspects of our community for making PGMS a great school: STUDENTS, STAFF, and PARENTS.

As a school staff, we eagerly take on the responsibility of educating your student while maintaining a safe and kind environment for all. Our common core aligned curriculum challenges our students and is taught by highly qualified teachers. Each instructor is fully and appropriately credentialed in his or her field and is highly involved in professional development opportunities. Our advisory class and our Character Strong curriculum are intended to create a safe and supportive time each week for students to engage in exercises that nurture kindness and respect school wide. We care deeply about the education, safety and emotional well being of your student every day.

PGMS students also share in the responsibilities of a successful school life. They are expected to attend school promptly and regularly, to complete their assignments, and to show respect and kindness to their peers and school personnel alike. We view middle school as a training ground for high school and making mistakes is to be expected. However, adolescence is not an excuse to act out or to abuse rules. As a Growth Mindset school, we expect our middle school students to learn from mistakes without repeating them.

Parents are the key to student success in school. With positive parental support, your student will succeed in their academics, make positive social connections, and develop sound decision making skills. Supportive parenting reflects a caring attitude and provides the foundation that makes middle school an integral part of your student's growth. We seek to be a strong partner with our parent base, and look forward to working with you in the role of parent, volunteer, or committee member.

Working together as a community of staff, parents, and students is integral to ensure students are successful at Pacific Grove Middle School. I encourage you to read this handbook with your student, to participate in parent groups, to communicate with your students' teachers. Together, we can support your student in making the most of their middle school experience!

Sincerely yours,

Sean Roach
Principal, PGMS

PGUSD School Calendar 2021-2022

Pacific Grove Unified School District - 2021-2022							
180 Day School Calendar						Date	Event
	M	T	W	TH	F		
July 2021	26	27	28	29	30	7/30	New Hire Orientation
Aug 2021	2	3	4	5	6	8/2	Professional Development Day (Non Student Day)
	9	10	11	12	13	8/3	Welcome
	16	17	18	19	20	8/4	Teacher Prep Day (Non Student Day)
	23	24	25	26	27	8/5	First Day of School
	30	31	1	2	3		
Sept 2021	6	7	8	9	10	9/6	Labor Day Holiday
	13	14	15	16	17		
	20	21	22	23	24		
	27	28	29	30	1	10/2	Butterfly Parade
Oct 2021	4	5	6	7	8	10/8	End of 1st Quarter (46 days)
	11	12	13	14	15	10/11-10/15	Fall Break
	18	19	20	21	22		
	25	26	27	28	29		
Nov 2021	1	2	3	4	5		
	8	9	10	11	12	10/11	Veterans day Holiday
	15	16	17	18	19	11/24	Minimum Day for Students and Classified Staff
	22	23	24	25	26	11/25-11/26	Thanksgiving Holiday
	29	30	1	2	3		
Dec 2021	6	7	8	9	10	12/17	End of 2nd Quarter (42 days)
	13	14	15	16	17	12/17	End of 1st Semester (88 days)
	20	21	22	23	24	12/17	Minimum Day for Students and Classified Staff
	27	28	29	30	31	12/20-1/3	Winter Break
Jan 2022	3	4	5	6	7	12/21-1/3	Winter Break
	10	11	12	13	14		
	17	18	19	20	21	1/17	Martin Luther King Holiday
	24	25	26	27	28		
	31	1	2	3	4		
Feb 2022	7	8	9	10	11		
	14	15	16	17	18	2/14-2/18	Presidents' Holiday
	21	22	23	24	25	2/21	Professional Development Day (Non Student Day)
March 2022	28	1	2	3	4		
	7	8	9	10	11	3/11	End of 3rd Quarter (42 days)
	14	15	16	17	18		
	21	22	23	24	25		
April 2022	28	29	30	31	1		
	4	5	6	7	8	4/8	Minimum Day for Students and Classified Staff
	11	12	13	14	15	4/11-4/15	Spring Break
	18	19	20	21	22		
May 2022	25	26	27	28	29		
	2	3	4	5	6	5/27	End of 4nd Quarter (50 days)
	9	10	11	12	13	5/27	End of 2nd Semester (92 days)
	16	17	18	19	20	5/27	Last Day of School
	23	24	25	26	27	5/30	Memorial Day
	30	31			5/31	Teacher Prep Day (Non Student Day)	
First Day/Last Day of School							Breaks
Professional Development Day/Teacher Prep Day							Holiday (8 total)
Welcome							Local Holiday (5 total)
Minimum Day for Students and Classified Staff (3 total)							
185 Work Days - Current Teachers			186 Work Days - New Teachers			Instructional Days 180	

Bell Schedule

Regular Schedule (M, T, W, F)

7:45- 8:30 Period 1
 8:25 Opening Bell
 8:34- 9:28 Homeroom/Period 2
 9:32- 10:22 Period 3
 10:22- 10:35 Break
 10:39- 11:29 Period 4
 11:33- 12:23 Period 5
 12:27- 1:12 Lunch
 1:16- 2:06 Period 6
 2:10- 3:00 Period 7

Thursday Schedule

7:45- 8:30 Period 1
 8:25 Opening Bell
 8:34- 9:18 Homeroom/Period 2
 9:22- 10:02 Period 3
 10:02- 10:15 Break
 10:19- 10:59 Period 4
 11:03- 11:43 Period 5
 11:47- 12:32 Lunch
 12:36- 1:16 Period 6
 1:20- 2:00 Period 7

Assembly Schedule

7:45- 8:30 Period 1
 8:25 Opening Bell
 8:34- 9:18 Homeroom/Period 2
 9:22- 10:02 Period 3
 10:02- 10:15 Break
 10:19- 10:59 Period 4
 11:03- 11:43 Period 5
 11:47- 12:32 Lunch
 12:36- 1:16 Period 6
 1:20- 2:00 Period 7
 2:00- 3:00 Assembly

Minimum Day Schedule

7:45- 8:30 Period 1
 8:25 Opening Bell
 8:35- 9:08 Homeroom/Period 2
 9:12- 9:42 Period 3
 9:46- 10:16 Period 4
 10:16- 10:29 Break
 10:33- 11:03 Period 5
 11:07- 11:37 Period 6
 11:41- 12:11 Period 7

Directory

Pacific Grove Unified School District

Board of Education

John Paff..... President
 Cristy Dawson..... Member
 John Walton..... Member
 Brian Swanson..... Member
 Carolyn Swanson..... Member

School District Administration

Dr. Porras, Superintendent 646-6520
 Mrs. Chin-Bendib, Asst. Superintendent 646-6509

Pacific Grove Middle School

Office Staff 646-6568
 Mr. Roach, Principal..... X 309
 Mr. Tovani, Assistant Principal..... X 308
 Ms. Lawrence, Counselor..... X 304
 TBD, Office Manager..... X 300
 Mrs. Cochran, Clerk..... X 305
 Mrs. Atofau, Clerk..... X 306
 Mrs. Kirmil, Health Clerk..... X 307
 Mrs. Bitter, Library Media Tech..... X 311
 Fax..... 646-6652

Advisory Day Schedule

7:45 - 8:30 Period 1
 8:25 Opening bell
 8:34 - 9:14 Advisory
 9:18 - 10:07 Homeroom/Period 2
 10:11-10:54 Period 3
 10:54-11:07 Break
 11:11-11:54 Period 4
 11:58-12:41 Period 5
 12:41 -1:26 Lunch
 1:30 - 2:13 Period 6
 2:17 - 3:00 Period 7

Coming and Going: To and From PGMS

SCHOOL / OFFICE HOURS

PGMS and the office is open daily from 7:35 a.m. to 4:00 p.m. Students who have a 1st period class, which begins at 7:45 a.m., are allowed in the building to go to their locker and go to class. Students may also enter the building at 8 a.m. to go to the library only. Students who do not have a 1st period class are not allowed in the building until the opening bell at 8:25 a.m.

PARKING & STUDENT DROP-OFF AND PICK UP AREA

We encourage you to drop off and pick up your students at the back of the school at the cul-de-sac areas on Fountain Avenue. Please do not park in the staff parking lots or drop off / pick up your student in the staff parking lots. Parking is also available along Forest Avenue in front of the school. Please do not block the driveways. Please do not park in the middle of the cul-de-sacs on Fountain Avenue as it can disrupt the flow of pickup/dropoff before and after school. Thank you for your cooperation in this critical safety consideration.

STUDENT TRANSPORTATION – Bus, Bicycles, Skateboards, Scooters

Bus Passes: Students must have a bus pass to ride the school bus to and from school. Bus applications and bus route information is available online at [Pacific Grove Unified School District - Transportation \(pgusd.org\)](http://Pacific Grove Unified School District - Transportation (pgusd.org)). Bus passes will be issued from the PGUSD District Office and mailed home. The buses pick up PGMS students between 3:15 and 3:25 Mon, Tues, Wed, and Fri, and by 2:15 on Thurs. Cost considerations can be seen at the district's website, www.pgusd.org, under Facilities, and Transportation.

Bicycles: We encourage students to ride their bicycles to school in a safe manner. California law currently requires ALL children under the age of 18 to wear helmets while riding bikes, scooters or skateboards. Students must wear a helmet and can store the helmet inside of their personal locker during the school day. *Bicycles and skateboards must be walked at all times while on the PGMS campus.* Bicycles are to be stored and locked inside of the bike locker area before school. Students should bring their own lock and chain to keep their bicycle secure in the bike locker area. Students who need to get their bicycle from the bike locker during the school day must inform the office. The school assumes no responsibility for bicycles, helmets, backpacks, etc. left unlocked or unattended in the bicycle locker area.

Skateboards & Scooters: *Skateboards/Scooters may not be stood on or ridden anywhere on campus at any time.* California law currently requires children to wear helmets while riding bikes, scooters, skateboards. Skateboard lockers are available for safe storage of skateboards and scooters. The school assumes no responsibility for skateboards/scooters, helmets, etc. left unlocked. Skateboards/scooters may NOT be stored in student lockers.

VISITORS & VOLUNTEERS

Any person, including parent(s), who would like to visit a class, should make an appointment by calling 646-6568 at least one day prior to the visit. All visitors must use the front doors of the school, check in at the front office, and obtain a guest badge to be worn while on campus. Visitors are not allowed to go directly to classrooms or the outside eating areas. Parent(s) interested in regularly volunteering on campus inside the Library or during lunch, should contact the office, at 646-6568. For the safety of our students and volunteers, all volunteers are required to complete LiveScan fingerprinting at the District Office prior to volunteering. Please call Angela Lippert at 646-6553 to schedule a fingerprinting appointment.

PTSA: The PGMS Parent Teacher Student Association is a volunteer organization of parents, educators, and community members who work together to promote the education and well-being of the children and youth in the home, in the school, and in the community. Elections of officers are held in the spring. The PTSA and PGMS collaborate by providing school volunteers, parent education programs, student activities, and various vital programs. The PTSA welcomes into membership anyone who is interested in children and youth. Check the school website for meeting times.

PG Pride: PG PRIDE, Pacific Grove Public Response In Dollars for Education, is a district-wide organization committed to providing each student in our community with a quality education. This group of district and community volunteers holds regular fundraisers and allocates money to each school based on requests received. Please see the PG Pride website for further information.

School Site Council: This committee is formed under mandate of state law and is composed of four parents, four teachers, a classified employee, two students and the school principal. School Site Council meets once per month to develop a Single Plan for Student Achievement, oversee school programs and make recommendations to the Board of Education. Committee meeting dates will be posted in the office and in the school newsletter. The public is invited and encouraged to attend.

Attendance

ATTENDANCE

Absences: Whenever a student is absent, parents should call the school at 646-6568 ext. 305 on the day of the absence, preferably before 9:00 a.m. If a call is not received before 9:00 am, an automated system will call the number on file and send an email notifying the parent that their child has been marked absent from class. **All absences must be cleared by a telephone call or a note from the parent or guardian within 72 hours of the absence.** If the parent does not contact the school within 72 hours, the absence will be recorded as **unexcused**. A 24-hour voicemail is available for attendance calls. It is the responsibility of the student to make up work after an excused absence.

Excused absence: Ed code 46010, 48205 recognizes only illness, doctor appointments, court appearances, observance of a religious holiday, family bereavement, and quarantine as *excused* absences.

Unexcused absence: All other absences, including family vacations, oversleeping, transportation issues, and personal reasons, are considered unexcused. Parents are strongly discouraged from scheduling non-medical appointments, business or vacation travel during times when school is in session, as these are considered unexcused. A tardy of more than 30 minutes is considered an unexcused absence.

Justifiable Absence Request: Justifiable absence request forms are available in the school office or on the school website, www.pgmiddle.pgusd.org, under Parents, forms. This form must be completed by the parent. The student must take it to each teacher to obtain signatures. The form must be returned to the Assistant Principal *at least two weeks prior to the absence*. The Assistant Principal will determine if the absence will be considered excused or unexcused. Students are responsible for obtaining and turning in all missed work during any absence, regardless of the absence justification. Approval for **allowable credit** due to an unexcused absence may be granted for up to **ten days per school year**, except under unusual circumstances.

Tardiness: Students are expected to report to school on time every day. Any student arriving late to any class period is considered tardy unless a valid excuse of illness, doctor appointment, funeral, court appearance, or justifiable personal necessity is given. Students who are tardy at the beginning of the school day must report to the Attendance Office and obtain an **Admit Slip** before being admitted to class.

*See the Code of Conduct for consequences related to tardiness.

Any unexcused tardy that is more than 30 minutes is considered a truancy.

Early Dismissal: If your student will need to leave school for any reason, send him or her to school with a note for the Attendance Office. The student must remember to bring the note to the office. You can also call the office ahead of time, and we can send the pass to let your student know. Students must be picked up from the main office. Whenever possible, please schedule medical and dental appointments on Thursdays after 2:00 p.m. or during non-school hours.

Closed Campus: PGMS is a closed campus. If there is a need for a student to go home during the school day, a parent must inform the office and the parent/guardian must pick up the student from the office. The student must be released to the parent/guardian, or other adult, listed as the student's emergency contact. Identification will be required. All PGUSD campuses are closed to other students during the school day.

Truancy: In accordance with Ed code 48260 (a) any student who accumulates three unexcused absences or three absences of 30 minutes or more or a combination thereof, in one school year, is considered **truant**, and the Monterey County Truancy Abatement Program process is initiated through the Monterey County District Attorney's office. Per PGUSD Board Policy [AR 5113], 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). Once 14 absences have accumulated for the school year, all subsequent absences are considered excessive. Any further absences for illness beyond the 14 must be verified by a physician. Any absence accompanied by a note from a physician or documentation from court will not count toward excessive absences. If a student is found to be truant, the following procedures will be followed:

First Truancy: Letter #1 sent to parents, detention assigned for each period missed.

Second Truancy: Letter #2 sent to parents, parent and student attend meeting with Assistant Principal, detentions assigned for each period missed.

Third Truancy and all subsequent truancies: Letter #3 sent to parents and a copy of the letter and student attendance record will be sent to the District Attorney's office, parent and student attend a meeting* with Assistant Principal, detentions assigned for each period missed.

**Any scheduled truancy meeting missed by a parent will result in a copy of the letter and student attendance record being sent to the District Attorney's office.*

Student Wellness: If your student is ill, please do not send him/her to school. Monterey County Office of Education policy states that a student must be fever and vomit free for 24 hours before returning to school. This includes any student who has experienced a fever, vomiting, or diarrhea within the previous 24 hours. If a student becomes ill while at school, he/she should ask permission from the teacher to go to the office. Parents will be contacted if a student is unable to remain at school.

Confidential Medical Services: School authorities may excuse any student (grades 7-8) from school to obtain confidential medical services without the consent of the student's parent/guardian(s). (Education Code 46010.1)

Academics

ACADEMIC PROGRESS INFORMATION - Synergy

All PGMS students and their parents have online access to student progress information. Parents/students use a login and password to access electronic grade books in Synergy.

These grade books will show assignments and due dates. Teachers will update these grade books frequently so parents can also see the scores of completed assignments. Student and parent usernames and passwords are printed out and attached to the schedule the student receives at Registration Roundup. (For help creating or logging in to an account, contact the PGMS Office.) Once into the system, parents can look at assignments, grades, comments teachers may leave, and attendance in all classes. Parents can also email teachers, the counselor, or administration through this site. PGMS will provide more information and family resources for Synergy early in the year.

ADVISORY & CHARACTERSTRONG

In addition to their academic classes, all PGMS students also attend an Advisory class. Advisory meets once each week (currently Mondays but subject to change) and provides time and place for all students to engage in CharacterStrong (www.characterstrong.com) curriculum intended to develop students' social-emotional awareness and character. The lessons are highly interactive, and focus on understanding and *practicing* CharacterStrong's "Eight Essentials," patience, kindness, humility, respect, selflessness, forgiveness, honesty, and commitment. Students do not receive grades for Advisory.

ASB LEADERSHIP

The Leadership class sponsors a number of events that promote school spirit and a positive culture and climate at PGMS. Leadership class plans school wide activities, including noon activities, dances, dress-up days, spirit weeks, and are responsible for the allocation of the ASB budget. Officers include President and Activities Commissioner from the 8th grade, Vice President from the 7th grade, and Secretary and Treasurer from either 7th or 8th grade. Leadership class occurs daily during the designated period of the day in the room of the adult adviser/instructor.

COMMUNICATION – HOME TO SCHOOL

Daily Bulletin: PGMS Website: - The daily bulletin is posted on our school website (www.pgmiddle.pgusd.org). Students view a daily Video Bulletin in homeroom (Period 2) each day.

CatapultConnect: CatapultConnect is a communication tool designed specifically for schools to communicate with families. Parents will receive emails and/or text messages from the school or district through BrightArrow. These are important mass email notifications and should be read as soon as possible..

Newsletter: The monthly newsletter is a detailed source of information about events taking place at PGMS. It will be emailed to parents and students via Smore. The newsletter is also available on our school website.

Synergy: Teachers communicate important information about student performance and grades through Synergy so that parents can remain informed about their child's progress. Parents should check Synergy regularly, and/or set up notifications to be sent to their smartphone or similar device. Parents can create their own login and password credentials for Synergy. To communicate a

question regarding an assignment, please send an email instead of communicating through Synergy.

Google Classroom: All teachers use Google Classroom as a place to post assignments, documents, due dates, and updates on course-related topics. Parents can log in using their student's login and password credentials.

Email & Phone: Teachers and other school staff can be reached by phone or email. Please be patient with your communication with teachers. Teachers may need to wait until the end of the school day, or their next break without students, or after meetings to check your message and respond.

COMMUNITY SERVICE

PGMS values community service and the concept that students should volunteer their time to improve the quality of life in their community. As part of our curriculum and as per board policy, all students are required to complete a minimum of **16 hours** of community service to be eligible to promote to high school. However, due to school closures during the 19-20 and 20-21 school years, students who are in 8th grade in 2021-2022 only need to accrue 8 hours of community service to meet the graduation requirement. Students may complete more hours if they choose to do so. Hours may be earned by volunteering for **non-profit organizations**. Helping out with a family/neighbor project, babysitting, volunteering for a private (for profit) business, etc. does NOT qualify as community service, as those are not non-profit organizations. All hours must be completed outside of the regular school day. Pre-approval of projects is highly recommended. Questions or concerns about community service can be addressed by the **Counselor at 646-6568 ext. 304**. The deadline to complete all community service hours for eighth graders is April 19, 2021.

COURSE OUTLINES

A course outline from each teacher will be sent home with students at the beginning of the school year. The outline will include information specific to the class regarding grading procedures, policies for late or incomplete work, extra credit information, homework guidelines, and any special materials needed for the class. In addition, all PGMS teachers and departments use Synergy and/or Google Classroom to inform students and parents about assignments and grades.

COURSE REQUIREMENTS FOR GRADE LEVEL PROMOTION/RETENTION

Each student must take a minimum of six courses per semester unless assigned to a reduced day by the principal. Students may also sign up for some first period or eighth period classes that are offered. Each course completed (grade D-, 60% or better) will earn four units. A pass/fail grade will be given for all sixth grade elective-cycle classes and all assistant positions (teacher/library/office).

For promotion to the next grade level, all students must earn a minimum of 44/48 units during each year of attendance in middle school. In addition, all eighth grade students must perform 16 hours of community service in order to be promoted to high school.

Any student who fails **more than one semester class, either Semester 1 or Semester 2 (less than 44 units for the entire year)**, will not be promoted to the next grade level without attending summer school (if offered by PGUSD) or completing an accredited and *approved* online program over the summer.

Traditionally, summer school begins the week after Semester 2 ends and lasts for 4 weeks, however this may change year to year.

Students not meeting grade level standards will be considered for retention. This decision will be made by the Principal and counselor in May. **Eighth grade students who fail more than one class during the eighth grade year will not be permitted to participate in the promotion ceremony, promotion dance, or eighth grade end-of-year trip to Santa Cruz Beach Boardwalk or Great America. Seventh grade students who fail more than one class during the seventh grade year will not be permitted to attend the promotion dance.**

If your child has missed a great deal of school during any given quarter, “incompletes” may be given in the place of letter grades on the report card. Your child has ten (10) school days after the last day of the previous quarter in which to complete or make up the missing work or assignments to receive a letter grade. Please contact the teacher assigning the “incomplete” mark to obtain a list of incomplete or make-up assignments, alternative test days, etc. **Per Board policy, there will be no grade changes after 10 days of school following the last day of the quarter.** Grades of “incomplete” are not available for second semester. Please contact the school counselor if you have any questions.

	<u>6th Grade</u>		<u>7th Grade</u>		<u>8th Grade</u>	
	<i>Semester</i>		<i>Semester</i>		<i>Semester</i>	
	<i>Courses</i>	<i>Units</i>	<i>Courses</i>	<i>Units</i>	<i>Courses</i>	<i>Units</i>
English	2	8	2	8	2	8
History	2	8	2	8	2	8
Math	2	8	2	8	2	8
P.E.	2	8	2	8	2	8
Science	2	8	2	8	2	8
6 th Cycles	*	8	-	-	-	-
Electives	-	-	2	<u>8</u>	2	<u>8</u>
<u>TOTAL</u>		<u>48</u>		<u>48</u>		<u>48</u>

Every effort has been made to provide your child with the best possible schedule of classes. If there is an issue or conflict within a student schedule, please contact the teacher directly. If the issue/conflict cannot be resolved, please contact the school counselor for assistance.

GRADING, REPORT CARDS & PROGRESS REPORTS

A, B, C, D and F grades are issued for each class each marking period. Citizenship grades – O for outstanding, S for satisfactory, N for needs improvement, and U for unsatisfactory – are also given for each class each reporting period. Citizenship grades are earned, not given. Each semester is graded independently and is recorded on the student's permanent records. Academic and Citizenship grades are used when determining eligibility for student council, sports, and overnight field trips. (See page 43) for more information on eligibility) Midway through each semester we issue quarterly **report cards**. Report cards are mailed home the week following the end of each quarter. Quarter 1 and Quarter 3 grades are similar to progress reports, as they show a student's achievement at that point in the semester. At least six weeks prior to the end of a semester, Progress Reports are sent to any student in danger of receiving a grade of C- or lower and/or an "N" (Needs Improvement) or "U" (Unacceptable) for Citizenship. **Parents can access current grades at any time by checking Synergy** Questions about grades on assignments or tests should be directed to the teacher.

HOMEWORK POLICY

Responsible completion of homework is an extremely important trait as your student progresses through middle school and prepares for high school. In addition to class instruction, each student will be expected to complete some schoolwork at home to achieve mastery. Some assignments are long range in nature and require planned study time for completion. It's important for students to begin working on long range assignments as soon as they are assigned, rather than waiting until the night before they are due. Major assignments, tests, and projects within each grade level are plotted on a grade level calendar to avoid common due dates. PGMS will not assign homework on weekends/breaks unless there are extenuating circumstances (if a student missed school time due to an excused absence).

Middle school homework for **core** subjects should average:

- 60 minutes per night four nights per week in 6th grade (240 minutes per week)
- 70 minutes per night four nights per week in 7th grade (280 minutes per week)
- 80 minutes per night four nights per week in 8th grade (320 minutes per week)

These times may vary slightly, and some subjects (such as advanced math) may require more time while others may require less. Parents are advised to establish a set routine at home so that students recognize the importance of homework and accomplishing the tasks assigned to them. Students are often provided time in class to begin their homework with the teacher present. Additional time is available for students to complete their homework (under the supervision of a certified teacher) Monday through Wednesday in the library from 3:10-4:00 in the library. Teachers will outline their individual homework practices and policies for make up work in their course syllabus.

HOMEWORK INFORMATION AND MAKE-UP WORK

While a student is home ill or away from school for any reason, the student should keep current on the day's assignments by having a student buddy in each class and checking their Agenda/Planner, Google Classroom, and Synergy. If your student is absent three or more consecutive days, the parent/guardian must call the office (646-6568) and request a Homework Request prior to 9:00 am. Homework can be picked up in the office between 3:30 p.m. and 4:00 p.m. on the day requested. Students who are absent due to illness will be given a reasonable amount of time (one extra day per day absent) to make up missed assignments. Suspended students are also required to make up missed homework.

PARENT- TEACHER CONFERENCES

Parent-Teacher Conferences are held twice each year, once in late October, and again in March. Students who receive low marks on their report card will have priority in parent-teacher conference appointments. Appointments can be made by calling 646-6568 ext. 306. Parents of students at risk of failing classes will be given a notice to attend an additional conference in the spring. Parents are encouraged to keep in touch with teachers as needed over the entire school year.

PHYSICAL EDUCATION

All students are expected to dress out for and participate in PE every day. Students must be in the locker rooms when the tardy bell rings. Additionally, all students are expected to remain in the presence of the teachers or supervisors after dressing.

PE Requirements: Beginning the third day of school, each student must have a PE uniform and proper athletic footwear.

Uniform/Dressing Out- Our expectation is that students dress out fully every day for credit. No partial credit will be given for single items of clothing. Students will adhere to all the following to receive credit.

Athletic Footwear- Shoes should have **flat** athletic soles and cover the entire foot with adequate tension for proper support to prevent injury. Without this basic equipment, students may not participate and therefore earn no points. A suggestion is designating an appropriate pair of shoes to be left in the PE locker.

Shirt- PGMS T-shirt with LAST NAME + FIRST INITIAL is preferred. Also acceptable is a plain royal blue or gray shirt.

Bottom- PGMS printed sweats or shorts are preferred. Also acceptable are plain colored leggings, shorts, or sweat pants which may be worn in the colors of royal blue, gray, or black with LAST NAME + FIRST INITIAL printed on the item. If it is not possible to write on the outside, the tag or waistband will suffice.

Layers- Only jackets or sweaters may be worn over the P.E. uniform. No other school layers are allowed under or over the P.E. uniform. Know that our weather changes dramatically throughout the day, so a variety of clothing items is recommended.

Hats: Hats can be worn outside during PE only. Hoods are not allowed to be worn during PE at any time. A hood in class will earn a student a conduct check, repeated offenses may earn a student a lower conduct grade or further disciplinary action.

Students who do not dress appropriately for PE will receive a lower grade and/or disciplinary consequences. Remember to secure your clothing in your PE locker to prevent theft.

PE Behavior: Student behavior in PE is expected to be the same as in any other class. Pushing, grabbing, teasing, poking, tripping, and use of inappropriate language will not be tolerated. These behaviors will lead to referrals and disciplinary consequences. Gum is not allowed in PE nor on campus.

Excuses from PE participation: If there is any change in your student's health which may affect his or her ability to take PE, or if he or she is placed on regular medication (ed. Code 12020), it is the parent's responsibility to notify the school. Make-ups for excused absences and medical excuses will be determined by the teacher.

- **Parents' notes** are good for **one to three days**, depending on the issue. The note must state the number of days excused, or the instructor will assume it is only for one day. The note should also be specific about what activities the student is prohibited to perform. A note must be presented the day the

student is to be excused from PE activities. Students who are excused from PE activities for medical reasons are still expected to be on time to roll call and to be dressed out.

- **A medical doctor's note** is required for excuses lasting **longer than three days**. The note should include all the above information. The doctor should also recommend the type of activity, if any, that the student can perform while excused from PE and the length of time for that recommendation. Students who are excused from PE activities for medical reasons are still expected to be on time for roll call and to be dressed out, unless otherwise determined by the teacher, counselor, or administrator.

Fitness Testing- Students will participate in the California Fitness Test at the end of their 7th grade year. Official testing begins in March-April for all 7th graders. Grade levels 6-8 will regularly practice the five different fitness assessments to help them meet the Healthy Fitness Zones for their age and gender.

STUDENT SUPPLIES

Each student is asked to have a **3-ring binder with subject dividers, ruled/lined paper, writing utensils and an assignment planner**. One planner will be supplied FREE to each student at the beginning of the school year. If this is lost or damaged, a replacement planner can be purchased in the front office for \$8.00 (cash or check). Each student is given a handbook entitled "*Common Core Writing for English Language Arts and Across Content Areas*" at the start of their 6th grade year. Students are to keep this handbook for their 6th, 7th and 8th grade years at PGMS. If a handbook is lost or damaged, a replacement handbook can be purchased for \$5.00 in the Library.

Course Offerings 2021-2022

Sixth Grade Classes

English 6 CORE

Students will be engaged in learning many aspects of Language Arts, including listening and speaking. They will read both fiction and nonfiction, and focus on comprehension, analysis, and vocabulary. In the area of writing, they will focus on narratives, inform/explain and argumentative essays, revision, and writing conventions. *Text: Study Sync (Online Text)*

History 6 CORE

Students will study the growth and development of Ancient Man, the ancient civilizations of Mesopotamia, Egypt, India, China, Greece, and Rome. The geography of these ancient civilizations will be a focus. During this process, students will increase their skills in chronological and spatial thinking, research and providing evidence, and historical interpretation. *Text: History Alive! The Ancient World (Online Text)*

Math 6

Math 6 is designed to develop the necessary skills outlined in the California Common Core Standards which include: connecting ratio and rate to whole number multiplication and division; using concepts of ratio and rate to solve problems; understanding division of fractions; extending the notion of numbers to the system of rational numbers, which includes negative numbers; writing, interpreting, and using expressions and equations; and developing understanding of statistical thinking. *Text: Big Ideas, CA Common Core Edition*

Accelerated Math 6

Accelerated Math 6 is the first year of a two year accelerated plan to ensure students are ready for Integrated Math I in eighth grade. The course encompasses the middle school California Common Core Standards which include: connecting ratio and rate to whole number multiplication and division; using concepts of ratio and rate to solve problems; understanding division of fractions; extending the notion of numbers to the system of rational numbers, which includes negative numbers; writing, interpreting, and using expressions and equations; and developing understanding of statistical thinking. *Text: Big Ideas, CA Common Core Edition Course 1 and Course 2*

Math Support 6

Math 6 Support is designed to help develop students targeted skill areas in 6th grade math that are crucial to being successful under the California Common Core 6 Grade Math Framework. Students are provided differentiated instructional support in areas of greatest benefit. Similarly, instructional time primarily focuses on students' skills deficit areas in the key math operational areas of adding, subtracting,

multiplying and dividing of rational numbers. Enrollment in this class is based on current formative and summative assessments along with teacher recommendations. The purpose of the class is to develop competence and confidence while working through the students' grade level math curriculum. In the course, grade level Math curriculum and necessary prerequisite skills are presented and reviewed. Current math achievement is assessed and any gaps in prerequisite skills are addressed and remediated. The course provides an opportunity to review, practice and master the skills needed to access and achieve success in the general education Math curriculum.

Integrated Science 6

6th grade Science is a course which includes an emphasis on providing background knowledge to support critical thinking. Students will learn about the scientific method, experiment design, and measurement. Students will study Science as an integrated discipline and will learn how cells function for reproduction and dissemination of information. Students will also learn how the human impact on the environment plays an important role in the evolution of resources here on Earth . The format of the class leans heavily on activities and projects.

PE Grade 6

Physical Education programs at PGMS consist of a wide variety of activities designed to develop proper basic motor skills, physical fitness, and fundamental movement patterns. Coinciding with the school philosophy there is an emphasis on sportsmanship and cooperation. Students will learn individual skills and knowledge to promote lifelong physical fitness. Students are provided with an introductory exposure to a wide variety of activities, including individual and team sports.

Sixth Grade Elective Wheel

Sixth grade students who do not take music or a support class will be placed into the elective wheel. The wheel consists of the following four classes, and students will rotate to a new elective each quarter:

Art 6

This quarter-long course is an introductory art class examining many basic principles of art including line, shape, value, color, texture, form, and space. Students explore these principles through different media such as pencil, paper, pastel, markers, papier-mâché, basic book-making, clay, and paint. This creative, hands-on class is a great precursor to the semester long elective class offered in grades 7 and 8.

Home Economics 6

This quarter-long course is an introduction into Basic Life Skills. Students evaluate their own skill- set through a Multiple Intelligence survey, develop better communication skills and learn to work in groups cooperatively. They will explore the Five Flavors identified in Chinese Medicine theory, the role of food in maintaining good health, and work with the My Plate framework as it relates to a balanced diet and healthy portions.

Keyboarding 6

This quarter-long course located in the Computer Lab, is designed to build skills and confidence with technology. With the "All the Right Type" program our primary focus is on practicing keyboarding skills, which will immediately be applied to projects students will be creating for other classes. Time is also spent working with Google tools such as Classroom, Slides, and Forms. Students create slideshow presentations and research information on the internet. Digital citizenship and Internet Safety are covered.

STEM 6

The STEM explorative will explore the aspects of Science, Technology, Engineering, and the use of Mathematics with hands-on and computer-based activities. Sub-topics may include, but are not limited to, electrical circuits, simple motors, mechanical advantage of simple machines, environmental concerns in our world and critical thinking and engineering in the 21st century.

Seventh Grade Classes

English 7

Seventh Grade English is designed to increase students' fluency with reading, writing, speaking, and listening. Students will read fiction and nonfiction, with *The Outsiders* as a core novel. They will use their increased fluency with reading to produce writing, in the form of narrative, informative, and argumentative texts. They will use technology to conduct research, produce writing, revise, edit, and evaluate their texts. Students will also increase their familiarity and expertise in oral language, conventions of English, and figurative language.

History 7

Seventh Grade World History is a comprehensive course that covers both World History and Geography during the medieval and early modern time periods. It begins with the Roman Empire in 300 CE and traces the major world civilizations and religious powers through the Age of Enlightenment ending in 1789. The medieval and early modern periods provide students with opportunities to ask questions, investigate various historical concepts, and draw conclusions from evidence while studying the rise and fall of empires, the diffusion of religions and languages, and significant movements of people, ideas, and products. During these periods, the regions of the world became more and more interconnected. Students will learn that although societies were quite distinct from each other, there were more exchanges of people, products, and ideas in each century. *Text: The Medieval World and Beyond*

Math 7

Seventh Grade Math is designed to develop the necessary skills outlined in the California Common Core Standards which include: developing understanding of and applying proportional relationships, developing understanding of operations with rational numbers and working with expressions and linear equations; solving problems involving scale drawings and informal geometric constructions, two and

three-dimensional shapes to solve problems involving area, surface area and volume and drawing inferences about populations based on samples. *Text: Big Ideas, CA Common Core Edition*

Accelerated Math 7

Prerequisite: Accelerated Math 6 or 6th grade math students will be placed based on testing and teacher recommendation.

Accelerated Math 7 is the second year of a two year accelerated plan to ensure students are ready for Integrated Math I in eighth grade. The course encompasses the middle school California Common Core Standards which include: developing understanding of and applying proportional relationships, developing understanding of operations with rational numbers and working with expressions and linear equations; formulating and reasoning about expressions and equations including modeling an association in bivariate data with a linear equation; solving linear equations and systems of linear equations; grasping the concept of a function and using functions to describe quantitative relationships; solving problems involving scale drawings and informal geometric constructions, two and three dimensional shapes to solve problems involving area, surface area, volume, distance, angle, similarity, and congruence; understanding and applying the Pythagorean Theorem; and drawing inferences about populations based on samples. *Text: Big Ideas, CA Common Core Edition Course 2 and Course 3*

Math Support 7

This course is to be taken in conjunction with Math 7 by students who need intensive and strategic assistance in developing skills necessary for Math 7. Students will be provided personalized academic support to address specific areas of challenge regarding the California Common Core Standards. Instructional time will focus on students' target deficit areas, for example, all operations of fractions, decimals, positive and negative integers. The enrollment for this class is based on Scholastic Math Inventory test scores and teacher recommendation. The purpose of the class is to develop competence and confidence while working through the students' grade level math curriculum. In the course, grade level Math curriculum and necessary prerequisite skills are presented and reviewed. Current math achievement is assessed and any gaps in prerequisite skills are addressed and remediated. The course provides an opportunity to review, practice and master the skills needed to access and achieve success in the general education Math curriculum.

Integrated Science 7

Seventh grade Science introduces students to many of the scientific ideas, concepts, and principles related to life, physical and earth science on earth. Students will learn science through active participation in demonstrations, collaborative learning activities, multimedia presentations, research, inquiry, and experimentation with an emphasis on developing critical thinking skills and a greater depth of knowledge of science. Topics of instruction include ecosystems, chemistry, geology, and environmental issues.

PE Grade 7

Physical Education programs at PGMS consist of a wide variety of activities designed to develop proper basic motor skills, physical fitness, and fundamental movement patterns. Coinciding with the school philosophy there is an emphasis on sportsmanship and cooperation including respect for one another. Students will learn individual skills and knowledge to promote lifelong physical fitness. Students are provided with an introductory exposure to a wide variety of activities, including individual and team sports. Seventh graders will participate in the California State Physical Fitness Testing.

PE Period 1

This PE class is offered for 8th graders taking support classes or music classes to allow room in their schedule for an additional elective. If there is space, 7th graders may be added.

Eighth Grade Classes**English 8**

Eighth Grade English is designed to improve students' abilities to communicate in the English language. Students will learn to listen, speak, read, and write more effectively; and to expand and enrich their experiences and tastes in reading literature, fiction, and non-fiction. Units from the StudySync online textbook help students develop Common Core ELA skills. *NOVELS: The Pearl*, excerpts from other works by John Steinbeck, *The Diary of Anne Frank*, and *Treasure Island* or *The Adventures of Tom Sawyer*.

History 8

Eighth Grade US History covers such topics as the discovery of the New World and European colonies, the War of Independence and Revolutionary War, the US Constitution, the Westward Movement, the Civil War, Reconstruction, Industrialization, the Progressive Era and the Spanish-American War. Throughout the course students will examine the effects of geography on all historical events. Throughout the year, students will develop skills in historical analysis, multiple perspectives, research, note-taking, cooperative learning and presentation. Additionally, students will participate in a variety of classroom activities such as Socratic discussions and simulations. *TEXT: History Alive! The United States Throughout Industrialism*

Math 8

Eighth grade Math is designed to develop the necessary skills outlined in the California Common Core Standards which include: formulating and reasoning about expressions and equations including modeling an association in bivariate data with a linear equation; solving linear equations and systems of linear equations; grasping the concept of a function and using functions to describe quantitative relationships; analyzing two and three-dimensional space and figures using distance, angle, similarity, and congruence, and understanding and applying the Pythagorean Theorem. *Text: Big Ideas, CA Common Core Edition*

Integrated Math I

Prerequisite: Accelerated Math 7 or the equivalent.

Integrated Math I is the first course in the High School Common Core Math series. Instructional time will focus on exploring, discussing and understanding the following concepts: systems of equations and inequalities, arithmetic and geometric sequences, linear and exponential function, features of functions, congruence, constructions, and proofs, connecting algebra and geometry, and modeling data. In Grade 8, instructional time should focus on three critical areas: 1) formulating and reasoning about expressions and equations, including modeling an association in bivariate data with a linear equation, and solving linear equations and systems of linear equations; 2) grasping the concept of a function and using functions to describe quantitative relationships; 3) analyzing two and three- dimensional space and figures using distance, angle similarity, and congruence, and understanding and applying the Pythagorean Theorem. *Text: Big Ideas, CA Common Core Edition*

Math Support 8

This course is to be taken in conjunction with Math 8 by students who need intensive and strategic assistance in developing skills necessary for Math 8. Students will be provided personalized academic support to address specific areas of challenge regarding the California Common Core Standards. The enrollment for this class is based on Scholastic Math Inventory test scores and teacher recommendation. The purpose of the class is to develop competence and confidence while working through the students' grade level math curriculum. In the course, grade level Math curriculum and necessary prerequisite skills are presented and reviewed. Current math achievement is assessed and any gaps in prerequisite skills are addressed and remediated. The course provides an opportunity to review, practice and master the skills needed to access and achieve success in the general education Math curriculum.

Integrated Science 8

Eighth grade Science will focus on developing skills for students to analyze and interpret data from their own experiments as well as create evidence supported solutions that can enhance their proposed model. This science course content will include numerous hand-on activities, discussion and experimentation, as well as the development of creating evidence based claims.

PE Grade 8

Physical Education programs at PGMS consist of a wide variety of activities designed to develop proper basic motor skills, physical fitness, and fundamental movement patterns. Coinciding with the school philosophy there is an emphasis on sportsmanship and cooperation including respect for one another. Students will learn individual skills and knowledge to promote lifelong physical fitness. Students are provided with an introductory exposure to a wide variety of activities, including individual and team sports.

PE Period 1

This PE class is offered for 8th graders taking support classes or music classes to allow room in their schedules for an additional elective.

Special Education Classes

Basic English

Offered for all grade levels.

Prerequisite: Students must test in to qualify.

Reading and Phonics programs such as System 44, Read 180, and/or SRA are designed for the most challenged readers in Grades 6-8. Targeted reading instruction with the use of these programs is proven to help students master the foundational reading skills required for success in school through explicit instruction in comprehension and writing and a personalized learning progression driven by technology. Read 180 is an intensive reading intervention program used to accelerate the reading levels and test scores of struggling readers in Grades 6-8. Read 180 provides individualized instruction through teacher-directed lessons, adaptive software, age-appropriate nonfiction and fiction texts, and data-driven differentiation. Read 180 accelerates learning and enables struggling readers to experience success in middle school settings.

Transitional English

Transitional English is designed to bridge the gap between Basic English and general education English. It can be taken either concurrently with general education English or by itself. In the course, grade level English curriculum and necessary prerequisite skills are presented and reviewed. The course utilizes Excellence in Writing curriculum and Scholastic, in addition to other supplemental materials. The course provides an opportunity to review, practice and master the skills needed to access and achieve success in the general education English curriculum.

ELA 6-8

ELA 6-8 is a specialized reading class designed to teach students who demonstrate lagging skills in decoding and fluency. It will use best practices such as systematic word recognition instruction through phonogram pattern study, using multisensory strategies. Skills taught include: Phonemic Awareness, Sound/Symbol Correspondence and Sound Discrimination, Decoding Strategies – closed syllables, vowel-consonant-e syllables, Writing Fluency (writing from dictation), and Spelling and Dictation.

Math 180 A

All grade levels. Must have an IEP to qualify. Students will be provided with personalized academic support to address specific areas of challenge regarding the California Common Core Standards primarily using the Math 180 Program. Math 180A focuses on Multiplication, Division, and Fraction Concepts.

Math 180 B

All grade levels. Must have an IEP to qualify. Students will be provided with personalized academic support to address specific areas of challenge regarding the California Common Core Standards primarily using the Math 180 Program. Math 180B focuses on Addition, Subtraction, Multiplication and Division of

Fractions, Decimals and Integers.

Learning Center/Resource Program Grades 6-8

Prerequisite: Special Education or Section 504 Plan Recommendations.

Students who have an Individualized Education Plan (IEP) or Section 504 Plan can be enrolled in Learning Center grades 6 through 8. The class will take the place of one elective course each semester. Learning Center is designed to teach identified students study skills and organizational strategies necessary to support them in their academic classes. This class provides students with additional academic support to ensure they understand the concepts taught in their mainstream classes (primarily focusing on Math and English). Learning Center also teaches students to become self-advocates and independent learners.

Read 180 - Grades 6-8

This course is to be taken in conjunction with ELA by students who need intensive and strategic assistance in developing skills necessary for Grade level ELA. Students will be provided with personalized academic support to address specific areas of challenge regarding the California Common Core Standards. Instructional time will focus on students' target deficit areas, such as parts of speech, essay writing, vocabulary, reading comprehension, and study skills. The enrollment for this class is based on Scholastic Reading Inventory test scores and teacher recommendation.

7th & 8th Grade Electives

Art

Prerequisite: None. Although not a requirement, this semester-long class builds on the skills learned in the 6th grade cycle class. Offered for 7/8 graders only.

Art is designed to increase the student's creative abilities, technical skills, and awareness of art while aligning to the California State Standards for Visual Arts. This course introduces students to the basic elements and principles of art through various activities such as painting with acrylic, watercolor, and ceramic glaze, exploring pattern and color theory with markers, colored pencils, and pastels. Students will create three-dimensional objects using some of the following materials: clay, cloth, paper, papier-mâché, and found objects. In addition, students will develop an understanding of art throughout history and across cultures.

AVID (Advancement Via Individual Determination) Grade 7 & Grade 8

Prerequisite: Minimum GPA 2.0; Interview required. AVID is a year-long course, designed to prepare students, in an academic context, for entrance into four year colleges/universities. The emphasis will be on preparation for rigorous High School academic classes, study skills, test taking, note taking, collaboration, and academic writing. Students will work two times per week with peers in collaborative tutorials, one day of motivational activities, as well as learning WICOR skills (Writing, Inquiry, Collaboration, Organization, and Reading).

Computer Video Bulletin

Prerequisite: None. 7/8 grade only.

This semester-long class teaches students how to produce a daily video bulletin using Windows Movie Maker Live. Students will be instructed in filming and editing original videos, as well as how to create informational slides with effects. In addition, students will learn about laws and vocabulary pertaining to video production, and cyber citizenship. A team based class that keeps the school informed and entertained each morning.

ELD

All grade levels. English Language Development (ELD) is a course designed for English Learners in sixth through eighth grade who have yet to be designated as proficient in English. This course is a combination of ELD levels I-V, and offers an integrated reading, writing, listening and speaking curriculum. The adopted curriculum will focus on the academic discourse and writing skills necessary for success in the students' core classes. Classroom activities include frequent opportunities for active speaking and listening with focused instruction of the essential vocabulary to perform in those skill areas. Students ask and answer questions, make interpretations, perform analysis, complete the different types of writing, develop vocabulary and engage in reflections about their readings. Students are guided and encouraged to become "real" readers, writers, speakers, and listeners of English.

Foods

Prerequisite: One semester of Home Economics. 8th graders only.

This year-long course offers the opportunity to continue advance cooking skills through a variety of second level cooking experiences. Students will begin the year by making fruit preserves and selling items to build a restaurant startup fund. They will create balanced menus, research recipes; adjust yields, manage their time, prepare complex dishes, serve the food in our cafe clean up, and manage earned money. Students will prepare a lesson to be taught to peers which includes a demonstration of a specific cooking technique. Regional and ethnic styles of food preparation will be explored.

Home Economics

Prerequisite: None. 7/8 graders only.

This semester-long course is designed to help prepare students for their futures, by teaching basic life skills utilizing hands-on projects to explore many areas of consumer and homemaking education. Units of study will include the skills needed to select and prepare foods, making nutritious food choices, managing money through budgeting, using savings and checking accounts, handling a debit card, and constructing a simple sewing project. Students will participate in stress reduction techniques such as breath work and Tai Chi movements. A special emphasis is placed on forming good communication skills, problem solving abilities, and creating a balanced life.

Leadership

Prerequisite: None. Open to 7th & 8th graders with priority for 8th graders. Teacher, counselor or administrator approval; minimum GPA of 3.0 or above; conduct grades of O's or S's only.

This year-long class is designed to create a community of student leaders who organize, craft, and lead student activities at PGMS, as well as govern and represent the student body. Students create enjoyable activities that enhance the environment on campus and contribute to student growth. Students must maintain adequate grades in all their classes and demonstrate exceptional behavior commensurate with being a leader. Students will develop skills in communication, problem-solving, and teamwork. Students are required to attend one Leadership-type meeting a semester, i.e. PTSA, school board, school site council, city council, etc.

STEAM

Prerequisite: None

The STEAM elective provides integrated learning opportunities in the areas of Science, Technology, Engineering, Art and Mathematics. Through these disciplines, students will learn to use a wide range of computer applications and other technologies to design, create, problem solve, and communicate through multimedia and across different platforms. Students will develop their understanding and proficiency in using computer technology and become better informed, responsible, and productive digital citizens.

Music

Chorus

Prerequisite: None. 6-8 grades. Chorus is for students who are interested in vocal music performance. It is an outlet for the student who enjoys singing for his/her own pleasure. In this class you will learn about the following musical skills for ensemble singing: proper breathing, pleasant vocal production, blend and balance, expansion of range, good intonation, ear training, and sight-reading. The chorus will perform various styles of choral literature from classical to pop. Participation in various performance opportunities is a requirement of the class.

String Orchestra

Prerequisite: None. Grade 6-8.

Opportunity to audition for CCS Honors and Solo Ensemble. String Orchestra is a year-long course that introduces students to new music and concentrates on improving the student's performance skills on the violin, viola, cello and bass. These skills include basic rhythms, melody, bowing, theory, and performance styles. Music skills will be taught by use of textbooks, workbooks, handouts, demonstrations, music technology, and from musical selections taken from classical to popular styles. *Textbook: All for Strings-Kjos 1 & 2*

Chamber Orchestra

Prerequisite: 1 year of String Orchestra or audition. 7/8 grade. Opportunity to audition for CCS Honors and Solo Ensemble. Chamber Orchestra is a year-long course that introduces the students to new music and concentrates on improving performance skills on the violin, viola, cello or bass. These skills include advanced rhythm, melody, bowing, theory, and performance styles. Music skills will be taught by use of instruments, textbooks, workbooks, handouts, demonstrations, music technology, and musical selections.

Textbook: All for Strings-Kjos Books 2 & 3

Concert Band

Prerequisite: None. Grades 6-8

Opportunity to audition for CCS Honors and Solo Ensemble. Concert Band introduces students to new music and concentrates on improving the student's performance skills by learning a new wind, brass, or percussion instrument. These skills include rhythm, melody, theory, and performance styles. Music skills will be taught by use of textbooks, workbooks, handouts, demonstrations, music technology, and from musical selections taken from classical to popular styles.

Textbook: Standard of Excellence-Kjos Book 1 & 2

Symphonic Band

Prerequisite: 1 year of Concert Band or audition. 7/8 graders.

Opportunity to audition for CCS Honors and Solo Ensemble. Symphonic Band is a year-long course that introduces students to new and larger works of music and concentrates on improving performance skills on wind, brass or percussion instruments. These skills include advanced rhythm, melody, theory, and performance styles. Music skills will be taught by use of instruments, textbooks, workbooks, handouts, demonstrations, music technology, and musicals.

Textbook: Standard of Excellence-Kjos Books 2 & 3

Jazz Band/Jazz Class

Class Time: Period 8 Wednesday & Friday 3:00-4:15 p.m.

Prerequisite:

- *Enrolled in any of the day bands, chorus, or orchestras*
- *Performing Jazz Band - by audition &/or instrumentation*
- *General Jazz Ensemble - by simple audition and instrumentation*

Grade Level: 6-8. Jazz Band introduces the music student to new music and concentrates on improving the students' performance skills on his/her own instrument. These skills include advanced rhythms, melody, theory, improvisation, and performance skills in jazz and rock styles. Music skills will be taught by use of instruments, textbooks, worksheets, hand-outs, demonstrations, music technology, and from musical selections taken from the jazz to rock styles of music.

*Parents please arrange after school appointments and athletics so that they do not conflict with these rehearsals. Grades are based on attendance as well as musicianship. Students missing rehearsals will need to make up time.

Textbook: Jazz Ensemble Method-Kjos
Scales, Chord, & Rhythm sheets (Provided)

Jazz Combo

Class Time: Period 8 Tuesdays from 3:00-4:15 p.m. & Thursdays from 2:00-3:00 p.m.

Prerequisite: Audition only

Grade Level: 6/7/8. Jazz Combo introduces the music student to new music and concentrates on improving the students' performance skills on his/her own instrument. These skills include advanced rhythms, melody, theory, improvisation, and performance skills in jazz and rock styles. Students will learn to lead and prepare an ensemble for performance. This is an advanced Jazz class of 6-10 students.

Resources and Supports

AWARDS AND RECOGNITION

The following are a few school sponsored awards designed to recognize students doing an outstanding job at PGMS.

Awards Assembly: In May, PGMS holds a school-wide assembly to recognize students for participation and achievement in various school programs. Parents are invited to attend this assembly, which takes place during the school day.

Conduct Club: PGMS recognizes students who consistently display outstanding citizenship in the classroom. To be eligible to attend the quarterly Conduct Club Lunch, a student must receive straight O's (Outstanding) on his/her report card during the previous quarter. Students eligible to attend the Conduct Club Lunch activity will receive an invitation and permission slip a few days prior to the event. Students are responsible for making up any work missed while attending the Lunch.

Kindness Kards: Staff members recognize students who show exceptional attitude, effort, or courtesy with a Kindness Kard. Students may turn in their card to the office at the end of any given school day for a special treat.

Student of the Month: Students of the Month are selected by teachers each month to reward responsible behavior, good citizenship, and/or academic excellence. Students will be recognized with a certificate of appreciation, a bumper sticker, and a professional photograph, to be displayed in the main hall. Teacher participation is voluntary.

Honor Society: This form of recognition is reserved for students who excel in their academic work. Honor Roll is computed at the end of each quarter for students earning a 3.5 grade point average (GPA) or higher. The PGMS Parent Teacher Student Association (PTSA) sponsors quarterly Honors Breakfasts to honor these students. Invitations are distributed in home room a few days prior to the event. Parents are encouraged to join their students for the event.

Honors Night: In the spring, we hold a school-wide Honors Night. Students who have made the Honor Roll for each semester are recognized. Community Service hours beyond the minimum will also be recognized.

CLUBS

Students are encouraged to get involved with the clubs at PGMS to meet new friends and stay actively involved in school. Most of our clubs meet during lunch on a weekly basis. Each year the clubs vary depending on student interest. If a student has a club idea, he/she should complete the PGMS Club Request Form, which can be found on the school website (www.pgmiddle.pgusd.org), under "Students". The student(s) need(s) to establish who the club's student leaders will be, a location, date and time to meet, and a faculty advisor for the club. The form should then be submitted for approval.

COUNSELING

Counseling services are available for every student in the school. The purpose of the counseling program is to support and meet the social emotional and academic needs of our students. We also want our program to be proactive versus reactive. We use a collaborative approach by gathering input and support from teachers, students, parents, and community representatives.

Our comprehensive Guidance and Counseling Program facilitates student development in the areas of academic and personal/social growth. We utilize one full-time counselor, a district psychologist, and outside providers, as needed, to provide services to students, parents, and teachers. These services include assistance with educational planning, study techniques, and/or personal/social concerns.

Our school counselors organize **Student Study Teams** for students struggling with academic, behavioral or attendance concerns. Parents, teachers, student, administrator, and counselor are present to collaborate at these meetings. Additionally, if a student is having difficulty communicating with a peer or teacher(s) or if the student is having a conflict with another student, he/she should fill out an **“I want to see” form**, located in the office, and request to see the counselor.

DISCIPLINE

PGMS approaches all disciplinary matters with the intent to correct behaviors while maintaining respect for all students. To this end, a variety of disciplinary interventions are utilized. Please refer to the **PGUSD Discipline Matrix and Related Interventions for Grades K-12** (Exhibit 5144) for a range of interventions for a specific violation.

FOOD & NUTRITION SERVICES

Meal Charge Policy:

Pacific Grove Unified School District's Food & Nutrition Services Department recognizes that occasionally students may forget their lunch money. The Food & Nutrition Services Department is committed to providing students with nutritious meals and is aware of the importance and impact good nutrition has on student learning and achievement.

We will continue to provide meals to all of our students even when their account is not current and will work with parents to clear any outstanding balance.

- If a student's account balance is \$0.00 or in the negative, the student will only be allowed to charge a meal.
 - “A la carte” items, including individual milk, may not be charged to an already insufficient account
 - A meal includes an entrée, fruit/juice, vegetable sides, and milk
- Parents are notified via text message daily of a negative account balance. The Nutrition Director also makes phone calls to insufficient accounts.
 - Parents are responsible for updating their primary phone number on Synergy or by contacting the School Nutrition Director
- Parents are encouraged to take advantage of our online prepayment system, EZSchoolPay.com, which helps alleviate the problem of low meal account balances.
 - Parents can upload funds via credit cards and can see their child's account activity and transactions
- Parents may send cash or checks made out to PGUSD to the District Office, school office, or cafeteria
 - Ensure student's full name is on the memo
- Parents are ultimately responsible for checking and keeping their child's account balance current.

Additional Information on Meal Accounts:

Meal Accounts Every student has a meal account automatically linked to his/her name and student ID number. The meal account is a DEBIT account, not a credit account.

Payments on Accounts Cash or check payments can be made out to PGUSD Food Services and can be dropped off at the school sites or District Office.

Online prepayments via credit/debit card can be made on EZSchoolPay.com and will be automatically updated on the student's account.

Meal Policy Any student who comes to the cafeteria during meal periods and requests a meal will not be turned away for lack of funds.

The student will be provided with the *reimbursable meal* of the day regardless of the presence or absence of funds on hand or in his/her account. A reimbursable meal consists of an entrée, vegetable, fruit, and milk. If the cafeteria is sold out of the meal of the day, the staff will then offer the student a different reimbursable meal. The full cost of the meal will be charged to the student's account, and parents/guardians will be notified and asked to resolve any charges from meals requested by the student. The cafeterias will continue to provide a full reimbursable meal to a student regardless of the status of his/her school meals account. Cafeteria staff will never treat a student differently due to lack of funds or an overdrawn account.

The cafeteria staff are unable to identify when a student rejects his/her own meal brought from home and desires one from the cafeteria instead. However, if a staff member suspects that that may be happening, he/she will bring the matter to the attention of school site administration and to District administration. Parents/guardians are ultimately responsible for educating their children on family-specific rules regarding meal purchases in the cafeteria.

A la Carte or Second Meal Purchases with Insufficient Funds A la carte items are sold at PGMS. Purchases of a la carte items are not allowed unless funds are available at the time of purchase. If a student wishes to make an a la carte purchase but does not have sufficient funds, he/she will be directed to get a reimbursable meal instead.

Second meals are sold in the cafeterias and do not qualify as a reimbursable meal. Students will always be served a reimbursable meal first. Second meals can be purchased at full price with sufficient funds.

FOOD RULES:

- Gum is not allowed on campus.
- No food is allowed in the hallways or classrooms.
- Sodas, high sugar energy drinks, candy and other sugary snacks are not allowed at school.
- Glass containers are not allowed at school.
- Students are expected to be quiet and courteous in the lunch lines. Cutting in line, pushing or general horseplay is not acceptable conduct and will result in disciplinary consequences being issued.
- Stealing food from the cafeteria or other students will not be tolerated and will result in disciplinary consequences. Food must remain in plain sight while in the lunch lines.
- Students who tamper with the food serving lines and equipment will face disciplinary consequences
- Throwing food or drinks is prohibited. Students are encouraged to maintain clean eating areas by using the trash cans and recycling bins.

- All food and drink must be consumed in the designated lunch table areas. No food or drink is allowed on the athletic field. Food and drinks are not allowed inside the school building, inside of classrooms, or to be stored in lockers if previously opened.
- Students may not have food delivered to campus by any vendor, including but not limited to Grubhub, Uber Eats, DoorDash, Postmates and similar businesses.

Please follow the guidelines of the District's Wellness Policy when sending treats to classroom celebrations. Board Policy 5030 states, "Parents are encouraged to support the District's nutrition education efforts by considering nutritional quality when selecting foods sent to school, either for an individual student or for class consumption."

HOMELESS/FAMILIES IN TRANSITION

Homeless children and youth have equal access to the same free, appropriate public education, including a public preschool education, as is provided to other children and youth. (42 USC 11431[1]) If you have uncertain housing, a temporary address, or no permanent physical address, federal and California laws guarantee that your children may be enrolled in their previous school. (42 USC 11432[g][6][A][iv]) If this describes your family's living situation, or if you are a student not living with a parent or guardian, please contact our District Homeless Liaison, Clare Davies, at 646-6523.

LIBRARY AND COMPUTER LAB

Library: The library is open from 8:00 a.m. to 3:00 p.m. daily. Library books may be checked out for two weeks at a time and then must be returned or renewed. Students must take responsibility for lost, stolen or damaged books. Overdue materials may result in the loss of library borrowing privileges. All fines must be paid in order to participate in the end-of-year field trips. Students are not allowed to bring food or drinks into the library. Students may use the library at lunch (days open to be announced) by signing up in the morning before school or at break.

The library has several desktop computers that students may use before school or during break or lunch time to work on assignments or print papers.

Computer Lab: The Computer Lab (Room 21) is open daily during instructional time (8:30-3pm). The Lab is a shared classroom available to teachers, however it is also the home of our Computer Lab Technician, Mr. Fong. Students having trouble with school technology can go to the Computer Lab to receive technical support.

Textbooks/Library books: Textbooks are available to each student at the start of the school year through the library, however most classes make regular use of online versions of the textbooks. Hard copy texts are available upon request. When hard copy texts are issued, classroom teachers will direct students to take their book home for the year or to store it in their locker. Textbooks are to be covered for the entire year. Parents are liable for lost or damaged textbooks as well as other library books. Textbook and library book fines must be paid prior to the end of the year to remain eligible to attend end of the year activities such as Great America, Promotion Ceremony and Promotion Dance.

LOCKERS

All students will be assigned a book locker and a PE locker (assigned by PE teacher) at the start of the school year. Backpacks **MUST** be kept inside the locker the entire school day and should not be brought to the classrooms or field. The school accepts no responsibility for the contents of lockers, and reserves the right to search lockers if there is reasonable suspicion

To maintain locker privileges, students must abide by the following rules:

1. Use only the locker assigned to you and keep it locked at all times.
2. Do not trade or share lockers.
3. Keep your locker combination secret. Sharing locker combinations may lead to theft.
4. If a student has concerns about locker security, he/she should report it immediately.
5. Do not write or mark on, or in, lockers. Do not affix stickers on, or in, the lockers.
6. Do not tape anything inside or outside the lockers, even for birthdays.
7. After locking your locker, spin the combination dial and double-check that it is securely locked before walking away.
8. Do not leave your locker 'popped.'
9. Do not store open food or drinks in your locker.

Students are responsible for the cleanliness and upkeep of their assigned lockers. Students who abuse, misuse, share, 'pop', or trade lockers may lose the privilege of using a locker for the remainder of that quarter. Parents/students will be required to pay for locker damages should they occur. A fee will be charged for locker repairs, cleanup, or changing the locker combination.

LOST AND FOUND

The Lost and Found areas are located outside the library, and inside the boys and girls locker rooms. Persons finding valuable items should turn them into the office immediately. Students are encouraged to write their name on all personal items, including lunch boxes and clothing. Lunch boxes will be held for one week before being disposed of or donated. Students and parents should check the lost and found regularly and only take items originally belonging to him/her. All unclaimed lost and found items will be donated to charity at the end of each quarter.

MESSAGES AND DELIVERIES

Sending messages and forgotten items to students while they are in class disrupts the learning process and will only be done in emergency situations. Forgotten homework, PE clothes, and lunches are not considered an emergency. Any item dropped off for a student will be held in the office until the student can retrieve it during a passing period or break. Please remind your students to always check the office when they realize they forgot their lunch, homework, binder, backpack, etc. Most of the time their lunch or various items are dropped off. If your student calls you to bring something to the office, it is their responsibility to come up to the office to check if it is here. We will not send a pass to let your student know that it is in the office, as it interrupts learning in the classroom. If you bring something to the office that you think your student needs for a class, and your student does not come up to get it, we will place it in the teacher's box. We understand that after school plans do change and exceptions can be made. Special deliveries, such as balloons for birthdays, are not allowed on the PGMS campus. Please do not distribute party invitations at school to avoid inadvertently hurting the feelings of uninvited students. Thank you for your understanding, in this matter, to decrease the number of classroom disruptions.

MENTAL HEALTH SERVICES

Student mental health services are available through the Pacific Grove Unified School District by contacting:

Clare Davies

Director of Student Services

435 Hillcrest Avenue

Pacific Grove, CA 93950

(831) 646-6523

SCHOOL SAFETY

Student safety is a top priority at PGMS. As such, the school conducts monthly safety drills to practice the districtwide protocols for potential school emergencies. These protocols include Duck, Cover & Hold On, Shelter In Place, Evacuation, Secure Campus, and Lockdown/Barricade. These protocols can be found, in detail, in the PGMS Safety Plan, on the school website. Many drills are performed in collaboration with PGPD.

TECHNOLOGY

Pacific Grove Middle School utilizes instructional technology to enhance teaching and learning and promote innovation and the development of 21st century skills. All classrooms are equipped with a class set of ChromeBooks, and all students have access to the Google Suite of Education Tools.

ALL Pacific Grove Middle School students and their parents/guardians are required to sign that they have read and understand the District's policy for acceptable use of technology, including web access, online textbooks, school computers/ChromeBooks, and other technology. A signed Agreement is required for all students.

Pacific Grove Unified School District
School Year 2021-2022

Online/Internet User Obligations and Responsibilities/Acceptable Use Agreement

Students are authorized to use the District's equipment to access the Internet or other online services in accordance with this Acceptable Use Agreement.

1. The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.
2. Students shall use the District's system safely, responsibly and primarily for educational purposes.
3. Students shall not access, post, submit, publish or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs. (PGUSD Bullying/Cyberbullying Board Policy #5131.3) Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors.
4. Unless otherwise instructed by school personnel, students shall not disclose, use, or disseminate personal identification information about themselves or others when using electronic mail, chat rooms, or other forms of direct electronic communication. Students are also cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
5. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy or administrative regulations.
6. Students shall not use the system to engage in commercial or other for-profit activities.
7. Students shall not use the system to threaten, intimidate, harass, or ridicule other students or staff.
8. Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
9. Students shall not intentionally upload, download, or create computer viruses and/or maliciously attempt to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking."
10. Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify or use another individual's identity.
11. Students shall report any security problem or misuse of the services to the teacher or principal.

Whenever a student is found to have violated Board policy, administrative regulation, or the District's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the District's technological resources, as appropriate.

CODE OF CONDUCT

2021-2022

The PGMS Code of Conduct outlines the rules which shall be followed to provide a safe, orderly, and respectful environment so teachers can teach, students can learn, and so we can create a school everyone wants to come to every day. All school rules are based on district policy and state law. Policies and rules are enforced fairly, uniformly and consistently without regard to race, beliefs, economic status, or gender.

Disciplinary Interventions/Consequences: All avenues shall be utilized to encourage the positive interaction of students. However, when misconduct occurs and a warning or referral is issued, the interventions we employ are intended to help the student learn from his/her mistakes and to exercise self-control. These interventions include, but are not limited to, the following: Advising and counseling students; conflict resolution; written apologies; parental contacts and conferences; detention during and after school; work/trash detail at lunch or after school; community/school service; the restriction of participation in school activities (including participation in after-school sports, attendance at non-academic assemblies, school dances, and extracurricular activities); restricted use of school technology; alternative learning environments; creative scheduling; and, when necessary, suspension, expulsion, and/or involvement of the PGPD School Resource Officer. Disciplinary consequences will be issued on a progressive discipline system. Students who repeat inappropriate behaviors or who are frequently disruptive or defiant will be issued more aggressive interventions / consequences. These are to be determined by administration on an individual basis.

Referrals: If a student violates a school rule and/or policy, or is involved in misbehavior which disrupts school activities, he/she may be issued a referral to speak to administration. Warnings are issued for minor disruptions or defiance. A referral may be given for repeating these behaviors. Teachers, substitute teachers, staff, or bus drivers may refer students to administration. Referrals are cumulative by quarter and may limit a student's eligibility for extracurricular activities. The teacher/staff member issuing the referral will make initial contact with parent(s). The administrator will follow up with additional parent contact when issuing a consequence.

Detention: Students who have been assigned a detention should report to the Library by 3:10pm. Reminder slips will be given to students as a courtesy. Skipping detention will result in the detention being doubled. Students who skip detention more than once may be assigned alternative consequences. Detention is held in the **Library on Mon., Tues., and Wed. from 3:10-4:00**. Students are to silently work on homework while serving detention.

I. Truancy

California State law requires students to attend school and all classes on a regular basis. California Education Code recognizes only illness, medical appointments, quarantine, observance of a religious holiday, or attendance at funeral services as excused absences. All other absences, including family vacations, oversleeping, personal reasons, or any absence not cleared within 72 hours are considered unexcused. A student will also receive an unexcused absence if he/she cuts class or arrives at school without a valid parent excuse 30 minutes after the start of school. When a student receives an unexcused absence, parents are

notified, a referral may be written, and after-school detention may be assigned. After the third unexcused absence, California Ed Code considers a student truant and truancy proceedings are initiated with the Monterey County Truancy Abatement Program and the District Attorney's office. Please note: **Teachers are not required to accept make-up work from a student who receives an unexcused absence.**

II. Tardiness

A student is considered to be tardy if he/she is not seated and prepared to work when the class period begins. Tardies accompanied by a doctor's note or appointment card are excused; however, other tardies, whether the fault of the parent or student, cannot be excused. Tardies are cumulative by quarter. Each period is recorded separately. For each tardy that occurs the following consequence(s) will apply:

- **Tardy 1:** Teacher warning, possible teacher consequence
- **Tardy 2:** Teacher warning, possible teacher consequence, parent may be contacted, student will be issued a warning slip by Asst. Principal
- **Tardy 3:** Student meets with Asst. Principal, assigned one detention, parent contacted by Asst. Principal
- **Tardy 4:** Student meets with Asst. Principal, assigned one detention, parent contacted by Asst. Principal
- **Tardy 5:** Student meets with Asst. Principal, assigned two detentions, parent contacted by Asst. Principal
- **Tardy 6:** Parent conference with student and Asst. principal, assigned two detentions
- **Tardy 7:** Saturday School or in-school suspension assigned, parent contacted by Asst. Principal
- **Tardy 8:** Loss of eligibility for extracurricular activities. Parent requested to shadow student, other consequences to be determined (may include additional parent conferences, Saturday School, in-house suspension, and/or loss of extracurricular privileges.)

III. Dress Code

Students are expected to wear appropriate clothing to school. Students shall refrain from wearing clothing or accessories that make reference to drugs, alcohol, tobacco, gangs, sex, or violence. Also, clothing that exposes the back, stomach, and/or sides of the torso, cleavage, or upper thigh, including see-through materials.

- Skirts, dresses, shorts and holes in clothing must at minimum be finger-tip length.
- Pants must be worn at hip level in a manner in which underwear is not exposed or would not be exposed if the shirt were raised. (No sagging)
- Shirts must cover cleavage and midribs at all times.
- Straps on tank tops must be one inch or wider. No spaghetti straps or strapless tops are to be worn.
- Excessively tight-fitting clothing is not permitted.
- Bare feet, for reasons of health and safety, are not allowed. Shoes must be worn at all times.
- No pajamas or slippers are to be worn at school. Pajama pants and slippers are not allowed, unless it is a designated dress up day.
- Hats, hoods, and sunglasses may not be worn inside the school building at any time during the school day and should be put away in their locker.
- Bandanas are not allowed to be worn.
- Wallet chains are not allowed.

Consequences for Violating the Dress Code:

- First time offenders will receive a warning and be asked to change or cover up the clothing. The student may call their parent/guardian to bring a change of clothing or the student may change into their PE clothes.
- Second time offenders will receive a referral and be assigned an after-school detention. He/she will be asked to change, and his/her parents will be notified.
- Further offenses will, in addition to a referral, detention(s), and a change of clothing, require the parent(s) and student to attend a conference with the Assistant Principal and may result in additional detentions, community service, trash duty, or in-school suspension.

The above dress-code standards are also in effect for all extra-curricular events and activities. Determination of appropriate clothing will be made by school administration.

IV. Prohibited Items

Students are prohibited from bringing Sharpies, lighters, fireworks, poppers, stink bombs, pepper spray or mace, tobacco, E Cigarettes (vape), drugs, drug paraphernalia, alcohol, knives of any kind, guns of any kind, laser pointers, or any other dangerous objects/toys to school. Possession of such items may result in suspension and the involvement of the PGPD. Continued possession of such items may result in a recommendation for expulsion.

Students are also prohibited from chewing gum at school, and from bringing roller blades, digital cameras, perfume and deodorant sprays, *or other personal property/toys not related to school activities*. Per Board Policy, balloons of any sort are prohibited on all PGUSD campuses. Possession of these items may result in a referral and disciplinary intervention. Students should not bring large amounts of money to school and are also prohibited from selling *anything* on campus.

V. Drug Canine Units & Searches

Use of drug-detecting canines is one part of a comprehensive approach to drug and alcohol prevention in PGUSD. Reaching the goal of zero use and/or possession of drugs and alcohol on campus depends on students, parents, and staff members working together. Random searches by dogs will take place on campuses at unannounced times during the school year. Students and their belongings, including lockers and backpacks, are subject to search by school officials under any circumstances considered to justify "reasonable suspicion."

VI. Cell Phones and Other Electronic Devices

Per Education Code 48901.5 (a) The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. (b) No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil. (Amended by Stats. 2002, Ch. 253, Sec. 2.)

Cell phones, music devices, smart watches, and all portable media devices, including e-readers, **must be turned off and stored inside lockers during regular school hours and may not be used inside the school.** These items may only be used outside the school building before and after school. These items are the most commonly lost or stolen items at school, and we cannot and will not be responsible for such items. We strongly recommend that you keep all valuable items at home. Any time a student found to be using a cell phone or other electronic device, or with the item on or out during the school day, will receive a disciplinary intervention.

- First offense, the student will be issued a warning, and may reclaim the item no sooner than the end of the school day from the Assistant Principal and a parent will be contacted.
- Second offense, the student will be issued a referral, assigned an after-school detention, and the parent must pick up the item from the Assistant Principal.
- Third offense, the student will be issued a referral, a parent conference will take place with the Assistant Principal, and the student will lose the privilege of having the cell phone/device on campus for the remainder of that quarter. Phone storage agreements will be made at the parent conference.

VII. Academic Honesty – Plagiarism/Cheating

Students who copy work from others, lend inappropriate assistance (allow others to copy work) to others, submit work that is not their own efforts, or engage in forgery are guilty of “academic dishonesty” and will have consequences.

Plagiarism includes taking someone else’s assignments or portion of an assignment and submitting it as your own, submitting material written by someone else (including online resources and class texts) without properly citing the source(s), and presenting the work of tutors, parents, siblings or friends as your own.

Cheating is copying another student’s work or lending/receiving outside assistance on any assignment, test or quiz, except when the teacher allows. When a student violates the Academic Honesty Policy at any time, he/she will be disciplined in a manner consistent with the nature of the infraction, and may include any or all of the following:

- Receive a zero for the academic exercise
- Referral to administration
- Parent conference
- After school detention(s)
- “U” in citizenship
- Repeat offenders may earn an in-school suspension or Saturday School

VIII. Disruptive Classroom Behavior

When a student is disruptive in class, the teacher will follow their classroom discipline procedures and may issue the student a consequence. For repeated disruptive behaviors, a teacher may elect to issue the student a referral and send the student to the office. Teachers will notify parents of the referral. Upon arrival there, the student will meet with the Assistant Principal and consequences will be issued. Consequences may include a conference, warning, detention(s), class suspension, full-day suspension (in-school), Saturday school, community service or a parent shadow. Repeated disruptive behavior will result in more severe consequences. The Assistant Principal will contact a parent any time a disciplinary referral and consequence is being issued. Teachers have the right to suspend a student from their classroom for a total of two days, including the day of the disruption. If a student is suspended for a class period, he/she will complete class

work in the office or library. All PGMS staff utilize a system of *progressive discipline*. This means that the same infraction will earn more aggressive consequences when it is repeated.

IX. Harassment, Bullying, Cyberbullying, and Intimidation

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 bullying or harassment. 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. [BP 5145.3]

Harassment, bullying, cyberbullying, and intimidation will not be tolerated at PGMS.

Harassment consists of verbal or physical conduct relating to an individual's gender, race, color, religion, ancestry, national origin, ethnic group, marital or parental status, physical or mental disability, age, economic status, sexual orientation or the perception of one or more such characteristics. [BP 5145.3]

Bullying occurs when a student is intimidated by verbal or physical conduct or actions by one or more persons. Bullying includes assault, extortion, oral or written threats, teasing, put downs, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, social isolation, and hazing. [BP 5145.3]

Cyberbullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. [BP 5131]

Intimidation refers to actions that would inflict or attempt to inflict fear, humiliation, or injury. [BP 5145.3]

Students who engage in such behavior will be disciplined in a manner consistent with the nature of the infraction, with the goal of learning from the incident and "making it right" with the victim(s). Students who repeatedly engage in such behavior will receive increasingly severe consequences up to, and including, suspension from school and/or recommendation for expulsion from the district. Students who engage in sexual, racial, ethnic, and religious harassment will be dealt with more severely.

At a minimum, students are subject to the following:

- First offense: Receive a referral, assigned to lunch or after-school detention, participate in a Conflict Resolution, parent contacted by Assistant Principal.
- Second offense/breaking of CRT agreements: Receive a referral, assigned one day suspension, and a meeting to be held with student, parents, and Assistant Principal.
- Third offense: Suspended from school for two to five days.
- Fourth offense: Suspended from school for three to five days, possible involvement of the PGPD School Resource Officer, and possible recommendation for expulsion.

X. Internet and Technology Use

Access to PGMS computers and the network requires parent and student signatures on the Acceptable Use Agreement (See page 27 of this handbook for the conditions of the Agreement). Network administrators may

review files and communications to insure that students are using the system responsibly. Violations may result in a referral, restricted computer and network access, such as a technology suspension, and other disciplinary and legal actions when necessary. Violations of the Acceptable Use Agreement include but are not limited to:

- Using another student's username and password to access the network.
- Trespassing in another's folder, work, or files.
- Sending or displaying offensive messages, pictures, or media of any kind.
- Use of obscene or profane language.
- Harassing, intimidating or bullying others.
- Accessing online chat rooms, social networking sites, or instant messaging services.
- Accessing websites not directed to do so by a teacher or staff member.
- Chatting with other PGUSD students.
- Damaging PGUSD devices

XI. Physical Violence and Fighting

Students who physically harm another person will, at a minimum, receive a referral and disciplinary interventions. All parties involved in mutual combat will be suspended. Self-defense is limited to actions required to escape injury, and does not include fighting back when escape is possible.

XII. Profanity and Inappropriate Language

Students who use inappropriate and/or profane language will receive a warning and possible referral to administration. Disciplinary interventions will be issued by the Assistant Principal.

XIII. Public Displays of Affection

Students shall refrain from engaging in public displays of affection. Such displays include kissing, hand holding, romantic hugging, sitting on students' laps, or other behaviors that promote romantic relationships on campus.

- First time offenses result in a warning and parent phone call.
- Second offenses may result in a referral and/or after school detention.

XIV. Failure to Serve Assigned Detention

Students who fail to serve an assigned detention will receive a referral and have that detention time doubled. Repeated failure to serve detention will result in an in-school suspension.

XV. Scholastic and Behavioral Eligibility

While many school-wide activities are open to all students regardless of academic standing or behavioral status, others require clear standards of eligibility. Students must be currently enrolled in PGMS to be eligible to try out for or participate in school activities. All marks for eligibility are determined by grades on the most recently completed reporting period. **A student's eligibility may be removed by the site administrator as part of a disciplinary action.**

The end of the year 8th Grade field trip is open to all promoting 8th grade students (on track to earn 44 units) not involved in recurring and/or serious behavioral or disciplinary problems.

Extracurricular and co-curricular activities: All students in grades 6 through 12 must meet the following standards for extra-curricular and co-curricular eligibility. [AR 6145]

Definitions:

Extra-curricular: Activities not associated with the classroom and offered beyond regular school day (e.g., team and individual sports, spirit squad, drama, clubs, and the like).

Co-curricular: Activities that are an extension of the classroom and for which the student does not receive a grade, (e.g., Close Up, History Day, curriculum-related field trips).

Scholastic Eligibility for Students in Grades 6, 7, 8

Following are the scholastic eligibility standards of the District for grades six, seven and eight. These standards are part of the middle school’s continuing high expectations for its students.

Level I	<u>Activities</u>	<u>Requirements</u>
	Leadership, Student Council, Overnight Field Trips	A grade of C or better in every class; No N or U in conduct in any class; No suspensions.
Level II	Interscholastic Sports, School Dances, Drama and Music Performances and other Extracurricular Activities	2.0 GPA; No F or U in any class; no more than two referrals in the most recently completed quarter; present in school for one half of the instructional minutes on the day of the event;

To remain eligible for after school sports and extracurricular activities, a student must have received a GPA of 2.0 or higher on his/her most recent grade report, including fourth quarter/semester two of the previous year (*except for entering 6th graders), must have no F grades, must have no U citizenship marks, and must have no more than two referrals in the most recently completed quarter. A student’s eligibility may be removed by the site administrator as part of a disciplinary action.

Students who are suspended from, expelled from, or on suspended expulsion status (probation) at a District school are ineligible to attend or participate in any extracurricular or co-curricular activities of the type identified above at Level I, or II, regardless of their academic standing with the District, during the entire period of the student’s suspension, expulsion, or suspended expulsion.

If a student is absent from school due to illness or any other reason, he/she may not participate in practice or a game on the day of the absence. In order to practice or participate in a contest on any given day, a student must be present in classes for at least half of the instructional minutes of the day.

Eligibility Notification:

In Middle School and High School, students must be informed of the District's eligibility requirements. Notification shall, at a minimum, include:

1. Annual publication of eligibility criteria in the Student/Parent Handbook
2. Printed notice on student report card informing them of eligibility and steps that can be taken
3. Progress report notices which include the following "**bolded**" statement:
Students in all grades 6-8 must have a 2.0 GPA with no "F" grades and no "U" for citizenship in any class to participate in extra-curricular and co-curricular activities, interscholastic sports, Student Council, clubs, etc.

XVI. Athletics

A comprehensive after-school sports program is offered to all PGMS students. Our school is a member of the Mission Trails Junior Athletic League and the Coastal Counties Middle School Wrestling League. We compete against other schools in a variety of team sports. All students interested in trying out for a sports team must obtain a **sports physical** and have **proof of insurance documented on the Athletic Emergency/ Medical Information & Participation Form and submitted to the office.**

Students that have insurance: Your insurance policy may already cover your athlete during school sports activities. It does not matter where the event is, whether it is a home event or at another school. If necessary, you may want to contact your insurance company to confirm that your child is covered for school sports. **The insurance information needs to be put on the Athletic Emergency/ Medical Information & Participation Form. You must provide the name of your insurance company and the policy # on the bottom portion of this form. If the policy # is not present, your athlete will not be allowed to play.**

Students that do NOT have insurance: You will need to purchase insurance coverage in order for your student to participate in school sports. Myers-Stevens & Toohey & Co., Inc. provides insurance for student athletes at a minimal cost. Forms are available in the school office. There are several policy options available for purchase. The most recommended and least expensive plan is the "School Time Accident Plan." This plan provides coverage for your athlete during any type of school activity at anytime and anyplace. Complete the order form and mail your check directly to the company. Do not send it to school.

Eligibility: All students participating in extracurricular sports must meet the Scholastic and Behavioral Eligibility criteria, above (Section XV of PGMS Code of Conduct).

XVII. Grounds for Suspension/Expulsion

By State law the following offenses by a student are grounds for suspension or expulsion, whether they occur while on school grounds, while going to or coming from school, during the lunch period (on or off the campus), during a school-sponsored activity, or while going to or coming from a school sponsored activity:

- a.(1) Caused, attempted to cause, or threatened to cause physical injury to another person. (2) Willfully used force or violence upon the person of another, except in self-defense.

- b.** Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- c.** Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2, commencing with Section 11053, Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d.** Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 commencing with Section 11053, Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- e.** Committed or attempted to commit robbery or extortion.
- f.** Caused or attempted to cause damage to school property or private property
- g.** Stole or attempted to steal school property or private property.
- h.** Possessed or used tobacco, or any products containing tobacco or nicotine products, including but not limited to, cigarettes, e-cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i.** Committed an obscene act or engaged in habitual profanity or vulgarity.
- j.** Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k.** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l.** Knowingly received stolen school property or private property.
- m.** Possessed an imitation firearm, i.e. a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n.** Committed or attempted to commit a sexual assault as defined in Section 261.266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o.** Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p.** Unlawfully offered, arranged to sell, or sold the prescription drug Soma.
- q.** Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- r.** Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivision (f) and (g) of Section 32261, directed toward a pupil or school personnel.
- s.** A pupil who aids or abets the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion.

48900.2: Sexual Harassment - A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

48900.3: Hate Violence Crime – A pupil in any grades 4-12 inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5.

48900.4: Harassment/Intimidation - Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.

48900.7: Terrorist Threats - Terrorist threats against school officials, school property, or both.

Students may be expelled for any violation of Education Code 48900-48900.7 or for other serious infractions. Students who violate the School-Wide Contract may be recommended for expulsion.

Please be advised it is the policy of the Board of Education, in accordance with the educational code, that a suspended student:

1. Shall not be allowed to loiter on or around any school grounds at any time.
2. Shall not be allowed to participate in any school activities during the suspension period.
3. Shall have the right to have access to his/her records.
4. Shall have the right to request a meeting with the administrator to discuss matters pertinent to the suspension.
5. May be requested by teachers of any class from which a student has been suspended to complete any assignments and tests missed during the suspension.

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: Pacific Grove High School Site Handbook

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Shane Steinback, Pacific Grove High School Assistant Principal

RECOMMENDATION:

The District Administration recommends the Board review and approves the Pacific Grove High School site handbook for the 2021-22 school year.

BACKGROUND:

Pacific Grove High School updates its Student Handbook annually for Board Approval. All school rules and regulations along with information regarding testing, eligibility, graduation requirements, behavior expectations, etc. are included and provided to all students.

INFORMATION:

All necessary staff contact information will be updated in June before the Handbook is sent to Jostens for publication. Changes/updates to the PGHS 2021-22 Student Handbook include:

- Page 5 – Updated School Directory
- Pages 6-9 - Updated Calendar and Bell Schedules
- Pages 11-13 - General Information/Safety (section added for parent/student convenience)
- Pages 14-15 - Updated Education Codes added to Attendance information
- Page 21 - Clearer criteria for Valedictorian and Salutatorian
- Page 23 - Updated Testing Calendar
- Page 24 - Updates to Summer School information

FISCAL IMPACT:

Handbooks historically have been provided free of charge through Jostens Yearbook; however, this may not be the case next year. We are currently in the process of negotiating. Estimated potential cost: \$1500 - \$2000.



2021-2022 PGHS STUDENT HANDBOOK

Board Policy Changes May Alter the Contents of This Handbook: Students and Parents/Guardians will be Contacted When This Occurs

Pacific Grove High School
 615 Sunset Drive
 Pacific Grove, CA 93950
 PHONE (831) 646-6590
 FAX: (831) 646-6660
 WEBSITE: pghigh.pgusd.org

Name: _____

Email: _____

School Administration

Lito M. García, *Principal*
 Shane Steinback, *Assistant Principal*

District Administration

Dr. Ralph Gomez Porras, *Superintendent*
 Song Chin-Bendib, *Assistant Superintendent*
 Billie Mankey, *Director of Human Resources*
 Ani Silva, *Director of Curriculum and Special Projects*
 Clare Davies, *Director of Student Services Special Education Coordinator*

Board of Education

John Paff, *President*
 Brian Swanson, *Clerk*
 Cristy Dawson, *Member*
 Jon Walton, *Member*
 Caroline Swanson, *Member*
 TBD, *Student Rep*

Pacific Grove High School does not discriminate on the basis of race, creed, color, national origin, gender or disability.



TABLE OF CONTENTS

Welcome and School Vision	Page 3
School-wide Learning Outcomes (SLOs)	Page 4
Pacific Grove High School Staff - Phone Ext. and Room #	Page 5
2020-2021 Calendar	Page 6
PGHS Bell Schedules	Pages 7-9
Where to Go and Who to See	Page 10
General Information/School Safety	Page 11-13
Attendance (Tardy & Truancy Policy pgs.17-18)	Pages 14-18
Counseling/Academic Policies	Pages 19-28
Student Services	Pages 29-31
Activities	Page 32
Athletics (Athletic Agreement pg. 38-39)	Pages 33-39
Behavior and Discipline Expectations	Pages 40-50
Campus Map	Pages 51

Welcome to Pacific Grove High School

The staff at Pacific Grove High School would like to welcome you to the 2021-2022 school year. We hope each of you will find this year to be rewarding, relevant, productive, and enjoyable as we continue to build upon our successes in student academic achievement. It is the vision of Pacific Grove High School to promote active learning, creative problem solving, and integration of skills and knowledge for application within and beyond the classroom, and also to provide a safe and intellectually challenging learning community that fosters diversity, choice, and voice among staff, students, and parents/guardians. The staff is here to assist in academic pursuits, school activities, and athletic endeavors. As you experience obstacles in your educational career we encourage you to take advantage of all the services available at Pacific Grove High School. Feel free to ask questions or seek assistance from any staff member. We are all here to help.

All schools utilize certain procedures to ensure smooth and effective operations; we are not an exception. In order to familiarize you with Pacific Grove High School, enable you to assume all of your responsibilities, and take full advantage of all PGHS has to offer, we have created this handbook. Please read and discuss the handbook with your family, as you and your parents/guardians will be responsible for compliance with the policies, procedures, and regulations herein. If at any time you have questions related to the school's policies and/or procedures, please contact the school.

Our Vision

“Pacific Grove High School is a community of learners committed to providing students with opportunities that will steer their lives toward academic, career, and personal success. Through collaboration, a commitment to evidence-based decision-making, and a spirit of inclusion, PGHS aims to cultivate culturally aware, employable, healthy, active students who are eager learners, conscientious digital citizens, environmental stewards, and effective communicators.”



Schoolwide Learning Outcomes (SLOs)

Every Breaker graduate shall demonstrate

Academic success by

- Searching for and evaluating adequate and reliable information from a variety of sources
- Organizing their time and priorities effectively
- Maintaining a growth mindset
- Working effectively both independently and collaboratively
- Utilizing study skills based on understanding their learning style

Career success by

- Composing communication through a variety of mediums appropriate to the audience
- Thinking innovatively
- Being punctual and prepared
- Understanding their own passions
- Utilizing knowledge and skills to learn something new
- Holding themselves accountable for that which they are responsible

Personal success by

- Advocating for themselves
- Maintaining a balance between work, academics, and their personal life
- Utilizing basic skills for independent living
- Maintaining a healthy life physically, socially, electronically, and emotionally
- Achieving a vision for themselves through challenging themselves, overcoming fears, and safe risk-taking
- Embracing lifelong learning

Effective communication skills by

- Writing clearly and professionally
- Making and articulating points both verbally and electronically
- Understanding and utilizing strong interpersonal communication
- Articulating in a logical fashion

Strong moral character by

- Displaying empathy toward others
- Taking responsibility for their own actions
- Being honest

Cultural awareness by

- Understanding of the diversity of cultures
- Holding an open mind to different cultures, religions, political views, and life experiences
- Displaying acceptance to differences in others contrary to their own

Conscientious citizenship by

- Fulfilling civic duties; such as registering to vote and voting
- Volunteering both within and outside their community
- Employing a strong knowledge of technology to have a positive impact on society
- Seeking information actively

PACIFIC GROVE HIGH SCHOOL STAFF

(831) 646-6590

Phone Extensions – All email addresses: first initial+last name@pgusd.org
(e.g. bhowell@pgusd.org)

Administration - A-Wing/Main Office – Main Door

Principal	Lito García	273	AVID 10-12	B-4	Todd Buller	295
Principal’s Secretary	Jill Houston	311				
Assistant Principal	Shane Steinback	274	Band/Orchestra	MP-1&2	Theresa Hruby	204
Assistant Principal’s Secretary	Johanna Biondi	201	Drama	C-2	Jessica Grogan	288
Campus Supervisor	Bobby Howell	276				
Campus Supervisor	TBD	276	English	F-1	Nicole Bulich	282
Health Clerk	Tammie Kirmil	212	English	E-5	Karinne Gordon	291
PGUSD Nurse	Katrina Powley	212	English/Psychology	E-1	Larry Haggquist	289
PGUSD SRO	Justin Hankes	272	English	K-2	Jenna Hall	299
			English	B-5	Jessica Grogan	286
			English	L-3	Katie Selfridge	304

Counseling - A-Wing/Main Office – Second Door

11 th /12 th Counselor	Kristin Paris	279				
9 th /10 th Counselor	Margaret Rice	278	World Languages	F-2	Kathy Buller	296
Outreach Counselor	Michelle Cadigan	332	World Languages	F-4	Desma Johnson	226
Counseling Office & Registration – Incoming Students	Summer Coe	277	World Languages	B-4	Margot Samuels	285
Attendance Clerk	DiAnna Gamecho	211	World Languages	F-3	Mariel Levi	225
Registrar- Transcripts	Johanna Biondi	201	Math	E-4	Joe D’Amico	290
School Psychologist	Leslie King	210	Math	C-1	Sunny Lee	287
Speech and Language	Tara Tullius	301	Math/AP Computers	B-2	Sally Richmond	227
			Math	I-2	Isaac Rubin	236
			Math	B-1	Travis Selfridge	295

Student Store – A-Wing – Pride Place Door

A.S.B./CTE Clerk/Athletics	Felicia Afifi	209	Physical Education	Gym	Todd Buller	293
			Physical Education	Gym	Donna O’Donnell	230

Cafeteria

Cafeteria	Fran Castorina	206				
Cafeteria	Linda Lyon	202	CTE/Culinary	I-1	Jenn Erickson	235
Cafeteria	Maria Ramirez	202	CTE/ Photo	0-3	Celia Lara	232
Cafeteria	Bobbette Rood	202	CTE/Sports Med.	N-1	Tony Payan	224
Cafeteria	Claudia Gutierrez	202				

Custodial Building

Custodian	Miguel Soria	238	Science	C-4	Marc Afifi	221
Custodian	Rick Carter	238	Science	D-3	Adrienne D’Amico	220
Custodian	Oscar De La Cruz	238	Science	D-2	Maddie Portela	219
Custodian	Nestor Dantes	238	Science	D-2	Amanda Mello	219
Custodian	Terry Andrew	238	Science	D-1	Natasha Pignatelli	223

PGHS Library

Librarian	Alex Morrison	240	Social Science	K-3	Lauralea Gaona	300
Media Computer Tech	RaDonna Johnson	294	Social Science	O-2	Justus Grate	231
Library Assistant	Shirley Ushakoff	240	Social Science	K-1	Chris Morgan	298
College & Career Center	Janet Light	269	Social Science	B-3	Dan Powers	284
Collaboration Room		305	Social Science	L-2	Kim Shurtz	303

Activities Director	E-1	Larry Haggquist	289	Special Education	O-1	Alyce Avenell	292
Athletic Director	K-3	Lauralea Gaona	300	Special Education	L-1/K-4	Becky Goldfinch	309
Assistant A.D.	A-Wing	TBD	293	Special Education	L-4	Nick Lackey	233
				Special Education	K-4	Vivian Bliss	309
				SPED Paraeducator	K-4	Lori Arnaldo	309
				SPED Paraeducator	L-1	Clarrisa Carrillo	302
				SPED Paraeducator	L-4	Laurie Weddington	233
				SPED Paraeducator	O-1	Kyle Neely	292

Teaching Staff

Art	O-4	Matt Kelly	297
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Pacific Grove Unified School District - 2021-2022						
180 Day School Calendar					Date	Event
	M	T	W	TH	F	
July 2021	26	27	28	29	30	7/30 New Hire Orientation
Aug 2021	2	3	4	5	6	8/2 Professional Development Day (Non Student Day)
	9	10	11	12	13	8/3 Welcome
	16	17	18	19	20	8/4 Teacher Prep Day (Non Student Day)
	23	24	25	26	27	8/5 First Day of School
	30	31	1	2	3	
Sept 2021	6	7	8	9	10	9/6 Labor Day Holiday
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	1	10/2 Butterfly Parade
Oct 2021	4	5	6	7	8	10/8 End of 1st Quarter (46 days)
	11	12	13	14	15	10/11-10/15 Fall Break
	18	19	20	21	22	
	25	26	27	28	29	
Nov 2021	1	2	3	4	5	
	8	9	10	11	12	10/11 Veterans day Holiday
	15	16	17	18	19	11/24 Minimum Day for Students and Classified Staff
	22	23	24	25	26	11/25-11/26 Thanksgiving Holiday
	29	30	1	2	3	
Dec 2021	6	7	8	9	10	12/17 End of 2nd Quarter (42 days)
	13	14	15	16	17	12/17 End of 1st Semester (88 days)
	20	21	22	23	24	12/17 Minimum Day for Students and Classified Staff
	27	28	29	30	31	12/20-1/3 Winter Break
Jan 2022	3	4	5	6	7	12/21-1/3 Winter Break
	10	11	12	13	14	
	17	18	19	20	21	1/17 Martin Luther King Holiday
	24	25	26	27	28	
	31	1	2	3	4	
Feb 2022	7	8	9	10	11	
	14	15	16	17	18	2/14-2/18 Presidents' Holiday
	21	22	23	24	25	2/21 Professional Development Day (Non Student Day)
	28	1	2	3	4	
March 2022	7	8	9	10	11	3/11 End of 3rd Quarter (42 days)
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30	31	1	
April 2022	4	5	6	7	8	4/8 Minimum Day for Students and Classified Staff
	11	12	13	14	15	4/11-4/15 Spring Break
	18	19	20	21	22	
	25	26	27	28	29	
May 2022	2	3	4	5	6	5/27 End of 4nd Quarter (50 days)
	9	10	11	12	13	5/27 End of 2nd Semester (92 days)
	16	17	18	19	20	5/27 Last Day of School
	23	24	25	26	27	5/30 Memorial Day
	30	31				5/31 Teacher Prep Day (Non Student Day)
First Day/Last Day of School						Breaks
Professional Development Day/Teacher Prep Day						Holiday (8 total)
Welcome						Local Holiday (5 total)
Minimum Day for Students and Classified Staff (3 total)						
185 Work Days - Current Teachers			186 Work Days - New Teachers		Instructional Days 180	

PACIFIC GROVE HIGH SCHOOL BELL SCHEDULES

STANDARD DAILY BELL SCHEDULES:

	A Day (Mon)	B Day (Tues/Thurs)	C Day (Wed/Fri)
1st	N/A	1st 7:23-8:25	1st 7:23-8:25
2nd	8:30-9:18	2nd 8:30-10:11	
3rd	9:23-10:11		3rd 8:30-10:11
Break	10:11-10:26	10:11-10:26	10:11-10:26
4th	10:31-11:21	4th 10:31-12:14	
5th	11:26-12:14		5th 10:31-12:14
Lunch	12:14-12:59	12:14-12:59	12:14-12:59
6th	1:04-1:52	6th 1:04-2:45	
7th	1:57-2:45		7th 1:04-2:45

MINIMUM DAY SCHEDULES:

	A Day Min.	D Day Min.
1st	N/A	7:41-8:25
2nd	8:30-9:00	8:30-9:00
3rd	9:05-9:35	9:05-9:35
4th	9:40-10:10	9:40-10:10
Break	10:10-10:25	10:10-10:25
5th	10:30-11:02	10:30-11:02
6th	11:07-11:37	11:07-11:37
7th	11:42-12:12	11:42-12:12

RALLY/ASSEMBLY/SAFETY DRILL SCHEDULES:

	A Day Rally	B Day Rally	C Day Rally
1st	N/A	1st 7:35-8:25	1st 7:35-8:25
2nd	8:30-9:10	2nd 8:30-9:50	
3rd	9:15-9:55		3rd 8:30-9:50
Break	9:55-10:10	9:50-10:05	9:50-10:05
4th	10:15-10:55	4th 10:10-11:32	
5th	11:00-11:40		5th 10:10-11:32
RALLY	11:45-12:30 (45)	11:32-12:35 (63)	11:32-12:35 (63)
Lunch	12:30-1:15	12:35-1:20	12:35-1:20
6th	1:20-2:00	6th 1:25-2:45	
7th	2:05-2:45		7th 1:25-2:45

SHAKESPEARE DAY SCHEDULE:

	B or C Day
1st	7:23-8:25
2A or 3A	8:30-9:39
2B or 3B	9:39-10:48
Break	10:48-11:03
4th or 5th	11:08-12:33
Lunch	12:33-1:18
6th or 7th	1:23-2:45

FINALS SCHEDULES:

SEMESTER 1 FINALS SCHEDULE

Monday <i>D Day</i>		Tuesday <i>D Day</i>		Wednesday <i>Modified C-Day</i>		Thursday <i>Minimum Finals Day</i>		Friday <i>Minimum Finals Day</i>	
Period 1	7:23-8:25	Period 1	7:23-8:25	Study Hall	8:00 - 8:30	Study Hall	8:00 -- 8:30	Study Hall	8:00 -- 8:30
Period 2	8:30-9:18	Period 2	8:30-9:18	Period 1	8:35 – 10:15	Period 2	8:35 – 10:15	Period 4	8:35 – 10:15
Period 3	9:23-10:11	Period 3	9:23-10:11	<i>BREAK</i>	<i>10:15 – 10:30</i>	<i>BREAK</i>	<i>10:15 – 10:30</i>	<i>BREAK</i>	<i>10:15 – 10:30</i>
<i>BREAK</i>	<i>10:11-10:26</i>	<i>BREAK</i>	<i>10:11-10:26</i>	Period 3	10:35 - 12:15	Period 5	10:35 – 12:15	Period 6	10:35 – 12:15
Period 4	10:31-11:21	Period 4	10:31-11:21	<i>LUNCH</i>	<i>12:15 - 1:00</i>				
Period 5	11:26 -12:14	Period 5	11:26 -12:14	Period 7	1:05 - 2:45				
<i>LUNCH</i>	<i>12:14 -12:59</i>	<i>LUNCH</i>	<i>12:14 -12:59</i>						
Period 6	1:04 - 1:52	Period 6	1:04 - 1:52						
Period 7	1:57 - 2:45	Period 7	1:57 - 2:45						

SEMESTER 2 FINALS SCHEDULE

Tuesday, May 24th <i>"D" Day</i>		Wednesday, May 25th <i>Modified "C" Finals Day</i>		Thursday, May 26th <i>Minimum Finals Day</i>		Friday, May 27th <i>Minimum Finals Day</i>	
Period 1	7:23 - 8:25	Study Hall	8:00 - 8:30	Study Hall	8:00 - 8:30	Study Hall	8:00 - 8:30
Period 2	8:30 – 9:18	Period 1	8:35 - 10:15	Period 2	8:35 – 10:15	Period 4	8:35 – 10:15
Period 3	9:23 –10:11	<i>BREAK</i>	<i>10:15 – 10:30</i>	<i>BREAK</i>	<i>10:15 – 10:30</i>	<i>BREAK</i>	<i>10:15 – 10:30</i>
<i>BREAK</i>	<i>10:11 – 10:26</i>	Period 3	10:35 – 12:15	Period 5	10:35 – 12:15	Period 6	10:35 – 12:15
Period 4 Senior Finals (Period 4 Senior Finals Continue)	10:31 –11:21 In the Library	<i>LUNCH</i>	<i>12:15 – 1:00</i>				
Period 5 (Period 4 Senior Finals Continue)	11:26 - 12:14	Period 7	1:05 - 2:45				
<i>LUNCH</i>	<i>12:14 – 12:59</i>						
Period 6 Senior Finals	1:04 - 1:52 In the Library						
Period 7 (Period 6 Senior Finals Continue)	1:57 – 2:45						

CAASPP SCHEDULES:

C DAY 4/18		B DAY 4/19		C DAY 4/20		B DAY 4/21		A DAY 4/22	
TESTING (11)	830-1015 (105) Min.	TESTING (11)	830-1015 (105)	TESTING (11)	830-1015 (105)	TESTING (9, 10, 11)	830-1015 (105)	TESTING (9, 10, 11)	830-1010 (100)
BREAK	1015-1030	BREAK	1015-1030	BREAK	1015-1030	BREAK	1015-1030	BREAK	1010-1025
P1	1035-1115 (40)	P1	1035-1115 (40)	P1	1035-1115 (40)	P1	1035-1115 (40)	P2	1030-11 (30)
P3	1120-1210 (50)	P2	1120-1210 (50)	P3	1120-1210 (50)	P2	1120-1210 (50)	P3	1105-1135 (30)
LUNCH	1210-1255	LUNCH	1210-1255	LUNCH	1210-1255	LUNCH	1210-1255	P4	1140-1215 (30)
P5	100-150 (50)	P4	100-150 (50)	P5	100-150 (50)	P4	100-150 (50)	LUNCH	1215-1:00
P7	155-245 (50)	P6	155-245 (50)	P7	155-245 (50)	P6	155-245 (50)	P5	105-135 (30)
								P6	140-210 (30)
								P7	215-245 (30)

Where to Go and Who to See

Principal's Secretary

- Appointments to see principal & help with copy machine in office
- Facilities Use answers for Facilitron (PGUSD online facilities request system)

Assistant-Principal's Secretary

- Daily Bulletin copies and requests for entries
- Transcript Questions – Use Parchment.com to order transcripts
- Athletic Forms & Student Accident and Health Insurance Information
- Homework Pick Up

Attendance Office

- Re-admit slips and off-campus passes
- Clear Absences via parent/guardian Note or Phone call (646-6590 ext.211)
- Pick up dropped off material from parents/guardians (Outside)
- Detention and Saturday School Information
- Lost and Found

Counseling Office

- Personal/Academic Counseling - 11th/12th (Ms. Paris) , 9th/10th (Ms. Rice), & Outreach (Ms. Cadigan)
- Schedule Changes
- College/Career Information
- Financial Aid Information
- Scholarship Information

Career Center: Library

- Turn in Community Service Hours – 48 required to graduate/200 for graduation recognition & certificate
- College/Career Research through Naviance Software and Brochures
- Community Service Opportunities and Job Listings
- Find information about careers, colleges, and trade schools, check out career books
- Sign Up for Guest Speakers regarding careers of interest and universities
- Sign Up for the Armed Services Vocational Aptitude Battery (ASVAB) test
- Sign up for Job Shadow/Internship Opportunities When Advertised

CTE Clerk: Student Store

- Work Permit
- Turn in Fees For CTE Classes/Skills USA & Catering Team: Photo, Catering, Woodshop - Checks made out to PGHS, or pay with cash

A.S.B. Clerk: Student Store

- Purchase A.S.B. Card & PE Clothes, dance tickets, and some senior activity functions: picnic, breakfast, banquet, Disneyland, Sober Grad Night.
- Purchase PGHS spirit items, such as various apparel, water bottles and more!
- Pay for AP Exams
- Get locker information, pick up School IDs, Pictures, and Dance Pictures

Library: Hours – 7:00 A. M. - 4:00 P.M.

- Check Out & Return Books/Textbooks
- Check out Laptops, Digital Cameras, and Video Cameras available with parent/guardian and/or teacher signed consent form.
- Pay Book/Textbook Fines
- Computer Lab available
- Scanner Available
- Quiet Study tables/room available

GENERAL INFORMATION/SCHOOL SAFETY

ENROLLMENT

Qualifications for enrollment to Pacific Grove High School: A student must live with parents or an adult who has legal guardianship and lives within the Pacific Grove Unified School District attendance boundaries. Students who live with relatives must show proof of court ordered guardianship or complete the District's Caregiver Authorization form before a student may be enrolled at Pacific Grove High School.

STUDENT DROP OFF/PICK UP

Parents/Guardians may drop off/pick up a student in front of the school, Gym/locker room parking lot, or in the shared Forest Grove parking lot off Forest Lodge Road behind the tennis courts. The areas behind the Student Union, O-Wing, N-Wing, and near the Band room are off limits and are not a drop off/pick up area.

Parents/Guardians should not create a hazardous environment for PGHS or Forest Grove students by:

1. Making U-turns in front of school on Sunset Drive or near the Forest Lodge Road entrance
2. Dropping off/picking up students on the opposite side of the street.

Please take the time to keep all students, staff, and other drivers safe.

VISITORS

All visitors such as scheduled speakers, individuals with appointments in the Administrative Offices or classrooms, etc. are required to go through the Main Office to acquire a visitor sticker. Anyone found on campus without valid authorization will be directed to leave campus.

Students are not permitted to bring visitors on campus during school hours, including break or lunch, or for shadowing.

ANTI-BULLYING / CYBERBULLYING

Pacific Grove High School staff believes all students, staff and community have an obligation to promote mutual respect, tolerance, and acceptance. The school will not tolerate behavior infringing on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name-calling, social isolation or manipulation.

Cyber bullying includes the posting of harassing messages, direct threats, social cruelty, or harmful texts or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.

This policy applies whenever a student is on school grounds, traveling to and from school, or at a school-sponsored activity, during lunch period, whether on or off campus and during a school-sponsored activity. In addition to this, if this activity is done at home, and impacts school activities or school attendance, the student responsible may be subject to consequences appropriate to the behavior.

DRESS CODE

Pacific Grove High School offers a casual dress environment for students. Students are expected to use good judgement and to show courtesy to their peers and teachers by dressing in a presentable and appropriate manner. At all times students are asked to be cognizant, regardless of their interaction with other students, teachers, administrators, and guests of the school, Pacific Grove High School is still a place of learning. Administration will warn students in private about any possible dress code violations. If any further action is required, parents/guardians will be contacted.

- Shirts/sweatshirts and footwear must be worn at all times.
- Clothing, jewelry, and personal items, such as backpacks and bookbags with language or images that are vulgar, discriminatory, obscene, libelous, or those containing threats or promoting illegal or violent content such as the use of weapons, drugs, alcohol, tobacco, or drug paraphernalia are prohibited.
- Clothing that is sexually suggestive is not to be worn at school. This includes clothing specifically created to expose the chest, sides, or back of the body, the belly button, buttocks, and/or undergarments.
- Hair and facial hair may be worn at any length or style.
- Staff reserves the right to ask students to remove hats/beanies during class and will allow students to wear them outdoors for sun protection.
- In accordance with **CA Ed. Code 35183**: "Gang-related apparel" is hazardous to the health and safety of the school environment and must be removed immediately. This includes but is not limited to sagging pants below the waist, oversized pants or belts with extended length being worn down the front of the body, and any color/insignias law enforcement determines as gang-related.

FOOD / DRINK

Food and drinks may not be consumed in classrooms or Library, except water. Food and beverages will be served and eaten in designated areas.

SEXUAL HARASSMENT POLICY

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, made by someone from or in an educational setting. The District is committed to an educational environment in which all individuals are treated with respect and dignity. Each student has the right to learn in an atmosphere that promotes equal educational opportunity and is free from discriminatory practices.

PUBLIC DISPLAYS OF AFFECTION

Overt physical contact and/or excessive display of affection is not permitted. Students failing to use good judgment will be warned. Continued inappropriate behavior will result in disciplinary action including parents/guardians being notified.

LOST/FOUND

Students who lose any items while at school should report the loss immediately to the Attendance Office. Found items are kept there until the last day of each quarter. After that, the items are given to a charitable organization.

BIKES, SKATEBOARDS, SCOOTERS, and MOTORCYCLES

No bikes, skateboards or scooters of any kind may be ridden on the Pacific Grove High School campus at any time, including before or after school. Students may not "jump" off benches, steps or walls, or do "tricks" of any kind on the campus. Bicycle parking is provided in the fenced bicycle rack next to the Student Union and bike rack behind the practice gym. Skateboard racks are located in front of the school outside the principal's office. All bikes and skateboards should be chained and/or locked into the racks. PGHS is not responsible for lost or stolen bikes/skateboards. Motorized scooters and Motorcycles must be parked in the student parking lot or on the street. Students may not carry skateboards or scooters throughout the day on campus or bring them into classrooms or to P.E. Students carrying their skateboards on campus during school hours may lose the privilege of bringing the skateboard to school for the remainder of the year.

PERSONAL PROPERTY

The school is not responsible for any personal property brought to school, i.e., bicycles, skateboards, cell phones, laptops, etc.

OPEN CAMPUS DURING LUNCH ONLY

Only Pacific Grove High School juniors and seniors are permitted to leave campus during the lunch break (**NOT during morning break**). Open campus privilege is available to students who have met the following criteria: have no truancies on record for any period or days for the current year, have not been suspended at any time during the year (lost for the remainder of the semester). Students who qualify for the privilege of open campus and return a signed parent/guardian permission form will have an OPEN CAMPUS STICKER affixed to their student ID card. Open Campus is a privilege, not a right. It can be lost due to habitual tardiness, truancies, and other discipline issues, especially suspension and behavior contracts per administrative discretion. **Students must be able to produce their ID card with the sticker when leaving and returning to campus.** Campus may be closed to anyone at any time when deemed necessary.

Parents/guardians who wish to opt their student out of Open Campus during lunch must email Ms. Afifi (fafifi@pqusd.org) to notify the high school.

Student Visitors: To preserve the learning environment and safety of the campus, student visitors are not allowed at Pacific Grove High School at any time regardless of circumstances. **Students may not visit with persons loitering near the school boundaries nor may items be exchanged from outside school boundaries onto campus.**

Off Limit Areas: Student and/or faculty parking areas; football or baseball fields; any area behind the gym and tennis courts; behind the I-Wing and the N-Wing. Students found in these areas on a first incident will be assigned a detention. On a second incident they will be assigned a Saturday school and on any further incidents. The incidences are cumulative for the entire school year.

CLOSED CAMPUS

Pacific Grove High School is a closed campus with the exception of the lunch break (see above). No student is permitted to leave without an off-campus pass issued through the Attendance Office. **Students may not visit their vehicles during morning break** – all binders and school supplies need to be placed in lockers for access. Parent/Guardian permission is required for a student to leave campus. Off-campus passes will only be issued for one of the following reasons: illness, medical appointment, funeral of immediate family member and justifiable personal necessity (Administrator approval required). Students who violate the Closed Campus policy will be given a detention at the discretion of the Assistant Principal. A second offense may result in a Saturday School. Any student who is suspended loses off campus privilege for the remainder of the quarter and will have his/her sticker removed. It will be the student's responsibility to check with administration to have a new sticker placed on his/her ID card once the new quarter is in session. Students who do not have a 6th or 7th period class will be permitted to leave during lunch time on the day in which they have no afternoon class; however, if a student wishes to use the library during 6th or 7th to study, they should sign in and understand teachers using the library with their classes have the right to ask them to leave if the library is too full. On "Collaboration" schedule days, students who do not have a 6th period class, but do have a 7th period class must stay in Study Hall during 6th period or receive truancy. **Once students who are finished with classes for the day have left campus, they may not return during school hours unless they have authorized school business (e.g. quiet study in the library).**

CLOSED CAMPUS FOR ALL 9TH/10TH AND INELIGIBLE 11TH/12TH GRADERS AT BREAK AND LUNCH

The Board of Trustees, as authorized by **CA Ed. Code 44808.5** and **PGUSD Board Policy 5112.5**, has established a closed campus at Pacific Grove High School with the exception of lunch break – **no student may leave campus during morning break**. No student is permitted to leave campus without proper authorization from School Administration. Students who meet eligibility requirements for off campus privileges may obtain a sticker to be placed on their student ID card. Students must show this card to campus supervisors as they leave campus. Students will lose their off campus privilege through excessive tardies, one truancy, and/or suspension. *The campus is closed for all freshmen and sophomores- 11th grade off campus privilege can be lost if students leave campus during their 9th & 10th grades.*

SCHOOL SAFETY AND CONDITIONS

PGHS is considered a safe environment by both students and parents, according to survey results. Two campus supervisors patrol the grounds during the school day. The Pacific Grove Police Student Resource officer and two administrators provide additional grounds supervision during break and lunch.

Safety drills are practiced during the school year to familiarize staff and students with emergency procedures. Security cameras have been installed at strategic locations to watch for vandalism and student behavior. Thanks to Measure D bond funds, exterior lighting of the campus has been improved. The school grounds are maintained by the District ground crew, four custodians clean the classrooms, restrooms, and light landscaping. Maintenance of facilities and heavy landscaping is done through the PGUSD maintenance staff.

FIGHTING

Students who fight on campus or at a school event are subject to the following:

- **First Offense:** Suspension for up to five days and possible notification of legal authorities
- **Second Offense:** Suspension for five days and possible referral for alternative placement and/or recommendation for expulsion

SEARCHES

Students and their belongings, including lockers and vehicles parked on campus, are subject to search by school officials under any circumstances considered to be "reasonably suspicious." Other devices may be used such as metal detectors, breathalyzers, and safety dogs. The Administration reserves the right to conduct random, unannounced searches by School Administrators and/or safety dogs, of lockers, bags and vehicles parked on campus.

ATTENDANCE

The Administration and Staff of Pacific Grove High School believe if a student is absent from class, the educational experience lost during the absence is irretrievable. Interaction in the classroom setting can seldom be duplicated through make-up work. Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule appointments during non-school hours.

PERMITS TO LEAVE CAMPUS, PARENT/GUARDIAN REQUEST TO PICK UP

Students leaving campus prior to the end of their regular school day must have a parent/guardian email dgamecho@pgusd.org, provide a note from the parent/guardian or call 646-6590 x211 BEFORE being picked up and the student signing out in person with the Attendance Clerk. An Off-Campus Pass will be issued and the student will need to check in at the Attendance Office when they return to campus to pick up an Re-Admit Slip. Failure to do so will result in a detention. Any student, who leaves the campus without being properly signed out, will be marked as a cut.

Parents/Guardians provide ID, but they do not have to come in.

RE-ADMITS or CLEARING AN ABSENCE

Students need re-admits to clear their absences; they may obtain these before school, during break, and during lunch. When clearing absences, please note only a parent/guardian can clear an absence. **PGUSD Board Policy 5121.1** states a student has 72 hours in which to clear an absence. Failure to clear absences in a timely manner could result in truancy.

PHONES AND MESSAGES, DELIVERIES TO STUDENTS/CALLING STUDENTS FROM CLASS

Telephones in the Counseling Office are available to students, ONLY outside of class time, which includes lunch and break. Classroom interruptions jeopardize student learning, therefore **messages and items (flowers, gifts, lunches, clothes, etc.) from home cannot be delivered to classrooms**. Reminders for appointments or after-school activities should be made in advance. In the case of a medical or life-threatening emergency, where you must reach your child immediately or speak to someone immediately, dial 646-6590 and press 0 or come to the main administrative office at Pacific Grove High School.

Call slips or phone calls are used by staff when they need to see students during class time. Students should report immediately to the person requesting to see them.

EXCUSED ABSENCES

The **State of California** considers illness, medical appointment, and the funeral of an immediate family member to be excused absences. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law (**CA Ed. Code 46014**). Justifiable personal necessity may be excused with administrator approval – see attendance clerk for form. Seven excused absences are allowed per semester. After seven absences an absence will be considered excused only if an illness is documented by a physician or a court appearance is documented by the court. (Time missed from class while attending extracurricular or co-curricular is not considered an absence.) Beyond seven absences not excused by a physician's note or documentation from the court will be considered excessive absences.

REQUEST FOR JUSTIFIABLE ABSENCE

The Principal reviews all appeals. **A Justifiable Absence Form** must be picked up in the Attendance Office, filled out completely, and turned in at least two weeks prior to the absence. **NO EXCEPTIONS**. Case-by-case issues of exceptions are such things as college visitations and bereavement. The Principal will also review appeals based on illness beyond seven days which may have unusual circumstances. *Note: Two college visits per year are allowed only through the appeal process.* Family vacations should

take place during school breaks. Please refer to district school calendars (current and following year) when planning vacations.

If granted, students are expected to keep up with school work while out and to make arrangements with their teachers for turning in work. Students may be required to turn in work prior to missing school. In addition, there will be no grace period given to make up exams and students may be required to take any missed exams immediately upon returning to school.

UNEXCUSED ABSENCES / TRUANCY

Unexcused absences are absences that don't qualify according to **CA Ed. Code 48200**. An unexcused absence is one that occurs without permission of the student's parent or legal guardian for reasons other than illness, quarantine, funeral, medical, or legal business. Examples of unexcused absences are: trips, inclement weather, transportation problems, babysitting, work, and truancy. A student will receive a detention at the first unexcused absence/truancy, and Saturday Schools for Subsequent unexcused absences. Students may not receive credit for work missed due to unexcused absences per teacher discretion. Six unexcused absences/truancies in one year will result in a referral to the District Attorney's office.

- Any student who is absent from school, without a valid excuse, more than three (3) days **or** absent or tardy in excess of 30 minutes on each of more than three (3) days in one (1) school year is a truant. (**CA Ed. Code 48260**)
- The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. (**CA Ed. Code 48913**)
- Teachers are encouraged to allow students to make up all work that can be reasonably provided. In such cases, the student will be responsible for all make-up arrangements. Work will be completed within the time specified by the teacher. Excessive absences without make up may result in a failing grade for the course.
- Parents/Guardians need to make prior arrangements with the Attendance 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.

When the student's attendance problems cannot be resolved or the student and parent/guardian have failed to respond to directives to correct the problem, a student who has been classified as truant may be referred to the District Attorney or probation officer for truancy mediation.

A student's grades may be affected by excessive unexcused absences in accordance with PGUSD Board policy: Students with excessive unexcused absences (25% of the school days in a quarter) may receive a failing grade, not receive credit for the class(es), and/or be dropped from a 1st period class the following semester/year per administration discretion as the student does not require seven classes to graduate. (For more information please see the PGHS website)

EXTRACURRICULAR, CO-CURRICULAR, and FIELD TRIP ACTIVITIES ATTENDANCE REQUIREMENT

In order to practice or participate in an extra/co-curricular activity, field trip, or athletic contest on any given day, a student must be present in classes for **at least half of the instruction minutes of the day**. If a group/team is leaving for an event before school begins, a member must be in attendance the day before the event for half the instruction minutes of the day. Athletes should be attending all their classes.

If a student athlete needs to visit a doctor/trainer the day of a contest, the injury may be too severe and the athlete must provide a doctor's note to the district nurse/PGHS admin. clearing him/her for participation BEFORE the end of the school day. Students leaving for a field trip once the school day has begun must attend all classes BEFORE leaving for the field trip. (**See Tardy (p. 17) and Truancy (p. 18) policies for loss of extracurricular participation.**)

EMERGENCY CONTACT

In case a parent/guardian cannot be reached by telephone, only the people listed on the Emergency Card may be contacted. Please list three local contacts on the Emergency Card and keep this information up-to-date. Parents/Guardians are responsible for notifying the Attendance Office if another adult iFs 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 regards to the student.

TEMPORARY GUARDIANSHIP

Parents need to make prior arrangements with the Attendance 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.

CHANGE OF ADDRESS, E-MAIL, OR LEGAL GUARDIANSHIP

All changes should be immediately registered in the Counseling Office, 646-6590, ext. 277. Proof of new residency will be required.

PASSES

It is the student's responsibility to obtain a signed pass when he/she is out of class for any reason. Passes require the student's name, time, destination, date, and teacher's signature. This includes all students, regardless of status or schedule. Unscheduled visits to classes will not be tolerated.

18 -YEAR-OLD RIGHTS

As an 18-year-old, you are considered an adult with all the responsibilities and legal rights of citizenship. Some of these rights include excusing your own absences, voting in State and Federal elections, and having sole rights to your educational records; however, **excusing yourself for a "senior cut day" is unacceptable and will be considered an unexcused absence (truancy) – if you call in an excused absence on such a day it will be expected you serve a Saturday School for the truancy.** You are no longer considered a minor, and compulsory education is no longer a requirement should you choose to discontinue your education. School sites have the right to terminate your enrollment and refer you to adult education if you do not follow policies and rules of the school. In addition, you have the right to request your parents/guardians no longer have access to your student records. This process requires you to contact your counselor and fill out an 18-year-old rights form. When you complete this form, your parents/guardians will be notified and offered the opportunity to provide proof you remain a dependent for tax purposes. As long as you are claimed as a dependent, your parents/guardians may continue to access your student records.

TARDY POLICY

PGHS views punctuality as an important function for future college and/or career aspirations. Any student who arrives in class after the bell marking the beginning of class is considered tardy. Please be aware some teachers may define a tardy as not being in an assigned seat. The following consequences will be applied to discourage tardiness.

- | | |
|---|--|
| 1 st , 2 nd & 3 rd Offense | Student goes to class marked tardy (unexcused). Students will be aware of tardies via our attendance feature. |
| 4 th Offense | Email notice sent home. Possible teacher assigned detention. |
| 5 th or 6 th Offense | DETENTION issued for next session. Upon teacher request - loss of activities. Student given date, time, and location of detention via on-site notification. Student and parent/guardian notified via email or phone call. |
| 7 th or 8 th Offense | DETENTION issued for next session. Upon teacher request - loss of activities. Student given date, time, and location of detention via on-site notification. Student and parent/guardian notified via email or phone call. Meeting with the Assistant Principal. When requested by the Administration, the parent/guardian will shadow the student to detention. |
| 9 th or 10 th Offense | SATURDAY SCHOOL issued for next session. Student given date, time, and location of Saturday School via on-site notification. Student and parent/guardian notified via email or phone call. *May lose PGHS extracurricular activity for one day (eg. Dance, Senior Activity, Team match or game, Club event, Representation on Dance/Cheer or Band event) per Administrative discretion. |
| 11 th Offense & Beyond | SATURDAY SCHOOL issued for next session and Work Duty at Administrative Discretion. Student given date, time, and location of Saturday School via on-site notification. Student and parent/guardian notified via email or phone call. Meeting with the Assistant Principal. *Students who have neglected to serve Saturday School: one-time loss of extracurricular activity (eg. Dance (non-negotiable) , Senior Activity, Team match or game, Club event, Representation on Dance/Cheer or Band event) Possible loss of 1st period per Administrative Discretion. When requested, parent/guardian shadows student to 1 st , 2 nd , and/or 3 rd period to guarantee arrival and inform the attendance office the student arrived on time. |

Detention is held every other Thursday from 2:50 p.m. to 3:50 p.m. **Saturday School** is held twice a month from 9:00 a.m. to 11:00 a.m. **Students will have their tardies “zeroed out” with a fresh start for the second semester IF he or she has served all detentions and Saturday Schools issued for the semester.**

TRUANCY POLICY

- 1st Offense** **Staff will contact home regarding absence.**
- If verified truant, then **detention assigned** for each period missed.
 - Parent/Guardian Contacted
 - Administrator intervention; Attendance contract signed at the meeting
 - **LOSS of off-campus privilege for semester and/or following semester, if applicable.**
- 2nd Offense** **Staff will contact home regarding absence.**
- If verified truant, the student then meets with the Assistant Principal and a **Saturday School is assigned.**
 - **Re-establish loss of off-campus privilege for semester and/or following semester, if applicable.**
 - **LOSS of PGHS extracurricular activity for one day** (eg. Dance, Senior Activity, Team match or game, Club event, Representation on Dance/Cheer or Band event)
 - Administrator will meet with a counselor to determine if 1st period can/should be dropped
- 3rd Offense** **Message sent home**
- Referral to Assistant Principal – direct contact made by Assistant Principal to the parent/guardian – appropriate intervention noted in the discipline file.
 - **Saturday School assigned**
 - Continued discipline found in Step 2
 - When requested, the parent/guardian will shadow the student throughout the school day to ensure attendance.
 - **Monterey County D.A. Truancy Abatement Letter #1 generated**
- 4th Offense** **Message sent home**
- Direct contact with the parent/guardian made by an Administrator.
 - **All student privileges are taken away for the remainder of semester** (senior privileges, off campus at lunch, sports, dances, club activities, field trips, etc.)
 - When requested, the parent/guardian will shadow the student throughout school day to ensure attendance.
 - **Saturday school assigned**
 - **Monterey County D.A. Truancy Abatement Letter #2 generated**
- 5th Offense** **Message sent home**
- **Mandatory meeting set up with Administration, Counselor, parent/guardian, and student.**
 - When requested, the parent/guardian will shadow the student throughout school day to ensure attendance.
 - **Multiple Saturday schools assigned** and/or on campus suspension during lunch for multiple days
 - **Monterey County D.A. Truancy Abatement Letter #3 generated**
 - Parent/Guardian and student warned of D.A. notification

OUTREACH COUNSELING

Our Outreach Counselor is available to every student. Though not a licensed therapist, the counselor provides a confidential, safe place for students. Services include:

- Student crisis
- Academic intervention
- Short-term coping skills for anxiety and depression
- Time and stress management
- Financial Aid Application (FAFSA)
- Referrals to community services
- Additional support for special populations

COUNSELING

- **Student Study Team (SST):** For students struggling academically or experiencing other issues outside the classroom, an SST Committee consisting of the Principal or Assistant Principal, counselor, teachers, parent/guardian and student will meet to gather information and develop a plan of interventions aimed at assisting the student inside and outside of the classroom. Please contact the Counseling Department for additional information at 646-6590 x277.
- **Outreach Counselor Services:** Free, optional program for students needing support for any academic or at-risk behavioral health issue negatively affecting academics, including academic intervention check-ins, and program referrals and resources for drug/alcohol related suspensions. Students meet with a counselor as needed. Contact the Outreach Counselor at 646-6590 x332.
- **Seaside Youth Resource Center:** Free programs available for all Monterey Peninsula youths, including drug/alcohol counseling with the Seven Challenges program. Other programs for mental/emotional health, truancy issues, employment support, and gang involvement are available for teens and parents/guardians. Contact the SYRC at 899-1105.

ACADEMIC COUNSELING/POLICIES

SEMESTER SCHEDULE

Freshmen, sophomores and juniors are required to enroll in a minimum of six classes each semester. Freshmen and sophomore students must enroll in the following core courses: English, History, Science, Math, and P.E. There is no early release for freshmen and sophomores. All freshmen and sophomores who are enrolled in 6 classes will begin with period 2. Only freshmen and sophomores, who are enrolled in 7 classes, will be scheduled into a first period class.

Juniors and seniors are permitted to select either 6th **OR** 7th period “unscheduled” *if* scheduling allows. **An unscheduled period is not guaranteed.** Seniors are required to enroll in a minimum of 5 classes if they have earned at least 190 credits by the end of their junior year. Seniors who have earned less than 190 credits by the end of their junior year will be required to enroll in a minimum of 6 or 7 classes.

Current seniors must have at least 5 classes each semester. 4 classes at the PGHS campus and 1 class off campus at MPC is permissible to meet student scheduling needs.

The Counseling Office/College and Career Center offers academic and career technical education. Counselors provide orientation to plan courses for the following year. Courses are selected with the student’s post-secondary goals in mind. Each student entering the ninth grade has an academic 4-year plan developed in concert with the counseling staff, student, and parent/guardian.

GRADUATION REQUIREMENTS

To **earn a diploma** from Pacific Grove High School, a student **must earn a minimum of 230 units of credit** and complete **48 hours of community service**: 12 hours due per academic year.

Class Standing

- Completion of **50 credits and 12 community service hours** are required for **sophomore standing**.
- Completion of **110 credits and 24 community service hours** are required for **junior standing**.
- Completion of **170 credits and 36 community service hours** are required for **senior standing**.

160 credits must be **in the required subjects** listed below:

A. 40 credits (4 years) of **English** (Eng. 4 must be completed at PGHS)

B. 40 credits (4 years) of **Social Science**:

- 10 credits **Geography** or **Honors Social Studies**
- 10 credits **World History/Geography**
- 10 credits **U.S. History**
- 10 credits **Gov't./Civics & Economics** (must be completed at PGHS)

C. 20 credits (2 years) of **Science** (One year of life science and one year of physical science)

D. 20 credits (2 years) of **Mathematics** including Integrated Math I and Integrated Math II

E. 20 credits (2 years) of required **Physical Education** (one year required in grade 9). Includes PGUSD health requirement.

F. 10 credits (1 year) of **Fine Arts or World Language**

G 10 credits (1 year) of **Career Technical Education (CTE) OR (1 year) additional UC a-g approved course**

H. Completion of 70 credits of electives

The Career Technical Education Program (CTE) offers career preparation training to high school students. Pacific Grove High School currently offers several CTE classes to students who are interested. Information regarding CTE classes can be obtained in the Counseling Office or in our Course Catalog.

EXTRACURRICULAR ACTIVITIES – (optional)

Students may receive a maximum of 10 credits for participating in a variety of PGHS extra/co-curricular activities; sports, spirit squad, mock trial, play production, musical, robotics, A.S.B./Class officer, TA. Participants will receive 2.5 credits per activity, per semester, until they have earned the maximum 10 credits. The credits will be applied to elective credit.

COMMUNITY SERVICE

All students must earn 48 community service hours in order to graduate from PGHS; 12 hours must be earned per academic year. Final credit for community service is at the discretion of the College and Career Center and Administration. Community service opportunities are regularly listed in the daily bulletin and on our website, pghigh.pgusd.org. Students are encouraged to arrange for community service at any non-profit agency of their choice. Community service hours must be completed outside of school hours, and no hours required by juvenile probation/adult probation may be used toward PGHS graduation. Forms must be on file with the Career Center by the beginning of the first graduation rehearsal in order to participate in the graduation ceremony and receive a diploma. See Senior Expectations for additional requirements. See Community Service Guidelines at <https://pghigh.pgusd.org/wp-content/uploads/sites/3/2014/10/Community-Service-Guidelines.pdf>

The required subjects listed above are for high school graduation. College entrance requirements are often different and additional. (See College Admissions section)

If you have any questions about college admissions or high school graduation requirements, please contact your student's counselor. Counseling Office Phone – (831) 646-6590 x277

HONOR ROLL

To qualify for the highest honors, students must achieve a grade point average of 4.0 or higher; high honors: 3.50-3.99; honors: 3.0-3.49. All classes taken in grades 9-12 will count toward the cumulative grade point average. Advanced placement or honors classes are worth an extra grade point for a grade of "A", "B" or "C."

VALEDICTORIAN/SALUTATORIAN

The standards for being recognized as the valedictorian and salutatorian are as follows:

- Seniors with the highest cumulative weighted grade point average as reflected on the PGHS transcript will be invited to apply for valedictorian/salutatorian.
- The valedictorian/salutatorian application calculations will include grade points earned in the following courses: English (35 credits), Social Science (35 credits), Science (20 credits, one year - life and one year - physical), Mathematics (30 credits), Fine Arts or Foreign Language (10 credits) and electives (45 credits).
- Credits must total 175 and all the categories above must be completed by the end of first semester senior year. No course work completed during the second semester of senior year will be included in the calculations.
- All transcripts from off campus courses completed prior to second semester must be submitted to PGHS by January 15th.
- Student candidates for valedictorian and salutatorian must have attended PGHS for at least the three previous, consecutive semesters: The entirety of junior year and Fall/Semester 1 of senior year.
- The student with the highest grade point average as reflected on the valedictorian/salutatorian application using the criteria above shall be designated valedictorian. The student with the second highest average shall be determined to be salutatorian.

GRADUATION CORDS & STOLES FOR CTE & VAPA COURSES

Academic, Career Technical Education (CTE), and Visual and Performing Arts (VAPA) instructors will determine who earns cord and stole recognition for graduation.

COLLEGE ADMISSIONS UC a-g Requirements (*CSU indicators in italics*). All courses require grade C or higher.

History/social science ("a") – *Two years*, including one year of world history, cultures, and historical geography and one year of U.S. history, or one-half year of U.S. history and one-half year of American government or civics. *Same for CSU*

English ("b") – *Four years* of college preparatory English that integrates reading of classic and modern literature, frequent and regular writing, and practices listening and speaking. *Same for CSU*

Mathematics ("c") – *Three years* of college-preparatory math, including or integrating the topics covered in elementary and advanced algebra and two- and three-dimensional geometry. *CSU, Four years recommended*

Laboratory science ("d") – *Two years* of laboratory science providing fundamental knowledge in at least two of the three disciplines of biology, chemistry and physics. *CSU, one biological and one physical science*

Language other than English ("e") – *Two years* of the same language other than English or equivalent to the second level of high school instruction. *Same for CSU, American Sign Language applicable*

Visual and performing arts ("f") – *One year* chosen from dance, music, theater or the visual arts. *Same for CSU*

College-preparatory elective ("g") – *One year* chosen from the "a-f" courses beyond those used to satisfy the requirements above, or courses that have been approved solely in the elective area. *Same for CSU*

COLLEGE CLASSES FOR HIGH SCHOOL CREDIT

Students who choose to take college classes during high school for credit may do so under the following guidelines:

- Dual Enrollment: MPC courses offered at PGHS will provide high school and college credit and have a tuition waiver. These may be taught by PGHS or MPC staff and will be recorded on permanent college transcripts.
- The student must meet with their counselor and secure permission prior to enrolling in the college class.
- **Students must request the college send transcripts to the high school in order for credit to appear on their high school transcripts.** All three-credit classes at the college level will be worth ten high school credits when transferred back to the high school. College courses worth less than 3 credits will be awarded 2.5 high school credits.
- The PGHS Counseling Office calculates the amount of high school credits a student receives for college classes by evaluating the amount of curriculum the college class covers in comparison to parallel high school class curriculum. As an example, an MPC Algebra 2 class is a semester-long class. The Pacific Grove High School Counseling Office has determined the MPC Algebra 2 class curriculum covers the entire Pacific Grove High School Algebra 2 curriculum; therefore, the transfer of those college credits is a full year's worth of Pacific Grove High School math credit (10 credits).
- Courses completed at MPC that are comparable to Honors or AP courses currently offered at PGHS during the same semester will be weighted accordingly on the PGHS transcript.
- Questions regarding the above policies should be directed to the Counseling Office.

CHANGE OF CLASS SCHEDULE

Unacceptable reasons for a class change:

1. Period change
2. Wants to be in a class with a friend
3. Doesn't like the class/or change of mind
4. Wants to select a different teacher for a particular class

If any of the above are checked, you are not eligible to make a schedule change.

Class schedule changes will be made for the following reasons only:

1. A class is needed for graduation
2. The class has already been completed
3. The student does not have a complete schedule
4. A prerequisite is needed for a class
5. To balance class size
6. To complete the final step in a behavior non-performance contract
7. Student has excessive tardies and/or unexcused absences

Students may withdraw from a year-long class at the semester with parent/guardian approval. Student initiated schedule changes will be considered only during the first five days of each semester. A parent/guardian and teacher signature is also required after the first five days.

DROPPED CLASS(ES)/REMOVAL FROM CLASS(ES)

A student who drops a course by the posted date may do so without any entry on his/her permanent record card. A student who drops a course after this date shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances (**PGUSD Board Policy #5121**). Please refer to the PGHS calendar for drop dates. Students must consult with their counselor regarding a drop, and obtain parent/guardian signatures on the PGHS Drop Form.

Any student removed from a class can be removed from extracurricular or co-curricular activities and may have their work permit revoked. Any student removed from two or more classes may be recommended for alternative placement.

2021-2022 Standardized Test Dates

College Board SAT(anticipated)	ACT	CAASPP – Smarter Balance ELA/Math/Science	AP
August 28 October 2 November 6 December 4 May 7 June 4	September 11 October 23 December 11 February 5 April 9 June 11 July 16	11 th Grade Only April 18 & 19 Math April 20 & 21 English Language Arts (ELA) April 22 Science Make Ups: April 25 - May 29 9 th and 10 th grades take Math and ELA benchmark tests	May 3 - 7:30 A.M. Government May 3 – 11:30 A.M. Physics C Mechanics May 4 – 7: 30 A.M. Calculus May 4 - 11: 30 A.M. Human Geography
PSAT/National Merit Scholarship Qualifying Test (NMSQT)		Phones/iPods/iPads/technology of any kind are not allowed during testing.	May 5 – 7:30 A.M. Eng. Lit May 7 – 7: 30 A.M. US History
<ul style="list-style-type: none"> October 13 or 16 (Alt test day 28) Testing held at PGHS All 10th grade students participating paid for by PGUSD Board of Education 		All technology should be left in ones locker/car BEFORE testing begins or technology will be collected and given back at the end of the school day.	May 7 – 11:30 A.M. Computer Science A (Last day for Studio Art Portfolio) May 10 - 11:30 A.M. Env. Sci. May 11 – 7:30 A.M. Spanish May 11 – 11:30 A.M. Psychology May 12 – 7: 30 A.M. Eng. Lang. May 13 – 7: 30 A.M. World History May 14 - 11: 30 A.M. French May 14 - 11:30 A.M. Statistics College Board update 4.5.21: We expect that 2022 AP Exams will be administered during the first two full weeks of May 2022, with late testing occurring during the 3rd week of May. We'll share the detailed exam calendar after the 2021 exam administration.

CA Assessment of Student Performance and Progress (CAASPP)/Smarter Balanced Testing (SBAC)

SBAC testing is administered to students in grade 11 (CAASPP) every year. These are state-mandated tests. It is vital all students participate and give their best efforts. Results from CAASPP testing will be one of the criteria used to determine eligibility for honors and AP classes at PGHS. Additionally, results from CAASPP can be forwarded with student approval to CSU or California Community Colleges (CCC) that accept them. These assessments provide feedback if juniors are “college ready” in English and Math, and may save students time after high school graduation if they are required to take an admissions placement assessment in English and Math.

ALTERNATIVE EDUCATION PROGRAMS

Alternative Education Programs through Pacific Grove Community High School and/or Summer School are available to students needing an alternative educational setting or credit recovery. The first step is to arrange an appointment with your student’s counselor at Pacific Grove High School. Any student who is severely credit deficient may be alternatively placed in Pacific Grove Community High School. An Alternative Placement form must be obtained through the student’s counselor.

Students at Community High School may return to PGHS at the beginning of a semester, only after attending an entire semester at PG Community High School. Students must take all required classes normally associated with the semester in which they return and be on track to graduate.

SUMMER SCHOOL CREDITS and CREDIT RECOVERY

PGHS Summer School offers courses for Credit Recovery only. Courses cannot be used to take a class for original credit. Courses taken for credit recovery in Summer School will not replace the previously failed course. Both the classes and the grades earned in those courses will be published on the PGHS transcript.

A student may take a total of 20 credits in PGHS Summer School, unless otherwise approved by the counselor as an exceptional circumstance.

SUPPLEMENTAL ONLINE COURSES

It is the responsibility of the student to confirm online courses not provided by PGUSD are accredited, UC a-g eligible, and transferable. Students are required to arrange online exams in accordance with the individual requirements of the online course.

NON-GRADUATES

Students not graduating with their class must complete all requirements prior to the first day of school of the following school year to be granted a diploma or Certificate of Completion from Pacific Grove High School. If a student has completed all required coursework for graduation, along with 48 hours of community service, the student may participate in the graduation ceremony and receive a diploma or certificate.

GRADES/REPORT CARDS

Report cards and Progress Reports will be mailed at approximately four and one half week intervals. The final report card of the year will be mailed home the month of June. Please mark your calendars and discuss your student’s academic performance regularly.

- **“F” Grades:** “F” grades are earned by a student who refuses to participate in, opposes or fails class work, tests and/or the minimum requirements for the course. The “F” grade will appear on the student’s permanent record and will be included in determining the grade point average. No student will be issued a failing grade unless the teacher has sent home a progress report.

- **Incomplete Grades:** An incomplete grade is reserved for a student who has a school authorized absence and has not had the opportunity to make up the work prior to the end of a grading period. An incomplete grade must be cleared within **10 school days** or it will automatically become an "F"; for 4th quarter grades, permission is required from instructor(s) for any extension beyond 10 days into the summer break and agreement made for when work will be turned in and final assessment provided.
- **No Mark Grades (NM):** A "NM" (no mark) may be given to a student who has not been in class long enough to meet the requirements of the course. This will appear on the student's permanent record, but it will not have any bearing in determining the grade point average.

RELEASE OF STUDENT INFORMATION

Federal law requires schools to release the following student information when requested by Armed Forces Recruiting representatives: student's name, address, telephone number and date of birth. No other information will be released without the consent of the student or parent/guardian. To "opt out" of providing information to recruiters, parents/guardians need only sign the designated statement to that effect during the online registration each year.

DEBTS AND FINES

In order to receive a diploma, a student must satisfy all graduation requirements and have cleared all debts and fines (**CA Ed. Code 48904(a) (1) and (b) (1)**). *Fines for lost books or late books should be paid to the Librarian.*

TRANSFER OUT OF SCHOOL

Parents must accompany any student withdrawing from Pacific Grove High School and provide the name of the student's next school to the Counseling Office. All fines and charges must be cleared before the withdrawal process can be completed and permanent records forwarded to another school.

CLASSROOM ACADEMIC POLICIES

CLASSROOM DISCIPLINE

The classroom teacher, under state law, is given the authority to act in place of the parent/guardian during time the student is under the teacher's direction. To maintain a manageable classroom, teachers may use a variety of methods to redirect students' behavior. Strategies may include, but are not limited to, the following:

1. Confer with the student and explain the school behavior policy.
2. Take away privileges enjoyed by other students.
3. Contact the parents/guardians so concerted action can be taken to mutually correct the inappropriate behavior patterns of the student.
4. Give student detention as authorized by state law (**CA Ed. Code 44807.5**).
5. Suspend the student up to two days from class (**CA Ed. Code 48910**).
6. Refer student to school administration for behavior correction during class with expectation to return later in the period and/or for further discipline (detention) after class has ended for the day.

Students may be required by their teachers to restore cleanliness to a classroom following any instructional activity (break time or lunch) that created physical disorder in the classroom or to any area on school premises in which students littered or disrupted the cleanliness during lunch and break.

HOMEWORK POLICY

In general, homework assigned at the high school level is expected to require approximately thirty minutes per academic class or approximately two to three hours of the student's time outside of the school day on a regular basis; however, students who choose to enroll in honors or AP courses may expect a significant increase and course load should be discussed with

parents/guardians. Homework may be specific to the content of a subject and is expected to incorporate reading, writing, and critical thinking and independent study skills development and application (**PGUSD Board Policy 6154**). Homework that is copied is considered a violation of the Academic Dishonesty Policy (p. 27) and will receive a zero grade. Teachers will regularly monitor and evaluate the amount of time homework assignments are taking students to complete and will assess and recommend any adjustments as needed. Teachers assigning technology-based homework assignments will offer non-technology-dependent homework as an alternative, if possible. Departments will make every effort to coordinate projects and larger assignments so conflicts in due dates will be minimized. PGHS understands the amount of homework for some will be an ongoing struggle; for those students we recommend the following:

- 1) Start as early as possible so questions can be sent to teachers via email, Google Classroom, or in person.
- 2) Use the provided PGHS planner to write down assignments/due dates and/or use app for time management.
- 3) Utilize time provided in classes and ask peers and staff questions before leaving campus.
- 4) Attend after school tutoring.
- 5) Remove all electronic devices that may disrupt you – especially cell phones!
- 6) Speak with your teacher(s) privately if there are consistent or excessive homework assignments that demand longer minutes/hours than usual.

MAKE UP WORK

Make-up work is defined as all classroom work and exams. Homework is the work assigned by a teacher to be completed outside of the classroom.

- **Responsibility: Students are responsible for requesting and completing make-up work and homework after an excused absence.** These requests should be made at the teacher's convenience on the day the student returns to school, regardless of whether or not the student has the class that day. If the absence is an extended absence (longer than a week) due to illness or emergency, the parent/guardian should contact the student's teacher to facilitate making up both classroom work and homework. When a student has an excused absence, he/she will be given one day for each day of absence to make up class work. If you know you will be absent, it is recommended you contact the classroom teacher via email (Synergy, and/or Google Classroom) to arrange for homework and to view posted assignments. Please allow at least 24 hours for teachers to respond with information regarding your request.
- **Due Dates:** The teacher will determine when make-up work is due. If the absence is less than a week, the student will have one day for each day of an excused absence to turn in homework.
- **Suspension:** Students may request make-up work and homework from their teachers upon returning to school after the period of suspension is over. The make-up work will be graded, and the student will receive credit for the work. If the student is suspended for longer than one day, the parent/guardian may request a homework packet via the Principal's Office that can be picked up from the Main Office by the parent/guardian between 3:00 and 4:00 p.m. (The suspended student is not allowed on campus during the period of suspension.) **This homework will be due to the teacher upon return to school.** In lieu of requesting homework during the time of a suspension longer than one day, the student would contact the teacher upon return to school and receive their assignment and a due date for the missed work at that time.
- All students are encouraged to get information about classroom work and homework by calling friends, or by checking Google Classroom for assignments when made available by particular teachers in this manner.
- **Final Exams: Students are responsible for contacting the school and arranging to make up final exams.** Students missing final examinations will receive an incomplete on their report card. An incomplete grade not made up within **10 school days** will become an "F."

FAILURE TO ATTEMPT WORK

The student will be placed on a Behavior/Nonperformance Contract.

WRITING AND PLAGIARISM

Plagiarism is a direct violation of intellectual and academic honesty. Plagiarism refers to *representing someone else’s words or ideas as one’s own*. The most extreme forms of plagiarism are the use of a paper written by another person or obtained from a commercial source. The use of a paper/essay made up of passages copied word for word without acknowledgment may be plagiarism. In none of its forms can plagiarism be tolerated in an academic community. Plagiarism may constitute grounds for a failing grade or withdrawal from the class with no credit.

One distinctive mark of an educated person is the ability to use language correctly and effectively to express ideas. Teachers assign written work for the purpose of helping students achieve that mark. Each teacher will outline specific ideas wanted but all expect students to present work that represents the student’s understanding of the subject in the student’s own words. It is seldom expected student papers/homework will be based entirely or even primarily on original ideas or original research. Therefore, to incorporate the concepts of others may be appropriate with proper acknowledgment of sources, and to quote others directly by means of quotation marks and acknowledgments is proper. However, if a paper consists entirely of quotations and citations, the paper should be rewritten to show the student’s own understanding and expressive ability. The purpose of the written assignment (i.e. development of communication and analytic skills) should be kept in mind, as each paper is prepared. Research, understanding, and the time commitment needed to complete homework should not be evaded through plagiarism.

ACADEMIC DISHONESTY/CHEATING

Teachers have the responsibility of planning and supervising all academic work in order to encourage honest, individual effort and of taking appropriate action if instances of academic dishonesty are discovered. However, honesty is primarily the responsibility of each student. Pacific Grove High School considers cheating to be a voluntary act for which there is no acceptable excuse. The term “cheating” includes, but is not limited to:

1. Plagiarism – including copying another student’s work (homework, classwork, writing, quiz and/or test)
 - Copying during break or lunch – handwritten or taking a picture.
 - Staff will confiscate all work and turn into admin.
2. Receiving or knowingly supplying unauthorized information (homework, classwork, or quiz/test)
 - Theft of assessment/supplying copy of assessment not authorized by instructor or student
 - Sending text/email/other electronic means with picture of answers/assessment
3. Using unauthorized material or sources for course work/during an examination
4. Changing an answer after work has been graded and presenting it as graded
5. Forging or altering grade book/roll sheet information
6. The public posting of any class material - quizzes, tests, writing assignments, homework, etc. - should not be done without specific permission from a teacher. Any of the above is considered academic dishonesty.

Frequency of Offense	Consequence
1st Offense	* Zero on assignment
	* Parent/Guardian Notification by staff via email
2nd Offense	* Zero on assignment
	* Saturday School
3rd Offense	* “F” for the class per Admin. discretion
	* Saturday School or Possible Suspension
	* Removal from class (Admin. discretion)

PHYSICAL EDUCATION

- **Physical Education Uniform:** Approved PE attire must be worn during physical education class; available for purchase at the Student Store, . The student's last name and first initial should be written on each item. All other clothing, including will be considered as a "non-dress" violation. Students must wear laced athletic shoes with arch supports.
- **FITNESSGRAM:** Students in California public schools who began their 9th grade year on or after July 1, 2007, are required to take the California Physical Fitness Test as reflected in Senate Bills 78 and 601. The California State Board of Education has designated the FITNESSGRAM as the test to be administered to all freshmen in their regularly scheduled physical education class. Starting with the graduating class of 2011, students are required to pass this test, in addition to taking two years of physical education, in order to fulfill high school physical education requirements. (For more information please see the PGHS website)
- **MEDICAL EXCUSES (LONG TERM PE):**
 - Temporary exemptions from physical education should be limited to students whose medical condition(s) do not allow for inclusion in the general, modified, or adapted physical education program (**PGUSD Board Policy 5030**).
 - For a student to receive "medical" for a unit (3 weeks of class time) in Physical Education, a doctor's note must be on file in the Counseling Office before the end of the unit in question. A parent's/guardian's note will suffice until a doctor's note is obtained. If a note is not obtained, a failing grade will be given. A student who is on a long-term medical requiring the student to miss 6 weeks will receive "NM" (no mark) for the quarter.

LOCKER ROOM THEFTS

Students are mandated to have their clothes and personal possessions locked in the locker room. All PE students must have a lock registered with the PE department. The student may bring a combination lock and report the combination to the teacher or bring a key lock and give a spare key to the instructor. The school is not responsible for lost or stolen articles in the locker room. Students are not allowed to leave their personal possessions or backpacks unlocked in the locker room or fitness areas. A room is provided for students to lock their backpacks. Any student caught stealing in the locker rooms or gym area will be suspended from school and reported to the PG Police Department for further consequences.

STUDENT SERVICES

STUDENT IDENTIFICATION

All students will be issued a student I.D. card at the beginning of the year. Students must carry this I.D. on campus and present it to school personnel when requested. Replacement I.D. cards are available in the Student Store for \$5.00. ID must be shown to administration, staff, or campus supervisors when leaving campus.

STUDENT DRIVING/PARKING PERMITS ON CAMPUS

Student parking is available on campus. School administration reserves the right to revoke parking privileges at any time. Any vehicles parked outside of designated areas are subject to citation and/or towing. **For safety and security reasons, Pacific Grove High School has the following vehicle guidelines students must follow:**

- All students **must register their vehicle and receive a free parking placard** from the student store.
- During school hours, the parking lots are **off limits to all students, especially during morning break** (unless they have administrative permission or are leaving campus for the day). Student cars cannot be used as a locker.
- Vehicles must travel **no more than 5 MPH while on campus**
- **Any student, who is observed speeding, driving recklessly, driving on school property or who is parked illegally will be referred to the police department for citation and will be subject to school discipline measures. In addition, violators may have his or her parking privileges revoked.**
- Any vehicle parked on campus is subject to search by school officials.

LOCKERS

Each new student will be assigned a locker, most in a hallway according to their graduating class, prior to beginning the school year. Students assigned a locker from a previous year will keep the same locker for the subsequent years. The school is not responsible for items missing from student lockers. **Specifically, do not keep valuables in lockers over vacations, weekends or overnight -- this includes textbooks. Do not give out locker combinations or share lockers.** Lockers may be inspected by school authorities in the interest of maintenance or health and safety. If you forget your combination, go to the student store.

WORK PERMITS

CA Ed. Code 12259 states a permit to work is necessary for all minors 14 through 17 years of age (14-15 year olds: 3 hours/day or 15 hours/week or 16-17 years old: 4 hours/day or 40 hours/week). Applications for work permits and the Summary of Work Regulations are available on our website, then issued through the Student Store and must be completed by the student's prospective employer prior to issuance of a work permit. Work permits will be revoked if a student's academic progress or attendance is in jeopardy.

LIBRARY/TEXTBOOKS

The PGHS library is open from 7:00 a.m. to 4:00 p.m. for students who wish to check out library books and textbooks. **CA Ed. Code 489904b** will be enforced if library and/or textbooks are damaged or not returned: "...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..." Students will be issued only one textbook unless a written request is received asking for a second set of textbooks for home use. Lost textbooks must be paid for before a student is issued another textbook. Students will not be allowed to check out a textbook for a period of a day if they have left their copy at home. Students may borrow a textbook to study or do homework while in the library. Students using the library during class time are required to have a pass from their teacher. Computers are available with access to the Internet. Students must have a Technology User Agreement on file with the library in order to use the Internet. No food or drink is allowed in the

library.

TECHNOLOGY USER AGREEMENT

In order for students to access computers on campus, including the Internet, all students must have a user agreement on file with the library (online form through Synergy). These agreements will be made available to students at the beginning of school. Violations of the agreement will result in a referral. 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 costs incurred due to damage will be billed to the student.

The public posting of any class material - quizzes, tests, writing assignments, homework, etc. - should not be done without specific permission from a teacher. Any of the above is considered academic dishonesty.

SCHOOL PROPERTY

Students are responsible for any school property they use. Students should write their full name on the inside cover of textbooks to identify the borrower; this will also help textbooks get back to the correct students when they are misplaced or borrowed.

BUS TRANSPORTATION

In an effort to increase student bus ridership and reduce vehicle congestion at our schools, Pacific Grove Unified High School District provides bus transportation for the following fees:

1 student	2 students
\$100/yr	\$150/yr
\$80/semester	\$120/semester
10 Day Punch Pass: \$10	

You may download a transportation application from the district website at pghigh.pgusd.org or retain one in the Main Office. Bus routes can be obtained at the District Office and are subject to change.

BUS PRIVILEGES

Students behaving in an inappropriate manner may have their bus riding privileges revoked. All school rules apply.

FOOD SERVICES

Meal Charge Policy

The Food & Nutrition Services Department is committed to providing students with nutritious meals and is aware of the importance and impact good nutrition has on student learning and achievement.

We will continue to provide meals to all of our students even when their account is not current and will work with parents/guardians to clear any outstanding balance.

- If a student’s account balance is \$0.00 or in the negative, the student will only be allowed to charge a complete meal.
 - “A la carte” items, including individual milk, may not be charged to an already insufficient account
 - A meal includes an entrée, fruit/juice, vegetable sides, and milk
- Parents/Guardians are notified via text message and email daily of a negative account balance. The Nutrition Director also makes phone calls to insufficient accounts.
 - Parents/Guardians are responsible for updating their primary phone number in Synergy or by contacting the School Nutrition Director.

- Parents/Guardians are encouraged to take advantage of our online prepayment system, EZSchoolPay.com, which helps alleviate the problem of low meal account balances; funds can be uploaded via credit card. Account activity and transactions are also visible on EZSchoolPay.com
- Parents/Guardians may send cash or checks made out to PGUSD to the District Office, school office, or cafeteria to add credit to the student's meal account. Please ensure the student's full name is in the memo line.
- Parents/Guardians are ultimately responsible for checking and keeping their child's account balance current.

PLEASE SEE THE PGHS WEBSITE FOR MORE INFORMATION (pghigh.pgusd.org)

HEALTH SERVICES – Use of Prescriptions and Over-the-Counter Medications

In compliance with **CA Ed. Code 49423**, when an employee of the school district gives medication to a student, the employee must be acting in accordance with the written directions of a licensed California physician and with the written permission of the student's parent or legal guardian. **Parents/guardians must provide prescription and/or over-the-counter medications in the original container labeled by a California pharmacist.** These authorizations must be renewed whenever the prescription changes or at the beginning of the new school year. A prescription label on the container is not acceptable as a physician's statement. Over-the-counter medications will be given only if prescribed by a physician or dentist and are NOT allowed to be carried by students or left in vehicles. **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 Attendance Office and should be returned to the Attendance Office. If possible, discuss with your physician the possibility of arranging medication times during out-of-school hours. If a student has a condition which could result in an emergency situation during the school day, please contact the Health Clerk at 646-6590 x212 to develop a specific emergency plan to attach to the student's emergency card.

Students who become ill at school will be sent to the Health/Attendance Office to determine if they need to be checked out of school. Prior to releasing a student, the Attendance Office must make parent/guardian contact, notifying the parent/guardian the student needs to be picked up or is being sent home. If no parent/guardian contact can be made, the student must remain at school. In cases of emergency, paramedics will be called and parent/guardian notified as soon as possible.

STUDENT HEALTH (related to parent/guardian)

You have the right as a parent/guardian to be informed that school authorities will notify students in grades 7 to 12 that they may be excused from school for the purpose of obtaining confidential medical services without your consent. (**CA Ed. Code 46010.1**)

REPORTING ACCIDENTS

Anytime a student is injured on campus, he/she should report the injury to his/her teacher, the health clerk/nurse, or Assistant Principal immediately. Accident report forms are available in the PGHS main office.

DAILY BULLETIN

Each day the bulletin is read to the entire student body which includes announcements of important school events and deadlines. The daily bulletin bulletin may also be viewed on the school website at pghigh.pgusd.org. Students should pay close attention to these announcements for information of interest and importance to them. There will be various announcements posted on the marquee in front of the school and the electronic marquee in the main hall.

ACTIVITIES

A.S.B.

The Associated Student Body (A.S.B.) Store handles activities and provides services to students during the school year. The A.S.B. student store sells A.S.B. stickers (see below), dance tickets, school supplies and Breaker Spirit wear. A.S.B. student body elections occur annually in April. All officers must be enrolled in the A.S.B. Leadership Class to be eligible. (Please refer to pghigh.pgusd.org to view the A.S.B. Constitution)

A.S.B. EXECUTIVE OFFICERS	CLASS OFFICERS	AS.B. OFFICERS
<ul style="list-style-type: none"> ● President ● Vice President ● Secretary ● Treasurer 	<ul style="list-style-type: none"> ● President (Exec Members) ● Vice President ● Secretary ● Treasurer 	<ul style="list-style-type: none"> ● Rally Commissioners ● Athletic Commissioner ● Publicity Commissioner ● SPSA Rep(s) ● Renaissance Commissioner ● Noontime Commissioner ● Alumni Liaison

A.S.B. STICKER

An A.S.B. Sticker entitles students to discounts on admission to home athletic events, dances and other school-related activities. Stickers can be purchased during registration and throughout the year in the Student Store. All students who anticipate receiving a block letter are encouraged to purchase a sticker and will not receive Athletic or Renaissance Awards unless they have purchased one. The money raised helps to support dances, assemblies and Homecoming events, Renaissance Awards, athletic block/star/pins, Breaker Buddies (Link Crew), and the *Student Voices* Talent Show. The A.S.B. supports all student activities. **Games package** sticker purchase provides admission at all home athletic events (excluding playoffs) and helps pay for officials – it does not include free entrance to away games or CCS playoffs.

CLUBS / ORGANIZATIONS

Pacific Grove High School offers a wide variety of co-curricular opportunities for all students. Student clubs and organizations have been established in conjunction with students' requests and availability of qualified sponsors and advisors. A list of active clubs is available in the Student Store and online. Students who would like to start a club must find a teacher advisor to host meetings, download a Club Charter form, and turn it in to the student store for A.S.B. approval.

DANCES

Tickets for semi and formal dances should be purchased prior to the event but may be sold at the door. Only a Pacific Grove High School student and approved guest will be admitted – each PGHS student is allowed one guest. Middle School students or individuals more than 20 years of age are not eligible to attend Pacific Grove High School dances. Guest passes must be turned in to the student store by lunchtime on Friday or before tickets are purchased for the event. No visitors will be admitted without a guest pass. A guest only has to be approved to attend one time per school year in order to attend all Pacific Grove High School dances. On-file visitors are accountable for the rules and regulations. All school rules apply. Students will not be readmitted to a dance once they leave. Dress for school dances must be appropriate for school and follow the Dress Code (pg. 40). Additional rules may accompany a particular event. Hours of high school dances will be from 8:00 p.m. - 11:00 p.m. unless otherwise set by the Associated Student Council with the approval of the Principal or Principal's designee. 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 during the event and/or upon exiting.

DANCING AND MUSIC

PGHS promotes a positive environment at all of its dancing events and works so students can enjoy the evening regardless of their musical taste, supporting DJ’s who play an eclectic mix of music throughout the night. Any person entering a PGHS dance function must adhere to the rules and regulations regardless of its location, on or off campus. Any violation of these rules (inappropriate dancing/touching: twerking, grinding, bending over, etc.) will result in disciplinary action up to suspension from school and all future dances per **CA Ed. Code 48900.i** - obscene act. Students **SHALL NOT USE** the front to back position for a prolonged period while at the event – any students in the front or back position for more than a few seconds or using inappropriate positioning as previously mentioned will be told to leave the event immediately and lose participation in the following dance. A second infraction during the year will result in lost dance privileges for the remainder of the year or the following year if the second infraction occurs at the last dance of the year (e.g. Prom).

BEHAVIORAL ELIGIBILITY REQUIREMENTS FOR STUDENTS IN GRADES 9, 10, 11, 12

Students suspended from, expelled from, or on suspended expulsion status (probation) at a District school are ineligible to attend or participate in any extracurricular or co-curricular activities, regardless of their academic standing with the District, during the entire period of the student's suspension, expulsion, or suspended expulsion status. In addition, student eligibility may be removed by the site administrator as part of a disciplinary action – **see Athletic Agreement – Sportsmanship and Alcohol, Tobacco, & Drugs pgs. 36-37.**

RENAISSANCE PROGRAM

Pacific Grove High School has a student recognition program which showcases student achievement and provides encouragement for students to improve academics, attendance, and attitude. A series of awards are used, including certificates, pins and block letters. Students who purchase their A.S.B. sticker are eligible to receive academic block letters and pins. All students are eligible for certificates.

ATHLETICS

Pacific Grove High School Breakers are a member of the Pacific Coast Athletic League. We offer the following athletic programs:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Boys Basketball	Softball
Girls Volleyball	Girls Basketball	Baseball
Co-ed Cross Country	Boys Soccer	Co-ed Track
Girls Golf	Girls Soccer	Boys Golf
Co-ed Cheerleading	Co-ed Wrestling	Co-ed Swimming/Diving
Dance team	Co-ed Cheerleading	Boys Tennis
Girls Tennis	Dance team	Co-ed Lacrosse
Boys Water Polo		
Girls Water Polo		

ATHLETIC CODE

The CIF Blue Book Rules and Regulations, as well as PGHS Student Athletic Agreement will govern athletic participation. Athletes will be the direct responsibility of the head coach of that sport and their assistants. An athlete’s participation in a sport is a privilege, and because of this, he or she must do whatever is necessary to make the team successful. Parents/Guardians and athletes will follow team rules set forth by the coach and this Athletic Code. Parents/Guardians and students agree they will read and abide by the guidelines presented on the Athletic Agreement.

Pacific Grove High School is a member of the Pacific Coast Athletic League and is governed by the League and CIF Constitution. All players and spectators are required to follow the CIF rules of good sportsmanship: No berating opposing school's team or mascot, no obscene gestures or cheers, no negative signs, noisemakers, or complaints about the officials' calls are allowed. **Standing in or on bleachers is not allowed. Repeated violations will result in banishment from current and/or future games. 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.** Further, the administration has the right and the duty, if a situation is generally out of hand, to do any of the following:

- clear the gym or stands to allow the athletic contest to go on;
- stop the game;
- schedule the game as a closed event without spectators

SCHOLASTIC ELIGIBILITY AND GRADES (Revised May 23, 2019)

According to **PGUSD Board Policy 6145**, all students in grades 9 through 12 must meet the following standards for extracurricular and co-curricular eligibility, as well as off-campus privileges.

A student (including incoming freshmen) must:

1. Maintain an unweighted GPA of 2.0 or above (on a scale of 4.0) for all courses attempted during the previous grading period (quarter or semester).
2. Must be currently enrolled in at least 25 semester credits of classwork. This may be reduced to 20 semester credits (CIF rule) under special situations such as enrollment in a local college if approved by the site administrator for students who have accrued excess credits and are on course for graduation.
3. Passing in the equivalent of at least 20 semester credits of work at the completion of the most recent grading period.
4. Make satisfactory progress toward graduation in accordance with the standards indicated below. Progress and GPA's will be determined by the grades earned at the end of each grading period (quarter or semester). Students not at an appropriate credit level (freshmen 0-50, sophomores 51-110, juniors 111-170 and seniors 171+, at the end of the year or appropriate prorated credit level at the semester break) may gain eligibility through a written plan developed with a counselor and approved by the principal.
5. A student who fails to meet these requirements each grading period is scholastically ineligible to participate in extracurricular, co-curricular activities and loses off-campus privileges. This ineligibility lasts until the completion of the following grading period (quarter or semester). There are no appeals to this policy.
6. All students shall become eligible or ineligible five school days following the end of each grading period (quarter or semester).
7. In order to practice or participate in after-school activities/sports on any given day, a student must be present in classes for at least half of the student's instructional minutes of the day or the day previous to the activity/sport if the club/team leaves before school is in session. Any and all exceptions must be cleared through the Principal.

California Interscholastic Federation Eligibility Requirements:

- meet the attendance requirements
- have met the residence requirements
- not compete on outside teams during the season of sport
- show proof of medical coverage
- abide by specific team rules and regulations
- Final clearance to participate is granted from the Athletic Director.

C.I.F. (CALIFORNIA INTERSCHOLASTIC FEDERATION) ELIGIBILITY

All California Interscholastic Federation/Central Coast Section (CIF/CCS) requirements apply to all games including practice, interscholastic scrimmage, league, tournament and play-off games. A student athlete must:

- Be scholastically eligible
- Have reached the ninth grade
- Since entering the ninth grade, not be your ninth semester of attendance
- Not have turned 19 prior to June 15, shall not participate or practice on any team in the following school year
- Participate in no more than four seasons in the same sport after enrolling into the ninth grade
- Meet residence requirements or file an Application for Residential Eligibility if you transferred from another school without an inter-district transfer
- Meet attendance requirements
- Meet citizenship requirements
- Maintain amateur standing
- Not have participated in any tryout for a professional team
- Not compete on outside teams during the season of sport
- Maintain in your school files an annual physical examination card (Athletic Agreement) certifying you are physically fit to try out and/or participate in athletics. Physical must be on approved form by the PGUSD Board of Education
- Show proof of medical coverage
- Not participate on the Varsity Football team until you have reached your 15th birthday unless certified by a doctor and granted written approval by a commissioner of C.I.F.
- Complete the Athlete's Code of Ethics
- Questions should be directed to your school coach and/or Athletic Director

C.I.F. CODE OF ETHICS

As an athlete, I understand it is my responsibility to:

- Place academic achievement in the highest priority
- Show respect for teammates, opponents, officials and coaches
- Respect the integrity and judgment of game officials
- Exhibit fair play, sportsmanship and proper conduct on and off the playing field
- Maintain a high level of safety awareness
- Refrain from the use of profanity, vulgarity and other offensive language and gestures
- Adhere to the established rules and standards of the game to be played
- Respect all equipment and use it safely and appropriately
- Refrain from the use of alcohol, tobacco, illegal and non-prescription drugs, anabolic steroids or any substance to increase physical development or performance not approved by the United States Food and Drug Administration or Surgeon General of the United States or the American Medical Association
- Know and follow all state, section and school athletic rules and regulations as they pertain to eligibility and sports participation
- WIN WITH CHARACTER, LOSE WITH DIGNITY.

TRANSFER STUDENTS

A transfer student who was scholastically eligible at the school of previous enrollment, but fails to meet PGHS' eligibility requirements, shall be placed on probationary status until completion of one complete (quarter or semester) grading period and remain eligible to participate in interscholastic athletics during the probationary period. A transfer student who does not achieve said educational progress as defined in the above requirements during the probationary period shall not be allowed to participate in interscholastic athletics the subsequent grading period. Transfer students who are suspended or expelled from another school, or are on suspended expulsion status (probation) at another school at the time of their transfer to a District school, are ineligible to participate in any extracurricular or co-curricular activities regardless of their academic standing during the entire period the Transfer Student's

suspension, expulsion, or suspended expulsion status.

DEFINITIONS

Extracurricular: Activities not associated with the classroom, offered beyond the regular school day, (e.g., team and individual sports, spirit squad, clubs, and the like). Co-curricular: Activities that are an extension of the classroom and for which the student does not receive a grade, (e.g., Close Up).

APPEARANCE

As a member of our team, we want to be proud of your appearance. Athletes are expected to dress neatly and remain well groomed. The coach may determine dress on the day of a contest.

CONDUCT AND BEHAVIOR

As athletes in high school, you are representing yourself, parents, school, and community and are expected to conduct yourself properly at all times. Because of this, misconduct by an athlete will not be tolerated. The Athletic Code is in effect from the first CIF sanctioned practice (August) through the last contest of the year. Athletes are responsible for compliance whether they play during one or all seasons.

EQUIPMENT

Athletes are financially responsible for any school-owned equipment utilized or rented out to the athlete. Athletes are expected to demonstrate reasonable care of such equipment, and any misuse or abuse of such, will be the financial responsibility of the athlete. Any lost or unreturned equipment or uniforms will result in a fine assessment, loss of campus privileges, and academic hold of transcripts until such time as reimbursement is made.

VIOLATIONS OF SCHOOL DISCIPLINE POLICY/GAME BEHAVIOR

Athletes are expected to display exemplary behavior in class and on campus, as well as set an example for all students to follow, showing respect for all coaches, teachers, officials, spectators, school facilities and equipment. Therefore, serious violations of school discipline – fighting, for example – may put the student at risk of discipline, including temporary or immediate termination of athletic participation. If an athlete is ejected from a game, the coach will discipline the student(s) according to school, CIF and team regulations. A written report will be filed following the game with the school's administration. CIF's mandate states the athlete not be allowed to play or be present at the next scheduled contest. School administration reserves the right to discipline the athlete further. All ejected athletes will have a consultation with an administrator before being allowed to compete again.

BEHAVIORAL ELIGIBILITY REQUIREMENTS FOR STUDENTS IN GRADES 9-12

Students who are suspended from, expelled from, or on suspended expulsion status (probation) at a District school are ineligible to attend or participate in any extracurricular or co-curricular activities, regardless of their academic standing with the District, during the entire period of the student's suspension, expulsion, or suspended expulsion status. In addition, a student eligibility may be removed by the site administrator as part of a disciplinary action.

Transfer students who are suspended or expelled from another school, or are on suspended expulsion status (probation) at another school at the time of their transfer to a District school, are ineligible to participate in any extracurricular or co-curricular activities regardless of their academic standing during the entire period the Transfer Student's suspension, expulsion, or suspended expulsion status.

LANGUAGE

Everyone associated with PGHS will use socially acceptable language. Profanity or vulgar language will not be tolerated at any time, on or off the playing field.

LETTER AND AWARDS

Letters and awards are given according to team blocking criteria. All coaches reserve the right to award letters. However, all athletes must end the season in good standing, both academically and behaviorally, to earn a varsity letter. CIF playoff and special-award patches will be earned according to guidelines that

can be obtained in the Athletic Department. An athlete must be a valid A.S.B. sticker holder to receive any A.S.B sponsored athletic award.

QUITTING A SPORT

There is a distinct difference between “quitting”, being “dropped”, and being “cut” from a sport. If you, as an athlete, quit a sport, the right to return to that sport later may be restricted by the athletic department. Dropping a sport is withdrawing from that sport voluntarily. Proper communication and returning of equipment to the coach is required. The coach’s approval is required to remain eligible for the remainder of the season. Any student who decides to quit an athletic team after the first league contest will not be allowed to join another team/sport until the first team/sport has completed the final CIF contest for which it is eligible.

RESIDENCE ELIGIBILITY

Any student who is planning to move, has recently moved or whose parents/guardians have moved, should notify the Athletic Director’s office for CIF information on his/her status of eligibility. All incoming transfer students must be cleared by CCS before competing at any level.

SEASONAL PARTICIPATION

An athlete may only participate in one sport per season unless otherwise granted permission by the Athletic Director. Athletes cannot change from one sport to another during the season unless they have approval of both coaches and the Athletic Director. When an athlete quits or is dropped for disciplinary reasons, he/she may not go out for another sport until the end of that season (excluding playoffs).

NOTIFICATION

High School, students must be informed of the District’s eligibility requirements. Notification shall, at a minimum, an annual publication of eligibility criteria in the Student Parent Handbook.

PGHS ELIGIBILITY REQUIREMENTS

Any student who decides to quit an athletic team after the first league contest will not be allowed to join another team until the first team has completed the final CIF contest for which it is eligible (refer to p. 37 - *Quitting A Sport*). All athletes and parents/guardians must read, agree to and sign a Pacific Grove High School Athletic Contract to be eligible. The contract will be good for one academic year. Students who are suspended, expelled, or on suspended expulsion status (probation) are ineligible to attend or participate in any extracurricular or co-curricular activities, including athletic events as a participant or spectator, regardless of their academic standing during the period of the suspension, expulsion or suspended expulsion. In addition, eligibility may be removed by a site administrator as part of a disciplinary action.

TRANSPORTATION

All athletes are expected to follow school and transportation rules set forth by the district and the transportation company that is utilized. Pacific Grove Unified School District supplies the transportation to and from all athletic contests for all teams. If a student athlete wishes to make special arrangements on an occasional basis to receive a ride from a parent or guardian, arrangement must be made prior to the event and must include proper documentation. All students participating in team sports are encouraged to contribute a one-time donation for transportation to and from games.

INSURANCE

It is strongly recommended all students be covered for accidents under their family health insurance. Pacific Grove Unified School District **does not** carry insurance to cover individual accidents and cannot be responsible for accidents beyond our control. The school does offer a low cost accident insurance that can be purchased from Myer-Stevens (forms available in the Main Office). Athletes are required to have health insurance, either a family’s current coverage or Myers-Stevens coverage. The coverage for all sports other than football is very inexpensive and is **highly** recommended to complement any current coverage a student may have.

IF YOUR FAMILY ALREADY HAS INSURANCE – Your insurance may cover your athlete during their activities. It does not matter where the event is, whether it is at a home event or at another school. This insurance information needs to be put onto the Athletic Emergency/Medical Information & Participation Form. The bottom section of this form asks for Family Health Insurance Company, Policy I.D. # and whether your insurance covers football. If your athlete is playing football, you will need to call your insurance company and double check to make sure it covers them for the sport of football. On the lines provided, you will need to provide the insurance company name and your policy number. **If the policy number is not present, then your athlete will not play.**

IF YOUR FAMILY DOES NOT HAVE ANY INSURANCE – Your family will need to purchase insurance. Contact the main office or athletic department to obtain the necessary insurance forms. Read through them and decide which policy you would like to purchase. The most recommended and lowest cost plan you can purchase for minimum coverage is the *School Time Accident Plan*. This will cover your athlete during any type of school activity at any time and any place. However, if your athlete is going to play football, extended coverage must be purchased. The most recommended and lowest cost plan you can purchase for minimum coverage is the *Interscholastic Tackle Football Accident Plan*. This covers athletes during football games, activities and practice. For either plan, you will need to include a check or money order made out to Myers-Stevens & Toohey & Co. Complete the order form but **DO NOT SEND IN THE FORM**. Send the form with your athlete and their completed physical packet back to the Athletic department and the Athletic Director will forward it to the insurance company. Once the school receives the form, your athlete has instant coverage. Sending forms to the company could take 2-4 weeks for coverage to begin.

ATHLETIC AGREEMENT

SPORTSMANSHIP

Sportsmanship is the utmost priority of PGHS. Student athletes will exhibit sportsmanship behavior before, during and after all athletic practices and competitions, and will represent PGHS, our town and the student's family with honor and respect. The student athlete understands any athlete who initiates or participates in a verbal or physical assault on an official, opposing coach, spectator and/or player shall be disciplined as follows:

The following reflects the PGHS Athletic Agreement signed by both athlete and parent/guardian.

FIRST VIOLATION:

1. Conference with athlete, Administrator, Athletic Director, and parent/guardian. Athletes may practice pending judgment of the violation. (If evidence shows justification, go to step 2.)
2. Investigate and go to step 3 if justified by the investigation.
3. Suspended from team participation and athletic competition for a minimum of one week. (Administrator will determine duration.)

SECOND VIOLATION:

1. Conference with athlete, Administrator, Athletic Director, Counselor and parent/guardian. Athletes may practice pending judgment of the violation.
2. Investigate and go to step 3 if justified by the investigation.
3. Suspended from all athletic participation for a minimum of five weeks. (Administrator will determine when the athlete is once again eligible.)

THIRD VIOLATION:

1. Conference with athlete, Administrator, Athletic Director, Counselor and parent/guardian. Athletes may practice pending judgment of the violation.
2. Investigate and go to step 3 if justified by the investigation.
3. Suspended from all athletic participation for the remainder of the school year. (Administration will determine when the athlete is once again eligible.)

The student athlete will also understand that due to the nature of the violation, a School Administrator may suspend him/her from team participation indefinitely, even if it is a first violation.

PGHS ALCOHOL-TOBACCO-DRUGS USE POLICY (For Athletes)

Participation in PGHS and CCS sanctioned sports is a privilege and responsibility which requires all participants to adhere to athletic training rules imposed by the school district. Adherence to training rules ensures all student-athletes are in top physical condition, minimizing the potential for injury and further ensures athletic teams are appropriately represented by their student-athletes. We hold our student-athletes to a higher standard. Therefore, the possession or use of any controlled substance, (**CA Ed. Code 48900**) including, but not limited to, alcohol, tobacco, marijuana, hallucinogens, barbiturates, amphetamines, anabolic steroids, inhalants, e-cigarettes, vaping devices or any kind of intoxicant by a student-athlete who is engaged in an extracurricular sport, whether it occurs on or off of school property, is prohibited and shall result in the penalties set forth by the coach of each team, the Athletic Director and/or PGUSD.

FIRST VIOLATION (possession, use, or sale) - If evidence shows justification, go to step 2 or 3:

1. Conference with athlete, Administrator, Coach, if available, and parent/guardian.
2. Ineligibility from team competition for **three contests** – student may practice with the team; however, sale of any substance results in termination from athletics for the remainder of the year, including sales made off campus with information provided by law enforcement or through administrative investigation.
3. Completion of an approved drug/alcohol-counseling program. Once the athlete fulfills these requirements and sits out for three contests, he/she is fully eligible to participate with the team. The counselor will verify the completion of the drug-alcohol counseling program and an administrator will make a final decision on eligibility.

SECOND VIOLATION (possession, use, or sale) - If evidence shows justification, go to step 2 or 3:

1. Conference with athlete, Administrator, Athletic Director, Coach, if available, Counselor and parent/guardian. If evidence shows justification go to step 3.
2. Indefinite ineligibility to participate on athletic teams – minimum of ten contests or weeks & no practice - determined by administration and coach.
3. To regain eligibility, the athlete must attend a formal drug/alcohol dependency treatment program approved by the PGHS administration and provide verification to an administrator when the treatment has been completed.

THIRD VIOLATION:

1. Conference with athlete, Administrator, Athletic Director, Coach, if available, Counselor and parent/guardian.
2. Loss of eligibility for the remainder of the school year or for a time no less than one full semester.
3. Administrator will determine when the athlete is again eligible.

NOTE: A second or third violation may extend into other sport seasons. Severe violations may result in additional consequences (recommendation for expulsion, etc.).

BEHAVIOR & DISCIPLINE EXPECTATIONS

All students are expected to conduct themselves in such a manner as to contribute to a productive learning environment. Each individual's conduct on the campus and going to and from school shall be orderly and in keeping with the rules and regulations of the school, the school district, and the laws of the state. An educationally sound environment does not allow anyone to interfere with the teacher's right to teach and/or the student's right to learn. It should be noted a pupil may be suspended or recommended for expulsion for acts which are enumerated in **CA Ed. Code 48900** and related to school activity or attendance which occur at any time including, but not limited to, the following circumstances:

- While on school grounds or school transportation
- While going to or coming from school
- During the lunch period, whether on or off campus
- During or while going to or coming from a school-sponsored activity
- **Note:** Campus jurisdiction also extends 1,000 feet from campus boundaries at all times, per California law

This listing of minimum and maximum actions does not imply or require a *step-by-step* progression of increasing severity be used by school staff in dealing with a violation. In most cases, disciplinary action is dependent upon the situation and the previous behavior record of the student. The progression of actions possible when an infraction occurs is: conference with student regarding violation and a warning; parent/guardian contact and warning; detention; signed Behavior Non Performance Contract; parent/guardian/teacher/administrator conference; extracurricular and co-curricular suspension; work detail; Saturday School; suspension; removal from class with possibility of an "F"; alternative placement; contact with police or other appropriate agency; denial of privileges and possible recommendation to the Board for expulsion from the District.

In general PGHS follows CA Ed. Code 48908, *Duties of pupils*, when it comes to discipline matters: All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.

ALCOHOL/TOBACCO/DRUGS

DRUGS/ALCOHOL

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

First Offense: Notification of legal authorities, a mandatory two-day suspension and referral to school's intervention program.

Second Offense: Notification of legal authorities, five-day suspension, referral or alternative placement and will be recommended for expulsion.

Offenses remain in the active discipline file and are cumulative for the student's entire high school career. A breathalyzer will be randomly used during school and at school events, including but not limited to, dances and sporting events. In the event someone fails a breathalyzer test, the student will not be admitted to the event and parents/guardians will be contacted. A student's continued eligibility for extracurricular activities may be dependent upon attendance of substance use education sessions. There is a zero alcohol/drug tolerance policy that means all students found under the influence of or in possession will be cited by the PG Police Department and suspended from school. Students with multiple drug and alcohol suspensions will be considered for expulsion.

Sale or possession for sale: Notification of legal authorities, automatic five-day suspension and mandatory recommendation for expulsion.

TOBACCO

Pacific Grove High School and its grounds are **non-tobacco** areas for all students, staff and visitors at all times. Possession of tobacco products, including vape pens and juice, is not allowed on campus or at any school event, or non-school event. Students who smoke or possess tobacco products on campus are subject to the following:

First Offense: Confiscation of tobacco product and Saturday School. If an athlete, up to three contest suspension from participation.

Subsequent Offenses: Each subsequent offense may result in suspension and/or notification of legal authority/mandatory enrollment in abatement program. **(CA Ed. Code 48900.H)**

BEHAVIOR/NON PERFORMANCE CONTRACT

Student classroom behavior which seriously jeopardizes the learning process shall not be tolerated. Students who are continually disruptive or who are not following classroom rules as defined by the teacher or refuse to participate in class work may be dropped from class with no credit provided the following procedures have been observed:

- **Step 1:** At the first disruption or incident, 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/Nonperformance Contract.
- **Step 2:** After the second incident, the teacher shall personally contact the parents/guardians and inform them the student has reached Step 2 of the Behavior/Nonperformance Contract. The student shall be referred to the counselor for guidance. The student will sign the Behavior/Nonperformance Contract. In the event the teacher is unable to contact a parent/guardian, a copy of the Behavior/Nonperformance Contract will be sent home.
 - **Detention Assigned**
- **Step 3:** Subsequent to the third incident, the student shall be referred to the Assistant Principal who will schedule a conference with teacher, parent/guardian, student and Assistant Principal. At this time, the Assistant Principal and teacher will outline the specific conditions necessary for the student to remain in class, including but not limited to parent/guardian shadowing student during class. The student and parent/guardian will be supplied with a copy of these conditions before leaving the meeting. The Behavior/Nonperformance Contract will be signed by the teacher, Assistant Principal, parent/guardian and student and will remain in effect until the end of the semester.
 - **Saturday School Assigned and loss of open campus and/or extracurricular activity**
- **Step 4:** Student is removed from the class for the remainder of the semester. (In habitual or extreme cases of misbehavior, the Administration may transfer/drop any student from class for disruptive or dangerous behavior)

DETENTION

Detention is assigned to students for minor classroom infractions, tardies and other minor discipline problems. Detention is held every other Thursday from 2:50 p.m. to 3:50 p.m. Once assigned, students must serve the detention date on the referral or they will be assigned Saturday School. Students who are assigned a detention **MUST** serve the detention and may **NOT** reschedule due to sports activities and/or other school activities scheduled at the same time. Students who are sent out of detention for disruption will be given a Saturday School. Work detail may be assigned.

ELECTRONIC DEVICES: Cell Phones, Tablets, Game Consoles, etc.

Cell phone use is permitted only during lunch and break; any student using a cell phone during a restroom break will have the phone confiscated – phones should be turned off and left in a backpack/purse or the teachers designated area during class and restroom breaks, unless teachers provide time to use technology in class. Parents/Guardians should refrain from texting students during instructional minutes as it is a disruption to their child's education.

According to **CA Ed. Code 48901.5**:

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

(b) No pupil shall be prohibited from possessing or using an electronic signaling device determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil. (Amended by Stats. 2002, Ch. 253, Sec. 2.)

An electronic signaling or imaging device shall be defined collectively as a cell phone, cellular/digital media player, camera, and/or a personal digital assistant ("PDA").

CELL PHONES

Electronic Signaling or Imaging Devices Policy and Regulations 5146:

- An electronic signaling or imaging device shall be defined collectively as a cell phone, cellular/digital media player, camera, and/or a personal digital assistant ("PDA").
- No student shall use their electronic signaling or imaging device to record instances of mutual combat. No student shall record sound or video in a classroom without the advanced approval by the school site principal and the classroom teacher.
- Except with prior consent for health reasons/teacher preference, cell phones are not to be displayed or used on campus at any time by any student except during nutrition break and lunch. Electronic signaling or imaging devices, such as cameras, may only be used by students who have authorization from school personnel.
- No electronic signaling or imaging device or camera may be brought to Physical Education lockers/dressing rooms or school restroom areas at any time.
- Electronic signaling or imaging devices must be left in the students' lockers during tests or quizzes.
- Students shall not use electronic signaling or imaging devices even in hands-free mode, while driving on school grounds or to and from a school-related activity.

Students leaving class for a restroom break should leave their phones in their backpack/purse. Students using cell phones/electronic devices outside of classrooms during instructional minutes of one of their enrolled courses will have his/her cell phone/electronic device confiscated pending cell phone violation guidelines listed below.

General Discipline for Violation of Cell Phone Guidelines for All Grade Level Students:

If a student violates the limits or restrictions upon use of an electronic signaling or imaging device under District Board policy or administrative regulation, the law, or other rules of the District relating to the use of electronic signaling or imaging devices, then the student will be subject to disciplinary consequences. Such disciplinary consequences may include, but are not limited to, confiscation of the electronic signaling or imaging device, detention, a conference with the student and the student's parent/guardian, suspension, or more severe disciplinary consequences.

- For the first infraction, students will be issued a warning when they have violated their school-level rules and their **electronic signaling or imaging device(s) will be confiscated**. The electronic signaling or imaging device(s) will be kept in the central office in a secure location. The electronic signaling or imaging device(s) **will be returned to the student at the end of the day**.
- If a second infraction occurs, the **electronic signaling or imaging device(s) will be confiscated**. The parent/guardian of the student who has their electronic signaling or imaging device(s) confiscated shall be notified by administration or designee. The electronic signaling or

imaging device(s) **will be returned to the parent/guardian at the conclusion of the school day.**

- If a third infraction occurs, other disciplinary measures will result, in accordance with **PGUSD Board Policy and Regulations 5146**).
- Students are expected to place their phones in the wall hangers or in a bin upon entering a PGHS classroom. Per **CA Ed. Code 49908**, if students do not follow this direction of the teacher their cell phone will be confiscated and they will serve a detention/Saturday School, depending on the number of infractions.
- If a student chooses to bring an iPod or cell phone on campus, they do so at their own risk.

If the student whose electronic signaling or imaging device(s) has been confiscated needs to use the phone to contact a parent/guardian, they may request to use the phone in the Main Office.

SEARCH OF ELECTRONIC SIGNALING OR IMAGING DEVICE FOR ALL GRADE-LEVEL STUDENTS

Law enacted in January 2016 limited schools from searching student phones without the phone owner's permission, unless someone's life is in danger or there is evidence the phone was used during a violation of board policy or CA Ed. Code. If administration contacts parents/guardians for permission to search a student's phone it is more than likely connected to a current investigation due to such a violation.

SATURDAY SCHOOL

Saturday School is assigned to students for trancies, a ninth tardy, missed detention and other less severe discipline problems. Saturday School is NEVER used for offenses such as fighting, drug/alcohol possession or sale, possession of weapons or other more serious offenses. Saturday School will be offered at least once a month and may be rescheduled only once at the discretion of the Assistant Principal. Students who are assigned Saturday School will be required to attend from 9:00 a.m. to 11:00 a.m. at PGHS and turn in their cell phone(s)/smart watch or device in order to stay focused on quiet study time. Students are required to bring class work and may bring their own laptop. Students not following the rules of Saturday School will be excused and assigned additional detention/Saturday School hours.

SENIOR EXPECTATIONS

- Seniors are expected to be on time to school and to each class on the day of the senior trip. Students may be pulled from attending the trip for arriving tardy to school or class without an excused absence.
- Any senior who is suspended during his/her senior year for any of the following infractions will be ineligible for the next senior activity, will be subject to appropriate consequences as outlined in this handbook, and will be placed on senior probation.
- The probation period will extend for the remainder of the year and a second violation of any of the listed infractions will result in the loss of participation in graduation ceremonies. During the period of time between the last senior activity and graduation, any infraction, regardless of whether it is the first or second occurrence, will result in the loss of participation in the graduation ceremony.

SUSPENSION

Suspension from school requires a student remain under his/her parent or guardian's custody during regular school hours. **Suspended students are not to be on or near the school campus or other PGUSD property during the suspension. Students are ineligible to participate, as a participant or spectator, in any school-related activity during their suspension and will lose their off campus privilege for the remainder of the semester.** Students may be suspended for any violation of **CA Ed. Code 48900** listed below. (**PGUSD Board Policies/Administrative Rules and Regulations 6053**) **Students who have repeated suspensions throughout the year are subject to alternative placement.** Following are the suspendable offenses as listed under the **CA Ed. Code 48900**:

- a) 1. "Caused, attempted to cause, or threatened to cause physical injury to another person."
 2. Willfully used force or violence on another person, except in self defense.
- b) "Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal."
- c) "Unlawfully possessed, used sold, or otherwise furnished, or been under the influence of, any controlled substance, listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind."
- d) "Unlawfully offered, arranged, or negotiated to sell any controlled substance, listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant."
- e) "Committed or attempted to commit robbery or extortion."
- f) "Caused or attempted to cause damage to school property or private property."
- g) "Stolen or attempted to steal school property or private property."
- h) "Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets betel and electronic cigarettes. However, this section does not prohibit use or possession by a pupil of his/her own prescription products."
- i) "Committed an obscene act or engaged in habitual profanity or vulgarity."
- j) "Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health & Safety Code."
- k) "Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties."
- l) "Knowingly received stolen school property or private property."
- m) "Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm."
- n) "Committed or attempted to commit a sexual assault (**Penal Code 261, 266c, 286, 288, 288a, or 298**) or committed a sexual battery" (**Penal Code 253.4**).
- o) "Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both."
- p) "Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma."
- q) Engaged in, or attempted to engage in, hazing.
- r) "Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined by subdivision (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
 (1) Bullying means any severe or pervasive physical or verbal act or conduct...including one or more acts committed by a pupil or group of pupils (ie. group chat or DM)...directed toward one or more pupils that has been or can be reasonably predicted to have the effect of one or more of the following:
 (a) Placing a reasonable pupil or pupils in fear or harm to that pupil's or those pupils' person or property.
 (b) Causing a reasonable pupil to experience a substantially detrimental effect on his or physical or mental health.

- (c) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (d) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- s) "A pupil who aids or abets the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion."
- t) "A pupil who aids or abets in the attempted or infliction of physical injury to another."

48900.2 Sexual Harassment

"A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines the pupil has committed sexual harassment as defined in Section 212.5."

48900.3 Hate Violence Crime

"A pupil in any grades 4-12 inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines the pupil has caused, attempted to cause, threatened to cause, or participated in, an act of hate violence as defined in **CA Ed. Code 33032.5**.

48900.4: Harassment/Intimidation

"Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment."

48900.7 Terrorist Threats

"Terrorist threats against school officials, school property, or both."

WEAPONS

Possession of any knife, regardless of size or use, firearm, imitation firearm, or any other type of weapon is an expellable offense. Students are subject to the following discipline at the first and any subsequent occurrences: Automatic five-day suspension, notification of legal authorities and recommendation for expulsion.

All unauthorized items brought to school and confiscated by staff, such as but not limited to: skateboards, scooters, radios, cell phones, iPods, electronic devices, markers, toys, etc. and related items may or may not be directly returned to the student. Parents/Guardians may recover confiscated items not held in evidence upon administrative approval within a reasonable period of time. Items not recovered within a reasonable period of time will be discarded. Pacific Grove High School is not liable for any damage or loss to these confiscated items. The primary objective of requiring students not to bring restrictive materials to school is to ensure students' focus on educational tasks, students' safety and to prevent the loss and damage to private property.

Discipline Rules and Boundaries

OFF-LIMIT AREAS:

- Student and/or Faculty parking areas during break/class
- Football/Baseball Fields
- Behind Gyms, Dance, and locker rooms
- Behind I (Foods Room) without employee supervision and N Wing (Woodshop)
- Pool and deck area
- Tennis Courts
- Bottom of stairs leading to back of pool/weight room/bottom of elevator
- **Exception: Students may be in the gym at lunch while there is a staff member or district-cleared volunteer present. Students may not be outside of the gym during this time unless going to or from the gym area.**

BEHAVIOR GUIDELINES

The following guidelines are a matrix of possible consequences for violation of CA Ed. Code and school policy.

Pacific Grove High School Behavior Guidelines

EC=Education Code PC=Penal Code HSC=Health and Safety Code

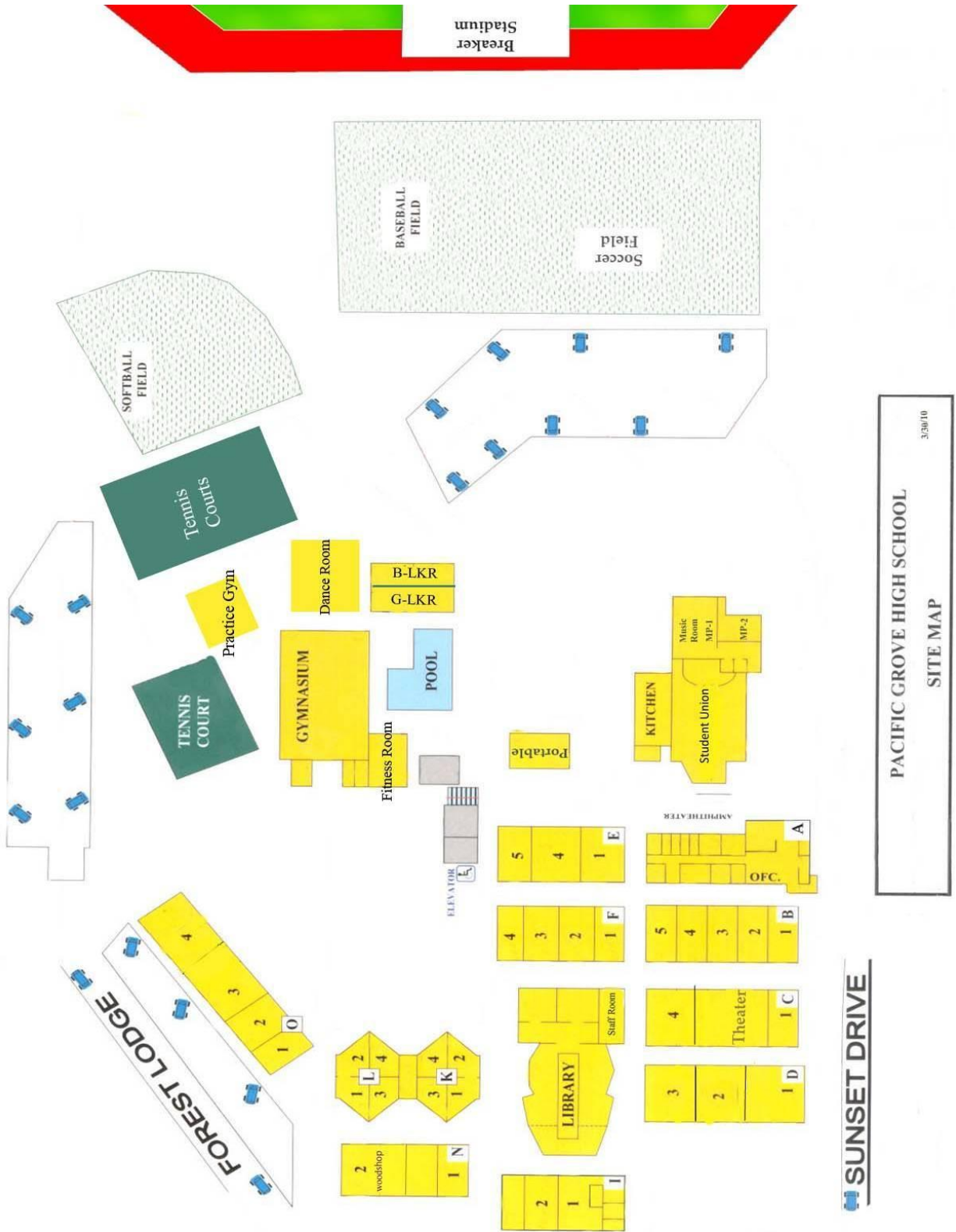
ISSUES	VIOLATIONS	CONSEQUENCES
1. PHYSICAL INJURY & VIOLENCE <i>MUTUAL COMBAT/FIGHTING/ THREATS/ASSAULT</i> EC § 48900 (a1) EC §48900 (s) EC §48900 (t)	(a1) Caused, attempted to cause, or threatened to cause physical injury to another person; fighting/mutual combat. Threats (telephone, written, electronic): Bomb threats, verbal threats (not terrorist threats-see below); Assault: Verbal attack, attempt to cause injury, place person in fear. (s) Aiding or abetting infliction of physical injury.	✓ Suspension EC § 48900 (a1) or (s); (t) – aides or abets: not stopping fight, informing staff, taking pictures/video. ✓ Referral to Counseling. ✓ Police Citation - Fighting on school grounds: PC 243.2, 415; Criminal threats: 422; Threatening phones calls: 653m ✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a5).
2. BATTERY EC § 48900 (a2)	(a2) Willfully used force or violence upon another person, except in self-defense: striking, shoving and/or kicking. Not mutual combat. Battery against student, battery against staff member. Battery: Unlawful injury, beating, hitting of another person – does not fight back.	✓ Suspension EC § 48900 (a2). ✓ Referral to Counseling. ✓ Police Intervention PC 242, 243.2. ✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a5).
3. WEAPONS/DANGEROUS OBJECTS EXPLOSIVES/REPLICA WEAPONS EC § 48900 (b) (m) US Code, Section 921, Title 18	(a2) Assault with deadly weapon. (b) Possessed, sold, or otherwise furnished any firearm (handgun, rifle, shotgun, pistol), knife (dirk, dagger, fixed, sharpened blade for stabbing, screwdriver), explosive, or other dangerous object (aims or points a laser pointer at another), possession, use of fireworks,	✓ Suspension EC § 48900 (b) (m). ✓ Police Intervention PC 626.9, 244.5, 417, 653 (g). PC626.10 ✓ Fire Department Intervention (Explosives) PC 148.1, HSC 12000, 12301 (a). ✓ Expulsion Recommendation – EC § 48915 [Mandatory for brandished knife

	<p>firecrackers, snappers, poppers, lighter, matches, razor blades, shocking pens. EC 48915 (c5) Explosives: M80, bottle rocket, dynamite, bomb, grenade, nitroglycerin, blasting caps. (m) Possessed an imitation (replica) firearm: BB gun, pellet gun, paint gun.</p>	<p>(c2), possession of a firearm (c1), explosives (c5)]. ✓ Expulsion Recommendation – locking blade or similar knife or other dangerous object regardless of size. ✓ Other weapons: to include, but not be inclusive of: switchblade, stiletto, box cutter, billy club, sandbag, nunchuk, ninja star, mace, pepper spray, sling shot, sword, stun gun, brass knuckles.</p>
<p>4. CONTROLLED SUBSTANCE POSSESSION, USE, OR UNDER THE INFLUENCE Suspension EC § 48900 (c) (h)</p>	<p>(c) Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol, or intoxicant.</p>	<p>✓ Suspension EC § 48900 (c) (h) ✓ Police Intervention/Citation: PC 390, 415, 502, 647f,</p>
<p>5. SALE OF CONTROLLED SUBSTANCE OR PARAPHERNALIA EC § 48900 (d) (j) (p)</p>	<p>(d) Offered, arranged, or negotiated to sell a controlled substance, alcohol or intoxicant and then provided a replica substance. - Includes arrangements made during school hours on campus or at school activities via electronic means</p>	<p>✓ Suspension EC § 48900 (d) (j) (p) ✓ Police Intervention/Citation/Possible arrest: PC 966 Drug deal ✓ Automatic recommendation for expulsion for substance(s) sale</p>
<p>6. PROPERTY DAMAGE/ VANDALISM GRAFFITI/ARSON EC § 48900 (f)</p>	<p>(f) Caused or attempted to cause damage to school property or private property. Possession or graffiti implements (markers, scribes, liquid or aerosol paint).</p>	<p>Suspension EC § 48900 (f). ✓ Restitution to Victim/Community Service. ✓ Police Citation - Graffiti: PC 594 (a1), 594.1, 640.5; Vandalism: PC 594; Arson: PC 451, 452; Hit and Run: 480, 481; Tampering with a Vehicle: 504 ✓ Fire Department Intervention PC 451, 452. ✓ Expulsion Recommendation.</p>
<p>7. THEFT, ROBBERY, AND/OR EXTORTION EC § 48900 (e) (g) (l)</p>	<p>(g) Caused or attempted to steal school property or private property. (l) Knowingly received stolen school property or private property (Possession of stolen goods).</p>	<p>✓ Suspension EC § 48900 (e) (g) (l). ✓ Restitution to Victim/Community Service. ✓ /Police Intervention PC 211s, 422, 459, 484, 487, 488, 496. ✓ Expulsion Recommendation.</p>
<p>8. TOBACCO EC § 48900 (h) EC § 48901</p>	<p>(h) Possessed or used tobacco or nicotine products: Cigarettes, cigars, mini cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel or electronic cigarettes/vaping products.</p>	<p>✓ Suspension Code (h) ✓ Police Citation PC 308 (b). ✓ Referral to Smoking Cessation Program. ✓ Suspension EC § 48900 (h). ✓ Referral to Counseling.</p>
<p>9. PROFANITY & VULGARITY OBSCENITY EC § 48900 (i)</p>	<p>(i) Committed an obscene act or engaged in habitual profanity or vulgarity: Indecent exposure (may/may not be sexual harassment), mooning, urinating in public, possession of pornographic literature or use of pornographic Internet websites, lewd or obscene gestures</p>	<p>✓ Teacher warning; Teacher suspension; Detention or Suspension. ✓ Administrative Conference. ✓ Suspension Automatic if profanity is directed toward a school official EC § 48900 (i). ✓ Police Intervention. PC415(3), 647</p>

<p>10. PARAPHERNALIA EC § 48900 (j) HSC 11364</p>	<p>(j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia: Lighters, pipes, smoking or injecting devices, syringes, Zig Zags (rolling papers), roach clips, bowls, bong, vaping pens/juice.</p>	<p>✓ Suspension EC § 48900 (j). ✓ Referral to Counseling. ✓ Police Intervention.PC308(b) B&P4140 ✓ Expulsion Recommendation.</p>
<p>11. DISRUPTION & DEFIANCE EC § 48900 (k) EC § 48900.4</p>	<p>(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. Unlawful assembly, inciting riot. Cheating, bus misconduct, classroom disruption, not complying with assigned discipline consequence, forgery, gambling, littering, throwing objects, setting-off fire alarm.</p>	<p>✓ Teacher warning; Removal from class/activity; Teacher suspension. ✓ Detention or In-House Suspension. ✓ Administrative Meeting and Counseling. ✓ Suspension EC § 48900 (k); 48900.4 – creating hostile environment. ✓ Expulsion recommendation for repeated violation. ✓ Police Intervention: Resisting or obstructing a police officer - 148</p>
<p>12. SEXUAL ASSAULT OR BATTERY EC § 48900 (n)</p>	<p>(n) Committed or attempted to commit a sexual assault, or committed a sexual battery: Rape, sodomy, child molestation, statutory rape. Refer to PC 243.4, 261 - 269, 286, 288.</p>	<p>✓ Suspension EC § 48900 (n). ✓ Police Intervention PC 243.4, 261 - 269, 286, 288. ✓ Expulsion Recommendation.</p>
<p>13. WITNESS HARASSMENT OR INTIMIDATION EC § 48900 (o)</p>	<p>(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding...(for prevention of being a witness or retaliation for being a witness)</p>	<p>✓ Suspension EC § 48900 (o). ✓ Police Intervention, PC 136.1</p>
<p>14. HAZING EC § 48900 (q) EC § 32050</p>	<p>(q) Engaged in or attempted to engage in hazing as defined in EC § 32050. Hazing: Initiation into school/student body clubs or organizations in a manner that causes or is likely to cause bodily damage, harm, degradation, disgrace, or physical or mental harm to a student.</p>	<p>✓ Suspension EC § 48900 (q). ✓ Police Intervention PC 242, 212.5., 245.6 ✓ Expulsion Recommendation.</p>
<p>15. BULLYING EC § 48900 (r)</p>	<p>(r) Engaged in act of bullying. See page 48 for extensive definition.</p> <ul style="list-style-type: none"> • Physical or verbal act • Directed toward one person or a group of people • Cyber-bullying via electronic device/app • Affects academics • Affects participation in school activities, services, or programs • Causes physical or mental harm 	<p>✓ Detention -- depending on severity ✓ Saturday School – depending on severity ✓ Suspension EC § 48900 (r).</p>

<p>16. ELECTRONIC SIGNALING & OTHER DEVICES EC § 48901.5, EC § 48900 (k).</p>	<p>(a) The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees.</p> <p>(b) No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil. <i>(Amended by Stats. 2002, Ch. 253, Sec. 2. Effective January 1, 2003.)</i></p> <p>(For more detail see pgs 42-43)</p>	<p>✓ 1st Offense: Confiscation of device. Student reminded of policy and device returned at the end of the day. ✓ 2nd Offense: Confiscation of device. Parent/Guardian contacted to pick up device. ✓ 3rd Offense: Confiscation of device. Parent/Guardian contacted to pick up device. Detention ✓ Subsequent violations: Sat. School ✓ Suspension for defiance EC § 48901.5, 48900 (k).</p>
<p>17. SEXUAL HARASSMENT EC § 48900.2 PC 212.5 <i>Grades 4 to 12</i></p>	<p>Committed acts of sexual harassment: Unwanted sexual advances; sexual favors; sexual gestures, objects, or pictures; touching, assault; pantsing; derogatory comments, slurs, or jokes.</p>	<p>✓ Suspension EC § 48900.2. ✓ Police Intervention PC 243.4. ✓ Expulsion Recommendation.</p>
<p>18. HATE VIOLENCE EC § 48900.3 <i>Grades 4 to 12</i></p>	<p>Caused, attempted to cause, threatened to cause, or participated in any act of hate violence (expression of hostility due to race, gender, religion, disability, nationality, sexual orientation): Racial slurs over time, e-mail, insults, taunts, posting or distributing posters or leaflets, jokes, physical assault, vandalism, telephone calls, cross burning, destroying religious symbols.</p>	<p>✓ Suspension EC § 48900.3. ✓ Police Intervention PC 422.6 - 422.76, 628.1. ✓ Expulsion Recommendation.</p>
<p>19. HARASSMENT EC § 48900.4</p>	<p>Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students or school employees: Stalking, kidnapping.</p>	<p>✓ Suspension EC § 48900 (o) (r), 48900.4. ✓ Referral to Counseling. ✓ Expulsion Recommendation. Possible Police Report for Intimidating a Witness PC136.1</p>
<p>20. TERRORISTIC THREATS EC § 48900.7</p>	<p>Made terroristic threats against school officials, students, staff, or school property, or both, written or oral that could result in death, great bodily injury, or property damage in excess of \$1,000, even if not carried out. Person is in sustained fear of his or her own safety or family's safety.</p>	<p>✓ Suspension EC § 48900.7. ✓ Police Intervention PC 422. ✓ Expulsion Recommendation.</p>

<p>21. DRESS CODE EC § 48900 (k)</p>	<p>Violation of school dress code policy as outlined in the Student Handbook.</p>	<ul style="list-style-type: none"> ✓ Dress changed/Accessory seized ✓ Parent/Guardian notified. ✓ Driven home to change ✓ Detention ✓ Saturday School ✓ Suspension EC § 48900 (k).
<p>22. ATTENDANCE EC § 48260, EC § 48262, EC § 48264.5 (a) Disruption of school activities EC § 48900 (k)</p>	<p>Left campus during school day without obtaining permission through the attendance office first; no hall pass, left class without permission.</p>	<ul style="list-style-type: none"> ✓ Detention/Sat. School/Suspension. ✓ Truancy Letters/SART. ✓ Police Citation EC § 48264.5 (a) - ages 13 and above. ✓ Referred to SARB EC § 48320. ✓ Referred to District Attorney Mediation/Juvenile Court.
	<p>Truant from school or contributed to the truancy of other students.</p>	
<p>23. VISITORS/TRESPASSING/ CAMPUS DISRUPTION/THREATS, ASSAULTS TO SCHOOL OFFICIALS EC § 32211, 44811, 44014</p>	<p>Invited visitors to school for any reason during the school day; loitering/unauthorized presence on campus; threats to school officials by parents/guardian or adults; students visiting campus during suspension or expulsion period or during vacation period without permission</p>	<ul style="list-style-type: none"> ✓ Visitor escorted off campus. ✓ Persona non grata declaration/Restraining Order. ✓ Police Intervention/Citation - Trespassing PC 626.7-626.9; Threats to school officials: PC 71; Terroristic Threats: PC 422.
<p>24. DRIVING OR PARKING ON/NEAR CAMPUS</p>	<p>Reckless driving Speeding Parking in staff designated areas or illegal parking Parked in school lot without permit Blocking driveway</p>	<ul style="list-style-type: none"> ✓ Detention ✓ Possible suspension ✓ Banned from parking on campus ✓ Police citation: Reckless driving – 505; Speeding or racing- 510; Illegal parking -586; Vehicle blocking driveway;



PACIFIC GROVE HIGH SCHOOL
SITE MAP
3/30/00

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: Pacific Grove Community High School Handbook

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Lito M. García, Pacific Grove Community High School Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve the 2021-2022 Pacific Grove Community High School Handbook.

BACKGROUND:

Pacific Grove Community High School updates its Student Handbook annually for Board Approval. All school rules and regulations along with information regarding testing, eligibility, graduation requirements, behavior expectations, etc. are included and provided to all students.

INFORMATION:

Updates to the 2021-2022 PG Community High School Handbook include the following:

- Reformatted handbook
- Updated the following sections of the handbook
 - Daily schedule
 - Attendance
 - Enrollment
 - Graduation and Grades
 - School Services
 - School Policies and Expectations
 - Behavior and Discipline Guidelines
 - Suspension and Expulsion
 - Bullying/Cyberbullying

FISCAL IMPACT:

None.

Pacific Grove Community High School



Student / Parent Handbook 2021-2022



2021-2022 PGCHS STUDENT HANDBOOK

Board Policy Changes May Alter the Contents of This Handbook: Students and Parent(s)/Guardian(s) will be Contacted When This Occurs

Pacific Grove Community High School
 1004 David Avenue, Suite A
 Pacific Grove, CA 93950
 PHONE: (831) 646-6535
 FAX: (831) 648-8417
 WEBSITE: pgchs.pgusd.org

Name: _____

Email: _____

School Administration

Lito M. García, *Principal*

District Administration

Dr. Ralph Gomez Porras, *Superintendent*
 Song Chin-Bendib, *Assistant Superintendent*
 Billie Mankey, *Director of Human Resources*
 Ani Silva, *Director of Curriculum and Special Projects*
 Clare Davies, *Director of Student Services Special Education Coordinator*

Board of Education

John Paff, *President*
 Brian Swanson, *Clerk*
 Cristy Dawson, *Member*
 Jon Walton, *Member*
 Caroline Swanson, *Member*
 TBD, *Student Rep*

Pacific Grove Community High School does not discriminate on the basis of race, creed, color, national origin, gender or disability.

TABLE OF CONTENTS

School, Staff, and District Information _____ 4

Calendar _____ 5

Vision Statement/ESLRs _____ 6

Daily Schedule _____ 7

Attendance Policy _____ 7

Enrollment _____ 11

Graduation and Grades _____ 12

Counseling Support _____ 15

School Services _____ 16

Pacific Grove High School Events _____ 17

School Policies and Expectations _____ 18

Behavior and Discipline Guidelines _____ 21

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: <https://pgchs.pgusd.org/>

PACIFIC GROVE COMMUNITY HIGH SCHOOL STAFF

Lito M. García	Principal	lgarcia@pgusd.org
Sheri Deeter	Lead Teacher	sdeeter@pgusd.org
TBD	Teacher	
Desiree Babas	Administrative Assistant	dbabas@pgusd.org

PACIFIC GROVE UNIFIED SCHOOL DISTRICT ADMINISTRATION

Dr. Ralph Gómez Porras	Superintendent	rporras@pgusd.org
Song Chin-Bendib	Assistant Superintendent	schinbendib@pgusd.org

PACIFIC GROVE COMMUNITY HIGH SCHOOL

Pacific Grove Unified School District - 2021-2022						Date	Event
180 Day School Calendar							
	M	T	W	TH	F		
July 2021	26	27	28	29	30	7/30	New Hire Orientation
Aug 2021	2	3	4	5	6	8/2	Professional Development Day (Non Student Day)
	9	10	11	12	13	8/3	Welcome
	16	17	18	19	20	8/4	Teacher Prep Day (Non Student Day)
	23	24	25	26	27	8/5	First Day of School
	30	31	1	2	3		
Sept 2021	6	7	8	9	10	9/6	Labor Day Holiday
	13	14	15	16	17	9/17	END OF ROUND 1
	20	21	22	23	24		
	27	28	29	30	1	10/2	Butterfly Parade
Oct 2021	4	5	6	7	8	10/8	End of 1st Quarter (46 days)
	11	12	13	14	15	10/11-10/15	Fall Break
	18	19	20	21	22		
	25	26	27	28	29		
Nov 2021	1	2	3	4	5	11/5	END OF ROUND 2
	8	9	10	11	12	10/11	Veterans day Holiday
	15	16	17	18	19	11/24	Minimum Day for Students and Classified Staff
	22	23	24	25	26	11/25-11/26	Thanksgiving Holiday
	29	30	1	2	3		
Dec 2021	6	7	8	9	10	12/17	End of 2nd Quarter (42 days)
	13	14	15	16	17	12/17	End of 1st Semester (88 days) / END OF ROUND 3
	20	21	22	23	24	12/17	Minimum Day for Students and Classified Staff
	27	28	29	30	31	12/20-1/3	Winter Break
Jan 2022	3	4	5	6	7	12/21-1/3	Winter Break
	10	11	12	13	14		
	17	18	19	20	21	1/17	Martin Luther King Holiday
	24	25	26	27	28		
	31	1	2	3	4		
Feb 2022	7	8	9	10	11	2/11	END OF ROUND 4
	14	15	16	17	18	2/14-2/18	Presidents' Holiday
	21	22	23	24	25	2/21	Professional Development Day (Non Student Day)
	28	1	2	3	4		
March 2022	7	8	9	10	11	3/11	End of 3rd Quarter (42 days)
	14	15	16	17	18		
	21	22	23	24	25		
	28	29	30	31	1	4/1	END OF ROUND 5
April 2022	4	5	6	7	8	4/8	Minimum Day for Students and Classified Staff
	11	12	13	14	15	4/11-4/15	Spring Break
	18	19	20	21	22		
	25	26	27	28	29	5/25	GRADUATION DAY
May 2022	2	3	4	5	6	5/27	End of 4nd Quarter (50 days)
	9	10	11	12	13	5/27	End of 2nd Semester (92 days) / END OF ROUND 6
	16	17	18	19	20	5/27	Last Day of School
	23	24	25	26	27	5/30	Memorial Day
	30	31				5/31	Teacher Prep Day (Non Student Day)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #66B3FF; width: 20px;"></td> <td>First Day/Last Day of School</td> </tr> <tr> <td style="background-color: #90EE90; width: 20px;"></td> <td>Professional Development Day/Teacher Prep Day</td> </tr> <tr> <td style="background-color: #FFD700; width: 20px;"></td> <td>Welcome</td> </tr> <tr> <td style="background-color: #FF6347; width: 20px;"></td> <td>Minimum Day for Students and Classified Staff (3 total)</td> </tr> </table>		First Day/Last Day of School		Professional Development Day/Teacher Prep Day		Welcome		Minimum Day for Students and Classified Staff (3 total)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #FFFF00; width: 20px;"></td> <td>Breaks</td> </tr> <tr> <td style="background-color: #FF6347; width: 20px;"></td> <td>Holiday (8 total)</td> </tr> <tr> <td style="background-color: #66B3FF; width: 20px;"></td> <td>Local Holiday (5 total)</td> </tr> </table>		Breaks		Holiday (8 total)		Local Holiday (5 total)	
	First Day/Last Day of School															
	Professional Development Day/Teacher Prep Day															
	Welcome															
	Minimum Day for Students and Classified Staff (3 total)															
	Breaks															
	Holiday (8 total)															
	Local Holiday (5 total)															
185 Work Days - Current Teachers	186 Work Days - New Teachers	Instructional Days 180														

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 SCHOOLWIDE 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
9:00-9:45AM	Math	Math	Math	Math	Math
9:45- 10:30AM	Independent work & tutoring	Class A	Independent work & tutoring	Class A	Independent work & tutoring
10:30-10:45AM	Break	Break	Break	Break	Break
10:45-11:45AM	Independent work & tutoring	Class B	Independent work & tutoring	Class B	Independent work & tutoring
11:45-12:30PM	PE, health, scheduled activities	Independent work, tutoring, art, enrichment, etc.	PE, health, scheduled activities	Independent work, tutoring, art, enrichment, etc.	PE, health, scheduled activities
1:00-2:30PM	Afternoon Workshops	Afternoon Workshops	Afternoon Workshops	Afternoon Workshops	Afternoon Workshops

ATTENDANCE POLICY

The Administration and Staff of Pacific Grove Community High School believe that if a student is absent from class, the educational experience lost during the absence is irretrievable. Interaction in the classroom setting can seldom be duplicated through make-up work. Insofar as class participation is an integral part of student’s learning experiences, parent(s)/guardian(s) and students shall be encouraged to schedule medical appointments during non-school hours.

ENROLLMENT

Qualifications for enrollment to Pacific Grove Community High School: A student must live with natural parents or an adult who has legal guardianship and live within the Pacific Grove Unified School District attendance boundaries. Students who live with relatives must show proof of court-ordered guardianship or complete the District’s Caregiver Authorization form before a student may be enrolled at Pacific Grove Community High School.

PERMITS TO LEAVE CAMPUS/PARENT/GUARDIAN REQUEST TO PICK UP

Students leaving campus prior to the end of their regular school day must have a parent/guardian call the front office BEFORE being picked up and signed out in person with the front office – an email is not sufficient for verification. Any student, who leaves the campus without being properly signed out, will be marked truant.

Prearranged Early dismissal: If your student will need to leave school for any reason, please send them to school with a note for the front office. Remind your student that they will need to stop by the front office when they return to campus. Failure to do so will result in truancy.

RE-ADMITS

Students need re-admits to clear their absences; they may obtain these before school, during the break, and during lunch. When clearing absences, please note that only a parent or guardian can clear an absence. *PGUSD Board Policy 5121.1* states that a student has 72 hours in which to clear an absence

in order to make up any missing assignments. Clearing absences is the responsibility of the parent(s)/guardian(s) and student. Failure to clear absences in a timely manner could result in truancy.

MESSAGES & DELIVERIES TO STUDENT / CALLING STUDENTS FROM CLASS

Messages and deliveries for students will only be distributed between classes. Classroom interruptions jeopardize student learning. All messages and deliveries must be for a valid emergency. Please note that items such as flowers, balloons, and gifts will not be accepted for delivery to students by the Pacific Grove Community High School Staff. Also, please respect instructional minutes, know the times for break/lunch/after school, and refrain from texting/calling your student during class time – many students use this as an excuse to disrupt instruction to check his/her phone. Call slips or phone calls are used by staff when they need to see students during class time. Students should report immediately to the person requesting to see them. Class disruptions will be kept to a minimum whenever possible.

PHONES AND MESSAGES

Telephones in the front office are available to students **ONLY** outside of class time and with permission, which includes lunch and break. Since it is important to keep classroom disruptions to a minimum, **messages and items (flowers, balloons, lunches, clothes, etc.) from home to classrooms cannot be delivered.** Reminders for appointments or after-school activities should be made in advance. In the case of a medical or life-threatening emergency, where you must reach your child immediately or speak to someone immediately, dial 831-646-6535 or come to the main administrative office at Pacific Grove Community High School. Cell phone use is permitted only during break; any student using a cell phone during a restroom break will have the phone confiscated – phones should be turned off and left in a backpack/purse during class and restroom breaks unless teachers provide time to use technology in class. Parent(s)/Guardian(s) should refrain from texting students during instructional minutes as it is a disruption to their child's education.

EXCUSED ABSENCES

The State of California considers illness, medical appointment, and the funeral of an immediate family member to be excused absences. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law *CA. Education Code 46014*. Justifiable personal necessity may be excused with administrator approval – see the front office for the form. Seven excused absences (10 for period 1) are allowed per semester. After seven absences (10 in period 1) an absence will be considered excused only if an illness is documented by a physician or a court appearance is documented by the court. (Time missed from class while attending extracurricular or co-curricular is not considered an absence.) Beyond seven absences (10 in a period) that are not excused by a physician's note or documentation from the court will be considered excessive absences.

CLASSWORK/MAKE UP POLICY

Students are expected to complete all work assigned in each class. When a student has an excused absence, he/she will be given one day for each day of absence to make up classwork. If you know that you will be absent, it is recommended that you contact the classroom teacher via email to arrange for homework and to view posted assignments. Please allow at least 24 hours for teachers to respond with information regarding your request.

REQUEST FOR JUSTIFIABLE ABSENCE

The Principal reviews all appeals. A **Justifiable Absence Form** must be picked up in the front office, filled out completely, and turned in at least two weeks prior to the absence. **NO EXCEPTIONS.** Case-by-case issues of exceptions are such things as college visitations and bereavement. The Principal will also review appeals based on illness beyond seven days which may have unusual circumstances. *Note: Two college visits per year are allowed only through the appeal process.* Family vacations should take place during school breaks. Please refer to district school calendars (current and the following year) when planning vacations.

If granted, students are expected to keep up with schoolwork while out and to make arrangements with their teachers for turning in work. Students may be required to turn in work prior to missing school. In addition, there will be no grace period given to make up exams and students may be required to take any missed exams immediately upon returning to school.

UNEXCUSED ABSENCES / TRUANCY

Unexcused absences are absences that don't qualify according to **CA. Education Code 48200**. An unexcused absence is one that occurs without permission of the student's parent or legal guardian for reasons other than illness, quarantine, funeral, medical, or legal business. Examples of unexcused absences are trips, inclement weather, transportation problems, babysitting, work, and truancy. A student will receive detention at the first unexcused absence/truancy, and Saturday Schools for Subsequent unexcused absences. Students may not receive credit for work missed due to unexcused absences per teacher discretion. Six unexcused absences/truancies in one year will result in a referral to the District Attorney's office.

- Any student who is absent from school, without a valid excuse, more than three (3) days ***or*** absent or tardy in excess of 30 minutes on each of more than three (3) days in one (1) school year is a truant. **CA. Education Code 48260**
- The following **CA. Education Code** reference applies to ALL unexcused absences: The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. **CA. Education Code 48913**
- Teachers are encouraged to allow students to make up all work that can be reasonably provided. In such cases, the student will be responsible for all make-up arrangements. Work will be completed within the time specified by the teacher. Excessive absences without make up may result in a failing grade for the course.
- Parent(s)/Guardian(s) need to make prior arrangements with the front 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.

When the student's attendance problems cannot be resolved or the student and parent(s)/guardian(s) have failed to respond to directives to correct the problem, a student who has been classified as truant may be referred to the District Attorney or probation officer for truancy mediation.

A student's grades may be affected by excessive unexcused absences in accordance with PGUSD Board policy 5113: Students with excessive unexcused absences (25% of the school days in a quarter) may receive a failing grade, not receive credit for the class(es).

EXTRACURRICULAR and FIELD TRIP ACTIVITIES ATTENDANCE REQUIREMENT

In order to practice or participate in an extracurricular activity or a field trip, on any given day, a student must be present in classes for **at least half of the instruction minutes of the day**. If a group is leaving for an event before school begins, a member must be in attendance the day before the event for half the instruction minutes of the day.

TARDY POLICY

PGCHS views punctuality as an important function for future college and/or career aspirations. Any student who arrives in class after the bell marking the beginning of class is tardy. Please be aware that some teachers may define a tardy as not being in an assigned seat. The following consequences will be applied to discourage tardiness.

- 1st, 2nd & 3rd Offense Student goes to class marked tardy (unexcused). Students will be aware of tardies via Synergy attendance feature.
- 4th Offense Student’s family will be contacted.
- 5th to 8th Offense Upon teacher request - loss of activities.
 Student given date, time, and location of detention via on-site notification.
 Student and parent/guardian notified. Meeting with Administration/Lead Teacher- loss of cell phone for the school day per Administration/Lead Teacher discretion
 -When requested by Administration, the Parent/Guardian shadows the student at school.
- 9th or more Offense Student and parent/guardian notified. via email or phone call. Teacher and/or administration will assign student to additional afternoon sessions.

Students will have their tardies “zeroed out” with a fresh start for the second semester IF s/he has served all detentions issued for the semester.

TRUANCY POLICY

- 1st Offense Staff will contact the home regarding the absence.**
 - Parent/Guardian Contacted
 - Meeting with Administration/Lead Teacher
- 2nd Offense Staff will contact the home regarding the absence.**
 - If verified truant, then the student meets with the Administration/Lead Teacher.
 - **Loss of PGCHS activities for one event**
- 3rd Offense Message sent home**
 - Referral to Principal – direct contact made by Administration/Teacher to the parent/guardian – appropriate intervention noted in the discipline file.

- Continued discipline found in Step 2
- When requested, parent/guardian, shadow the student throughout the school day to ensure attendance.
- Parent/student warned of D.A. notification
- **Monterey County D.A. Truancy Abatement Letter #1 generated**

4th Offense

Message sent home

- Direct contact with parent(s)/guardian(s) made by the Administrator.
- **All student field trips are taken away for the remainder of the semester**
- When requested, parent/guardian, shadow the student throughout the school day to ensure attendance.
- Parent/student warned of D.A. notification
- **Monterey County D.A. Truancy Abatement Letter #2 generated**

5th Offense

Message sent home

- **Mandatory meeting set up with Administration, Counselor, parent/guardian, and student.**
- When requested, parent(s)/guardian(s), shadow the student throughout the school day to ensure attendance.
- Parent/student warned of D.A. notification
- **Monterey County D.A. Truancy Abatement Letter #3 generated**

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 the approval of the 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 once approved, attend an orientation conference at Pacific Grove Community High School with the Principal, Lead Teacher, and their parent(s) or guardian(s).

In addition to new students attending an orientation conference with their parent(s)/guardian(s), all returning students and their parent(s)/guardian(s) will be required to attend an orientation with PGCHS staff at the beginning of each academic year.

If anytime during the year there is a consensus among the staff and principal that a student is not benefiting from enrollment at Pacific Grove Community High School, the parent(s)/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 Pacific Grove Community High School may return to Pacific Grove High School at the beginning of a semester, only after attending an entire semester at PGCHS 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.

EMERGENCY CONTACT

In case a parent or guardian cannot be reached by telephone, only the people listed on the Emergency Card may be contacted. Please list three local contacts on the Emergency Card and keep this information up-to-date. Parent(s) or guardian(s) are responsible for notifying the front 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(s) in regards to the student.

TEMPORARY GUARDIANSHIP

Parent(s) need to make prior arrangements with the front 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.

CHANGE OF ADDRESS, E-MAIL, OR LEGAL GUARDIANSHIP

All changes should be immediately registered in the office, 831-646-6535. Proof of new residency will be required.

GRADUATION REQUIREMENTS & GRADING POLICY

GRADUATION REQUIREMENTS

To **earn a diploma** from Pacific Grove Community High School, a student **must earn a minimum of 200 units of credit** and complete **48 hours of community service**: 12 hours due per academic year. Pacific Grove Community High School shall graduate and grant a diploma to any pupil who satisfactorily completes the following requirements.

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

GRADING POLICY: At Pacific Grove Community High School, credits are broken into points. Ten (10) points of completed work are 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.

Students, teachers, and parents/guardians collaborate to develop an Individual Learning Plan (ILP) for each student. 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:

In general, homework assigned at the high school level is expected to require approximately thirty minutes per academic class or approximately two to three hours of the student’s time outside of the school day on a regular basis. Homework may be specific to the content of a subject and is expected to incorporate reading, writing, and critical thinking, and independent study skills development and application *PGUSD Board Policy 6154*. Homework that is copied is considered a violation of the Academic Dishonesty Policy and will receive a zero grade. Teachers will regularly monitor and evaluate the amount of time homework assignments are taking students to complete and will assess and recommend any adjustments as needed. Teachers assigning technology-based homework assignments will offer non-technology-dependent homework as an alternative, if possible. Departments will make every effort to coordinate projects and larger assignments so that conflicts in due dates will be minimized.

PGCHS understands the amount of homework for some will be an ongoing struggle; for those students, we recommend the following:

- 1) Start as early as possible so questions can be sent to teachers via email, Google Classroom, or in person.
- 2) Use the provided PGCHS planner to write down assignments/due dates and/or use apps for time management.
- 3) Utilize time provided in classes and ask peers and staff questions before leaving campus.
- 4) Remove all electronic devices that may disrupt you – especially cell phones!
- 5) Speak with your teacher(s) privately if there are consistent or excessive homework assignments that demand longer minutes/hours than usual.

MAKE UP WORK

Make-up work is defined as all classroom work and exams. Homework is the work assigned by a teacher to be completed outside of the classroom.

- **Responsibility: Students are responsible for requesting make-up work and homework after an excused absence.** These requests should be made at the teacher's convenience on the day the student returns to school, Tuesday through Friday, regardless of whether or not the student has that class that day. If the absence is an extended absence (longer than a week) due to illness or emergency, the parent/guardian should contact the student's teacher to facilitate making up both classroom work and homework.
- **Due Dates:** The teacher will determine when make-up work is due. If the absence is less than a week, the student will have one day for each day of an excused absence to turn in homework.
- **Suspension:** Students may request make-up work and homework from their teachers upon returning to school after the period of suspension is over. The make-up work will be graded, and the student will receive credit for that work. If the student is suspended for longer than one day, the parent/guardian may request a homework packet from the teacher that can be picked up from the Front Office by the parent/guardian of the student between 2:30 and 3:00 p.m. (The

suspended student is not allowed on campus during the period of suspension.) **This homework will be due to the teacher upon return to school.** In lieu of requesting homework during the time of a suspension that is longer than one day, the student would contact the teacher upon return to school and receive their assignment and a due date for the missed work at that time.

- All students are encouraged to get information about classroom work and homework by calling friends, or by checking on Google Classroom for assignments when made available by particular teachers in this manner.

REPORT CARDS: Every six weeks credits are totaled and report cards are sent to the parent(s)/guardians(s) and students. Parent(s)/Guardian(s) are also kept up-to-date on their student's progress through phone calls, emails, and/or parent/guardian 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 front 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 front office. Pacific Grove 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. Teachers and/or staff will periodically talk with student's employers to discuss the student's progress. If students are not meeting their weekly point goals at PGCHS, their work permits may be revoked.

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 Lead teacher, complete a Monterey Peninsula College (MPC) dual enrollment form, and secure administrative permission from the Principal 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, parent(s)/guardian(s), counselor, Principal, and lead teacher prior to enrollment.
- If students plan to return to Pacific Grove High School, the PGHS counseling office will calculate the number 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 Pacific Grove Community High School.

COUNSELING SUPPORT

Our Outreach Counselor is available to every student. Though not a licensed therapist, she provides a confidential, safe place for struggling students. Pacific Grove Community High School offers group and individual counseling to those students who are experiencing personal and/or school-wide issues. The outreach counselor visits the school once each week in order to work with students on further developing their career and college plans. Services include:

- Student crisis
- Academic intervention
- Short-term coping skills for anxiety and depression
- Time and stress management
- Financial Aid Application (FAFSA)
- Referrals to community services
- Additional support for special populations

COUNSELING

- **Student Study Team (SST):** For those students who are having academic problems or are experiencing other issues outside the classroom an SST Committee consisting of the Principal or Principal's designee, counselor, teachers, parent(s) or guardian(s), student, and district personnel will gather information about the student and will meet and develop a plan of interventions aimed at assisting the student inside and outside of the classroom. Please contact the Counselor for additional information.
- **Outreach Counselor Services:** Free, optional program for students needing support for any academic or at-risk behavioral health issue that is negatively affecting academics, including academic intervention check-ins, and program referrals and resources for drug/alcohol-related suspensions. Students meet with a counselor one day per week, bi-weekly, or once per month based on need. Contact Michelle Cadigan at 646-6590 ext. 332.
- **Seaside Youth Resource Center:** Free programs available for all Monterey Peninsula youths, including drug/alcohol counseling with the Seven Challenges program. Other programs for mental/emotional health, truancy issues, employment support, and gang involvement are available for teens and parent(s)/guardian(s). Contact the SYRC at 899-1105.

SCHOOL SERVICES

FOOD SERVICE: Pacific Grove Community High School has two break periods per day, one during each session (see schedule on pg. 6). We are a **CLOSED** campus, 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 an 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 Sessions 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 meals. Check in the school office for application forms. Parent(s)/Guardian(s) or students may pay in advance to have credit on their meal accounts. **Please notify the school office of any food allergies.**

PLEASE SEE THE PACIFIC GROVE UNIFIED WEBSITE FOR MORE INFORMATION
[\(<https://www.pgusd.org/Departments/Food-Services/index.html>\)](https://www.pgusd.org/Departments/Food-Services/index.html)

HEALTH SERVICES – Use of Prescriptions and Over-the-Counter Medications

In compliance with *Ca. Ed. Code section 49423*, when an employee of the school district gives medication to a student, the employee must be acting in accordance with the written directions of a physician and with the written permission of the student’s parent or legal guardian. These authorizations must be renewed whenever the prescription changes or at the beginning of the new school year – forms can be obtained through the Main Office. A prescription label on the container is not acceptable as a physician’s statement. Over-the-counter medications will be given only if prescribed by a physician or dentist and are NOT allowed to be carried by students or left in vehicles.

Students who become ill at school will be sent to the Main Office to determine if they need to be checked out of school. Prior to releasing a student, the office must make parent/guardian contact, notifying the parent/guardian that the student either needs to be picked up or is being sent home. If no parent/guardian contact can be made, the student must remain in school. In cases of emergency, paramedics will be called and parent/guardian notified as soon as possible. According to district board policy, school staff may not recommend or administer over-the-counter medication to students without a physician's form on file authorizing it. **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 Main Office and should be returned to the Main Office. **Parent/Guardian permission and physician authorization forms must be completed and on file in the school office before any medications can be administered by school staff.** 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. **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 should prescribe medications. If possible, discuss with your physician the possibility of arranging medication times during out-of-school hours. If a student has a condition that could result in an emergency situation during the school day, please contact the Main Office 646-6535, to develop a specific emergency plan that can be attached to the student’s emergency card.

STUDENT HEALTH (related to parent/guardian)

You have the right as a parent/guardian:

To be informed that school authorities will notify students in grades 7 to 12 that they may be excused from school for the purpose of obtaining confidential medical services without your consent. ***Ca. Ed. Code §46010.1***

Student mental health services are available through the Pacific Grove Unified School District by contacting:

Clare Davies, *Director of Student Services* 831-646-6523

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 low-cost accident insurance that can be purchased from Myer-Stevens (forms are available in the Main Office).

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 Pacific Grove 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: Pacific Grove 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 PGCHS 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 the 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 Pacific Grove 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 Pacific Coast 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 the 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 *Ca. Ed. 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 *CA 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/guardian 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, with permission, outside of class time, which includes break, 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 Pacific Grove 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 PGCHS, students are expected to silence their cell phones upon arrival. Students are expected to stay off their cell phones or any other electronic devices, not approved by the school district during instruction time. If cell phones or other devices become an issue during instruction, your teacher/administrator/staff will:

- Speak to the student
- Contact home
- Send a referral to the administrator

This policy is intended to increase student focus on in-class learning and credit recovery, reduce the likelihood of cyberbullying during the school day, and 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/Guardians 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, Pacific Grove 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. Pacific Grove Community High School provides a bicycle rack to lock up bicycles. Skateboards may be brought to the front 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.

Security cameras have been installed at strategic locations to monitor student behavior.

PERSONAL PROPERTY AND SCHOOL LOCKERS: Pacific Grove Community High School 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 e.g. contraband items.

STUDENT DRESS: In cooperation with teachers, students, and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming that are consistent with District policy and regulations. These school dress codes shall be regularly reviewed. The following guidelines shall apply to all regular school activities:

1. Shoes must be worn at all times.
2. Clothing, jewelry, and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions, and likenesses, or which advocate racial, ethnic or religious prejudice.

3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
5. Gym shorts may not be worn in classes other than physical education.
6. Hair shall be clean and neatly groomed.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

Consequences for Dress Code Violation

Students who fail to follow the provisions of the dress code will be held accountable in accordance with the established district/site discipline policy. Staff and administrators will refer to the SB Unified Discipline Ladder when working with students who are not following dress code.

First Offense: Student conference with teacher and attire altered

Second Offense: Attire altered. Teacher conference with parent/guardian and student

Third Offense: Attire altered. Administrator, teacher, parent/guardian, and student meeting

Persistent and flagrant violations of the dress code may result in further consequences as allowed by the California Education Code

NOTE: Pacific Grove 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: Pacific Grove 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. Parent(s)/Guardian(s) will be called to retrieve any animals that are brought without prior permission.

BEHAVIOR AND DISCIPLINE GUIDELINES

Pacific Grove Unified School District desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Our schools aim to provide alternatives to suspension or expulsion that are age-appropriate and designed to address the specific misbehavior. **Ca. Ed. Code 48900 (v)** A student may be suspended or expelled for acts that 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.

Progressive discipline is addressed with each student and when necessary the student's parent/guardian. Any of the following actions are possible when a behavior or disciplinary infraction occurs, depending on its severity: conference with the student, parent/guardian contact, student and parent/guardian conference with the teacher and/or administration, suspension, alternative placement, contact with police or other appropriate agency, a possible recommendation to the Board for expulsion from the District.

Pacific Grove Community High School maintains a positive, supportive environment that 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.

ACADEMIC HONESTY: It shall be the policy of Pacific Grove Community High School that students shall not represent another person's work, information, ideas, or research as their 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) The **first incident** of academic dishonesty will result in a zero "0" on the test, quiz, or assignment, and parent/guardian notification.
- b) The **second incident** in the same class will result in a "0" on the test, quiz, or assignment, and the parent/guardian notification.
- c) The **third incident** during the school year, in any class, may result in a suspension.

<https://boardpolicy.pgusd.org/2019/04/30/5144-student-student-welfare-discipline-3/>

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 to parent(s)/guardian(s); 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 to parent(s)/guardian(s); notification of legal authorities; suspension; referral for alternative placement and/or expulsion.
- **Sale or possession for sale:** Notification to parent(s)/guardian(s); 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 parent(s)/guardian(s) 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 school-sponsored 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 people 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/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**).

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: **Ca. Ed. 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.

Suspension from school requires that a student remains under his/her parent or guardian's custody during regular school hours. **Suspended students are not to be on or near the school campus during the suspension. Students are ineligible to participate, as a participant or spectator, in any school-related activity during their suspension.** Students may be suspended for any violation of Education Code section 48900 listed below. (Board Policies/Administrative Rules and Regulations Number 6053) **Students who have repeated suspensions throughout the year are subject to alternative placement.** Per *CA ED Code 49079*: Teachers are to be notified about students who have violated *CA Ed Code 48900* – regardless if the offense occurred while in attendance at PGUSD or not. The following are suspendable offenses as listed under the California Ed Code 48900:

- a) a.1 “Caused, attempted to cause, or threatened to cause physical injury to another person.”
 - a.2. “Willfully used force or violence on another person, except in self-defense.”
- b) “Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.”
- c) “Unlawfully possessed, used sold, or otherwise furnished, or been under the influence of, any controlled substance, listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.”
- d) “Unlawfully offered, arranged, or negotiated to sell any controlled substance, listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.”
- e) “Committed or attempted to commit robbery or extortion.”
- f) “Caused or attempted to cause damage to school property or private property.”
- g) “Stolen or attempted to steal school property or private property.”
- h) “Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets betel and electronic cigarettes. However, this section does not prohibit use or possession by a pupil of his/her own prescription products.”
 - i) “Committed an obscene act or engaged in habitual profanity or vulgarity.”
- j) “Unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health & Safety Code.”
- k) “Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l) “Knowingly received stolen school property or private property.”

m) “Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.”

n) “Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 298 of the Penal Code or committed a sexual battery as defined in Section 253.4 of the Penal Code.”

o) “Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.”

p) “Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.”

q) “Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined by subdivision (f) and (g) of Section 32261, directed specifically toward pupil(s) or school personnel.”

r) “A pupil who aids or abets the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion.”

s) “A pupil who aids or abets in the attempted or infliction of physical injury to another.”

48900.2 Sexual Harassment

“A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.”

48900.3 Hate Violence Crime

“A pupil in any grades 4-12 inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in, an act of hate violence as defined in Education Code 33032.5.

48900.4: Harassment/Intimidation

“Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.”

48900.7 Terrorist Threats

“Terrorist threats against school officials, school property, or both.”

BEHAVIOR GUIDELINES

The following guidelines are a matrix of possible consequences for violation of California Education Code and school policy. EC=Ed. Code PC=Penal Code HSC=Health and Safety Code

ISSUES	VIOLATIONS	CONSEQUENCES
<p>1. PHYSICAL INJURY & VIOLENCE MUTUAL COMBAT/FIGHTING/ THREATS/ASSAULT EC § 48900 (a1) EC §48900 (s)</p>	<p>(a1) Caused, attempted to cause, or threatened to cause physical injury to another person; fighting/mutual combat. Threats (telephone, written, electronic): Bomb threats, verbal threats (not terrorist threats-see below); Assault: Verbal attack, attempt to cause injury, place person in fear. (s) Aiding or abetting infliction of physical injury.</p>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (a1) or (s). ✓ Referral to Counseling. ✓ Police Citation - Fighting on school grounds: PC 243.2. ✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a5).
<p>2. BATTERY EC § 48900 (a2)</p>	<p>(a2) Willfully used force or violence upon another person, except in self-defense: striking, shoving and/or kicking. Not mutual combat. Battery against student, battery against staff member. Battery: Unlawful injury, beating, hitting of another person – does not fight back.</p>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (a2). ✓ Referral to Counseling. ✓ Police Intervention PC 242, 243.2. ✓ Expulsion Recommendation – Mandatory consideration for assault on school official EC § 48915 (a5).
<p>3. WEAPONS/DANGEROUS OBJECTS EXPLOSIVES/REPLICA WEAPONS EC § 48900 (b) (m) US Code, Section 921, Title 18</p>	<p>(a2) Assault with deadly weapon. (b) Possessed, sold, or otherwise furnished any firearm (handgun, rifle, shotgun, pistol), knife (dirk, dagger, fixed, sharpened blade for stabbing, screwdriver), explosive, or other dangerous object (aims or points a laser pointer at another), possession, use of fireworks, firecrackers, snappers, poppers, lighter, matches, razor blades, shocking pens. EC 48915 (c5) Explosives: M80, bottle rocket, dynamite, bomb, grenade, nitroglycerin, blasting caps. (m) Possessed an imitation (replica) firearm: BB gun, pellet gun, paint gun.</p>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (b) (m). ✓ Police Intervention PC 626.9, 244.5, 417, 653 (g). PC626.10 ✓ Fire Department Intervention (Explosives) PC 148.1, HSC 12000, 12301 (a). ✓ Expulsion Recommendation – EC § 48915 [Mandatory for brandished knife (c2), possession of a firearm (c1), explosives (c5)]. ✓ Expulsion Recommendation – locking blade or similar knife or other dangerous object regardless of size. ✓ Other weapons: to include, but not be inclusive of: switchblade, stiletto, box cutter, billy club, sandbag, nunchaku, ninja star, mace, pepper spray, sling shot, sword, stun gun, brass knuckles.
<p>6. PROPERTY DAMAGE/ VANDALISM GRAFFITI/ARSON EC § 48900 (f)</p>	<p>(f) Caused or attempted to cause damage to school property or private property. Possession or graffiti implements (markers, scribes, liquid or aerosol paint).</p>	<ul style="list-style-type: none"> Suspension EC § 48900 (f). ✓ Restitution to Victim/Community Service. ✓ Police Citation - Graffiti: PC 594 (a1), 594.1, 640.5; Vandalism: PC 594; Arson: PC 451, 452. ✓ Fire Department Intervention PC 451, 452. ✓ Expulsion Recommendation.
<p>7. THEFT EC § 48900 (g) (l)</p>	<p>(g) Caused or attempted to steal school property or private property.</p>	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (g). ✓ Restitution to Victim/Community Service.

	(l) Knowingly received stolen school property or private property (Possession of stolen goods).	<ul style="list-style-type: none"> ✓ /Police Intervention PC 484, 487, 488. ✓ Expulsion Recommendation.
8. TOBACCO EC § 48900 (h) EC § 48901	(h) Possessed or used tobacco or nicotine products: Cigarettes, cigars, mini cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel or electronic cigarettes...	<ul style="list-style-type: none"> ✓ Police Citation PC 308 (b). ✓ Referral to Smoking Cessation Program. ✓ Suspension EC § 48900 (h). ✓ Referral to Counseling.
9. PROFANITY & VULGARITY OBSCENITY EC § 48900 (i)	(i) Committed an obscene act or engaged in habitual profanity or vulgarity: Indecent exposure (may/may not be sexual harassment), mooning, pantsing, urinating in public, possession of pornographic literature or use of pornographic Internet websites, lewd or obscene gestures	<ul style="list-style-type: none"> ✓ Teacher warning; Teacher suspension; Detention or Suspension. ✓ Administrative Conference. ✓ Suspension Automatic if profanity is directed toward a school official EC § 48900 (i). ✓ Police Intervention. PC415(3)
10. PARAPHERNALIA EC § 48900 (j) HSC 11364	(j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia: Pipes, smoking or injecting devices, syringes, Zig Zags (rolling papers), roach clips, bowls, bong.	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (j). ✓ Referral to Counseling. ✓ Police Intervention.PC308(b) B&P4140 ✓ Expulsion Recommendation.
11. DISRUPTION & DEFIANCE EC § 48900 (k)	(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. Unlawful assembly, inciting riot. Cheating, bus misconduct, classroom disruption, not complying with assigned discipline consequence, forgery, gambling, littering, throwing objects, setting-off fire alarm.	<ul style="list-style-type: none"> ✓ Teacher warning; Removal from class/activity; Teacher suspension. ✓ Detention or In-House Suspension. ✓ Administrative Meeting and Counseling. ✓ Suspension EC § 48900 (k). Expulsion recommendation for repeated violation. ✓ Police Intervention.
12. SEXUAL ASSAULT OR BATTERY EC § 48900 (n)	(n) Committed or attempted to commit a sexual assault, or committed a sexual battery: Rape, sodomy, child molestation, statutory rape. Refer to PC 243.4, 261 - 269, 286, 288.	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (n). ✓ Police Intervention PC 243.4, 261 - 269, 286, 288. ✓ Expulsion Recommendation.
13. ELECTRONIC SIGNALING & OTHER DEVICES EC § 48901.5, EC § 48900 (k). May possess on school campus during the day, not activated. ELECTRONIC MUSIC EQUIPMENT OR GAMES EC § 48900 (k).	Activated, used, or lent to another any electronic signaling device (i.e. cell phone, on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. Possession, use of electronic games, portable music equipment: Radios, iPods, cell phones, “Beats” headphones	<ul style="list-style-type: none"> ✓ 1st Offense: Confiscation of device. Student reminded of policy and device returned at the end of the day. ✓ 2nd Offense: Confiscation of device. Parent/Guardian contacted to pick up device. ✓ 3rd Offense: Confiscation of device. Parent/ Guardian contacted to pick up device. ✓ Suspension for defiance EC § 48901.5, 48900 (k).
14. SEXUAL HARASSMENT EC § 48900.2 PC 212.5 Grades 4 to 12	Committed acts of sexual harassment: Unwanted sexual advances; sexual favors; sexual gestures, objects, or pictures;	<ul style="list-style-type: none"> ✓ Suspension EC § 48900.2. ✓ Police Intervention PC 243.4. ✓ Expulsion Recommendation.

	touching, assault; derogatory comments, slurs, or jokes.	
15. HATE VIOLENCE EC § 48900.3 Grades 4 to 12	Caused, attempted to cause, threatened to cause, or participated in any act of hate violence (expression of hostility due to race, gender, religion, disability, nationality, sexual orientation): Racial slurs over time, e-mail, insults, taunts, posting or distributing posters or leaflets, jokes, physical assault, vandalism, telephone calls, cross burning, destroying religious symbols.	<ul style="list-style-type: none"> ✓ Suspension EC § 48900.3. ✓ Police Intervention PC 422.6 - 422.76, 628.1. ✓ Expulsion Recommendation.
16. HARASSMENT/BULLYING EC § 48900.4 Harassing a complaining witness EC § 48900 (o)	Intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students or school employees: Stalking, kidnapping. (o) Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary procedure (expulsion hearing).	<ul style="list-style-type: none"> ✓ Suspension EC § 48900.4. ✓ Referral to Counseling. ✓ Expulsion Recommendation. Possible Police Report for Intimidating a Witness PC136.1
17. TERRORISTIC THREATS EC § 48900.7	Made terroristic threats against school officials, students, staff, or school property, or both, written or oral that could result in death, great bodily injury, or property damage in excess of \$1,000, even if not carried out. Person is in sustained fear of his or her own safety or family's safety.	<ul style="list-style-type: none"> ✓ Suspension EC § 48900.7. ✓ Police Intervention PC 422. ✓ Expulsion Recommendation.
18. DRESS CODE EC § 48900 (k)	Violation of school dress code policy as outlined in the Student Handbook.	<ul style="list-style-type: none"> ✓ Dress changed/Accessory seized/Detention/Suspension. ✓ Parent/Guardian notified. ✓ Suspension EC § 48900 (k).
19. HAZING EC § 48900 (q) EC § 32050	(q) Engaged in or attempted to engage in hazing as defined in EC § 32050. Hazing: Initiation into school/student body clubs or organizations in a manner that causes or is likely to cause bodily damage, harm, degradation, disgrace, or physical or mental harm to a student.	<ul style="list-style-type: none"> ✓ Suspension EC § 48900 (q). ✓ Police Intervention PC 242, 212.5., 245.6 ✓ Expulsion Recommendation.
20. ATTENDANCE EC § 48260, EC § 48262, EC § 48264.5 (a) Disruption of school activities EC § 48900 (k)	Left campus during school day without obtaining permission through the front office first; no hall pass, left class without permission. Truant from school or contributed to the truancy of other students.	<ul style="list-style-type: none"> ✓ Detention/Suspension. ✓ Truancy Letters/SART. ✓ Police Citation EC § 48264.5 (a) - ages 13 and above. ✓ Referred to SARB EC § 48320. ✓ Referred to District Attorney Mediation/Juvenile Court.
21. VISITORS/TRESPASSING/ CAMPUS DISRUPTION/THREATS, ASSAULTS TO SCHOOL OFFICIALS EC § 32211, 44811, 44014	Invited visitors to school for any reason during the school day; loitering/ unauthorized presence on campus; threats to school officials by parents/guardians or adults; students visiting campus during suspension or	<ul style="list-style-type: none"> ✓ Visitor escorted off campus. ✓ Persona non grata declaration/Restraining Order. ✓ Police Intervention/Citation - Trespassing PC 626.7-626.9; Threats to school officials: PC 71; Terroristic Threats: PC 422.

	expulsion period or during vacation period without permission	
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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 school-sponsored 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 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 or 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.

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input checked="" type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Pacific Grove Adult Education 2021-2022 Student and Staff Handbook

DATE: April 22,2021

PERSON(S) RESPONSIBLE: Barbara Martinez, Pacific Grove Adult Education Principal

RECOMMENDATION:

The District Administration recommends the Board review and approve the Pacific Grove Adult Education Student and Staff Handbook for the 2021-2022 school year.

BACKGROUND:

Each year, the Pacific Grove Adult School reviews and amends the student and staff handbook which provides student and staff information and protocols as it relates to this site.

INFORMATION:

Staff handbooks are provided to students and staff the start of staff employment and at the start of each school year. It is also available on the site webpage at <https://pgadulted.pgusd.org/> A hard copy can also be located in the staff room and in each of our classrooms at the adult school.

FISCAL IMPACT:

No Fiscal Impact

STAFF & STUDENT HANDBOOK



PACIFIC GROVE
ADULT EDUCATION



1025 Lighthouse Avenue, Pacific Grove, CA 93950
831-646-6580 / Fax: 831-646-6578
pgadulthood.pgusd.org

Pacific Grove Unified School District

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Rene Asignacion, Head Custodian
Raymond DeVost, Technology Aide

Table of Contents

Welcome Letter.....	4
PGAE School Calendar.....	5
PGUSD and PGAE Mission Statements.....	6
Student Learning Outcomes.....	6
General Information	
Enrollment.....	7
Registration Fees.....	7
Refund Policy.....	7
Disclosure of Information.....	7
Visitor’s Policy.....	7
COVID Safety Plan.....	7
Teacher/Staff Information	
PGAE Calendar Information.....	8
Personnel Information.....	8
Absence Procedures.....	8
Substitutes Procedures.....	8
Jury Duty.....	9
Data & Accountability.....	9
Staff Mailboxes.....	9
Email.....	9
Attendance.....	9
Class Size.....	10
Class Dismissal.....	10
Credentials.....	10
Lesson Plans.....	10
Emergency Lesson Plans.....	10
Classroom Care.....	10
Money Handling.....	10
Student Information	
Parking.....	11
Attendance.....	11
Gathering.....	11
Cell Phones.....	11
Dress Code.....	11
Computer Equipment.....	11
Food and Drink.....	11
Smoking/Tobacco.....	11
Safety and Emergency Procedures – THE BIG FIVE.....	12-29



Welcome to Pacific Grove Adult Education!

Our experienced supportive teachers and staff are committed to providing you high quality, student friendly classes and programs designed to help you reach your personal, educational and career goals.

Whether your goal is to attain your high school diploma or high school equivalency, develop and strengthen your English reading, writing and speaking skills, improve your computer skills, expand your knowledge about effective parenting or support your health through physical exercise, we have classes for you.

Pacific Grove Adult Education is a proud member of the Monterey Peninsula Adult Education Consortium. As the principal of Pacific Grove Adult Education and MPAEC team leader, I want to assure you that we will continue to provide quality programs that serve our community.

I am proud to be principal of Pacific Grove Adult Education and am honored to work with our outstanding staff and community. I invite you to stop by our school and pick up a brochure. You can also visit our website at pgadulted.pgusd.org where you can access all of our course offerings.

See you around the campus,

Barbara Martinez Principal

2021 - 2022 Pacific Grove Adult Education

June 2021						
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June 2022						
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	Breaks
	Holidays (9)
	Local Holidays (5)
	Professional Development (4)
	Minimum Day Classified Staff
	Welcome Breakfast 8/3 for staff
	First/Last day of K-12 School

Sessions	
Summer	06/21 - 09/13 11 wks
Fall	09/20 - 02/18 11 wks
Winter	01/04 - 03/19 10 wks
Spring	03/21 - 06/04 10 wks

Last Updated: 2/27/2020 3:20 PM

Pacific Grove Unified School District Mission Statement

Pacific Grove Unified School District, in partnership with the community, will challenge every student by providing a quality instructional program in a positive, safe and stimulating environment. The District will ensure opportunities for students to acquire and apply the knowledge and skills that develop the insight and character necessary for a productive and rewarding life.

Pacific Grove Adult Education Mission Statement

Providing a program of quality academic, vocational and physical education for adults is the primary goal of Pacific Grove Adult Education. In achieving this goal, Adult Education has built its curriculum on the philosophy that increasing knowledge allows any subject to be enjoyed, pursued, accepted or defended to greater degrees. We believe strongly in the right of every adult in the community to gain an education regardless of age, heritage, challenges or background.

Student Learning Outcomes

Goal #1

Students will be self-empowered

- Students will know how to seek key resources
- Students will increase self-confidence
- Students will have the ability to thrive in their community

Goal #2

Students will be productive and responsible community members

- Ability to apply classroom knowledge in real-world situations
- Ability to set realistic goals
- Ability to seek support for themselves and others

Goal #3

Students will be life-long learners

- Willingness to re-evaluate goals and ask questions
- Willingness to apply a variety of learning methods
- Willingness to pursue one's goals

GENERAL INFORMATION

Enrollment

Students must be 18 or older to enroll at PGAE. (Cal Ed. Code 84900)

All students may enroll for classes online at pgadulted.pgusd.org or by phone at **831-646-6580**. We accept cash, check or credit card (Visa/MasterCard only).

New students attending PGAE classes must complete a registration form. It is important to fill in all blanks for state reporting purposes.

Registration Fees

Registration/material fees vary by department with regard to the number, length, and type of course. See individual departments for more information. Pacific Grove Adult Education provides free classes for ESL, High School Diploma and HiSet.

Refund Policy

PGAE will refund in the event that your class is canceled due to low enrollment. Since classes are determined by pre-registration, early enrollment is strongly advised. Please plan carefully, as there will be NO REFUNDS unless the Adult School cancels the class.

Disclosure of Information

Student information is considered confidential and should be treated as such. Student information will not be shared with anyone but the student.

Visitor's Policy

All visitors will be directed to the front office to sign in and give the reason for visit.

COVID Safety Plan

Please visit our website at pgadulted.pgusd.org

TEACHER/STAFF INFORMATION

PGAE Calendar

All teachers and staff are given a School/Activities Calendar with District Board meeting dates, holidays, session dates, testing, and various meetings, etc. The Adult School and Child Development Center Calendars are posted on our website. Students can also find the Adult School Calendar in the public folders on the district website. The calendars contain holidays, non-working days, and summer school dates.

Personnel Information

Staff is encouraged to inform their immediate supervisor and the Office Manager of any changes to their personal address, telephone and emergency information. Each employee must have an up-to-date personal information card on file with the Office Manager.

Absence Procedures

The telephone number for employees to report an absence is **(831) 646-6580**. Staff must provide the following information: Name, date, time and reason for the absence. Other information to include may be anticipated length of absence, work site, and work schedule of the days of absence.

Substitutes Procedure

Procedure for obtaining and notification of substitutes for classes:

For Childcare and Preschool Staff:

- Please complete absence request form at least two weeks in advance, and turn it into the front Office Manager. Once approved, enter your absence into Frontline.
- Typically, staff will request other members of their department to substitute for them in the event of an absence. Please fill out the absence request form and turn it into the Office Manager.

Jury Duty

A staff member shall be granted a leave of absence for jury duty in the manner provided by law. You must submit a copy of the jury summons to the Office Manager prior to the date of jury service. You must contact the front office when you know what day you must report for jury duty.

Data & Accountability

Accountability requires data collection for all adult education programs. Data collection is mandated by the California Department of Education. Accountability for the academic programs at PGAE is attained through completion of TOPSpro Student Entry and Update records. The PGAE ESL, Citizenship Preparation, High School Diploma, Adult Basic Education, and other programs utilize CASAS (Comprehensive Adult Student Assessment System) standardized tests. Tests vary according to the academic area and state requirements. Students are pre-tested and post-tested each quarter. Successful completion of testing provides earned benchmarks that are reported to the state quarterly. For more information, see your program administrator. The accountability period runs for the fiscal school year, July 1 to June 30.

Staff Mailboxes

Staff mailboxes are located in the staff lounge in the main building. Staff are expected to check their mailbox daily for memos, messages, and other important correspondence.

Email

Most communication will be delivered via email. Staff are expected to check their email daily. Staff are required to use their district email address for work related communication.

Attendance

PGAE attendance is currently tracked on-line. Each teacher has a login and password to enter into the ASAP system on their computer. When the class roster appears, all class information will be available. Be sure that the week, date, school year, and term are correct on the screen.

Class Size

Teachers are asked to maintain as large a class as is consistent with good teaching. In general, the room will determine how many students can safely enter the classroom. On-line classes may have higher enrollment.

Class Dismissal

Classes are scheduled for a designated length of time. Students should not be dismissed before the end of the scheduled class period.

Credentials

Each teacher must possess a valid credential, covering his/her area of assignment. It is the responsibility of the teacher to maintain and renew his or her credential.

Lesson Plans

Lesson plans are part of your adjunct duties. Good teaching requires good planning. General classroom guidelines for a substitute must be included in the Emergency Lesson Plans.

Emergency Lesson Plans.

Emergency Lesson Plans should include information on Big Five Emergency Response Protocols and schedule information. Each teacher is responsible for prepared lesson plans in the event of an absence.

Classroom Care

In many cases, staff share classroom space with other staff. Please leave the room clean and the top of the desk free from personal items.

Money Handling

Except for the registration office no staff member or teacher may collect money from students or fund-raising groups associated with programs.

STUDENT INFORMATION

Parking

Ample parking is available in our back-parking lot off of Ridge Road, and also off 17-Mile drive for the Child Development Center and Preschool classes.

Attendance

Attendance is taken daily by teachers, whether for in-person classes or distance learning classes. If a student is absent for a class they are encouraged to email their teacher for any missed work.

Gathering

Due to physical distancing and other safety protocols due to COVID-19, students are to remain inside their classrooms or when taking a break, stand outside classrooms either in the front of the school or in the meadow area, spaced six feet apart.

Cell Phones

Students are encouraged not to use their cell phone while classes are in session. If a student must take or receive a call, they are encouraged to step outside of the building so as not to disturb others.

Dress Code

We are a fragrance-free school, so please refrain from using heavy perfumes, deodorants or cologne.

Computer Equipment

PGAE can assign technology to those students who do not have access. Technology Request Forms can be provided by the Technology Coordinator at the Adult School.

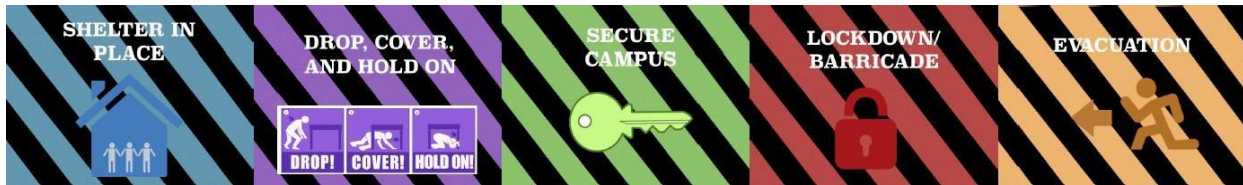
Food and Drink

There may be times when our classes hold celebrations where food and drinks are present. Please make sure to remove all food from the classrooms when the celebrations are over.

Smoking/Tobacco

PGAE a smoke-free/tobacco-free campus.

SAFETY AND EMERGENCY PROCEDURES



THE BIG FIVE

Pacific Grove Unified School District

SCHOOL EMERGENCY GUIDELINES IMMEDIATE ACTION RESPONSE

Immediate Action Response: The Big Five

RESPONSE

Response is the process of implementing appropriate actions while an emergency situation is unfolding. In this phase, schools mobilize the necessary resources to address the emergency at hand.

CALLING 911

When calling 911 be prepared to remain on the phone and answer specific questions. In order to complete an accurate assessment of the situation, the 911 Dispatcher must obtain as much information as possible to best inform emergency responders and engage the appropriate level of medical response.

WHEN REPORTING AN EMERGENCY

- Remain calm and speak slowly and clearly
- Be prepared to provide name, location of the incident, and caller’s location, if different from the scene of the emergency
- Although caller ID information may transfer immediately to the 911 Dispatcher, it is not available in all locations. The 911 Dispatcher will confirm and verify the phone number and address for EVERY call received
- Answer all questions asked by the 911 Dispatcher, even those that seem repetitious
- Do not hang up until the Dispatcher says to do so

CALLING 911 FROM A CELL PHONE

- 911 calls from cell phones may need to be transferred to another agency because cell phone calls are often sent to a 911 answering point based on cell radio coverage. Cell coverage areas don’t always match political boundaries
- Know your cell phone number and be prepared to give the dispatcher an exact address

When calling 911, time is of the essence. Remain calm; speak slowly and clearly. The 911 Dispatcher needs to gather



Immediate Action Response: The Big Five

IMMEDIATE ACTION RESPONSE: THE BIG FIVE

An Immediate Action Response is a protocol that can be implemented in a variety of different emergency situations. When an emergency occurs, it is critical that staff members take **immediate** steps to protect themselves, their students, and other people on campus. With an Immediate Action Response, staff can follow specific directions without having to learn extensive protocols for each of several dozen different emergency situations.

Staff members must become familiar with each Immediate Action Response and be prepared to perform assigned responsibilities. All students must be taught what to do in the event that any of these response actions is implemented.

ACTION	DESCRIPTION
SHELTER IN PLACE	Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units
DROP, COVER & HOLD ON	Implement during an earthquake or explosion to protect building occupants from flying and falling debris
SECURE CAMPUS	Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned
LOCKDOWN / BARRICADE	Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement
EVACUATION	Implement when conditions outside the building or off-site are safer than inside or on-site. Requires the orderly movement of students and staff from school buildings to a pre- determined safe location

Immediate Action Response: The Big Five

SHELTER IN PLACE

IMMEDIATE ACTION RESPONSES: THE BIG FIVE

SHELTER IN PLACE is a short-term measure implemented to isolate students and staff from the outdoor environment and prevent exposure to airborne contaminants or threats posed by wildlife or other hazards. The procedures include closing and sealing doors, windows, and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights.

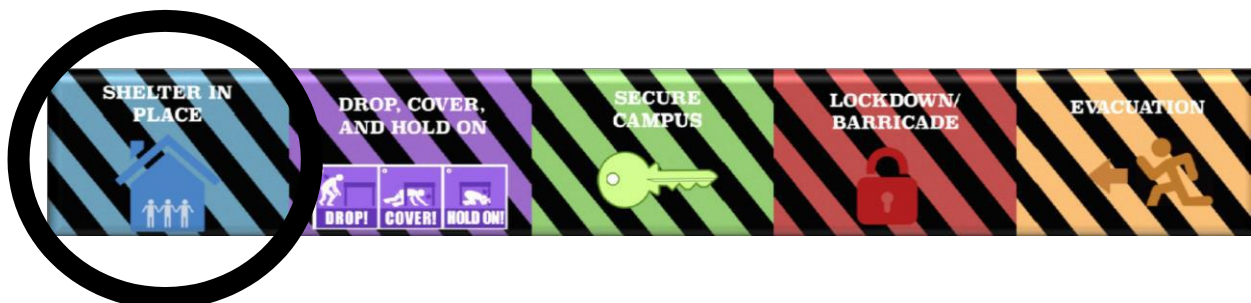
SHELTER IN PLACE is considered appropriate for, but is not limited to, the following types of emergencies:

- External Chemical Release
- Fire in the Community
- Hazardous Material Spills

During a Shelter-in-Place response as a result of air contamination, the HVAC systems must be shut down to provide protection from outside air. Students and staff may freely move about inside the buildings, but no one should leave the room until directed by fire officials, law enforcement, or site administration.

SHELTER IN PLACE:

- Requires an understanding that all heating, air conditioning, and ventilation systems may be shut down immediately
- Requires an understanding that all pilot lights and sources of flame may need to be extinguished
- Requires an understanding that any gaps around doors and windows may need to be sealed
- Allows for free movement within classrooms or offices

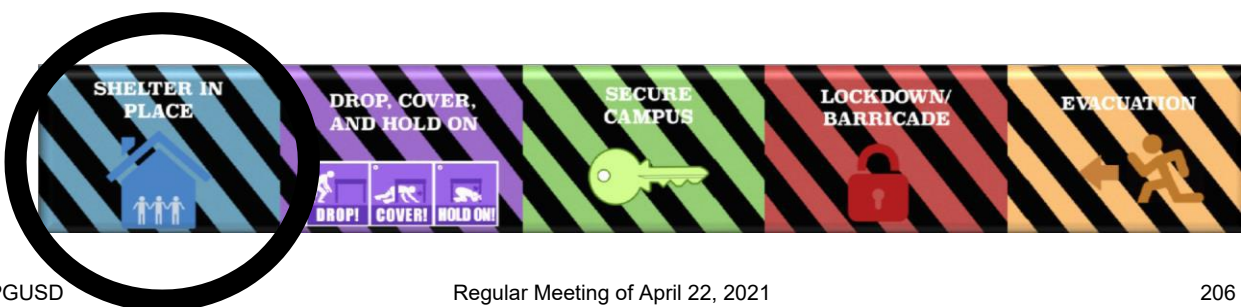


Immediate Action Response: The Big Five

SHELTER IN PLACE

STAFF ACTIONS:

- Immediately clear students from the halls. Stay away from all doors and windows.
- Keep all students in the classroom until further instructions are received.
Support those needing special assistance
- Secure individual classrooms: a) close doors and windows; b) shut down the classroom HVAC system; c) turn off fans; d) seal gaps under doors and windows with wet towels, duct tape, or other materials if instructed by School Incident Commander
- Take attendance and call or e-mail status to school secretary, according to site protocol.
- Wait for another action or, if **ALL CLEAR** announcement is issued, return to normal class routine



Immediate Action Response: The Big Five

DROP, COVER AND HOLD ON

DROP, COVER AND HOLD ON is the immediate action taken during an earthquake to protect students and staff from flying and falling debris. It is an appropriate action for, but is not limited to, the following types of emergencies.

- Earthquake
- Explosion

In the event of an explosion, earthquake, or other event causing falling debris, immediately “DROP, COVER, and HOLD ON.” Students and staff should drop to the floor, duck under a sturdy desk or table, cover the head with arms and hands, and hold onto furniture. Turn away from windows to stay clear of breaking glass. Individuals in wheelchairs can remain in the chair if mobility is limited. Move wheelchair against an interior wall and lock the wheels. Protect head by covering with arms if possible.

- Must be practiced for immediate and automatic response
- Is the single most useful action to protect oneself in an earthquake
- In the event it is impossible to duck under sturdy furniture, continue to cover face and head with arms and hold onto something sturdy
- Requires an awareness that most injury in earthquakes is the result of breaking glass or falling objects
- Requires an awareness that fire alarms and sprinkler systems may go off in buildings during an earthquake, even if there is no fire
- Requires alert attention to aftershocks
- Requires that staff and students assist those with special needs to ensure safe cover for all
- Evacuate only if there is damage to the building, the building is on fire, or location is in a tsunami zone



Immediate Action Response: The Big Five

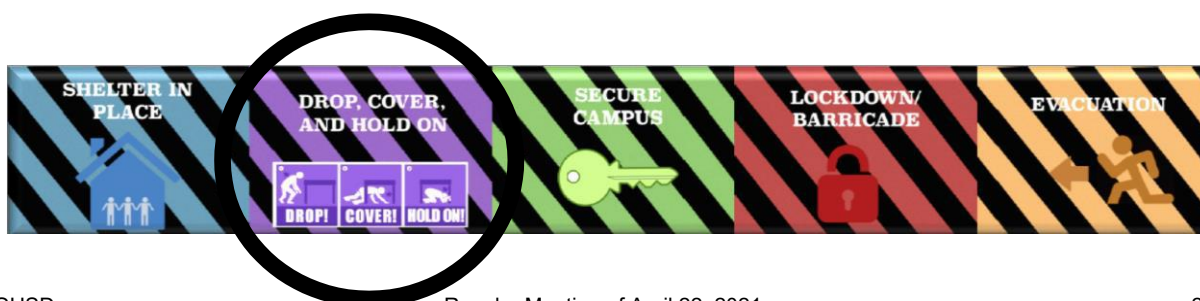
DROP, COVER AND HOLD ON

STAFF ACTIONS: INSIDE

- At first recognition of an earthquake, instruct students to move away from Windows
- Initiate **DROP, COVER AND HOLD ON** procedures. Immediately drop to the floor under desks, chairs, or tables. With back to windows, place head between knees, hold on to a table leg with one hand and cover the back of the neck with the other arm
- Move as little as possible. However, if a person is unable to find protection under sturdy furniture, direct them to shelter against an **interior** wall and turn away from windows and other glass
- Any person in a wheelchair should shelter against an **interior** wall. Turn back to the windows, lock the wheels, and if possible, protect head and neck with arms
- Each time an aftershock is felt, **DROP, COVER AND HOLD ON**. Aftershocks frequently occur minutes, days, even weeks following an earthquake
- When it appears safe to release from Cover, assess any injuries and/or damage and report status to Incident Commander according to site communications protocol. Be prepared to call 911 directly if necessary
- Wait for further instructions from School Incident Commander or First Responders or if that seems unlikely and building is compromised, evacuate students to predetermined Evacuation Assembly Area

STAFF ACTIONS: OUTSIDE

- Find a clear spot and drop to the ground. (Stay away from buildings, power lines, trees and streetlights, etc.)
- Commence **DROP AND COVER** in the **DROP, COVER AND HOLD ON PROCEDURES**
- Place head between the knees; cover back of neck with arms and hands



Immediate Action Response: The Big Five

DROP, COVER AND HOLD ON

STAFF ACTIONS: OUTSIDE (cont'd)

- Any person in a wheelchair should find a clear spot, lock the wheels, and if possible, place head between the knees; cover back of neck with arms and hands
- Remain in place until shaking stops or for at least 20 seconds
- Each time an aftershock is felt, **DROP AND COVER**. Aftershocks frequently occur minutes, days, even weeks following an earthquake
- When it appears safe to move, report location, injuries and/or any damage to School Incident Commander according to site communications protocol
- Wait for further instructions from School Incident Commander or First Responders, or if that seems unlikely, evacuate students to predetermined Evacuation Assembly Area



Immediate Action Response: The Big Five

SECURE CAMPUS

SECURE CAMPUS is implemented when the threat of violence or police action in the surrounding community requires precautionary measures to ensure the safety of staff and students. When a campus is in **SECURE CAMPUS** status, classroom instruction and/or activity may continue as long as all classroom and office doors are locked and all students and staff remain inside **through the duration of the event**. Outer gates and other entrance/exit points can be closed (**NOT LOCKED**) to deter a potential perpetrator from entering school grounds.

This response is considered appropriate for, but not limited to, the following types of emergencies:

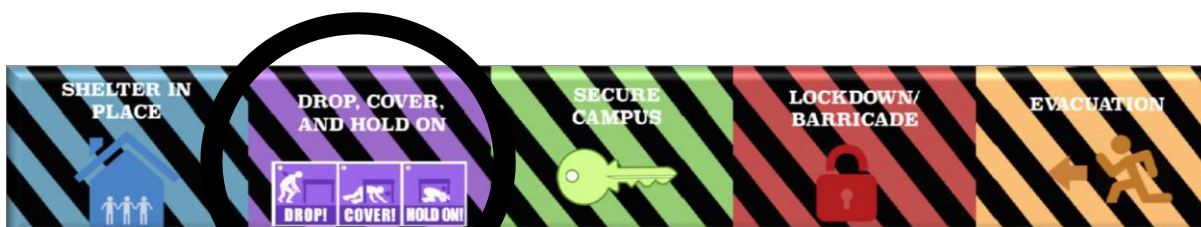
- Potential threat of violence in the surrounding community
- Law enforcement activity in the surrounding community

A **SECURE CAMPUS** response may be elevated to **LOCKDOWN / BARRICADE** in which case instruction immediately ceases and students and staff follow **LOCKDOWN / BARRICADE** procedures.

Secure Campus is a precautionary measure against the threat of potential violence in the surrounding community. Secure Campus requires locking all classroom/office doors and closing entrance and exit points on the school’s perimeter. The objective is to protect against a potential threat at large in the community from coming onto campus. Secure Campus differs from Lockdown/Barricade in that it allows classroom instruction to continue.

SECURE CAMPUS:

- Is intended to prevent a potential community threat from entering campus
- Heightens school safety while honoring instructional time
- Requires that **all** exterior classroom / office doors are locked and remain Locked
- Is intended to prevent intruders from entering occupied areas of the building
- Requires that students and staff remain in **SECURE CAMPUS** status until **ALL CLEAR** is issued by School Incident Commander



Immediate Action Response: The Big Five

LOCKDOWN / BARRICADE

STAFF ACTIONS:

- Move to the door and instruct any passing students to return to assigned classroom immediately
- Close and lock the door
- Continue the class instruction or activity as normal
- Enforce the no entrance; no exit protocol. Remain in the classroom or secured area and wait for further instructions
- Be alert to the possibility that the response may elevate to **LOCKDOWN /BARRICADE**
- Do not call the office to ask questions; School Incident Commander will send out periodic updates
- Wait for another action or, if **ALL CLEAR** is issued, return to normal class routine

STAFF ACTIONS: IF STUDENTS ARE ENGAGED IN CLASS ACTIVITY ON AN OUTLYING FIELD (PE OR OTHER ACTIVITY)

- Gather students together and organize into an orderly formation
- Inform students that as part of **SECURE CAMPUS** procedures, the class will move immediately to a pre-determined classroom location
- Proceed to pre-determined classroom location as quickly as possible
- Once inside, take attendance to ensure all students are accounted for
- By classroom phone, cell phone, walkie-talkie, or other means, contact School Incident Commander to report class location and any absent or missing students
- Implement all classroom policies and procedures for **SECURE CAMPUS** status
- Wait for another action or, if **ALL CLEAR** announcement is issued, return to normal class routine



Immediate Action Response: The Big Five

LOCKDOWN / BARRICADE

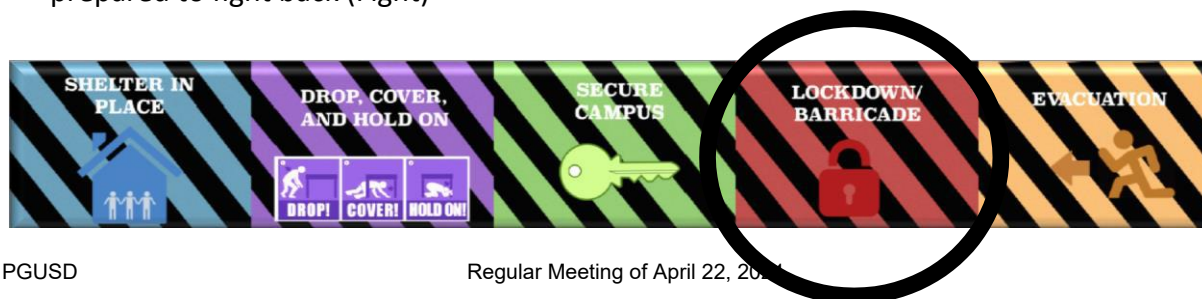
LOCKDOWN / BARRICADE is implemented when the imminent threat of violence or gunfire is identified on the campus or the school is directed by law enforcement. During **LOCKDOWN / BARRICADE**, students are to remain in designated classrooms or lockdown locations at all times. Do not evacuate until room is cleared by law enforcement or site administration. This response is considered appropriate for, but not limited to, the following types of emergencies:

- Gunfire
- Threat of extreme violence outside the classroom
- Immediate danger in the surrounding community

Lockdown/Barricade is a protective action against human threat while Shelter-in-Place protects against environmental threat. Lockdown/Barricade requires closing and locking doors and barricading with heavy objects. No one is allowed to enter or exit until door-to-door release by Law Enforcement or School Incident Commander. Shelter-in-Place calls for closed, unlocked doors and allows for the free movement of staff and students within the classroom or office.

LOCKDOWN / BARRICADE:

- Is a response to an immediate danger; it is **not** preceded by any warning
- Demands quick action; an active shooter, for example, can fire one round per second
- Requires common sense thinking under duress; do what must be done to best ensure survival of both students and staff
- If it is possible to safely **get off campus** with students, take that action immediately (Run)
- If it is not possible to get off campus, **quickly lockdown** inside a saferoom and **barricade** the entrance (Hide)
- Once a room is secured, no one is allowed to enter or exit under any Circumstances
- In the extreme instance that a Violent Intruder is able to enter a room, occupants should be prepared to fight back (Fight)



Immediate Action Response: The Big Five

LOCKDOWN / BARRICADE

“THINK ON YOUR FEET”

In the event of a Violent Intruder on campus, quick thinking is imperative for survival. Especially when an active threat of violence is present, an individual will have to think on his/her feet to quickly determine the best course of action. These choices may include getting off campus, hiding, implementing Lockdown/Barricade or even, in the most extreme of situations, fighting an assailant. Understanding and practicing these options can help an individual respond decisively and in so doing, best ensure the safety and survival of self, students, and other staff. In the event of a Violent Intruder on campus, expect to hear noise from alarms, gunfire, explosions and shouting. It is not uncommon for people confronted with a threat to first deny the possible danger rather than respond. Quality training can help individuals think clearly in the midst of a chaotic scene. Proper training should include helping staff recognize the sounds of danger and teaching them to forcefully communicate and take necessary action. These actions would likely include:

Escape / Get Off Campus

- Only attempt this if you are confident the suspect(s) is not in the immediate vicinity Safely get off campus; find a position of cover or safe place for assembly
- Guide/instruct others you encounter on the way to follow you to safety
- Call 911 immediately to report location and request emergency services if necessary
- Once in a safe place – stay there

Hide / Lockdown/Barricade

- Clear all hallways; get students and staff inside immediately
- Once locked and barricaded inside a room, follow all protocols for Lockdown/Barricade as practiced
- Direct all those in the room to remain still and quiet; turn off/silence cellphones
- If unable to find cover inside a secure room, quickly seek out a hiding place on campus

Fight

- If confronted by an assailant, as a last resort, consider trying to disrupt or incapacitate through aggressive force or by using items in the environment such as fire extinguishers or chairs
- There are documented instances where aggressive action on the part of the victims resulted in stopping the attacker
- Fighting back is NOT an expectation, merely one option for a last resort response



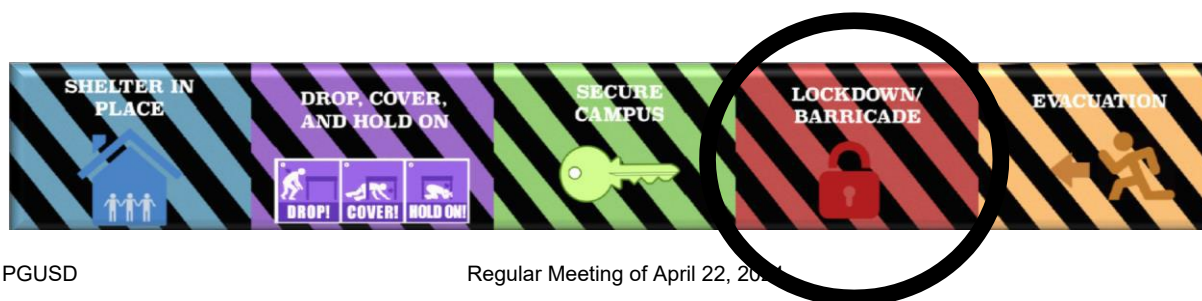
Immediate Action Response: The Big Five

LOCKDOWN / BARRICADE

STAFF ACTIONS:

IF STUDENTS ARE IN CLASS AT TIME OF LOCK DOWN / BARRICADE

- Immediately** move to the door and check for passing students. Divert as many students as possible into the classroom
- Lock and close the door and barricade with heavy objects
- Close blinds and turn off lights. If the door has a window, cover with a pre-cut piece of heavy black construction paper
- Instruct students to stay quiet and out of sight. Relocate against the wall least visible to the outside and most out of the line of harm
- Turn off television, LCD projector, document camera, etc. The room should be dark and quiet
- Silence all cell phones
- DO NOT OPEN THE DOOR FOR ANYONE.** Law enforcement and/or School Incident Commander will use keys to unlock door and clear the room.
- Only If** there is a life-threatening emergency inside the room and there is no other way to request medical assistance, place a red colored item (card, red cross, sweatshirt, etc.) on/in the window or slide under the outside door
- If an active threat is still present at the time Law Enforcement comes on scene, Law Enforcement will ignore the red signal until the active threat has been neutralized
- If safe to do so, locate emergency packet and attendance roster. Remove staff ID placard and put it on
- If safe to do so, take attendance and document on appropriate form
- Remain in the classroom or secured area until further instructions are provided by School Incident Commander or law enforcement
- Do **NOT** call office to ask questions; School Incident Command will send out periodic updates
- In the extreme instance that a Violent Intruder is able to enter a room, occupants should be prepared to fight back (Fight)
- Maintain order in all areas of shelter or assembly and await the arrival of law enforcement. Be ready for lengthy stay of 2-4 hours



Immediate Action Response: The Big Five

LOCKDOWN / BARRICADE

STAFF ACTIONS:

IF STUDENTS ARE OUT OF CLASS AT THE TIME OF LOCK DOWN / BARRICADE

- Move students to nearest available safe building or location, without drawing attention to self or students. If doors are locked, continue to look for a safe area. Consider moving students off-campus if that seems the safest option
- Do **not** chase students that run. Let them go
- Do **not** go into rooms that cannot be secured and offer no way out
- If secure inside a room, lock all doors, close blinds/curtains, turn off lights, and direct students to relocate against the wall least visible to the outside and most out of the line of harm
- Instruct students to stay quiet and out of sight
- Silence all cell phones
- Turn off television, LCD projector, document camera, etc.
- Remain calm. If safe to do so, attempt to maintain separation between students and the perpetrator
- Only If** there is a life-threatening emergency inside the room and there is no other way to request medical assistance, place a red colored item (card, red cross, sweatshirt, etc.) on/in the window or slide under the outside door
- If an active threat is still present at the time Law Enforcement comes on scene, Law Enforcement will ignore the red signal until the active threat has been neutralized
- If safe to do so, locate emergency packet and remove staff ID placard and put it on
- If safe to do so, take attendance and document on appropriate form
- If safe to do so and according to site communications protocol, contact School Incident Commander or designee to document your whereabouts as well as any students/staff under your supervision
- In the extreme instance that a Violent Intruder is able to enter a room, occupants should be prepared to fight back (Fight)
- Maintain order in all areas of shelter or assembly and await the arrival of law enforcement. Be ready for lengthy stay of 2-4 hours



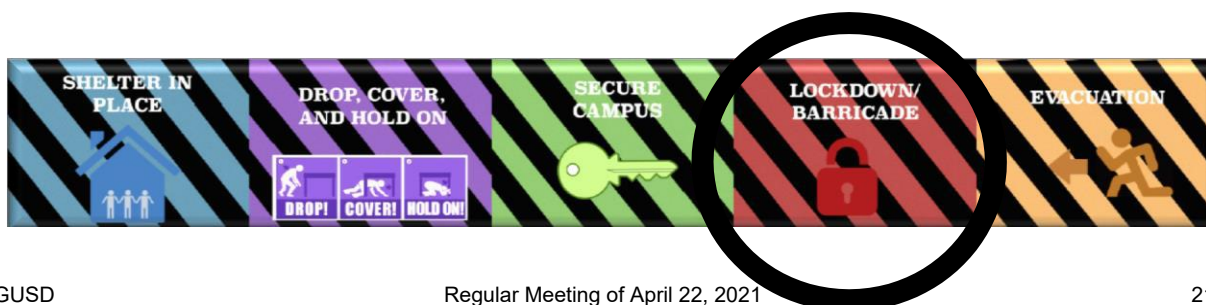
Immediate Action Response: The Big Five

LOCKDOWN / BARRICADE

STAFF ACTIONS:

IF STUDENTS ARE ENGAGED IN CLASS ACTIVITY ON AN OUTLYING FIELD (PE OR ACTIVITY CLASSES)

- Gather students together and organize into an orderly formation
- Inform students that as part of **LOCKDOWN / BARRICADE** procedures, the class will evacuate off-campus to a pre-determined Off-Site Evacuation Location
- Follow pre-arranged evacuation route to evacuation location
- Should the group be confronted by the intruder who is intent on doing harm, consider taking defensive measures to run, hide or fight the assailant
- Upon arrival at the pre-arranged location, take attendance
- By radio communication or cell phone, contact School Incident Commander or designee or 911 Dispatcher to report class location and any absent or missing students
- Maintain order in all areas of shelter or assembly. Do not release students to parent/guardian until instructed by School Incident Commander or law enforcement



Immediate Action Response: The Big Five

EVACUATION

EVACUATION is implemented when conditions make it unsafe to remain in the building. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.

EVACUATION is considered appropriate for, but is not limited to, the following types of emergencies:

- Bomb threat
- Chemical accident
- Explosion or threat of explosion
- Fire
- Earthquake

In the event of an explosion, earthquake, or other event causing falling debris, **EVACUATION** will be preceded by a “**DROP, COVER and HOLD ON**” protocol. Students and staff should drop to the floor, duck under a desk or table, cover the head with arms and hands, and hold onto furniture.

EVACUATION:

- Requires exit from the building to a designated safe site, on-campus or off-site
- May require that students and staff rely on district bus transportation
- May require staff to exit via alternate routes based on circumstances
- Requires that students remain with assigned teachers unless circumstances prohibit that
- Requires that staff and students assist those with special needs to ensure for safe egress of all

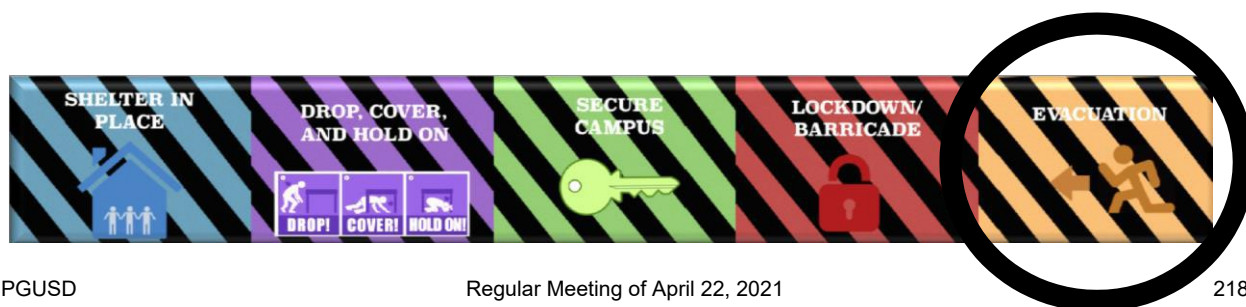


Immediate Action Response: The Big Five

EVACUATION

STAFF ACTIONS:

- Prepare students to leave all belongings and calmly exit the building
- Gather emergency supplies/materials (Go Pack) including the student roster for current class and that of “Buddy Teacher”
- Remove staff ID placard from emergency materials and put it on
- Ensure that the door is closed, but **unlocked**
- Check with “Buddy Teacher(s)” to determine each other’s health status, need to assist with injuries, need to stay with injured students, responsibility to ICS duty, etc.
- If necessary, one “Buddy Teacher” will evacuate both classrooms
- Take care to ensure the safety and address the unique needs of students or staff with disabilities according to site protocol
- Emphasize that the class stay together en-route to the Evacuation Assembly Area
- Appoint a responsible student to lead class while teacher brings up the rear, seeing that everyone has cleared the room. Follow closely with the class, actively monitoring safe egress. Give clear direction for all students to go to designated Evacuation Assembly Area
- Use the designated evacuation routes and reassemble in the assigned Evacuation Assembly Area
- According to site protocol, take attendance once class is safely in assembly location
- According to site protocol, report missing students
- Remain in the Evacuation Assembly Area until further instructions
- Wait for another action or, if **ALL CLEAR** announcement is issued, return to school buildings and normal class routine



Immediate Action Response: The Big Five

EVACUATION

HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, but lifting them may be dangerous. Some non-ambulatory people also have respiratory complications. Oversee their careful evacuation from smoke or vapors if danger is immediate.

To alert visually-impaired individuals:

- Announce the type of emergency
- Offer arm for guidance
- Tell person where you are going, obstacles you encounter
- When you reach safety, ask if further help is needed

To alert individuals with hearing limitations:

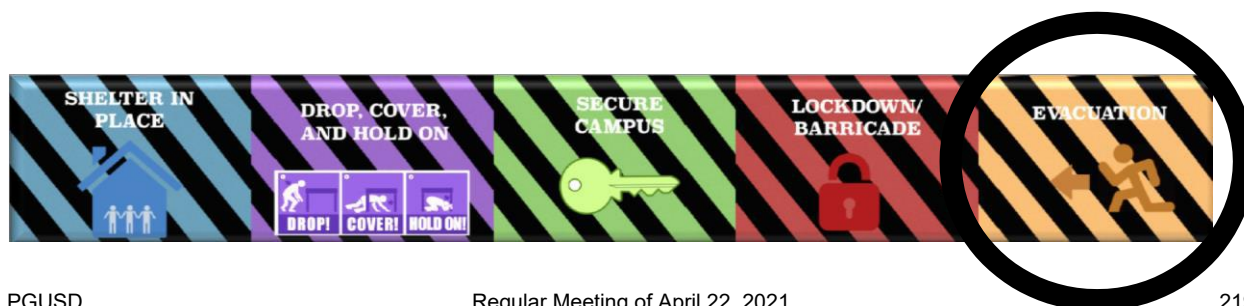
- Turn lights on/off to gain person’s attention –OR–
- Indicate directions with gestures –OR–
- Write a note with evacuation directions

To evacuate individuals using crutches, canes or walkers:

- Evacuate these individuals as injured persons
- Assist and accompany to evacuation site, if possible –OR–
- Use a sturdy chair (or one with wheels) to move person –OR–
- Help carry individual to safety

To evacuate individuals using wheelchairs

- Give priority assistance to wheelchair users with electrical respirators
- Most wheelchairs are too heavy to take downstairs; consult with the affected individual to determine the best carry options
- Reunite person with the wheelchair as soon as it is safe to do so



- | | |
|--|---|
| <input type="checkbox"/> Student Learning and Achievement | <input checked="" type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input checked="" type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Online Subscription with DocuSign Electronic Signature Services

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Song Chin Bendib, Assistant Superintendent

RECOMMENDATION:

The District Administration recommends the Board review and approve use of the online signature services of DocuSign, district wide.

BACKGROUND:

Starting in April, 2020, Student Services purchased DocuSign to use during the pandemic shut down to obtain parent signatures on confidential student documentation. Since then this service, and those similar, have been used in the District to route documents for signatures from administrators, employees, and parents.

INFORMATION:

After meeting with site clerical staff it has been determined the continued use of this service will be very useful in obtaining necessary signatures from administrators, employees, vendors, and parents. Suggested uses are contracts, staff forms, permission slips, special education documents, etc.

The district would purchase 1,000 envelopes and would receive an additional 500 envelopes, at no additional cost, for a total of 1,500 envelopes to be used throughout the district for the needs mentioned. The purchase includes a virtual staff training session, 45 additional days of online training as needed and their Premier Support for the entire service period. This would be a 14 -month agreement since the current agreement expires this month. This new agreement would be for a period from April, 2021 through June, 2022.

Furthermore, this company serves many entities, including government, that require a secure environment to do business. DocuSign is providing their standard security service which meets HIPAA (Health Insurance Portability and Accountability Act), FERPA (Family Educational Rights and Privacy Act) and COPPA (Children’s Online Privacy Protection Act) requirements to keep student data safe. Automatic document retention will keep records both safe and accessible to district staff.

FISCAL IMPACT:

A 14-month agreement from April, 2021 through June, 2022, with the details mentioned will cost \$4,968. Because the initial need for this service began with the pandemic shut down, this first period agreement can be covered by ESSER II funds.



DocuSign, Inc.
221 Main Street, Suite 1000
San Francisco, CA 94105

Offer Valid Through: Apr 19, 2021
Prepared By: Ashley Atwood
Quote Number: Q-00580602
SUBJECT TO APPROVAL

ORDER FORM

Address Information

Bill To:

PGUSD
435 Hillcrest Ave,
Pacific Grove, CA, 93950
United States

Ship To:

PGUSD
435 Hillcrest Ave,
Pacific Grove, CA, 93950
United States

Billing Contact Name:

Denise Engles
Billing Email Address:
dengles@pgusd.org
Billing Phone:
831-646-6517

Shipping Contact Name:

Sara Birkett
Shipping Email Address:
sbirkett@pgusd.org
Shipping Phone:
8316466524

Order Details

Order Start Date: Apr 17, 2021
Order End Date: Jun 16, 2022
Billing Frequency: Annual

Payment Method: Check
Payment Terms: Net 30
Currency: USD

Products

Product Name	Start Date	End Date	Quantity	Net Price
eSignature Business Pro Edition - Envelope Subs. (Adopt.Accel.)	Apr 17, 2021	Jun 16, 2022	1	\$4,320.00
Premier Support	Apr 17, 2021	Jun 16, 2022	1	\$648.00

01-3215-0-1110-1000-5800-00-XXX-0000-1050 **Grand Total: \$4,968.00**

Product Details

eSignature Envelope Allowance: 1,000

- | | |
|---|--|
| <input checked="" type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input checked="" type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input checked="" type="checkbox"/> Public Hearing |

SUBJECT: Public Hearing of California School Employees Association Sunshine List 2020-21

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends that the Board hold a public hearing for the sunshine topics for the 2020-21 California School Employees Association (CSEA) negotiations. [A copy of the sunshine list was posted at each school site five business days prior to the Board meeting.]

INFORMATION:

Government Code Section 3457 provides the basis and procedures for the recognition of the California School Employees Association's initial proposal for negotiations with the Pacific Grove Unified School District for the 2020-21 school year. The public hearing will provide an opportunity for the community to comment on the following:

1. ARTICLE 2 – WAGES

In order to attract and retain employees, CSEA will propose a fair and equitable pay raise for the 2020-2021 school year; discuss options for employee stipends for work related expenses.

2. ARTICLE 3 – HEALTH AND WELFARE BENEFITS

Affordable and adequate coverage for employees for the 2020-2021 school year. Increase district contribution to health coverage. Review MCSIG policy around married couples who are both employees having to have separate (double) plans.

CSEA reserves the right to add, delete, or modify these proposals as determined through the negotiation process.

FISCAL IMPACT:

To be assessed during negotiations.



www.pgusd.org

PUBLIC HEARING I
PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue Pacific Grove, CA 93950

Ralph Gomez Porras
Superintendent
(831) 646-6520
Fax (831) 646-6500
rporras@pgusd.org

Song Chin-Bendib
Assistant Superintendent
Business Services
(831) 646-6509
schinbendib@pgusd.org

PUBLIC HEARING NOTICE

At the Board of Education meeting to be held at 6:30 p.m. on Thursday, April 22, 2021, VIRTUAL MEETING (link available at www.pgusd.org), a public hearing is scheduled in compliance with the requirements of Government Code Section 3457 to provide an opportunity for the community to comment on the following:

Initial Proposal for Negotiations Submitted by the California School Employees Association for the 2020-21 School Year

The California School Employees Association has submitted an initial proposal for the collective bargaining agreement between the Board of Education of Pacific Grove Unified School District and their association.

Government Code Section 3457 provides the basis and procedures for the recognition of the California School Employees Association's Initial Proposal for Negotiations with the Pacific Grove Unified School District for the 2020-21 school year. New subjects of meeting and negotiating arising after approval of this initial proposal shall be made public within 24 hours.

The California School Employees Association is proposing to negotiate the following sections of the Classified Bargaining Unit Agreement:

1. ARTICLE 2 – WAGES

In order to attract and retain employees, CSEA will propose a fair and equitable pay raise for the 2020-2021 school year; discuss options for employee stipends for work related expenses.

2. ARTICLE 3 – HEALTH AND WELFARE BENEFITS

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Posted: April 5, 2021 at the PGUSD District Office and all school sites



**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS
PACIFIC GROVE CHAPTER 229**

March 15, 2020

Dear Dr. Ralph Porras,

The California School Employees Association and its Pacific Grove Chapter 229 hereby, submits the following list of articles from the master contract to be “sunshined” under the EERA 3547(a) for the Reopener Negotiations for the 2021-2022

The articles from the Classified Bargaining Unit Contract to be sunshined are:

1. ARTICLE 2 – WAGES

In order to attract and retain employees, CSEA will propose a fair and equitable pay raise for the 2020-2021 school year; discuss options for employee stipends for work related expenses.

2. ARTICLE 3 – HEALTH AND WELFARE BENEFITS

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- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: Approval of California School Employees Association Sunshine List 2020-21

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends that the Board review and approve the sunshine topics for the 2020-21 California School Employees Association (CSEA) negotiations. [A copy of the sunshine list was posted at each school site five business days prior to the Board meeting.]

INFORMATION:

Government Code Section 3457 provides the basis and procedures for the recognition of the California School Employees Association's initial proposal for negotiations with the Pacific Grove Unified School District for the 2020-21 school year. The public hearing will provide an opportunity for the community to comment on the following:

1. ARTICLE 2 – WAGES

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CSEA reserves the right to add, delete, or modify these proposals as determined through the negotiation process.

FISCAL IMPACT:

To be assessed during negotiations.



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ACTION/DISCUSSION A

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

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CSEA reserves the right to add, delete, or modify these proposals as determined through the negotiation process.

Posted: April 5, 2021 at the PGUSD District Office and all school sites



**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS
PACIFIC GROVE CHAPTER 229**

March 15, 2020

Dear Dr. Ralph Porras,

The California School Employees Association and its Pacific Grove Chapter 229 hereby, submits the following list of articles from the master contract to be “sunshined” under the EERA 3547(a) for the Reopener Negotiations for the 2021-2022

The articles from the Classified Bargaining Unit Contract to be sunshined are:

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2. ARTICLE 3 – HEALTH AND WELFARE BENEFITS

Affordable and adequate coverage for employees for the 2020-2021 school year. Increase district contribution to health coverage. Review MCSIG policy around married couples who are both employees having to have separate (double) plans.

CSEA reserves the right to add, delete, or modify these proposals as determined through the negotiation process.

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| <input checked="" type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input checked="" type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input checked="" type="checkbox"/> Public Hearing |

SUBJECT: Public Hearing of 2020-21 District Pacific Grove Unified School District/California School Employees Association Negotiation Sunshine List

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The Administration recommends that the Board hold a public hearing of the Pacific Grove Unified School District/California School Employees Association sunshine topics for 2020-2021.

INFORMATION:

Government Code Section 3457, Section A, the Pacific Grove Unified School District administration presents (“sunshines”) the following bargaining proposals/topics for inclusion in contract negotiations with CSEA for the 2020-2021 school year.

The public hearing will provide an opportunity for the community to comment on the following:

Article II. Wages

Article III Health and Welfare Benefits

Article IX Evaluation

Specific to Procedures to be Followed and Appendix H. Evaluation Form, Section E goals

FISCAL IMPACT:

To be determined pending the outcome of negotiations



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PUBLIC HEARING II
PACIFIC GROVE UNIFIED SCHOOL DISTRICT
435 Hillcrest Avenue Pacific Grove, CA 93950

Ralph Gomez Porras
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rporras@pgusd.org

Song Chin Bendib
Assistant Superintendent
Business Services
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schinbendib@pgusd.org

PUBLIC HEARING NOTICE

At the Board of Education meeting to be held at 6:30 p.m. on Thursday, April 22, 2021, VIRTUAL MEETING (link available at www.pgusd.org), a public hearing is scheduled in compliance with the requirements of Government Code Section 3457 to provide an opportunity for the community to comment on the following:

Initial Proposal for Negotiations Submitted by the Pacific Grove Unified School District and the California School Employees Association for the 2020-21 School Year.

The California School Employees Association, has submitted an initial proposal for the collective bargaining agreement between the Board of Education of Pacific Grove Unified School District and their association. Government Code Section 3457 provides the basis and procedures for the recognition of the California School Employees Association's Initial Proposal for Negotiations with the Pacific Grove Unified School District for the 2020-21 school year. New subjects of meeting and negotiating arising after approval of this initial proposal shall be made public within 24 hours.

The Pacific Grove Unified School District is proposing to negotiate the following sections of the Classified Bargaining Unit Agreement:

Article II. Wages

Article III Health and Welfare Benefits

Article IX Evaluation

Specific to Procedures to be Followed and Appendix H. Evaluation Form,
Section E goals

Posted: April 5, 2021 at the PGUSD District Office and school sites

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: Approval of 2020-21 District Pacific Grove Unified School District/California School Employees Association Negotiation Sunshine List

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The Administration recommends that the Board review and approve the Pacific Grove Unified School District/California School Employees Association sunshine topics for 2020-2021.

INFORMATION:

Government Code Section 3457, Section A, the Pacific Grove Unified School District administration presents (“sunshines”) the following bargaining proposals/topics for inclusion in contract negotiations with CSEA for the 2020-2021 school year.

The public hearing will provide an opportunity for the community to comment on the following:

Article II. Wages

Article III Health and Welfare Benefits

Article IX Evaluation

Specific to Procedures to be Followed and Appendix H. Evaluation Form, Section E goals

FISCAL IMPACT:

To be determined pending the outcome of negotiations



www.pgusd.org

ACTION/DISCUSSION B

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue Pacific Grove, CA 93950

Ralph Gomez Porras
Superintendent
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PUBLIC HEARING NOTICE

At the Board of Education meeting to be held at 6:30 p.m. on Thursday, April 22, 2021, VIRTUAL MEETING (link available at www.pgusd.org), a public hearing is scheduled in compliance with the requirements of Government Code Section 3457 to provide an opportunity for the community to comment on the following:

Initial Proposal for Negotiations Submitted by the Pacific Grove Unified School District and the California School Employees Association for the 2020-21 School Year.

The California School Employees Association, has submitted an initial proposal for the collective bargaining agreement between the Board of Education of Pacific Grove Unified School District and their association. Government Code Section 3457 provides the basis and procedures for the recognition of the California School Employees Association's Initial Proposal for Negotiations with the Pacific Grove Unified School District for the 2020-21 school year. New subjects of meeting and negotiating arising after approval of this initial proposal shall be made public within 24 hours.

The Pacific Grove Unified School District is proposing to negotiate the following sections of the Classified Bargaining Unit Agreement:

Article II. Wages

Article III Health and Welfare Benefits

Article IX Evaluation

Specific to Procedures to be Followed and Appendix H. Evaluation Form,
Section E goals

Posted: April 5, 2021 at the PGUSD District Office and school sites

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: District Update on Response to COVID-19

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends the Board receive information regarding District response to COVID-19, and provide direction to Administration.

INFORMATION:

The District Administration will update the Board, staff and community on current District response and protocols to COVID-19.

- | | |
|--|---|
| <input type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input checked="" type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Adoption of Resolution No. 1069: Intent to Initiate a Transition from At-Large to By-Trustee Area Elections Commencing with the 2022 Board Election

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends the Board review and adopt Resolution No. 1069: Intent to Initiate a Transition from At-Large to By-Trustee Area Elections Commencing with the 2022 Board Election.

BACKGROUND:

The Pacific Grove Unified School District Board of Trustees is currently elected under an “at-large” election system, where trustees are elected by voters of the entire District. Under the California Voting Rights Act (Elec. Code, § 14025, *et seq.*) (“CVRA”), at-large elections are impermissible if they result in racially polarized voting, which is defined as “voting in which there is a difference ... in the choice of candidates or other electoral choices that are preferred by voters in the rest of the electorate.” (Elec. Code, § 14026, subd. (e).) The only election system that provides the District complete protection from a CVRA claim is a “by-trustee area” election system, in which each trustee must reside within the designated trustee area boundary, and is elected only by the voters in that trustee area. In recent years, there have been increasing numbers of legal challenges to local at-large elections.

INFORMATION:

To minimize the potential for impermissible racially polarized voting, and further to limit the possibility of litigation against the District under the CVRA, the Board will review its current Board election system and consider adopting a resolution declaring the intent to transition from at-large to by-trustee area Board elections. The new trustee areas would be implemented in time for the upcoming November 2022 Board election.

FISCAL IMPACT:

The cost for demographer and legal services to assist in the development of proposed by-trustee area boundaries is currently estimated to be approximately \$30,000. This cost will likely be taken out of the General Fund.

**BOARD OF EDUCATION
PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

RESOLUTION NO. 1069

**INTENT TO INITIATE A TRANSITION FROM AT-LARGE TO BY-TRUSTEE AREA
ELECTIONS COMMENCING WITH THE 2022 BOARD ELECTION**

WHEREAS, the Board of Trustees (“Board”) of the Pacific Grove Unified School District (“District”) are currently elected “at-large,” meaning that registered voters of the entire jurisdiction elect candidates to the Board;

WHEREAS, trustees are elected in even-numbered years and serve staggered, four-year terms, such that the next election for three trustees is scheduled for November 2022, with the remaining two trustees scheduled for election in November 2024;

WHEREAS, under the California Voting Rights Act (Elec. Code, § 14025, *et seq.*) (“CVRA”), at-large elections are impermissible if they result in racially polarized voting. Racially polarized voting is defined as “voting in which there is a difference . . . in the choice of candidates or other electoral choices that are preferred by voters in a protected class, and in the choice of candidates and electoral choices that are preferred by voters in the rest of the electorate” (Elec. Code, § 14026, subd. (e));

WHEREAS, to minimize the potential for impermissible racially polarized voting, and further to limit the possibility of litigation against the public agency under the CVRA, many public agencies in California conduct “by-trustee area” elections, where each trustee must reside within the designated trustee area boundary, and is elected only by the voters in that trustee area;

WHEREAS, the Board understands the importance of fair and accessible elections, and greatly values the opinions and voices of all members of the District’s community;

WHEREAS, while the Board does not believe that its current form of elections violates the CVRA, it does believe that it is in the public interest to begin the process to transition from at-large to by-trustee area elections;

WHEREAS, the boundaries for trustee areas in by-trustee elections are established based on population counts and demographics from the most recent United States’ census;

WHEREAS, the United States’ census count occurs every ten (10) years with the last census count occurring in 2020 (“2020 Census”);

WHEREAS, due to Coronavirus pandemic related delays, the 2020 Census data is not expected to be made available to state and local agencies until September 30, 2021, which is a substantial delay from the original due date of March 31, 2021;

WHEREAS, if the District transitioned to by-trustee area elections prior to the release of the 2020 Census, the trustee areas would be established based on the 2010 Census, which (1) may not fairly and accurately reflect the current voter population distribution and demographics of the District, and (2) could require the District to incur additional, duplicative costs to adjust the trustee areas based on the 2020 Census as required by Education Code Section 5019.5;

WHEREAS, the Board, cognizant of its need to be fiscally responsible, desires to implement this change in the manner of electing board members in a cost effective and efficient manner following release of the 2020 Census data;

WHEREAS, pursuant to Elections Code section 10010, subdivision (a)(1), the Board will hold a minimum of two public hearings to seek public input regarding the composition of the trustee areas prior to developing proposed trustee-area boundary maps;

WHEREAS, the Board will hold a minimum of two additional public hearings to seek public input on the proposed trustee-area maps developed with assistance from a demographer and on the proposed sequence of elections (Elec. Code, § 10010, subd. (a)(2));

WHEREAS, the Board will hold an additional public hearing before adopting a trustee-area map and submitting it to the Monterey County Committee on School District Organization (“County Committee”) for consideration;

WHEREAS, Education Code sections 5019 and 5030 authorize the County Committee, upon application of the Board, to change the method of election of the Board from at-large to by-trustee area;

WHEREAS, if the County Committee approves this request to change the method of electing trustees, Education Code section 5020 requires the County Committee’s resolution of approval to be submitted to the electorate for its approval; and

WHEREAS, in the alternative, the District may seek a waiver of this voter approval requirement from the State Board of Education, pursuant to Education Code sections 33050-33053.

NOW, THEREFORE, BE IT RESOLVED, that the District Board of Trustees hereby finds, determines, declares and resolves as follows:

1. The above recitals are correct and true.
2. This Resolution is passed and adopted pursuant to Elections Code section 10010, subd. (e)(3)(A).
3. Trustee area boundary lines shall be developed based on the most updated federal decennial census data following its release in 2021 to provide for “by-trustee area” elections commencing with the 2022 Board elections.

4. Pursuant to Education Code sections 5019, 5030 and other applicable provisions of law, the Board directs District staff to transmit this resolution to the County Committee so that the County Committee will be on notice of the District's intent, to adopt a change in the method of electing members of the Board from "at-large" elections to "by-trustee area" elections commencing with the 2022 Board elections.
5. Before submitting a final proposal to the County Committee for trustee area maps, multiple public hearings in accordance with Elections Code section 10010 and other applicable laws shall be scheduled to obtain public input on draft trustee area maps and proposals.
6. The Board shall apply to the County Committee for establishment of trustee areas pursuant to Education Code section 5019 in a timely manner following the availability of the 2020 Census data to have the 2022 elections for the Board conducted within the new trustee areas.
7. Staff is directed to engage a demographer, legal counsel, and any other consultant deemed required to assist in the development of proposed by-trustee area boundaries.
8. The District Superintendent/designee are authorized to take all actions necessary to seek a waiver from the State Board of Education of the election requirement imposed by Education Code section 5020, which would otherwise require an election to determine whether to transition to by-trustee area elections.
9. The District Superintendent/designee are hereby authorized and directed to take any other actions necessary to effectuate the purposes of this resolution.
10. This resolution shall become immediately effective upon adoption by the Board.

PASSED AND ADOPTED by the Board of Education of the Pacific Grove Unified School District this 22nd day of April 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John Paff, President
Board of Education

Ralph Porras, Superintendent
Secretary Board of Education

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: Resolution No. 1070 Regarding Vacancy on the Board of Education and Provisional Appointment Process

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends the Board review and approve Resolution No. 1070 Regarding Vacancy on the Board of Education and Provisional Appointment process.

BACKGROUND:

A vacancy on the Board of Education was created on April 8, 2021 when Trustee Jon Walton resigned from the Board. Educational Code section 5091 provides that when a vacancy occurs on the governing board in a school district, the governing board of the district shall, within sixty (60) days of the vacancy, either make a provisional appointment or order an election to fill the vacancy.

INFORMATION:

Upon approval of either the provisional appointment process or ordering an election, the Administration will commence to fill the vacancy. Information will be released to the public on Friday, April 23, 2021.

FISCAL IMPACT:

If the Board of Education orders an election, the cost will be approximately \$50,000.

**RESOLUTION NO. 1070 REGARDING VACANCY ON BOARD OF EDUCATION AND
PROVISIONAL APPOINTMENT PROCESS**

BEFORE THE BOARD OF EDUCATION OF THE
PACIFIC GROVE UNIFIED SCHOOL DISTRICT
MONTEREY COUNTY, CALIFORNIA

WHEREAS, Education Code section 5090 provides that vacancies on school district governing boards are caused by any of the events specified in Government Code section 1770;

WHEREAS, Government Code section 1770(c) and (e) provide that an office becomes vacant when a board member resigns or ceases to be an inhabitant of the district;

WHEREAS, Education Code section 5091 provides that when a vacancy occurs on the governing board in a school district, the governing board of the district shall, within 60 days of the vacancy or filing of a deferred resignation, either order an election or make a provisional appointment to fill the vacancy;

WHEREAS, a vacancy on the Board was created when Board Member Jon Walton submitted his resignation on April 9, 2021, which became effective on April 9, 2021;

IT IS THEREFORE RESOLVED that the Board shall take all necessary steps to make a provisional appointment to fill Mr. Walton's position on the Board within the sixty (60) days from April 9, 2021 as required by Education Code section 5091;

BE IT FURTHER RESOLVED that interested persons will be required to fill out and return by May 14, 2021, the attached "Application to Fill Board of Education Vacancy." The Board hereby authorizes the formation of a subcommittee of the Board and administration, if the number of applicants exceeds six (6) total, to screen applications and present six (6) finalists to the Board by May 20, 2021. The Board will review the applications and conduct the interviews of the final applicants at a regular Board meeting to be conducted on May 20, 2021. After conducting the interviews in open session, the Board will make the provisional appointment at the June 3, 2021 regular Board Meeting.

BE IT FURTHER RESOLVED that the District Superintendent will notify Dr. Deneen Guss, Monterey County Superintendent of Schools, of the Board's action on this matter by forwarding to her an executed copy of this Resolution;

BE IT FURTHER RESOLVED that, following this Board's appointment of a provisional appointee, the District Superintendent is authorized to publish the notice required by Education Code section 5092;

BE IT FURTHER RESOLVED that the District Superintendent or his designee is authorized to take any further action necessary to carry out the intent of this Resolution;

BE IT FURTHER RESOLVED that the District Superintendent or his designee shall circulate and post the Attached "Notice of Call for Applications" and prepare and distribute to those individuals interested copies of the attached "Application to Fill Board of Education Vacancy."

The foregoing Resolution was adopted by the Board of Education of the Pacific Grove Unified School District on the ___ day of _____, 2021 by the following vote:

AYES:

NOES:

ABSENT:

President, Board of Education
Pacific Grove Unified School District
Monterey County, California

I, the Clerk to the Board of Education of the Pacific Grove Unified School District, do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Education at its meeting held on _____, 2021.

Clerk, Board of Education
Pacific Grove Unified School District
Monterey County, California

BOARD APPOINTMENT TIMELINE

April 9, 2021	Board vacancy created	Day 1
April 22, 2021	Board announces provisional appointment process	Day 14
April 23, 2021	Media notified of vacancy; application packets available	Day 15
May 14, 2021	Application deadline	Day 36
May 20, 2021	Interview candidates at Board meeting	Day 42
June 3, 2021	Board selects provisional appointee by majority vote and makes the provisional appointment.	Day 56

4. Please describe your involvement and participation within Pacific Grove Unified School District (children in school, committee work, parent club participation, etc.):

5. Please describe your involvement and participation in any other community or business activities that you believe are relevant to the role of a school board member:

6. Please use this space to add any other information that you would like to tell the Board about yourself:

You may add additional pages.

I certify that I am 18 years of age or older, a citizen of the state of California, a resident within the Pacific Grove Unified School District, a registered voter, and am not disqualified by the Constitution or laws of this state from holding a civil office. I am qualified to be elected or appointed a member of the Pacific Grove Unified School District Board of Education without further qualifications.

Signature

Date

APPLICATION DEADLINE: Friday, May 14, 2021 at 4:00 P.M.

RETURN APPLICATION TO: Dr. Ralph Gómez Porras, Superintendent
Pacific Grove Unified School District Office
435 Hillcrest Avenue
Pacific Grove, CA 93950

***Please note applications will become public documents with residential address redacted**

- | | |
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| <input type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input checked="" type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Revisions to Board Policy and Regulation 2365 Recording

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The District Administration recommends that the Board review the recently adopted Board Policy and Regulation 2365 Recording, and provide direction on revisions, if needed.

INFORMATION:

The Board requested a Board Policy and Regulation regarding recording and archival of audio/visual Board meeting recordings.

The following policy establishes Board meeting recordings will be kept for ninety (90) days following a Board meeting, and may be erased or destroyed ninety (90) days after the recording. A copy of the recording of a Board of Trustees meeting shall be available through a California Public Records Act request during the 90 days after recording. Such request is subject to the requirements of the California Public Records Act.

The policy and regulation were adopted by the Board on April 1, 2021. The Board then requested that this item return for possible revisions.

Pacific Grove Unified School District

ADMINISTRATION

Policy 2365

RECORDING

Any audio or video recording of an open and public Board meeting made by or at the direction of the Board shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. Any audio or video recording of an open and public Board meeting shall be maintained for at least thirty calendar days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

Pacific Grove Unified School District

ADMINISTRATION

Regulation 2365

RECORDING

Any recording of a Board of Trustees meeting made for whatever purpose by or at the direction of the board shall be subject to inspection pursuant to the California Public Records Act (Chapter 3.5 [commencing with section 6250] of Division 7 of Title 1), but, notwithstanding section 34090, may be erased or destroyed ninety (90) days after the recording. A copy of the recording of a Board of Trustees meeting shall be available through a California Public Records Act request during the 90 days after recording. Such request is subject to the requirements of the California Public Records Act.

Any inspection of the recording of a Board of Trustees meeting shall be provided without charge on equipment provided by the District.

In summary, all recordings will be available on the District website for 30 days following the Board meeting. After 30 days, the recordings will be removed from the website and archived for 90 days. Following the 90 days, the archive will be erased and the Board minutes will be the official record of the meeting.

See Board Policy 2365

Reference: Government Code Section 54953.5

- | | |
|---|---|
| <input type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Approval of Contract for Service with AMS.net, Inc for Installation of Paging, Bell, and Clock System at Pacific Grove High School

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Matt Kelly, Director of Facilities & Transportation

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with AMS.Net, Inc. for installation of paging, bell and clock system at Pacific Grove High School.

BACKGROUND:

The existing clock and bell portion of the system has completely failed. Staff contracted with a repair service to have the system repaired. Upon inspection, Maintenance diagnosed that the system's front end controls need replacing, and about 75% of the classroom clocks. Repair costs were estimated to be about 75% of replacement costs. The system is approximately 15 years old.

INFORMATION:

Staff looked at two systems for Forest Grove Elementary that would eventually be installed in the rest of the school district. AMS and MJ Communications Inc.

The AMS system integrates with the new Cisco Meraki network installed by AMS last year. It is more than a bell, clock, and speaker system and addresses parents and staff's safety concerns from two years ago. The AMS system provides solutions like panic buttons on desktop or mobile phone to push out to the site, broadcasts can be vocal (pre-recorded) and displayed via digital signage, automatically lock doors (not in place), notify emergency personnel, and staff and students can respond to the emergency system via IP phone or mobile phone. This system does require a 5-year license that covers five district sites when their systems are upgraded.

MJ Communications, Inc. submitted on a 41 Visiplex Speaker/Clock system. The Visiplex communicates to all devices using radio waves. It has an emergency call in function that can be accessed from a cell phone and broadcast throughout the site. Emergency messages can be displayed on the digital signage but is not as seamless as the AMS system.

Both systems require different infrastructure upgrades. AMS will run all new CAT6 and MJ Communications will install speakers and electrical wire.

District Technology and Facilities staff met with Forest Grove's School site council on February 9, 2021 and went through both system's capabilities. Site Council's preference was the AMS system because of its extra safety features.

At the March 4, 2021 meeting of trustees AMS.Net was awarded the contract for Forest Grove with the understanding that the same system would be used District wide. No other bids were asked for or received.

FISCAL IMPACT:

\$159,619.29 Measure D. Work will begin on or around June 3, 2021 and is anticipated to complete in 6-8 weeks.

Budget

HS Intercom & Bell System -	\$115,000.00
<u>AMS.Net Bid -</u>	<u>\$159,619.29</u>
Difference -	<\$44,619.29>

Budget Adjustments

- ✓ Move \$44,619.29 from HVAC COVID Replacement or Modifications to HS Intercom & Bell System
 - HVAC COVID Replacement or Modifications remaining budget decreases to \$654,376.00
 - HS Intercom & Bell System Budget Increase to \$159,619.29

AGREEMENT BETWEEN OWNER AND CONTRACTOR

THIS AGREEMENT is hereby entered into by the **Pacific Grove Unified School District**, hereinafter referred to as DISTRICT, and:

AMS.Net	License # 763508		
CONTRACTOR	SOCIAL SECURITY NUMBER BUSINESS ID # LICENSE #		
502 Commerce Way	Livermore	CA	94551
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

WITNESSETH: That the Contractor and the Owner for the consideration hereinafter named agree as follows:

Article I. **SCOPE OF WORK.** The Contractor agrees to furnish all labor, equipment and materials, including tools, implements, and appliances required, and to perform all the Work in a good and workmanlike manner, free from any and all liens and claims from mechanics, material suppliers, subcontractors, artisans, machinists, teamsters, freight carriers, and laborers required for:

Pacific Grove High School Intercom, Bell, and Clock System
615 Sunset Blvd
Pacific Grove, CA 93950

Article II. **CONTRACT DOCUMENTS.** The Contractor and the Owner agree that all of the documents listed in Article 1.1.1 of the General Conditions form the Contract Documents which form the Contract.

Article III. **TIME TO COMPLETE.** Services shall begin on or about June 03, 2021 and shall be completed on or before September 30, 2021.

Article IV. **PAYMENT AND RETENTION.** The Owner agrees to pay the Contractor in current funds One hundred and fifty-nine thousand six-hundred and nineteen 29/100 dollars (**\$159,619.29**) for work satisfactorily performed after receipt of properly documented and submitted Applications for Payment and to make payments on account thereof.

Unless otherwise stated in the Contract Documents, within thirty (30) days after receipt of an undisputed and properly submitted Application for Payment, Contractor shall be paid a sum equal to ninety-five percent (95%) of the undisputed value of the Work performed up to the last day of the previous month, less the aggregate of previous payments; and Owner shall

retain the other five percent (5%) of the undisputed value of the Work. The value of the Work completed shall be an estimate only, no inaccuracy or error in said estimate shall operate to release the Contractor, or any bondsman, from damages arising from such Work or from enforcing each and every provision of this Contract, and the Owner shall have the right subsequently to correct any error made in any estimate for payment. Contractor shall base an Application for Payment only on the original Contract Sum plus any fully executed and Board-approved Change Orders. Contractor shall not include Notices of Potential Claims, CORs, Claims or disputed amounts.

The Contractor shall not be entitled to have any payment requests processed, or be entitled to have any payment made for work performed, so long as any lawful or proper direction given by the Owner concerning the Work, or any portion thereof, remains uncomplished with. Payment shall not be a waiver of any such direction.

Source of Funds: Measure D

Article V. **CHANGES.** Changes in this Agreement or in the Work to be done under this Agreement shall be made as provided below.

A change order (CO) is a written instrument signed by the Owner and the Contractor, and approved by the Owner's Governing Board, stating the agreement of Owner and Contractor upon all of the following:

- A. A change in the Work;
- B. The amount of the adjustment in the Contract Sum, if any; and
- C. The extent of the adjustment in the Contract Time, if any.

Unless expressly stated otherwise in the CO, any CO executed by Owner and Contractor constitutes and includes full and complete money and time (including but not limited to, adjustments to money and time) for all costs and effects caused by any of the changes described within it. Unless expressly stated otherwise in the CO, in consideration for the money received for the changes described in the CO, Contractor waives all Claims for all costs and effects caused by any of the changes, including but not limited to labor, equipment, materials, delay, extra work, overhead (home and field), profit, direct costs, indirect costs, acceleration, disruption, impaired productivity, time extensions, and any the costs and effects on Subcontractors and suppliers of any tier.

A Construction Change Directive (CCD) is a written unilateral order signed by the Owner directing a change in the Work and stating an adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by CCD, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions.

A CCD shall be used in the absence of agreement on the terms of a CO. If Contractor disagrees with the terms of a CCD, it shall nevertheless perform the work directed by the

CCD, but it may pursue the Notice of Potential Change if Contractor believes it is entitled to changes in the Contract Sum or Contract Time.

Article VI. **TERMINATION.** Contractor may only terminate for cause if the Work is stopped by others for a period of one hundred eighty (180) consecutive days through no act or fault of the Contractor, a Subcontractor of any tier, their agents or employees, or any other persons performing portions of the Work for whom the Contractor is contractually responsible, and the Work was stopped by others for one of the following reasons: (A) Issuance of an order of a court or other public authority having jurisdiction which requires Owner to stop all Work; or (B) an act of government, such as a declaration of national emergency, making material unavailable which requires Owner to stop all Work. If such grounds exist, the Contractor may serve written notice of such grounds on Owner and demand a meet-and-confer conference to negotiate a resolution in good faith within twenty (20) days of Owner's receipt of such notice. If such conference does not lead to resolution and the grounds for termination still exist, Contractor may terminate the Contract and recover from the Owner payment for Work executed and for reasonable verified costs with respect to materials, equipment, tools, construction equipment, and machinery, including reasonable overhead, profit, and damages for the Work executed, but excluding overhead (field and home office) and profit for (i) Work not performed and (ii) the period of time that the Work was stopped.

The Owner may terminate the Contract if the Contractor:

- A. Refuses or fails to supply enough properly skilled workers or proper materials, or refuses or fails to take steps to adequately prosecute the Work toward Completion within the Contract Time;
- B. Fails to make payment to Subcontractors for materials or labor in accordance with Public Contract Code section 10262 or Business and Professions Code section 7108.5, as applicable;
- C. Violates Labor Code section 1771.1(a), subject to the provisions of Labor Code section 1771.1(f);
- D. Disregards laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction; or
- E. Otherwise is in breach of the Contract Documents.

Article VII. **PREVAILING WAGES.** The Project is a public work, the Work shall be performed as a public work and pursuant to the provisions of Section 1770 et seq. of the Labor Code of the State of California, which are hereby incorporated by reference and made a part hereof, the Director of Industrial Relations has determined the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which the Work is to be performed, for each craft, classification or type of worker needed to execute this Contract. Per diem wages shall be deemed to include employer payments for health and welfare, pension, vacation, apprenticeship or other training programs, and similar purposes. Copies of the rates are on file at the Owner's principal office. The rate of

prevailing wage for any craft, classification or type of workmanship to be employed on this Project is the rate established by the applicable collective bargaining agreement which rate so provided is hereby adopted by reference and shall be effective for the life of this Agreement or until the Director of the Department of Industrial Relations determines that another rate be adopted. It shall be mandatory upon the Contractor and on any subcontractor to pay not less than the said specified rates to all workers employed in the execution of this Agreement.

The Contractor and any subcontractor under the Contractor as a penalty to the Owner shall forfeit not more than Two Hundred Dollars (\$200.00) for each calendar day or portion thereof for each worker paid less than the stipulated prevailing rates for such work or craft in which such worker is employed. The difference between such stipulated prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor.

The Contractor and each Subcontractor shall keep or cause to be kept an accurate record for Work on this Contract and Project showing the names, addresses, social security numbers, work classification, straight time and overtime hours worked and occupations of all laborers, workers and mechanics employed by them in connection with the performance of this Contract or any subcontract thereunder, and showing also the actual per diem wage paid to each of such workers, which records shall be open at all reasonable hours to inspection by the Owner, its officers and agents and to the representatives of the Division of Labor Law Enforcement of the State Department of Industrial Relations. The Contractor and each subcontractor shall furnish a certified copy of all payroll records directly to the Labor Commissioner.

Public works projects shall be subject to compliance monitoring and enforcement by the Department of Industrial Relations. A contractor or subcontractor shall not be qualified to submit a bid or to be listed in a bid proposal subject to the requirements of Public Contract Code section 4104 unless currently registered and qualified under Labor Code section 1725.5 to perform public work as defined by Division 2, Part 7, Chapter 1 (§§1720 et seq.) of the Labor Code. A contractor or subcontractor shall not be qualified to enter into, or engage in the performance of, any contract of public work (as defined by Division 2, Part 7, Chapter 1 (§§1720 et seq.) of the Labor Code) unless currently registered and qualified under Labor Code section 1725.5 to perform public work.

Article VIII. **WORKING HOURS.** In accordance with the provisions of Sections 1810 to 1815, inclusive, of the Labor Code of the State of California, which are hereby incorporated and made a part hereof, the time of service of any worker employed by the Contractor or a Subcontractor doing or contracting to do any part of the Work contemplated by this Agreement is limited and restricted to eight hours during any one calendar day and forty hours during any one calendar week, provided, that work may be performed by such employee in excess of said eight hours per day or forty hours per week provided that compensation for all hours worked in excess of eight hours per day, and forty hours per week, is paid at a rate not less than one and one-half (1½) times the basic rate of pay. The Contractor and every Subcontractor shall keep an accurate record showing the name of and the actual hours worked each calendar day and each calendar week by each worker

employed by them in connection with the Work. The records shall be kept open at all reasonable hours to inspection by representatives of the Owner and the Division of Labor Law Enforcement. The Contractor shall as a penalty to the Owner forfeit Twenty-five Dollars (\$25.00) for each worker employed in the execution of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day, and forty hours in any one calendar week, except as herein provided.

Article IX. **INDEMNIFICATION AND INSURANCE.** The Contractor will defend, indemnify and hold harmless the Owner, its governing board, officers, agents, trustees, employees and others as provided in the General Conditions.

By this statement the Contractor represents that it has secured the payment of Workers' Compensation in compliance with the provisions of the Labor Code of the State of California and during the performance of the work contemplated herein will continue so to comply with said provisions of said Code. The Contractor shall supply the Owner with certificates of insurance evidencing that Workers' Compensation Insurance is in effect and providing that the Owner will receive thirty (30) days' notice of cancellation.

Contractor shall provide the insurance set forth in the General Conditions. The amount of general liability insurance shall be \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage and the amount of automobile liability insurance shall be \$1,000,000.00 per accident for bodily injury and property damage combined single limit.

Article X. **ENTIRE AGREEMENT.** The Contract constitutes the entire agreement between the parties relating to the Work, and supersedes any prior or contemporaneous agreement between the parties, oral or written, including the Owner's award of the Contract to Contractor, unless such agreement is expressly incorporated herein. The Owner makes no representations or warranties, express or implied, not specified in the Contract. The Contract is intended as the complete and exclusive statement of the parties' agreement pursuant to Code of Civil Procedure section 1856.

Article XI. **EXECUTION OF OTHER DOCUMENTS.** The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of the Contract.

Article XII. **EXECUTION IN COUNTERPARTS.** This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

Article XIII. **BINDING EFFECT.** Contractor, by execution of this Agreement, acknowledges that Contractor has read this Agreement and the other Contract Documents, understands them, and agrees to be bound by their terms and conditions. The Contract shall inure to the benefit

of and shall be binding upon the Contractor and the Owner and their respective successors and assigns.

Article XIV. **SEVERABILITY; GOVERNING LAW; CHOICE OF FORUM.** If any provision of the Contract shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof. The Contract shall be governed by the laws of the State of California. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of Monterey, subject to transfer of venue under applicable State law, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by Owner.

Article XV. **AMENDMENTS.** The terms of the Contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement, including change orders, signed by the parties and approved or ratified by the Governing Board.

Article XVI. **ASSIGNMENT OF CONTRACT.** The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the surety on the payment bond, the surety on the performance bond and the Owner.

Article XVII. **WRITTEN NOTICE.** Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the firm or to an officer of the corporation for whom it was intended, or if delivered at or sent by registered or certified or overnight mail to the last business address known to the person who gives the notice.

(CONTRACTOR)

(OWNER)

SIGNED BY (Contractor)

_____(Title)

CALIFORNIA CONTRACTOR'S
LICENSE NO.

LICENSE EXPIRATION DATE

NOTE: Contractor must give the full business address of the Contractor and sign with Contractor's usual signature. Partnerships must furnish the full name of all partners and the Agreement must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Corporations must sign with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.



Customer Price Quote

Customer

Pacific Grove Unified School District
 435 Hillcrest Ave
 Pacific Grove CA, 93950-4900 US
 ATTN: Jonathan Mejia

Ship To

Pacific Grove Unified School District
 435 Hillcrest Ave
 Pacific Grove, CA 93950-4900
 ATTN: Jonathan Mejia

Quote Description

Pacific Grove HS Paging Cabling

Quote #	#Q-00049547
Project #	93313
Modified	12/3/2020
Account Mgr.	Thomas Vasconi
AM Phone	(925) 245-6128
AM Email	tvasconi@ams.net
Inside Account Mgr.	Jeff Souza
IAM Phone	(925) 245-6133
IAM Email	jsouza@ams.net
Quote Exp.	3/2/2021

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Material					
1	10032455 Berk-tek Cat.6 PVC Blue	Berk-Tek	13.00	\$240.00	\$3,120.00
2	10139885 Berk-Tek Cat 6 Outdoor	Berk-Tek	6.00	\$497.14	\$2,982.84
3	AMS-CP-HARDWARE Cabling: Misc. Conduit Fittings and Screws	Cabling	80.00	\$10.00	\$800.00
4	AMS-CP-CONSUMABLES Cabling Consumables: Tape, String, Labels, Lube	Cabling	80.00	\$7.14	\$571.20
5	CAT16HP4Z34 1IN JHOOK TO 4Z34 TO WIRE-ROD-FLANGE	Erico	40.00	\$2.57	\$102.80
6	JETLINE 6500' PULL STRING	Jetline	3.00	\$40.00	\$120.00
7	61UJK-R16 Atlas-X1 Cat 6 Component-Rated UTP QuickPort Connector, Ivory	Leviton Manufacturing Company, Inc.	164.00	\$9.29	\$1,523.56
8	49255-H24 Leviton 24 Port CAT 5 Snap In Patch Panel	Leviton Manufacturing Company, Inc.	12.00	\$40.21	\$482.52
9	41089-2IP Leviton 2-Port QuickPort Surface Mount Housing	Leviton Manufacturing Company, Inc.	80.00	\$2.46	\$196.80



10	65970 3/4" EMT 10' Pipe (Per 10ft Pricing)	Platt Electric	20.00	\$10.00	\$200.00
11	641064 3/4" EMT Connector	Platt Electric	50.00	\$1.70	\$85.00
12	641068 3/4" EMT Coupler	Platt Electric	10.00	\$1.77	\$17.70
13	FS100 STI READY SLEEVE 1" FIRESTOP SLEEVE	Specified Technologies, INC.	20.00	\$41.43	\$828.60
14	SSP28 STI READY PUDDY PUTTY 24CU IN STICK	Specified Technologies, INC.	20.00	\$33.71	\$674.20
15	FS200 STI READY SLEEVE 2" FIRESTOP SLEEVE	Panduit	12.00	\$55.71	\$668.52
16	PROS-6LORU-003F CAT6 Snagless Slimline Clear Boot Ultra Flexible 3' Orange	Total Cable Solutions	80.00	\$6.29	\$503.20
17	PROS-6LORU-005F CAT6 Snagless Slimline Clear Boot Ultra Flexible 5' Orange	Total Cable Solutions	80.00	\$7.71	\$616.80
18	PN10F18FV Wiremold PN10 External Elbow Ivory Wiremold Eclipse PN10 Nonmetallic Raceway	Wiremold	80.00	\$1.84	\$147.20
19	PN10F17FV Wiremold PN10 Internal Elbow Ivory Wiremold Eclipse PN10 Nonmetallic Raceway	Wiremold	100.00	\$1.51	\$151.00
20	PN10F11V Wiremold PN10 Flat 90 Ivory Wiremold Eclipse PN10 Nonmetallic Raceway	Wiremold	100.00	\$1.51	\$151.00
21	Pn10F15V Wiremold PN10 Tee Fitting Wiremold Eclipse PN10 Cabling	Wiremold	6.00	\$2.60	\$15.60
22	PN10L08V Wiremold PN10 Surface Raceway Ivory 8' Wiremold Eclipse PN10 Nonmetallic Raceway	Wiremold	46.00	\$21.43	\$985.78
23	PN10F86FV Wiremold PN10 Drop Ceiling Connector Ivory Wiremold Eclipse PN10 Nonmetallic Raceway	Wiremold	4.00	\$2.47	\$9.88
24	PN10F21V Entrance End Fitting Wiremold Eclipse PN10 Nonmetallic Raceway	Wiremold	50.00	\$3.60	\$180.00
25	PSB1V Wiremold Junction Box Ivory Wiremold Eclipse PN10 Cabling	Wiremold	60.00	\$5.71	\$342.60



Labor					
26	AMS-CI-CT-PW Labor: Cabling - Prevailing Wage INSTALL 80 NEW CAT.6 NETWORK DROPS AT FOREST GROVE ES. INSTALL 58 INDOOR IP SPEAKER AND 22 OUTDOOR SPEAKER DROPS. INSTALL CABLE THRU EXISTING CONDUIT. ALL CABLE WILL BE TERMINATED, TESTED, LABELED AND WARRANTY.	AMS.NET	252.00	\$135.00	\$34,020.00
27	AMS-CI-CT-PW Labor: Cabling - Prevailing Wage Mount IP Speakers NO DEMO OF EXISTING SPEAKER SYSTEM INCLUDED.	AMS.NET	80.00	\$135.00	\$10,800.00
28	AMS-CI-PM-FOC Labor: Project Manager - Cabling	AMS.NET	15.00	\$170.71	\$2,560.65

Shipping					
29	AMS-FREIGHT Freight and Handling	None	1.00	\$165.00	\$165.00

Order Summary

Subtotal	\$63,022.45
Adjustment	\$0.00
Estimated Taxes	\$1,368.74
Total	\$64,391.19

Terms and Conditions

1. AMS.NET will require a Purchase Order referencing this Quote # or if a Purchase order is not provided, an authorized representative must sign this quote.

2. Payment terms are Net 30. An interest charge of 1.5% per month will be applied to all accounts past due, plus all costs of collection and reasonable attorneys fees. AMS.NET accepts all major credit cards. A convenience fee of 3.5% will be assessed. Customer agrees to accept multiple invoices for projects that cover multiple sales. In the event that a site's readiness is delayed by the customer, customer agrees to accept and pay invoices that reflect equipment and services already received.

3. Items sold by AMS.NET, Inc. and shipped to destinations in California are subject to sales tax. If an item is subject to sales tax in the state to which the order is shipped, tax is generally calculated on the total selling price of each individual item. In accordance with state tax laws, the total selling price of an order will generally include shipping and handling charges and item-level discounts. The amount of tax charged on your order will depend upon many factors including, but not limited to, the type of item(s) purchased, and the source and destination of the shipment. Factors can change between the time you place an order and the time an invoice is sent, which could affect the calculation of sales taxes. The amount appearing on your proposal as 'Estimated Sales Tax' may differ from the sales taxes ultimately charged. Shipping charges and sales tax will be added to this order when invoiced and the customer agrees to pay these charges.

4. All companies with tax exemption must present a valid Tax Exempt form. If Customer is tax exempt or if tax exempt form is not provided then customer agrees to pay all applicable taxes.

5. All shipments are FOB Origin or Pre-paid and shipped to Dock. Any Special shipping requirements must be clearly stated on all PO's (i.e. inside delivery). If inside Delivery or Lift-gate is required it must be specified and additional fees will incur. Shipping charges that appear on this quote are an estimate, AMS.NET will invoice and the customer will pay the actual shipping charge when identified.

6. Upon delivery of equipment, customer agrees to open all shipments and visually inspect equipment for physical damages. All damages must be reported to AMS.NET within 24 hours of delivery.

7. Returns will be accepted at AMS.NET discretion and are subject to manufacturer returns policies as well. For returns to be approved all merchandise must be in an unopened box and the customer agrees to pay a restocking fee of 15% of the purchase price. Returns must be made within 15 Days of receipt. All shipments must have a valid RMA number from AMS.NET before returning. For RMA requests please contact our Customer Service Department at (800) 893-3660 Ext. 6111. Email RMA requests should be directed to service@ams.net A copy of AMS.NET's full RMA policy is available for review online at www.ams.net/services/procurement-and-financing/

8. The laws of the State of California will apply to this sale.

9. The term "installation date" means the first business day on which installation of the system is complete. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the Installation Date. Seller shall use its best efforts to make timely delivery and installation. However, all stated delivery and installation dates are approximate and except as expressly provided in this agreement, Seller shall, under no circumstance, be deemed to be in default hereunder or be liable for consequential, incidental or special damages or commercial loss resulting from delays in delivery or installation.

10. Warranties. AMS warrants to Customer that it has good title to the equipment being sold to Customer under this Agreement, and the right to sell such equipment to Customer free of liens or encumbrances. AMS further warrants to Customer that the equipment being sold to Customer hereunder shall be free from defects in workmanship for a warranty period of thirty (30) days commencing on the later date the equipment is delivered to Customer or the date upon which AMS completes performance of the services to be performed under this agreement (this warranty being hereinafter referred to as an "Installation Warranty"). Except as expressly set forth in this paragraph, AMS does not make, and hereby disclaims, any and all representations or warranties, express or implied, with respect to the equipment or services being provided under this agreement, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, satisfactory quality, against infringement, or arising from a course of dealing, usage or trade practice. AMS shall reasonably cooperate and assist Customer in enforcing any manufacturer warranties with respect to the equipment being sold to Customer under this Agreement. AMS hereby advises Customer, and Customer acknowledges that in the event Customer desires to procure from AMS any warranty protection beyond the warranty of title and the Installation Warranty provided under this Paragraph, Customer may do so by entering into a separate Service Agreement with AMS.

Manufacturer's warranty that is guaranteed is whatever is published by the manufacturer at the time of purchase.

11. Cisco Cloud services purchased from AMS.NET requires customer to accept Cisco's Universal Cloud agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) you purchase from Cisco or an Approved Source and is between you and Cisco. The Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms (collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, you agree to the terms of this Agreement. If you do not have authority to enter into this Agreement, or if you do not agree with its terms, do not click 'accept' and do not use the Cloud Service. If you determine that you cannot comply with the terms of this Agreement after you have paid for the Cloud Service, you may terminate your



ACTION/DISCUSSION G
AMS.NET, Inc.
502 Commerce Way, Livermore, CA 94551
925-245-6100 • 925-245-6150 Fax
www.ams.net

access to the Cloud Service for a full refund provided you do so within thirty (30) days of your purchase.

Please fax signed Quotation or Purchase Order to your AMS.NET account manager or to 925.245.6150. Full terms and conditions can be viewed on our website at www.ams.net/services/procurement-and-financing/

AMS.NET Tax ID: 94-3291626

C7 License: 763508

Authorized Signature: _____ Date: _____

Print Name: _____ Print Title: _____



Customer Price Quote

Customer

Pacific Grove Unified School District
 435 Hillcrest Ave
 Pacific Grove CA, 93950-4900 US
 ATTN: Jonathan Mejia

Ship To

Pacific Grove Unified School District
 435 Hillcrest Ave
 Pacific Grove, CA 93950-4900
 ATTN: Jonathan Mejia

Quote Description

Pacific Grove HS - Singlewire Paging

Quote #	#Q-00049825
Project #	93313
Modified	12/23/2020
Account Mgr.	Thomas Vasconi
AM Phone	(925) 245-6128
AM Email	tvasconi@ams.net
Inside Account Mgr.	Ken Falconitin
IAM Phone	(925) 245-6119
IAM Email	kfalconitin@ams.net
Quote Exp.	3/15/2021

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
Singlewire Fusion Appliance					
1	IPTA-IFS InformaCast Fusion Hardware Appliance	Singlewire	1.00	\$849.00	\$849.00

Indoor Speakers					
Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
2	SP-ATLAS-IP-SDMF= Atlas 8" PoE+ IP Loudspeaker with Mic, LCD & Flashers	Atlas Sound	58.00	\$914.44	\$53,037.52
3	SP-PRODUCTS-TERMS Buyer Acceptance of SolutionsPlus Terms and Conditions	Cisco Systems Inc.	58.00	\$0.00	\$0.00
4	SP-ATLAS-IPSEA-SD= Atlas Surface Mount Slanted Enclosure	Atlas Sound	58.00	\$67.74	\$3,928.92
5	SP-PRODUCTS-TERMS Buyer Acceptance of SolutionsPlus Terms and Conditions	Cisco Systems Inc.	58.00	\$0.00	\$0.00

Outdoor Speakers					
Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
6	SP-ATLAS-IP-HVP= Atlas High Output Horn, PoE+, Vandal & Weather Resistant	Atlas Sound	22.00	\$756.39	\$16,640.58
7	SP-PRODUCTS-TERMS Buyer Acceptance of SolutionsPlus Terms and Conditions	Cisco Systems Inc.	22.00	\$0.00	\$0.00



8	SP-ATLAS-IPSSTHVP= Atlas Surface Mount Straight Encl. for IP-HVP Only,SS,White	Atlas Sound	22.00	\$144.50	\$3,179.00
9	SP-PRODUCTS-TERMS Buyer Acceptance of SolutionsPlus Terms and Conditions	Cisco Systems Inc.	22.00	\$0.00	\$0.00

Professional Services

10	AMS-NI-PAG-SINGLEWIRE Labor: Singlewire Informacast Paging- IFS Server Installation and configuration	AMS.NET	1.00	\$800.00	\$800.00
11	AMS-NI-PAG-SPEAKER Labor: IP Speaker Configuration (Mounting not Included)	AMS.NET	80.00	\$125.00	\$10,000.00

AMS FREIGHT

12	AMS-FREIGHT Freight and Handling	None	1.00	\$0.00	\$0.00
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Order Summary

Subtotal	\$88,435.02
Adjustment	\$0.00
Estimated Taxes	\$6,793.08
Total	\$95,228.10

Terms and Conditions

1. AMS.NET will require a Purchase Order referencing this Quote # or if a Purchase order is not provided, an authorized representative must sign this quote.

2. Payment terms are Net 30. An interest charge of 1.5% per month will be applied to all accounts past due, plus all costs of collection and reasonable attorneys fees. AMS.NET accepts all major credit cards. A convenience fee of 3.5% will be assessed. Customer agrees to accept multiple invoices for projects that cover multiple sales. In the event that a site's readiness is delayed by the customer, customer agrees to accept and pay invoices that reflect equipment and services already received.

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4. All companies with tax exemption must present a valid Tax Exempt form. If Customer is tax exempt or if tax exempt form is not provided then customer agrees to pay all applicable taxes.

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8. The laws of the State of California will apply to this sale.

9. The term "installation date" means the first business day on which installation of the system is complete. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the Installation Date. Seller shall use its best efforts to make timely delivery and installation. However, all stated delivery and installation dates are approximate and except as expressly provided in this agreement, Seller shall, under no circumstance, be deemed to be in default hereunder or be liable for consequential, incidental or special damages or commercial loss resulting from delays in delivery or installation.

10. Warranties. AMS warrants to Customer that it has good title to the equipment being sold to Customer under this Agreement, and the right to sell such equipment to Customer free of liens or encumbrances. AMS further warrants to Customer that the equipment being sold to Customer hereunder shall be free from defects in workmanship for a warranty period of thirty (30) days commencing on the later date the equipment is delivered to Customer or the date upon which AMS completes performance of the services to be performed under this agreement (this warranty being hereinafter referred to as an "Installation Warranty"). Except as expressly set forth in this paragraph, AMS does not make, and hereby disclaims, any and all representations or warranties, express or implied, with respect to the equipment or services being provided under this agreement, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, satisfactory quality, against infringement, or arising from a course of dealing, usage or trade practice. AMS shall reasonably cooperate and assist Customer in enforcing any manufacturer warranties with respect to the equipment being sold to Customer under this Agreement. AMS hereby advises Customer, and Customer acknowledges that in the event Customer desires to procure from AMS any warranty protection beyond the warranty of title and the Installation Warranty provided under this Paragraph, Customer may do so by entering into a separate Service Agreement with AMS.

Manufacturer's warranty that is guaranteed is whatever is published by the manufacturer at the time of purchase.

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AMS.NET, Inc.

502 Commerce Way, Livermore, CA 94551

925-245-6100 • 925-245-6150 Fax

www.ams.net

access to the Cloud Service for a full refund provided you do so within thirty (30) days of your purchase.

AMS.NET Tax ID: 94-3291626

C7 License: 763508

Please fax signed Quotation or Purchase Order to your AMS.NET account manager or to 925.245.6150. Full terms and conditions can be viewed on our website at

www.ams.net/services/procurement-and-financing/

Authorized Signature: _____ Date: _____

Print Name: _____ Print Title: _____

- | | |
|---|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Contract for Services with FieldTurf for Pacific Grove High School Field and Track Replacement

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Matt Kelly, Director of Facilities & Transportation

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with FieldTurf for the Pacific Grove High School stadium field and track replacement.

BACKGROUND:

The field and track were installed in 2009 and had an expected useful life of 8-10 years. The District has been able to extend the existing field's useful life due to a favorable climate and preventative maintenance plan. Even with a proper preventative maintenance plan, the field's fibers begin to fail and can no longer keep the rubber fill in place. Near the end of the field's life, athletes are more prone to injury like concussions.

The stadium track has significant wear on the inside lanes and has surpassed its useful life. Without resurfacing, the wear will cause structural damage to the track resulting in a more significant cost for track replacement.

INFORMATION:

In anticipation of this project a committee was put together of athletes, coaches, and administrators. A few members of the public were also asked to be on the committee with none able to volunteer. The athletes and coaches were comprised of multiple girls and boys sports.

Feedback from the group included adding a pad for more cushion, exploring alternative infills to crumb rubber, staying away from the Greenplay infill system at Stevenson School that is really slippery and course, and lining.

Traditional crumb rubber infill, currently used in the stadium, is 100% recycled rubber made mostly from old tires. There have been unproven health and heat concerns with this type of infill. Sand has been added to the recycled rubber and evolved into a field that most Division 1 colleges and professional sports teams choose because of its performance. The industry and each manufacturer offer alternative infills that consist of any combination of cork, coconut husk, non-recycled rubber, and silica sand to eliminate crumb rubber's safety and heat concerns. The alternative infills tend to decrease the athlete's performance, need a pad added to meet shock absorption of crumb rubber, and some require additional water. PGHS stadium currently does not have a water system for the field.

When choosing a turf the committee wanted one that would address the needs of all the sports that PGHS offers, football, soccer, and lacrosse. The main concern with the existing field was the ball roll while playing soccer. From a facilities perspective a turf that can withstand UV, can endure quarterly maintenance, and holds the infill in place for safety are the main priorities.

When moving to an alternative infill a shock pad is recommended to meet impact testing requirements. It also adds to the overall thickness of the field and increased civil engineering costs to adjust the header between the field and track.

The high use of the stadium track and age requires a resurfacing opposed to a new seal coat. As the track ages and is used the rubber hardens and the depth slowly wears away. A resurfacing adds new rubber and restores the feel of a fresh track prolonging the lifespan of the track's foundation.

We received three bids for this project with three different systems that are propriety to each company. After comparing all bids and accounting for missing items, different products, and committee recommendations staff is recommending the FieldTurf system for the following reasons.

1. Turf System – The FieldTurf fibers are made to replicate grass-like ball roll for soccer without hurting performance for football and lacrosse players. It holds in the infill but is soft and not scratchy to the athlete. The other two turf systems were comparable for holding in infill and softness but played faster for soccer.
2. Infill – The TrueBlend infill had the best performance ratings and more closely resembled the performance of a crumb rubber field and was comparable to the infill of Hellas Construction. Sprinturf's GreenPlay infill more resembled the Stevenson field and would require some additional water which could be provided by the foggy weather. In addition it was a quarter inch less (1.75" vs 2") infill than Hellas and FieldTurf. Sprinturf did not have another non-crumb rubber infill that met the District's needs.
3. Pads – All three pads were comparable and will last for approximately 25 years. At least one field change and maybe two depending on lifespan of second field.
4. Scope – Hellas and FieldTurf included all grading to adjust for the extra thickness from the pad and Sprinturf excluded it.
5. Warrantee – FieldTurf has a 10-year warrantee and the other two 8 years.
6. Performance Bond – Included in the price for FieldTurf and Hellas and excluded for Sprinturf (Approximately 1.5% of total cost).

Special thanks to Cristopher Rosas (Student-Athlete), Isabella Hoang (Student-Athlete), Karlee Kelly (Student-Athlete), Sawyer Rice (Student-Athlete), Frank Giraldo (Girls Soccer), Jeff Gray (Boys Football), Nick Lackey (Boys Soccer), Lauralea Gaona (Teacher | Athletic Director), and Lito Garcia (Principal-Athlete) for their time and feedback. Their input was invaluable in choosing the right field and track surface for the Pacific Grove student-athletes and community.

FISCAL IMPACT:

\$991,678.23 from Measure D. Work will begin on or around June 3, 2021 and is anticipated to complete in 6-8 weeks.

Bid Results

	FieldTurf	Sprinturf	Hellas
Civil Work	\$88,513.92	Included	Included
Turf w/ Crumb Rubber Infill	-	\$467,700.00	-
Turf, Crumb Rubber, and Pad	-	-	\$866,361.00
Turf w/ Alternative Infill	\$579,649.77	-	-
Upgraded Turf	-	\$22,500.00	-
Shock Pad	\$115,810.80	\$114,500.00	Included
Add Alternative Infill	\$19,301.80	\$23,650.00	\$132,910.00
Track	\$196,572.68	\$227,400.00	\$146,850.00
Performance Bond	\$11,131.06	Excluded	Included
Grade Change for Pad Thickness	Included	Excluded	Included
Total	\$991,678.23	\$855,750.00	\$1,146,121.00

Note – Maintenance Equipment line item in FieldTurf’s contract will be eliminated from contract.

Budget

Field Replacement -	\$550,000.00
Track Replacement -	\$300,000.00
	\$850,000.00
FieldTurf Bid -	\$991,678.23
Difference -	<\$141,678.23>

Original budget was based on crumb rubber infill with no pad. Additional work to the budget included civil engineering to adjust header for extra pad thickness, pad, and alternative infill.

Budget Adjustments

- ✓ Combine HS Field Replacement and Track Replacement projects with a budget of \$850,000.00
- ✓ Move \$141,678.23 from HVAC COVID Replacement or Modifications to HS field and track replacement.
 - HVAC COVID Replacement or Modifications remaining budget decreases to \$698,995.29
 - HS Field and Track Replacement Budget Increase to \$991,678.23

AGREEMENT BETWEEN OWNER AND CONTRACTOR

THIS AGREEMENT is hereby entered into by the **Pacific Grove Unified School District**, hereinafter referred to as DISTRICT, and:

FieldTurf	CA License # 849044		
CONTRACTOR	SOCIAL SECURITY NUMBER BUSINESS ID # LICENSE #		
175 N. Industrial Blvd.	Calhoun	GA	30701
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

WITNESSETH: That the Contractor and the Owner for the consideration hereinafter named agree as follows:

Article I. **SCOPE OF WORK.** The Contractor agrees to furnish all labor, equipment and materials, including tools, implements, and appliances required, and to perform all the Work in a good and workmanlike manner, free from any and all liens and claims from mechanics, material suppliers, subcontractors, artisans, machinists, teamsters, freight carriers, and laborers required for:

**Pacific Grove High School Stadium Turf and Track Replacement
615 Sunset Blvd
Pacific Grove, CA 93950**

Article II. **CONTRACT DOCUMENTS.** The Contractor and the Owner agree that all of the documents listed in Article 1.1.1 of the General Conditions form the Contract Documents which form the Contract.

Article III. **TIME TO COMPLETE.** Services shall begin on or about June 03, 2021 and shall be completed on or before September 30, 2021.

Article IV. **PAYMENT AND RETENTION.** The Owner agrees to pay the Contractor in current funds **Nine hundred and ninety one thousand six hundred and seventy eight 23/100 cents** dollars (**\$991,678.23**) for work satisfactorily performed after receipt of properly documented and submitted Applications for Payment and to make payments on account thereof.

Unless otherwise stated in the Contract Documents, within thirty (30) days after receipt of an undisputed and properly submitted Application for Payment, Contractor shall be paid a sum equal to ninety-five percent (95%) of the undisputed value of the Work performed up to the last day of the previous month, less the aggregate of previous payments; and Owner shall retain the

other five percent (5%) of the undisputed value of the Work. The value of the Work completed shall be an estimate only, no inaccuracy or error in said estimate shall operate to release the Contractor, or any bondsman, from damages arising from such Work or from enforcing each and every provision of this Contract, and the Owner shall have the right subsequently to correct any error made in any estimate for payment. Contractor shall base an Application for Payment only on the original Contract Sum plus any fully executed and Board-approved Change Orders. Contractor shall not include Notices of Potential Claims, CORs, Claims or disputed amounts.

The Contractor shall not be entitled to have any payment requests processed, or be entitled to have any payment made for work performed, so long as any lawful or proper direction given by the Owner concerning the Work, or any portion thereof, remains uncomplied with. Payment shall not be a waiver of any such direction.

Source of Funds: Measure D

Article V. **CHANGES.** Changes in this Agreement or in the Work to be done under this Agreement shall be made as provided below.

A change order (CO) is a written instrument signed by the Owner and the Contractor, and approved by the Owner's Governing Board, stating the agreement of Owner and Contractor upon all of the following:

- A. A change in the Work;
- B. The amount of the adjustment in the Contract Sum, if any; and
- C. The extent of the adjustment in the Contract Time, if any.

Unless expressly stated otherwise in the CO, any CO executed by Owner and Contractor constitutes and includes full and complete money and time (including but not limited to, adjustments to money and time) for all costs and effects caused by any of the changes described within it. Unless expressly stated otherwise in the CO, in consideration for the money received for the changes described in the CO, Contractor waives all Claims for all costs and effects caused by any of the changes, including but not limited to labor, equipment, materials, delay, extra work, overhead (home and field), profit, direct costs, indirect costs, acceleration, disruption, impaired productivity, time extensions, and any the costs and effects on Subcontractors and suppliers of any tier.

A Construction Change Directive (CCD) is a written unilateral order signed by the Owner directing a change in the Work and stating an adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by CCD, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions.

A CCD shall be used in the absence of agreement on the terms of a CO. If Contractor disagrees with the terms of a CCD, it shall nevertheless perform the work directed by the CCD, but it may pursue the Notice of Potential Change if Contractor believes it is entitled to changes in the Contract Sum or Contract Time.

Article VI. **TERMINATION.** Contractor may only terminate for cause if the Work is stopped by others for a period of one hundred eighty (180) consecutive days through no act or fault of the Contractor, a Subcontractor of any tier, their agents or employees, or any other persons performing portions of the Work for whom the Contractor is contractually responsible, **and** the Work was stopped by others for one of the following reasons: (A) Issuance of an order of a court or other public authority having jurisdiction which requires Owner to stop all Work; or (B) an act of government, such as a declaration of national emergency, making material unavailable which requires Owner to stop all Work. If such grounds exist, the Contractor may serve written notice of such grounds on Owner and demand a meet-and-confer conference to negotiate a resolution in good faith within twenty (20) days of Owner's receipt of such notice. If such conference does not lead to resolution and the grounds for termination still exist, Contractor may terminate the Contract and recover from the Owner payment for Work executed and for reasonable verified costs with respect to materials, equipment, tools, construction equipment, and machinery, including reasonable overhead, profit, and damages for the Work executed, but excluding overhead (field and home office) and profit for (i) Work not performed and (ii) the period of time that the Work was stopped.

The Owner may terminate the Contract if the Contractor:

- A. Refuses or fails to supply enough properly skilled workers or proper materials, or refuses or fails to take steps to adequately prosecute the Work toward Completion within the Contract Time;
- B. Fails to make payment to Subcontractors for materials or labor in accordance with Public Contract Code section 10262 or Business and Professions Code section 7108.5, as applicable;

- C. Violates Labor Code section 1771.1(a), subject to the provisions of Labor Code section 1771.1(f);
- D. Disregards laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction; or
- E. Otherwise is in breach of the Contract Documents.

Article VII. **PREVAILING WAGES.** The Project is a public work, the Work shall be performed as a public work and pursuant to the provisions of Section 1770 et seq. of the Labor Code of the State of California, which are hereby incorporated by reference and made a part hereof, the Director of Industrial Relations has determined the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which the Work is to be performed, for each craft, classification or type of worker needed to execute this Contract. Per diem wages shall be deemed to include employer payments for health and welfare, pension, vacation, apprenticeship or other training programs, and similar purposes. Copies of the rates are on file at the Owner's principal office. The rate of prevailing wage for any craft, classification or type of workmanship to be employed on this Project is the rate established by the applicable collective bargaining agreement which rate so provided is hereby adopted by reference and shall be effective for the life of this Agreement or until the Director of the Department of Industrial Relations determines that another rate be adopted. It shall be mandatory upon the Contractor and on any subcontractor to pay not less than the said specified rates to all workers employed in the execution of this Agreement.

The Contractor and any subcontractor under the Contractor as a penalty to the Owner shall forfeit not more than Two Hundred Dollars (\$200.00) for each calendar day or portion thereof for each worker paid less than the stipulated prevailing rates for such work or craft in which such worker is employed. The difference between such stipulated prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor.

The Contractor and each Subcontractor shall keep or cause to be kept an accurate record for Work on this Contract and Project showing the names, addresses, social security numbers, work classification, straight time and overtime hours worked and occupations of all laborers, workers and mechanics employed by them in connection with the performance of this Contract or any subcontract thereunder, and showing also the actual per diem wage paid to each of such workers, which records shall be open at all reasonable hours to inspection by the Owner, its officers and agents and to the representatives of the Division of Labor Law Enforcement of the State Department of Industrial Relations. The Contractor and each subcontractor shall furnish a certified copy of all payroll records directly to the Labor Commissioner.

Public works projects shall be subject to compliance monitoring and enforcement by the Department of Industrial Relations. A contractor or subcontractor shall not be qualified to submit a bid or to be listed in a bid proposal subject to the requirements of Public Contract Code section 4104 unless currently registered and qualified under Labor Code section 1725.5 to perform public work as defined by Division 2, Part 7, Chapter 1 (§§1720 et seq.) of the Labor Code. A contractor or subcontractor shall not be qualified to enter into, or engage in the performance of, any contract of public work (as defined by Division 2, Part 7, Chapter 1 (§§1720 et seq.) of the Labor

Code) unless currently registered and qualified under Labor Code section 1725.5 to perform public work.

Article VIII. **WORKING HOURS.** In accordance with the provisions of Sections 1810 to 1815, inclusive, of the Labor Code of the State of California, which are hereby incorporated and made a part hereof, the time of service of any worker employed by the Contractor or a Subcontractor doing or contracting to do any part of the Work contemplated by this Agreement is limited and restricted to eight hours during any one calendar day and forty hours during any one calendar week, provided, that work may be performed by such employee in excess of said eight hours per day or forty hours per week provided that compensation for all hours worked in excess of eight hours per day, and forty hours per week, is paid at a rate not less than one and one-half (1½) times the basic rate of pay. The Contractor and every Subcontractor shall keep an accurate record showing the name of and the actual hours worked each calendar day and each calendar week by each worker employed by them in connection with the Work. The records shall be kept open at all reasonable hours to inspection by representatives of the Owner and the Division of Labor Law Enforcement. The Contractor shall as a penalty to the Owner forfeit Twenty-five Dollars (\$25.00) for each worker employed in the execution of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day, and forty hours in any one calendar week, except as herein provided.

Article IX. **INDEMNIFICATION AND INSURANCE.** The Contractor will defend, indemnify and hold harmless the Owner, its governing board, officers, agents, trustees, employees and others as provided in the General Conditions.

By this statement the Contractor represents that it has secured the payment of Workers' Compensation in compliance with the provisions of the Labor Code of the State of California and during the performance of the work contemplated herein will continue so to comply with said provisions of said Code. The Contractor shall supply the Owner with certificates of insurance evidencing that Workers' Compensation Insurance is in effect and providing that the Owner will receive thirty (30) days' notice of cancellation.

Contractor shall provide the insurance set forth in the General Conditions. The amount of general liability insurance shall be \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage and the amount of automobile liability insurance shall be \$1,000,000.00 per accident for bodily injury and property damage combined single limit.

Article X. **ENTIRE AGREEMENT.** The Contract constitutes the entire agreement between the parties relating to the Work, and supersedes any prior or contemporaneous agreement between the parties, oral or written, including the Owner's award of the Contract to Contractor, unless such agreement is expressly incorporated herein. The Owner makes no representations or warranties, express or implied, not specified in the Contract. The Contract is intended as the complete and exclusive statement of the parties' agreement pursuant to Code of Civil Procedure section 1856.

Article XI. **EXECUTION OF OTHER DOCUMENTS.** The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of the Contract.

Article XII. **EXECUTION IN COUNTERPARTS.** This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

Article XIII. **BINDING EFFECT.** Contractor, by execution of this Agreement, acknowledges that Contractor has read this Agreement and the other Contract Documents, understands them, and agrees to be bound by their terms and conditions. The Contract shall inure to the benefit of and shall be binding upon the Contractor and the Owner and their respective successors and assigns.

Article XIV. **SEVERABILITY; GOVERNING LAW; CHOICE OF FORUM.** If any provision of the Contract shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof. The Contract shall be governed by the laws of the State of California. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of Monterey, subject to transfer of venue under applicable State law, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by Owner.

Article XV. **AMENDMENTS.** The terms of the Contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement, including change orders, signed by the parties and approved or ratified by the Governing Board.

Article XVI. **ASSIGNMENT OF CONTRACT.** The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the surety on the payment bond, the surety on the performance bond and the Owner.

Article XVII. **WRITTEN NOTICE.** Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the firm or to an officer of the corporation for whom it was intended, or if delivered at or sent by registered or certified or overnight mail to the last business address known to the person who gives the notice.

(CONTRACTOR)

(OWNER)

SIGNED BY (Contractor)

_____ (Title)

CALIFORNIA CONTRACTOR'S
LICENSE NO.

LICENSE EXPIRATION DATE

NOTE: Contractor must give the full business address of the Contractor and sign with Contractor's usual signature. Partnerships must furnish the full name of all partners and the Agreement must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Corporations must sign with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

**CMAS QUOTATION****CMAS Contract: 4-06-78-0031A****CA LICENSE # 849044**

This QUOTATION is dated this 6th day of **April 2021**.

Between: **Pacific Grove USD (The "Customer")**

And: **FieldTurf USA, Inc. (The "Supplier")**
 175 N. Industrial Blvd
 Calhoun, GA 30701

Tel: 1-800-724-2969
 Fax: (514) 340-9374

WHEREAS Supplier wishes to sell, supply and install an artificial in-filled playing surface identified as **FieldTurf Vertex Core Trueblend** for use as an **outdoor field** to the Customer located in **Pacific Grove HS**.

WHEREAS the Customer wishes to purchase same on the preliminary terms and conditions set out below;

QUOTATION / ESTIMATE DETAILS:**THE PRODUCT**

The Supplier hereby agrees to sell, to supply and to install **FieldTurf Vertex CORE Trueblend, 2 inches** thick **outdoor** artificial grass in-filled playing surface for use as a **soccer** field measuring approximately **96,509 sq. ft.** (the "Product") to be installed on a suitable existing base at **Pacific Grove HS, 615 Sunset Drive, Pacific Grove, CA 93950** (the Site) as well as a **Beynon BSS 100 REWB** track measuring approximately 6,450 square yards.





SUPPLY OF PRODUCT

The Supplier shall perform the work required by this Agreement as diligently and expeditiously as is consistent with the highest professional standards and the orderly progress of the work and in a good and workmanlike fashion, and subject to and in accordance with the terms and conditions hereof.

The Supplier requires a minimum of 6 weeks lead time from the acceptance of layouts and approval of all plans prior to any work commencing at the Site.

SITE PREPARATION WORK

The Supplier shall provide the site preparation work (limited to minor touch-ups of the base surface) in accordance with the specifications provided in this Letter of Commitment. The site preparation work will be subject to the same conditions and requirements indicated in Section 7 "Installation" hereof. Notwithstanding, any work regarding the base and ensuring its planarity is specifically excluded from the Supplier's scope of work. On occasion, a base will present unique issues, once uncovered upon removal of the existing turf, which may require the import of additional materials and/or the provision of labor to remedy planarity or other deflections in the existing surface. In the event this becomes necessary at the Site, FieldTurf can assist with this process at an additional cost.





PRICE

The purchase price for the Product fully installed shall be **\$979,631.54** (the "Purchase Price") plus any other permanent inlaid lines, logos, applicable taxes, bonding cost and any other unforeseen costs.

The Purchase Price is subject to increase if affected by a tax increase, new taxes, and levies or any new legally binding imposition affecting the transaction.

No.	Description - Pacific Grove HS Football	Quantity	Units	Total
	Sitework			
1	Civil Work (See Attached Scope of Work)	96,509	SF	\$88,513.92
2	Track Surfacing, BSS 100REWB	6,450	SY	\$176,447.00
	Subtotal Sitework			\$264,960.92
	Synthetic Turf Surfacing			
3	FieldTurf Vertex Prime CORE, 2.00" w/TrueBlend	96,509	SF	\$533,694.77
4	Thermagreen 20mm Shock Pad	96,509	SF	\$115,810.80
5	Inlaid Football Hash Marks	1	EA	INCLUDED
6	Inlaid Football Numbers & Arrows	1	EA	INCLUDED
7	Inlaid Soccer Markings	1	EA	INCLUDED
8	Inlaid Boys Lacrosse Markings	1	EA	INCLUDED
9	Center Logo, 29' X 29', 2-colors	1	EA	\$10,100.00
10	End Zone Letters with borders	20	EA	\$34,340.00
11	Gmax Testing (1) Test at Time of Completion	1	EA	\$1,515.00
12	Maintenance Equipment	1	SET	\$8,078.99
13	10 Year 3rd Party Insured Warranty	1		INCLUDED
	Subtotal Synthetic Turf			\$703,539.56
	Subtotal Project			\$968,500.48
14	Performance & Payment Bonds	1	LS	\$11,131.06
	Total Project			\$979,631.54

VOLUNTARY ALTERNATES				
A1	Purefill/PureSelect infill in lieu of Trueblend	96509	SF	\$19,301.80
A1	Performance & Payment Bonds	1	LS	\$221.84
A1	Total Voluntary Alternate 1			\$19,523.64





A2	ADD Colored Track Exchange Zones for BSS 200RE	1	LS	\$25,033.86
A2	Performance & Payment Bonds	1	LS	\$287.72
A2	Total Voluntary Alternate 2			\$25,321.58
A3	BSS 200RE in lieu of BSS 100REWB	1	LS	\$19,897.00
A3	Performance & Payment Bonds	1	LS	\$228.68
A3	Total Voluntary Alternate 3			\$20,125.68

The Purchase Price shall be payable to Supplier by way of wire transfer or banker's cheque in accordance with the following payment schedule:

- i) **Thirty five percent (35%)** of the Purchase Price due upon Customer's execution of the Supplier's Sales Agreement;
- ii) **Thirty-five percent (35%)** of the Purchase Price on delivery and receipt of the components of the Product to the Site;
- iii) **Twenty percent (20%)** of the Purchase Price upon completion of the work;
- iv) Remaining balance **ten percent (10%)** upon the signing of the Certificate of Completion.

The Supplier will issue an invoice to Customer upon the occurrence of each of the events listed above, and payment of each invoice is due within 10 days following the date to the applicable invoice.

Any unpaid balance bears interest at a rate of 10% per year.

ACCEPTANCE

Upon the Supplier giving the Customer notice of completion of the work, the parties agree, acting reasonably, to mutually determine whether same conforms to the requirements of this Agreement and in the event the parties mutually determine that there are deficiencies, the Supplier will undertake to correct the deficiencies noted ("Acceptance");

Upon Acceptance both parties sign the Certificate of Completion in the form currently in force;





The Warranty currently in force takes effect upon the signing of the Certificate of Completion.

No use whatsoever shall be made of the field by the Customer until the Certificate of Completion is signed and delivered to Supplier.

Any such use will be deemed as Acceptance of the field, triggering final payment and will automatically void any and all warranty of the work, subject to the reinstatement of the Warranty later at the discretion of the Supplier upon the signing of the Certificate of Completion and final payment.

The Customer shall prohibit use of the field if the Customer alleges said field to be incomplete or dangerous. For greater security, in the event that the Customer deems the field to be incomplete or dangerous the Customer will immediately notify its insurers of this additional risk.

INSTALLATION

The installation of the Product shall be performed by Supplier's designated and approved installers. The Customer agrees to allow representatives of Supplier all necessary uninterrupted access and suitable staging area to the site for purposes of installation, and inspection. All lighting and electrical supply must be operational during the installation process.

Minimum staging area required is **11,581 square feet** and no more than 100 feet from the field. Minimum access should be 15 feet wide by 15 feet high. A 25 feet wide by 25 feet long hard or paved surface area located within 50 feet of the playing surface shall be provided for purposes of proper mixing of in-fill material. Access to any field will include suitable bridging by the Customer over the field curbs from the staging area to permit suitable access to the field by low clearance vehicles.

Force Majeure. No Party shall be liable for delay or failure to perform under this Agreement if such delay or failure is due to any contingency beyond its reasonable control, including acts of God, war, explosion, fire, flood or civil disturbance or labor actions, disputes and disruptions by the employees or sub-trades of either Party hereto or delay or destruction caused by public carrier.

In addition to force majeure, the parties recognize that in certain cases severe weather while not constituting force majeure could delay the installation process of the work contemplated under this agreement.

The Supplier shall not be responsible for any acts of violence or vandalism. The Customer holds Supplier harmless and indemnifies the Supplier from vandalism and acts of violence regarding the present project.





The Customer understands that it is to its benefit and therefore undertakes to accept and store for the length of the warranty period, the remaining synthetic turf left over from the project in case of need.

THIS QUOTATION IS SUBJECT TO THE TERMS AND CONDITIONS OF THE SUPPLIER'S STANDARD SALES AGREEMENT WHICH SHALL PREVAIL OVER THIS QUOTATION, AND BE SUBJECT TO CHANGE WITHOUT NOTICE FROM TIME TO TIME.

THIS QUOTATION IS OPEN FOR ACCEPTANCE FOR A PERIOD OF 3 MONTHS, AFTER WHICH TIME, IF NOT ACCEPTED, IT WILL BE NULL AND VOID.

FOR QUESTIONS, PLEASE CONTACT YOUR FIELDTURF REPRESENTATIVE IN NORTHERN CALIFORNIA; ANDREW ROWLEY BY TELEPHONE (707) 586-2066, EMAIL INFO@FIELDTURFNORCAL.COM, OR FAX (707) 313-0167.

ACCEPTED QUOTATIONS, DULY SIGNED SHALL BE SENT TO:

1- DEPARTMENT OF GENERAL SERVICES (DGS), PROCUREMENT DIVISION, DATA MANAGEMENT, 707 THIRD STREET, 2ND FLOOR, WEST SACRAMENTO, CALIFORNIA, 95605-2811 (IMS#Z-1).

AND

**2- FIELDTURF USA, INC. 7445 COTE-DE-LIESSE ROAD, SUITE 200, MONTREAL, QUEBEC, H4T 1G2, TELEPHONE (514) 340-9311, FAX (514) 340 9374
ATTENTION: LINDSAY AGATTAS, PROJECT MANAGER AND TEAM LEAD.**

READ, AGREED, AND ACCEPTED

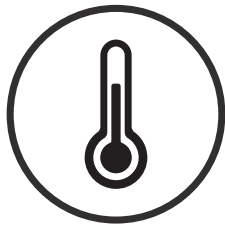
Per: _____

**Click the follow CMAS hyperlink for CMAS due diligence documentation:
[CMAS Contract: 4-06-78-0031A](#)**



NATURALLY FUSED

BLENDED TO CREATE A SUPERIOR SOLUTION: Made from natural cork and premier-grade elastomers, TrueBlend is produced by fusing these materials into one. The result is an infill that provides natural-like playing characteristics, aesthetics and the added benefit of easy upkeep. Natural materials and sophisticated engineering blended into one.



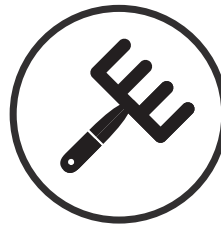
COOLING PROPERTIES

The natural materials used in TrueBlend are designed to offer a beneficial cooling effect.



ENVIRONMENTALLY FRIENDLY

TrueBlend is engineered using all recycled material. The system contributes to a positive impact for the planet.



EASY UPKEEP

Being irrigation and replenishment free, TrueBlend truly is a low-stress solution.



DURABILITY

The materials used in TrueBlend showcases proven durability and experience.



MAKING A REAL DIFFERENCE EVERY YEAR

We were founded with the promise to make athletes safer during the game — and now we extend that promise to completely eliminate its potential to harm not just people but the environment too. FieldTurf's new Sustain The Game program showcases our sustainability commitment and our unwavering dedication to drive the field to zero.



APPROVED BY: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

SPORT COLORS:

FOOTBALL
COMPLETE COLOR NAME: WHITE
PANTONE COLOR NUMBER: WHITE

SOCCER
COMPLETE COLOR NAME: CANARY YELLOW
PANTONE COLOR NUMBER: 136C

BOYS LACROSSE
COMPLETE COLOR NAME: REFLEX BLUE
PANTONE COLOR NUMBER: RFXC

LOGO COLORS:

COMPLETE COLOR NAME: CANARY YELLOW
PANTONE COLOR NUMBER: 136C

COMPLETE COLOR NAME: RED
PANTONE COLOR NUMBER: 185C

LEGEND:

FIELD/SUMMER GREEN FIELDTURF
96,509 sq. ft.

- FIELD LAYOUT NOTES (sports are in order of dominance):**
1. FOOTBALL MARKINGS ARE 4" WHITE NFHS STANDARDS.
 2. SOCCER MARKINGS ARE 4" CANARY YELLOW NFHS STANDARDS.
 3. BOYS LACROSSE MARKINGS ARE 4" REFLEX BLUE NFHS STANDARDS.

FIELD DOMINANCY IS ONLY WITHIN THE FOOTBALL FIELD OF PLAY.

ALL DIMENSIONS TO BE VERIFIED BEFORE ANY CONSTRUCTION BEGINS.

NFHS STANDARDS

CONCEPTUAL DRAWINGS ONLY: DRAWINGS ARE INTENDED ONLY TO BE A GRAPHIC RENDERING FOR PURPOSES OF PRELIMINARY PRESENTATION; ALL DISTANCES AND MEASUREMENTS ARE APPROXIMATE IN NATURE AND SUBJECT TO FIELD VERIFICATION.

Regular Meeting of April 22, 2021

DRAWN BY:	P. B.
CHECKED BY:	J. B.
SCALE:	1"=40'
TOTAL FIELD AREA:	96,509 sq. ft.
PERIMETER:	1,301 in. ft.

PACIFIC GROVE HIGH SCHOOL

PACIFIC GROVE, CA

281

DATE: MARCH 10, 2021
ISSUE: PRESENTATION
SHEET: XX FIELD LAYOUT

Scale is only accurate when this drawing is printed on 11" X 17" paper. All Rights Reserved. Confidential Information: No portion of these drawings may be disclosed, used, reproduced, modified or shown, without prior written consent of FieldTurf.

PRESENTATION FIELDTURF - DRAFTER CHECKLIST

PROJECT NAME	PACIFIC GROVE HIGH SCHOOL		
COMPANY	FIELDTURF		
STATE	CA		
TYPE OF FIELD	HIGH SCHOOL		
TEMPLATE	NFHS		
PRODUCT 1	FTVTP-2		
PRODUCT 2	NONE		
PRODUCT 3	NONE		
SPORT	COLOR	STANDARD	COMMENTS
FOOTBALL	WHITE	NFHS	
SOCCER	CANARY YELLOW	NFHS	
BOY'S LACROSSE	REFLEX BLUE	NFHS	
LOGO COLORS			
CANARY YELLOW			
RED			
ADDITIONAL INFO			
MARCH 10, 2021			

- | | |
|---|---|
| <input checked="" type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input checked="" type="checkbox"/> Health and Safety of Students and Schools | <input checked="" type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input type="checkbox"/> Information/Discussion |
| <input type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Contract for Services with IMS, Inc. for Pelican Wireless Thermostats

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Matt Kelly, Director of Facilities & Transportation

RECOMMENDATION:

The District Administration recommends the Board review and approve the contract for services with IMS, Inc. for the installation of Pelican Wireless Thermostats at Robert Down Elementary School, Pacific Grove Middle School and Pacific Grove High School.

BACKGROUND:

At the March 3, 2021 Board of Trustees meeting staff reviewed the HVAC systems in response to the COVID-19 pandemic. Cypress Engineering Group provided a list of HVAC systems recommendations. The District had fulfilled all recommendations except for the installation of thermostats with integrated CO2 sensors.

INFORMATION:

Currently, Forest Grove Elementary is the only site that has the Pelican thermostats with CO2 sensors. The remainder of District sites are on a Johnson Controls EMS system or stand alone thermostats of which neither of these have CO2 sensors.

The short term and long term benefits of installing the recommended thermostats are as follows:

1. COVID Air Flow in Classrooms - By measuring CO2 levels we can monitor proper airflow in the classrooms while students are present. Low levels of air exchange in the room result in higher CO2 levels. By setting an alarm Facilities can be alerted when CO2 levels rise which directly is a result of closed windows or inoperable HVAC system. It would allow immediate response to the room to remedy stagnant air flow.
2. Student Performance - Recent studies by UC Davis and Lawrence Berkeley National Laboratory tie poor student performance and attendance to improper ventilation which raises CO2 levels. According to the UC Davis Western Cooling Efficiency Center that there is increasing evidence that CO2 is an indoor pollutant that can affect decision making performance.
3. Energy Savings – By connecting all the District’s thermostats and the ease of scheduling management units are less likely to run during non-occupied hours. Also, by having an efficient override system it will allow staff to run heat for short amounts of time when they work during non-school hours.
4. History – The Pelican Thermostats will provide the District with history use and provide data in determining room temperatures. This data can help determine the need for air conditioning as we look to replace old HVAC systems.

Staff received one bid for this project but requested bids from two contractors.

FISCAL IMPACT:

Amount: \$84,039.00

School Funding Source: Measure D

Timing: Installation would be on or about the end of April and last 5-6 days.

Budget

HVAC COVID Replacement or Modifications - \$654,376.00

IMS Bid - \$84,039.00

Difference - \$570,337.00

Budget Adjustments

- ✓ Move remaining \$570,337.00 from HVAC COVID Replacement or Modifications to Series A Contingency
 - Series A Contingency would increase to \$585,607.00

AGREEMENT BETWEEN OWNER AND CONTRACTOR

THIS AGREEMENT is hereby entered into by the **Pacific Grove Unified School District**, hereinafter referred to as DISTRICT, and:

Inland Mechanical Services, Inc	License # 976522		
CONTRACTOR	SOCIAL SECURITY NUMBER BUSINESS ID # LICENSE #		
1181 California Ave	Corona	CA	92881
MAILING ADDRESS	CITY	STATE	ZIP

hereinafter referred to as CONTRACTOR.

WITNESSETH: That the Contractor and the Owner for the consideration hereinafter named agree as follows:

Article I. **SCOPE OF WORK.** The Contractor agrees to furnish all labor, equipment and materials, including tools, implements, and appliances required, and to perform all the Work in a good and workmanlike manner, free from any and all liens and claims from mechanics, material suppliers, subcontractors, artisans, machinists, teamsters, freight carriers, and laborers required for:

Pacific Grove High School Thermostat Replacement
615 Sunset Blvd
Pacific Grove, CA 93950

Robert Down Thermostat Replacement
485 Pine Ave
Pacific Grove, CA 93950

Pacific Grove Middle School Thermostat Replacement
835 Forest
Pacific Grove, CA 93950

Article II. **CONTRACT DOCUMENTS.** The Contractor and the Owner agree that all of the documents listed in Article 1.1.1 of the General Conditions form the Contract Documents which form the Contract.

Article III. **TIME TO COMPLETE.** Services shall begin on or about April 26, 2021 and shall be completed on or before June 30, 2021.

Article IV. **PAYMENT AND RETENTION.** The Owner agrees to pay the Contractor in current funds **Eighty four thousand and thirty-nine** dollars (**\$84,039.00**) for work satisfactorily performed after receipt of properly documented and submitted Applications for Payment and to make payments on account thereof.

Unless otherwise stated in the Contract Documents, within thirty (30) days after receipt of an undisputed and properly submitted Application for Payment, Contractor shall be paid a sum equal to ninety-five percent (95%) of the undisputed value of the Work performed up to the last day of the previous month, less the aggregate of previous payments; and Owner shall retain the other five percent (5%) of the undisputed value of the Work. The value of the Work completed shall be an estimate only, no inaccuracy or error in said estimate shall operate to release the Contractor, or any bondsman, from damages arising from such Work or from enforcing each and every provision of this Contract, and the Owner shall have the right subsequently to correct any error made in any estimate for payment. Contractor shall base an Application for Payment only on the original Contract Sum plus any fully executed and Board-approved Change Orders. Contractor shall not include Notices of Potential Claims, CORs, Claims or disputed amounts.

The Contractor shall not be entitled to have any payment requests processed, or be entitled to have any payment made for work performed, so long as any lawful or proper direction given by the Owner concerning the Work, or any portion thereof, remains uncompleted with. Payment shall not be a waiver of any such direction.

Source of Funds: Measure D

Article V. **CHANGES.** Changes in this Agreement or in the Work to be done under this Agreement shall be made as provided below.

A change order (CO) is a written instrument signed by the Owner and the Contractor, and approved by the Owner's Governing Board, stating the agreement of Owner and Contractor upon all of the following:

- A. A change in the Work;
- B. The amount of the adjustment in the Contract Sum, if any; and
- C. The extent of the adjustment in the Contract Time, if any.

Unless expressly stated otherwise in the CO, any CO executed by Owner and Contractor constitutes and includes full and complete money and time (including but not limited to, adjustments to money and time) for all costs and effects caused by any of the changes described within it. Unless expressly stated otherwise in the CO, in consideration for the money received for the changes described in the CO, Contractor waives all Claims for all costs and effects caused by any of the changes, including but not limited to labor, equipment, materials, delay, extra work, overhead (home and field), profit, direct costs, indirect costs, acceleration, disruption, impaired productivity, time extensions, and any the costs and effects

on Subcontractors and suppliers of any tier.

A Construction Change Directive (CCD) is a written unilateral order signed by the Owner directing a change in the Work and stating an adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by CCD, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions.

A CCD shall be used in the absence of agreement on the terms of a CO. If Contractor disagrees with the terms of a CCD, it shall nevertheless perform the work directed by the CCD, but it may pursue the Notice of Potential Change if Contractor believes it is entitled to changes in the Contract Sum or Contract Time.

Article VI. **TERMINATION.** Contractor may only terminate for cause if the Work is stopped by others for a period of one hundred eighty (180) consecutive days through no act or fault of the Contractor, a Subcontractor of any tier, their agents or employees, or any other persons performing portions of the Work for whom the Contractor is contractually responsible, **and** the Work was stopped by others for one of the following reasons: (A) Issuance of an order of a court or other public authority having jurisdiction which requires Owner to stop all Work; or (B) an act of government, such as a declaration of national emergency, making material unavailable which requires Owner to stop all Work. If such grounds exist, the Contractor may serve written notice of such grounds on Owner and demand a meet-and-confer conference to negotiate a resolution in good faith within twenty (20) days of Owner's receipt of such notice. If such conference does not lead to resolution and the grounds for termination still exist, Contractor may terminate the Contract and recover from the Owner payment for Work executed and for reasonable verified costs with respect to materials, equipment, tools, construction equipment, and machinery, including reasonable overhead, profit, and damages for the Work executed, but excluding overhead (field and home office) and profit for (i) Work not performed and (ii) the period of time that the Work was stopped.

The Owner may terminate the Contract if the Contractor:

- A. Refuses or fails to supply enough properly skilled workers or proper materials, or refuses or fails to take steps to adequately prosecute the Work toward Completion within the Contract Time;
- B. Fails to make payment to Subcontractors for materials or labor in accordance with Public Contract Code section 10262 or Business and Professions Code section 7108.5, as applicable;
- C. Violates Labor Code section 1771.1(a), subject to the provisions of Labor Code section 1771.1(f);
- D. Disregards laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction; or
- E. Otherwise is in breach of the Contract Documents.

Article VII. **PREVAILING WAGES.** The Project is a public work, the Work shall be performed as a public work and pursuant to the provisions of Section 1770 et seq. of the Labor Code of the State of California, which are hereby incorporated by reference and made a part hereof, the Director of Industrial Relations has determined the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which the Work is to be performed, for each craft, classification or type of worker needed to execute this Contract. Per diem wages shall be deemed to include employer payments for health and welfare, pension, vacation, apprenticeship or other training programs, and similar purposes. Copies of the rates are on file at the Owner's principal office. The rate of prevailing wage for any craft, classification or type of workmanship to be employed on this Project is the rate established by the applicable collective bargaining agreement which rate so provided is hereby adopted by reference and shall be effective for the life of this Agreement or until the Director of the Department of Industrial Relations determines that another rate be adopted. It shall be mandatory upon the Contractor and on any subcontractor to pay not less than the said specified rates to all workers employed in the execution of this Agreement.

The Contractor and any subcontractor under the Contractor as a penalty to the Owner shall forfeit not more than Two Hundred Dollars (\$200.00) for each calendar day or portion thereof for each worker paid less than the stipulated prevailing rates for such work or craft in which such worker is employed. The difference between such stipulated prevailing wage rates and the amount paid to each worker for each calendar day or portion thereof for which each worker was paid less than the stipulated prevailing wage rate shall be paid to each worker by the Contractor.

The Contractor and each Subcontractor shall keep or cause to be kept an accurate record for Work on this Contract and Project showing the names, addresses, social security numbers, work classification, straight time and overtime hours worked and occupations of all laborers, workers and mechanics employed by them in connection with the performance of this Contract or any subcontract thereunder, and showing also the actual per diem wage paid to each of such workers, which records shall be open at all reasonable hours to inspection by the Owner, its officers and agents and to the representatives of the Division of Labor Law Enforcement of the State Department of Industrial Relations. The Contractor and each subcontractor shall furnish a certified copy of all payroll records directly to the Labor Commissioner.

Public works projects shall be subject to compliance monitoring and enforcement by the Department of Industrial Relations. A contractor or subcontractor shall not be qualified to submit a bid or to be listed in a bid proposal subject to the requirements of Public Contract Code section 4104 unless currently registered and qualified under Labor Code section 1725.5 to perform public work as defined by Division 2, Part 7, Chapter 1 (§§1720 et seq.) of the Labor Code. A contractor or subcontractor shall not be qualified to enter into, or engage in the performance of, any contract of public work (as defined by Division 2, Part 7, Chapter 1 (§§1720 et seq.) of the Labor Code) unless currently registered and qualified under Labor Code section 1725.5 to perform public work.

Article VIII. **WORKING HOURS.** In accordance with the provisions of Sections 1810 to 1815, inclusive, of the Labor Code of the State of California, which are hereby incorporated and

made a part hereof, the time of service of any worker employed by the Contractor or a Subcontractor doing or contracting to do any part of the Work contemplated by this Agreement is limited and restricted to eight hours during any one calendar day and forty hours during any one calendar week, provided, that work may be performed by such employee in excess of said eight hours per day or forty hours per week provided that compensation for all hours worked in excess of eight hours per day, and forty hours per week, is paid at a rate not less than one and one-half (1½) times the basic rate of pay. The Contractor and every Subcontractor shall keep an accurate record showing the name of and the actual hours worked each calendar day and each calendar week by each worker employed by them in connection with the Work. The records shall be kept open at all reasonable hours to inspection by representatives of the Owner and the Division of Labor Law Enforcement. The Contractor shall as a penalty to the Owner forfeit Twenty-five Dollars (\$25.00) for each worker employed in the execution of this Agreement by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day, and forty hours in any one calendar week, except as herein provided.

Article IX. **INDEMNIFICATION AND INSURANCE.** The Contractor will defend, indemnify and hold harmless the Owner, its governing board, officers, agents, trustees, employees and others as provided in the General Conditions.

By this statement the Contractor represents that it has secured the payment of Workers' Compensation in compliance with the provisions of the Labor Code of the State of California and during the performance of the work contemplated herein will continue so to comply with said provisions of said Code. The Contractor shall supply the Owner with certificates of insurance evidencing that Workers' Compensation Insurance is in effect and providing that the Owner will receive thirty (30) days' notice of cancellation.

Contractor shall provide the insurance set forth in the General Conditions. The amount of general liability insurance shall be \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage and the amount of automobile liability insurance shall be \$1,000,000.00 per accident for bodily injury and property damage combined single limit.

Article X. **ENTIRE AGREEMENT.** The Contract constitutes the entire agreement between the parties relating to the Work, and supersedes any prior or contemporaneous agreement between the parties, oral or written, including the Owner's award of the Contract to Contractor, unless such agreement is expressly incorporated herein. The Owner makes no representations or warranties, express or implied, not specified in the Contract. The Contract is intended as the complete and exclusive statement of the parties' agreement pursuant to Code of Civil Procedure section 1856.

Article XI. **EXECUTION OF OTHER DOCUMENTS.** The parties to this Agreement shall cooperate fully in the execution of any and all other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of the Contract.

Article XII. **EXECUTION IN COUNTERPARTS.** This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together, shall be deemed a fully executed Agreement.

Article XIII. **BINDING EFFECT.** Contractor, by execution of this Agreement, acknowledges that Contractor has read this Agreement and the other Contract Documents, understands them, and agrees to be bound by their terms and conditions. The Contract shall inure to the benefit of and shall be binding upon the Contractor and the Owner and their respective successors and assigns.

Article XIV. **SEVERABILITY; GOVERNING LAW; CHOICE OF FORUM.** If any provision of the Contract shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof. The Contract shall be governed by the laws of the State of California. Any action or proceeding seeking any relief under or with respect to this Agreement shall be brought solely in the Superior Court of the State of California for the County of Monterey, subject to transfer of venue under applicable State law, provided that nothing in this Agreement shall constitute a waiver of immunity to suit by Owner.

Article XV. **AMENDMENTS.** The terms of the Contract shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement, including change orders, signed by the parties and approved or ratified by the Governing Board.

Article XVI. **ASSIGNMENT OF CONTRACT.** The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of the surety on the payment bond, the surety on the performance bond and the Owner.

Article XVII. **WRITTEN NOTICE.** Written notice shall be deemed to have been duly served if delivered in person to the individual or member of the firm or to an officer of the corporation for whom it was intended, or if delivered at or sent by registered or certified or overnight mail to the last business address known to the person who gives the notice.

(CONTRACTOR)

(OWNER)

SIGNED BY (Contractor)

_____(Title)

CALIFORNIA CONTRACTOR'S
LICENSE NO.

LICENSE EXPIRATION DATE

NOTE: Contractor must give the full business address of the Contractor and sign with Contractor's usual signature. Partnerships must furnish the full name of all partners and the Agreement must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing. The name of the person signing shall also be typed or printed below the signature. Corporations must sign with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. The name of each person signing shall also be typed or printed below the signature. Satisfactory evidence of the authority of the officer signing on behalf of a corporation shall be furnished.

Inland Mechanical Services, Inc.

1181 California Ave. Ste 260
 Corona, CA 92881
 (800) 557-1467
 CA License # 976522
 DIR # 1000038903

ACTION/DISCUSSION I



Proposal # 5169 Pacific Grove Unified School District Pelican Wireless Thermostat Replacement

Date

April 12, 2021

Services Performed By:

Inland Mechanical Services, Inc.
 1181 California Ave. Ste 260
 Corona, CA 92881
 (800) 557-1467
 CA License # 976522
 DIR # 1000038903

Services Performed For:

Pacific Grove Unified School District
 435 Hillcrest Ave.
 Pacific Grove, CA 93950
 (831) 646-6520
 Matt Kelly
 matt.kelly@pgusd.org

Fee Schedule

Inland Mechanical Services, Inc. Proposes to furnish labor and materials to perform the installation on the above-mentioned project. This price is based on the outlined scope of work with the following qualifications and exclusions.

Scope of Work	Solution Investment
Pacific Grove Unified School District Pelican Wireless Thermostat Replacement	\$84,039.00
Each Additional Thermostat	\$771/ Thermostat
Payment Terms	Payment Amount
Payment Terms	Balance Due 30 Days After Completion of Each Individual Site

This proposal is subject to client acceptance and will be valid for a period of 60 days.

Scope of Work

Inland Mechanical Services, Inc. proposes to furnish labor and material to convert each of the **109** existing thermostats (based on provided HVAC unit inventory) currently controlling the HVAC equipment servicing the Pacific Grove Unified School District and replace them with Pelican Wireless Thermostats equipped with CO2 sensors.

The replacement and quantity of thermostats will be performed at **Pacific Grove High School (38), Pacific Grove Middle School (32), and Robert Down (39)**, commissioning each campus before moving to the next school. Each site will be labeled, and access will be given to all appropriate district personnel. Inland Mechanical Services, Inc. will provide one 4-hour training session on system programming and control for all district personnel with access to the Pelican Wireless System

Convert Existing Thermostats to Pelican Wireless Thermostat Energy Management System

- Inland Mechanical Services, Inc. will provide proper disposal of all equipment, material, and refuse associated with this scope of work
- Disconnect and remove existing thermostats, from each existing unit.
 - Furnaces controlled by Johnson Control System conversion to Pelican Wireless Thermostats
 - Existing controls will be removed leaving communication daisy chain intact in case system is controlling other equipment
- Install Pelican GW400 Extended Gateway Router at each school enabling the thermostats to communicate with Pelican thermostats.
 - An Ethernet access port to hard wire the Gateway Router to the Ethernet to allow the Pelican wireless thermostats to create the wireless mesh network.
 - Each school will require a gateway router to create the wireless mesh network at each individual school location.
 - **Install three (3) GW400 Gateway Routers**
- Install Pelican WR400 Extended Gateway Repeater throughout each school to boost the signal of the router to enhance the thermostat's ability to communicate and create the Pelican Mesh Wireless Network between buildings
 - Repeater is plugged into an electrical outlet in the electrical room, or server room, provided by management.
 - **(18)** required to provide connection between buildings on campus
- Utilize existing low voltage to power each thermostat.
- Provide and install one-hundred nine **(109)** new Pelican TS250 wireless digital thermostats with CO2 sensors for each existing classroom.
- Test operation of each component in both cooling and heating mode to confirm proper operation of unit.
- Commission Thermostats and add them to the existing Pelican Wireless Network, naming each system for easy identification

Training and Support

- Inland Mechanical Services, Inc. will provide onsite training for management and maintenance staff on operation of equipment including
 - System Overview
 - System Software and Operation
 - System access
 - Software features overview
 - Changing set points and other attributes
 - Scheduling
 - Editing programmed variables
 - Running reports
 - Operational sequences including start-up, shutdown, adjusting and balancing
 - Equipment maintenance

Thermostats provided with 1 Year subscription to view trend data.

Project Schedule

Lead time of equipment arrival is approximately 2 days.

The project will take an estimated 5 days, provided contractor has full and complete access to work area.

The Scope of work will be performed during normal operating hours.

Contractor Responsibilities

Inland Mechanical Services, Inc. will provide proper disposal of all equipment, material, and refuse associate with this scope of work

Inland Mechanical Services, Inc. will provide the client with equipment instruction manuals for all equipment provided to satisfy scope of work

Inland Mechanical Services, Inc. will notify building management and ownership of possible changes to the scope of work before proceeding on new issues identified through installation.

Inland Mechanical Services, Inc. personnel will wear face coverings, wash hands, and sanitize hands frequently while performing the scope of work. Inland Mechanical Services, Inc. will require all personnel to perform daily self-health assessment prior to arriving on site and will require all personnel presenting with symptoms of Covid-19 to remain off site until cleared by a negative Covid-19 test.

Client Responsibilities

An Ethernet access port to hard wire the Gateway Router to the Ethernet to allow the Pelican wireless thermostats to create the wireless mesh network.

The Client agrees to provide Inland Mechanical Services, Inc. with a master key and building access to access all work areas during construction if applicable

Completion Criteria

Contractor shall have fulfilled its obligations when any one of the following first occurs:

Contractor accomplishes the Contractor activities described within this SOW, including delivery to Client of the materials listed in the Section entitled "Scope of Work," and Client accepts such activities and materials without unreasonable objections. No response from Client within 2-business days of deliverables being delivered by Contractor is deemed acceptance.

Warranty

Inland Mechanical Services, Inc. Provides 1 Year Warranty on Installation Labor. Contractor warranties all craftsmanship furnished for a period of 1 year from the date of completion thereof, excluding defects caused by others, acts of God, or accidents in which the contractor has no control over. If a defect occurs, the owner shall promptly notify the contractor. In the event the problem is due to workmanship; the contractor will repair the defect at no charge to the customer for the duration of the warranty.

Pelican Wireless Provides 5 Year Warranty on Parts.

Warranty period begins 1 day following the completion of the Scope of Work, for a period of one year

Agreement

This Scope of Work (SOW) is issued pursuant to the Agreement between Pacific Grove Unified School District ("Client") and Inland Mechanical Services, Inc. ("Contractor"), effective April 1, 2021 (the "Agreement"). This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this Agreement, the terms of this SOW shall govern and prevail.

This SOW # 5169 (hereinafter called the "SOW"), effective as of April 1, 2021, is entered into by and between Contractor and Client, and is subject to the terms and conditions specified above. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

HOLD HARMLESS

To the fullest extent permitted by law, Pacific Grove Unified School District Unified will indemnify and hold harmless Inland Mechanical Services, Inc., their officers, directors, partners, representatives, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property resulting from the acts, omissions, breach or default of Pacific Grove Unified School District its officers, directors, agents, employees and subcontractors. Pacific Grove Unified School District School will defend and bear all costs of defending any actions or proceedings brought against Inland Mechanical Services, Inc. and/or, their officers, directors, agents

and employees, arising in whole or in part out of any such acts, omission, breach or default. The foregoing indemnity shall include injury or death of any employee of the Inland Mechanical Services, Inc. or Subcontractors and shall not be limited in any way by an amount or type of damage, compensation, or benefits payable under any applicable workers compensation, disability benefits or other similar employees benefit act.

Pacific Grove Unified School District hereby expressly permits Inland Mechanical Services, Inc., to pursue and assert claims against Pacific Grove Unified School District for indemnity, contribution and common law negligence arising out of claims for damages for bodily injury, property damage, death, and person injury.

Exclusions

Any and all existing mechanical issues not expressly specified in this scope of work, including but not limited to airflow and temperature issues and concerns not created as a result of this scope of work.

Zoning

Refrigerant leak repairs.

Bonds, utility fees, allowances, temporary power, lighting, and phone service.

All underground conduit, trenching, encasement and/or backfill between buildings and/or mechanical yards.

All hardware, software, controllers, lighting relays, switches, panels, enclosures, control devices, transformers, or any other misc. control items, and 277/120v wiring.

Furnishing or Installation of Access Doors, and Magnetic Starters.

All dumpster fees, any and all asphalt and concrete cutting, breaking, removal, and patching of same; sealing of roof penetrations and/or repairs to existing roofing systems.

Any and all labor and/or material associated with Layout, coring, X-Ray, cutting, framing, patching, painting, removal/repair of existing ceilings, walls, floors, as required for electrical installations.

Lighting control, Security Access, Process Controls and/or Alarms, Utility Meters and/or Integration of any systems not specifically listed in the above proposal.

Duct smoke detectors, AHU/Equipment shutdown, smoke/fire dampers, end switch monitoring, and any fire life safety.

Any and all Structural engineering, seismic bracing, load calculations and engineered designs.

Any and all 3D BIM/Revit Modeling and/or ACAD design and/or services.

Any and all labor and/or material associated with Fiber Optic Cabling unless specifically listed above.

Any and all labor and/or material for Ethernet TCP/IP Cabling for intranet and extranet network connection to Network Area / Building Controller(s).

Any and all labor and/or material associated with Smoke Exhaust Control unless specifically listed above.

Any and all labor and/or material for tamper proof thermostats, and/or security hardware.

Accelerated construction schedule

Any and all work not specifically listed in the above proposal.

Project Change Order Procedure

The following process will be followed if a change to this SOW is required:

A Project Change Order (PCO) will be the vehicle for communicating change. The PCO must describe the change, the rationale for the change, and the effect the change will have on the project.

The designated Project Manager of the requesting party (Contractor or Client) will review the proposed change and determine whether to submit the request to the other party.

Both Project Managers will review the proposed change and approve it for further investigation or reject it. Contractor and Client will mutually agree upon any charges for such investigation, if any. If the investigation is authorized, the Client Project Managers will sign the PCO, which will constitute approval for the investigation charges. Contractor will invoice Client for any such charges. The investigation will determine the effect that the implementation of the PCO will have on SOW price, schedule and other terms and conditions of the Agreement.

Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed, a Change Authorization will be executed.

A written Change Authorization and/or PCO must be signed by both parties to authorize implementation of the investigated changes.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

Acknowledgement

I acknowledge that I have received, read, and understand the scope of work, provided by Inland Mechanical Services, Inc. I agree to the price and terms provided, including to the terms of payment stated in the Fee Schedule.

Pacific Grove Unified School District

Inland Mechanical Services, Inc.

By: _____
 Name:
 Title:

By: _____
 Name:
 Title:

Thank you for the opportunity to provide you with this proposal. Please call or email if you have any questions regarding this proposal.

Regards,

Chad Crandall

Inland Mechanical Service, Inc.

Business Development

(951) 463-8405

ccrandall@inlandmechanicalservices.com

www.inlandmechanicalservices.com



Data Sheet / TS250

TS250 Internet-Enabled Thermostat with Integrated CO² Sensor

The Pelican Internet-Enabled Thermostat with an integrated CO² sensor provides commercial customers with virtual climate and air quality management. The TS250 delivers accurate temperature management, air quality (CO²) management, leading edge energy efficiency, built-in safeties and alarming, and fine tuned comfort. Coupled with the Pelican Web App, the TS250 tracks space temperature, CO² levels, and HVAC operational data in real-time and historically. All information is displayed in real-time online and is viewable on any Internet-connected device.



+ MESH WIRELESS NETWORK

The TS250 communicates wirelessly with a GW400 to reach the Internet. Each TS250 has built-in state-of-the-art wireless mesh network communication and repeating.

+ FAULT ALARMING

Built-in system and space analytics with automated email or text message alerts when a fault is detected.

+ WEB APP

Virtual and central management of TS250 available on all smart phones, tablets, and PCs. Directly manage thermostat temperature and CO² levels through a web browser. Designed for intuitive control over multiple thermostats.

+ HISTORICAL TREND DATA

Online viewable historical data of space temperature, setpoints, HVAC demand, CO² level, and fan demand.

+ INSTALLATION

Industry standard HVAC terminals utilize existing thermostat wire. Included with TS250 is Pelican's innovative limited wiring relay pack (WM500) used in applications where there are only three (3) wires to the HVAC unit.

+ SCHEDULING

Through the Pelican Web App you can schedule the TS250 thermostat for daily, 5-2, or 7-day schedules. Thermostats can also be scheduled as groups, for simple multi-thermostat management.

Designed and assembled in the USA
5-Year Limited Warranty



Specifications

POWER

Hardwire	24VAC, 60Hz; 50 mA
Voltage Range	23 - 30VAC
Relay Current	1.0A running

COMPATIBILITY

24VAC gas, electric, or oil heating systems.
Conventional and Heat Pump

WIRING

Conventional	R, RC, W, W2, Y, Y2, G, C
Heat Pump	R, RC, O/B, AUX, Y, Y2, G, C

SYSTEM PROTECTION

Four-Minute Compressor Short-Cycle Protection
Temporary Schedule Override
Auxiliary/Emergency Heat Efficiency Algorithm
Keypad Lockout
Trend Data Analytics and Fault Monitoring

THERMOSTAT RANGE

Operating Range	-20°F to 122°F
Differential Temperature	±0.5°F
Operating Humidity (%RH)	5 to 90% RH; non-condensing
Integrated Room CO ² Sensor	0 - 2000 PPM; +/- 50ppm accuracy
Storage Temperature	-20°F to 160°F

SIZE

Inch	H 3.5 x W 5.97 x D 1.5
mm	H 89 x W 150 x D 38
Horizontal Mounting	

Pelican Wireless Systems | 2655 Collier Canyon Road, Livermore CA 94551
(888) 512-0490 | sales@pelicanwireless.com

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The following summarizes the recommendations for adjustments to HVAC systems at Pacific Grove District Schools to prepare for re-opening the campus. We have reviewed industry guidelines such as the Covid-19 White Paper written by Taylor Engineering which discusses some of the transmission methods of the SARS-CoV-2 virus as studied by other organizations. The paper also considers measures to mitigate the impacts of airborne contaminants by the HVAC systems.

We have considered the recommendations put forth in the white paper and other industry guidelines such as ASHRAE guidelines on re-opening schools and provide the below recommendations for PGUSD Schools that we consider the most valuable. It should be noted that maintaining clean sanitized surfaces, maintaining social distancing, and conducting symptom checks are still considered best practices.

We recommend the following modifications to the HVAC systems:

1. Replace all filters with higher efficiency filters such as MERV 13 or higher if the fan systems can handle the additional pressure drop.
2. Disable zonal systems that only recirculate air in the space (e.g. ceiling fans or split system fan coils) that are not essential for thermal comfort.
3. Adjust schedules to run ventilation systems starting an hour before expected occupancy, and continue running for an additional hour after end of normal occupied hour to flush the buildings.
4. Ensure ventilation systems run continuously throughout the day (disable occupancy controlled ventilation).
5. Install CO₂ sensors or thermostats with integrated CO₂ sensors with remote monitoring capability (eg Pelican Wireless Systems) as an indication of zone ventilation levels.
6. Disable demand controlled (CO₂) ventilation, or reduce the setpoint to trigger higher ventilation to 750 ppm or lower.
7. Increase outside air cfm set-points by an additional 30% than required by energy codes.
8. Procure services of commissioning agent and air balancer to ensure ventilation rates are correctly adjusted. The added benefit of commissioning is that operating sequences can be reviewed to limit the effect on overall energy use while making the above changes.
9. Ensure all the HVAC equipment is operational and certified for ventilation rates.

We are not recommending other measures that are being considered since they involve high first costs or significantly increased operational costs without proven mitigation of the virus risk such as installing UV cleaners in the return duct, operating HVAC system 24/7, and adding humidification systems to HVAC systems to maintain 40% RH.



Regarding adding Bipolar Ionization, the following statements are by the manufacturer. There is not enough history to be prove whether this technology mitigates virus risk.

What is Bipolar Ionization?

- Has already been used since early 2000's to address VOCs and particulates in the air
- Bi-polar Ionization – Positive and Negative charged Hydrogen and Oxygen ions are released (H⁺ and OH⁻) into the space as air passes over ion generators
 - Faster the air is moving, the more ions are being produced
- For disinfection - when ions encounter a pathogen's outer casing, they 'rob' the virus's H⁺ atom and produce naturally occurring by products



Additional Benefits

- Neutralizes unwanted odors caused by VOCs
- Increased effectiveness of filtration systems through agglomeration
 - Electrically charged particles attracted to each other and clump into larger particles
- Significantly reduces smoke particulate

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: Board Calendar/Future Meetings

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Administration recommends that the Board review and possibly modify the schedule of meeting dates on the attached calendar and determine, given information from the Administration, whether additional Board dates or modifications need to be established.

BACKGROUND:

The Board has approved Bylaw 9320, which states that regular Board meetings be held on the first and third Thursday of each month, from August through June. At the annual organizational meeting held in December, Trustees approve the meeting calendar as presented. The calendar is reviewed at each Board meeting.

INFORMATION:

Changes to the Board meeting dates must be approved by a majority vote of the Trustees.

Board Meeting Calendar January – June 2021

Thursday January 7	Regular Board Meeting ✓ Preliminary Enrollment Projection for 2021-22 ✓ Property Tax Update ✓ PGHS Course Bulletin Action/Discussion	VIRTUAL
Thursday January 21	Regular Board Meeting ✓ School Accountability Report Cards ✓ Acceptance of the 2019-20 Audit Report ✓ Report on Governor’s Budget Proposal	VIRTUAL
Saturday January 30 9am	Special Board Meeting ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revise ✓ Measure D Goals and Objectives	VIRTUAL
Thursday February 4	Regular Board Meeting ✓ Budget Development Calendar ✓ Quarterly Facilities Project Updates*	VIRTUAL
Thursday February 18	Regular Board Meeting ✓ Board Goals- Approval ✓ Governance Handbook- Approval	VIRTUAL
Thursday March 4	Regular Board Meeting ✓ Second Interim Report/Budget Revision #3 ✓ Open House Schedules Reviewed ✓ Possible Personnel Action (RIF)	VIRTUAL
Thursday March 18	Regular Board Meeting ✓ Budget Projections and Assumptions ✓ Williams/Valenzuela Uniform Complaint Report ✓ Preliminary Review of PGHS Site Master Schedule ✓ Review of Strategic Plan 2021-22	VIRTUAL
Thursday March 25	Special Board Meeting ✓ Proposed COVID-19 Elementary Schools’ Reopening Plans ✓ Superintendent Goals 2021-22	VIRTUAL
Thursday April 1	Regular Board Meeting ✓ Approve 2021-22 Aug.- Dec. Board Meeting Calendar ✓ TRAN Resolution	VIRTUAL
Thursday April 22	Regular Board Meeting ✓ Begin Superintendent Evaluation	VIRTUAL
Thursday May 6	Regular Board Meeting ✓ Continue Superintendent Evaluation ✓ Review of Site Master Schedules ✓ California Day of the Teacher ✓ Week of the CSEA Employee ✓ Review of Strategic Plan 2021-22	VIRTUAL
Thursday May 20	Regular Board Meeting ✓ Complete Superintendent’s Evaluation ✓ Review Governor’s Revised Budget ✓ Suspensions/Expulsions Annual Report	VIRTUAL

Thursday June 3	Regular Board Meeting ✓ 2021-22 Budget Public Hearing ✓ Retiree Recognition ✓ Employee Recognition ✓ LCAP Public Hearing	VIRTUAL
Thursday June 17	Regular Board Meeting ✓ Approval of Contracts and Purchase Orders for 2021-22 ✓ Review of Legal Services Costs ✓ Solicitation of Funds Report ✓ Consolidated Application ✓ Approval of LCAP ✓ 2021-22 Budget Adoption	VIRTUAL

**Quarterly District Safety Update and Quarterly Facilities Projects Update as needed*

Board Meeting Calendar August – December 2021

Aug. 19	Regular Board Meeting ✓ Student Enrollment Update ✓ Back to School Night Dates ✓ Property Tax Report ✓ Quarterly Facilities Project Updates* ✓ Quarterly District Safety Update*	District Office
Sept. 2	Regular Board Meeting ✓ Unaudited Actual Report ✓ Local Control Accountability Plan Review	District Office
Sept. 16	Regular Board Meeting ✓ Williams Uniform Complaint Report	District Office
<i>TBD</i> Sept. 18 <i>*Saturday</i>	Special Board Meeting ✓ Foreign Language Program	District Office
<i>TBD</i> Sept. 25 <i>*Saturday</i>	Special Board Meeting ✓ Board Goals – Review/Revise ✓ Strategic Plan – Review/Revise	District Office
Oct. 7	Regular Board Meeting ✓ Superintendent Goals ✓ Budget Revision #1 on 2021-22 working budget (preliminary First Interim) ✓ Bus Ridership ✓ Week of the School Administrator	District Office
Oct. 21	Regular Board Meeting ✓ Quarterly District Safety Update*	District Office
Nov. 4	Regular Board Meeting ✓ PGHS Course Bulletin Information/Discussion	District Office
Nov. 18	Regular Board Meeting ✓ Intent Form Due (to serve as Board President or Vice President) ✓ Review of Special Education Contracts ✓ Quarterly Facilities Project Updates*	District Office
Dec. 16	Organizational Meeting ✓ Election of 2020-21 Board President and Clerk ✓ Budget Revision #2 ✓ First Interim Report ✓ PGHS Course Bulletin Action/Discussion ✓ Williams Uniform Complaint Report ✓ Employee Recognition ✓ Review of Legal Services Costs ✓ Solicitation of Funds Report	District Office

**Quarterly District Safety Update and Quarterly Facilities Projects Update as needed*

- | | |
|---|--|
| <input type="checkbox"/> Student Learning and Achievement | <input type="checkbox"/> Consent |
| <input type="checkbox"/> Health and Safety of Students and Schools | <input type="checkbox"/> Action/Discussion |
| <input type="checkbox"/> Credibility and Communication | <input checked="" type="checkbox"/> Information/Discussion |
| <input checked="" type="checkbox"/> Fiscal Solvency, Accountability and Integrity | <input type="checkbox"/> Public Hearing |

SUBJECT: Review COVID-19 Relief Funding for K-12 Education

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Song Chin-Bendib, Assistant Superintendent for Business Services

RECOMMENDATION:

The District Administration recommends the Board review the attached COVID-19 Relief Funding for K-12 Education.

BACKGROUND:

On March 13, 2020, Governor Gavin Newsom issued Executive Order N-26-20 to assist local educational agencies (LEAs) that close during the covid-19 crisis. A school district, county office of education, or charter school that closes to address covid-19 will continue to receive state funding during the period of closure to support the following:

- Continue to deliver high-quality education opportunities to students to the extent feasible through options such as distance learning and independent study; and
- Provide school meals;
- Arrange for, to the extent practicable, supervision for students during ordinary school hours; and
- Continue to pay its employees

The Governor's Executive Order recognizes the massive and cascading effect that school closures have on communities during the crisis.

At the time the Governor issued his Executive Order, the Federal government issued its Coronavirus Aid, Relief, and Economic Security (CARES) Act which included the first round of \$13.2 billion to provide local education agencies (LEAs) with emergency relief funds to address the impact covid-19 has had on elementary and secondary schools across the nation. Subsequent Federal CARES have since followed.

INFORMATION:

For Pacific Grove Unified School District, the one-time funding grants are as follows:

ROUND I

1. Senate Bill (SB) 117: \$33,236
2. Federal CARES Act Funds, based on LEAs share of funds received under 2019-20 Title I, Part A: \$104,689 as of March 23, 2021 (has been updated to \$105,274)
3. Learning Mitigation Loss – Federal CARES Act Budget Deal Funds based on LCFF distribution of Supplemental/Concentration proportion and Coronavirus Relief Fund (CRF) portion: \$704,412

4. Learning Mitigation Loss – Federal CARES Act Budget Deal Funds based on LCFF distribution, Proposition 98 portion: \$159,885
5. Learning Mitigation Loss – Governor’s Emergency Education Relief (GEER) Fund: \$110,403

ROUND II

6. Elementary and Secondary School Emergency Relief (ESSER) II funds: \$548,654
 - Allowable uses of funds are attached

ROUND III

7. American Rescue Plan, ESSER III: \$1,220,947

Assembly Bill (AB) 86

8. In-person instruction grants; \$617,735
9. Expanded Learning Opportunities (ELO) grants: \$1,303,970

FISCAL IMPACT:

As reported.

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Coronavirus Aid, Relief, and Economic Security (CARES) Funds: as of March 23, 2021

DESCRIPTION OF FUND	AMOUNT	WHAT WAS PURCHASED:
<p><i>SB 117</i></p> <p><i>Resource code 7388</i></p>	<p>\$33,236</p>	<p>PPE – hand sanitizer, sanitizing equipment, window facemasks, KN95</p> <p>\$33,236</p>
<p><i>Federal CARES Act ESSER funds (Based on 2019-20 Title I, Part A)</i></p> <p><i>Resource code 3210</i></p>	<p>\$104,689</p>	<ul style="list-style-type: none"> • Classroom shields • Washable face masks • Covid maintenance supplies/equipment • Sanitizing equipment • Covid signage • Crate storage • Plexiglass barriers <p>\$33,021</p> <ul style="list-style-type: none"> • T mobile hot spots • Additional zoom licensing <p>\$11,794</p> <ul style="list-style-type: none"> • Substitute hours and extra duty to support targeted instruction and Distance Learning at the Middle and High Schools • Extra tech support for chromebook distribution and iPad enrollment <p>\$24,956</p>

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Coronavirus Aid, Relief, and Economic Security (CARES) Funds: as of March 23, 2021

		<p>\$34,918 = encumbered but not paid yet</p>
<p><i>Learning Loss Mitigation: -Federal CARES Act Budget Deal Funds (Based on LCFF Distribution of Supplemental/Concentration proportion and Coronavirus Relief Fund /CRF portion</i></p> <p><i>Resource code 3220</i></p>	<p>\$704,412</p>	<ul style="list-style-type: none"> • University of Phoenix DL training \$33,634 • 2 extra paid days to Certificated staff \$186,186 • Planning days in early August 2020 \$174,826 • Lunch vouchers in the summer \$23,065 • PPE \$4,644 • Technology license \$21,454 • Laptops \$21,723 • BASRP transitioned to DL support \$113,824 • Campus supervisor transitioned to covid maintenance support \$5,955 • Chromebook lease – first payment \$105,035 • T mobile hot spots \$2,543 • Distance Learning support \$11,523

PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Coronavirus Aid, Relief, and Economic Security (CARES) Funds: as of March 23, 2021

<p><i>Learning Loss Mitigation:</i> <i>-Federal CARES Act Budget Deal Funds (Based on LCFF Distribution) Proposition 98 Portion</i></p> <p><i>Resource code 7420</i></p>	<p>\$159,885</p>	<ul style="list-style-type: none"> • Enhance learning support – Seesaw Learning Inc., & Zaner-Bloser Inc \$3,900 • Devices or connectivity for distance learning – <ul style="list-style-type: none"> -ipad cases - T mobile screentify -Tablets with cases -Ethernet adapters - Kajeet - IRead software - Ed puzzle - IXL - T Mobile hotspots \$90,696 • Personal Protective Equipment (PPE), supplies to sanitize and clean the facilities <ul style="list-style-type: none"> - Hand sanitizers (e.g. Waxie Sanitary Supply) - Maintenance supplies & equipment (Forest Hill Ace Hardware) <ul style="list-style-type: none"> - ziplock bags - gloves \$61,664 • Audit fee – consultation to track
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PACIFIC GROVE UNIFIED SCHOOL DISTRICT

Coronavirus Aid, Relief, and Economic Security (CARES) Funds: as of March 23, 2021

		<p>Distance Learning \$1,500</p> <ul style="list-style-type: none"> • Sub costs \$2,125
<p><i>Learning Loss Mitigation: -Governor’s Emergency Education Relief (GEER) Fund</i></p> <p><i>Resource code 3215</i></p>	<p>\$110,403</p>	<ul style="list-style-type: none"> • Substitute costs \$1,400 • PPE \$6,000 <p>Balance \$103,000 = to pay partially for the second semester of BASRP employees who were transitioned to classroom support; the rest will be paid out of the ESSER II funds (Round 2 of the CARES funds)</p>
<p><i>ROUND II of CARES funds:</i></p> <p><i>Elementary and Secondary School Emergency Relief (ESSER) II funds</i></p> <p><i>Resource code 3212</i></p>	<p>Estimate \$548,654</p>	<p>Recommendations:</p> <ul style="list-style-type: none"> - To pay for the rest of the BASRP salaries & benefits for the second semester - To install live stream of Board meetings at the Jesse Bray Conference room <p>Allowable uses of funds are attached.</p>

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
Coronavirus Aid, Relief, and Economic Security
(CARES) Funds: as of March 23, 2021

<p><i>ROUND III of CARES funds:</i></p> <p><i>American Rescue Plan- ESSER III</i></p> <p><i>Resource code - TBD</i></p>	<p>Estimate \$1,220,947</p>	<p>Rules: At least 20% of the ESSER III funding must be reserved for learning loss mitigation measures such as expanded learning programs and summer school.</p> <p>Recommendations: The Administration Team is still working on the needs.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> - In the works with the Administrative Team
<p><i>AB 86:</i></p> <p><i>In-Person Instruction Grants</i></p> <p><i>Resource code 7422</i></p>	<p>Estimate \$617,735</p>	<ul style="list-style-type: none"> - The grant is reduced by 1% for each day of instruction between April 1 and May 15 that the LEA does not provide in-person instruction. - Estimated reduction to PG USD is 3%, April 1 – 5, integrating in-person 4th and 5th grades by April 6th. <p>Recommendations:</p> <ul style="list-style-type: none"> - In the works with the Administrative Team

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
Coronavirus Aid, Relief, and Economic Security
(CARES) Funds: as of March 23, 2021

<p>AB 86:</p> <p><i>Expanded Learning Opportunity Grants</i></p> <p><i>Resource codes 7425 and 7426</i></p>	<p>Estimate \$1,303,970</p>	<p>-The grant may be used for various strategies to accelerate learning and address student needs such as extended learning time, professional development, programs to address social-emotional learning, and access to school meals.</p> <p>- At least 85% of the funds must be used for activities provided in-person, and up to 15% of funds may be used for activities provided remotely.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> - In the works with the Administrative Team

ESSER II Allowable Uses – Deadline to spend funds = September 30, 2023

The ESSER II Funds can be used in much the same way as the ESSER Funds under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The difference is that with ESSER II there are more defined allowable uses:

1. Any activity authorized by the ESEA, the Individuals with Disabilities Education Act (IDEA), the Adult Education and Family Literacy Act (AEFLA), the Carl D. Perkins Career and Technical Education Act (Perkins), or the McKinney Vento Homeless Education Assistance Act.
2. Coordination of LEA preparedness and response efforts to improve coordinated responses with other agencies to prevent, prepare for, and respond to coronavirus.
3. Providing principals and other school leaders with the resources necessary to address school needs.
4. Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth.
5. Developing and implementing procedures and systems to improve LEA preparedness and response efforts.
6. Training and professional development for LEA staff on sanitation and minimizing the spread of infectious diseases.
7. Purchasing supplies to sanitize and clean LEA facilities.
8. Planning for and coordinating during long-term closures, including how to provide meals, technology for online learning, guidance on IDEA requirements, and ensuring other educational services can continue to be provided consistent with all applicable requirements.
9. Purchasing educational technology (including hardware, software, and connectivity) for students served by the LEA that aids in regular and substantive educational interactions between students and their classroom teachers, including assistance technology or adaptive equipment.
10. Providing mental health services and supports.
11. Planning and implementing activities **related to summer learning** and supplemental afterschool programs, **including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.**
12. Addressing learning loss among students, including low-income students, students with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and children in foster care, of the local educational agency, including by–

- Administering and using high-quality assessments to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiating instruction.
 - Implementing evidence-based activities to meet the comprehensive needs of students.
 - Providing information and assistance to parents and families on how they can effectively support students, including in a distance learning environment.
 - Tracking student attendance and improving student engagement in distance education.
13. School facility repairs and improvements to reduce risk of virus transmission and to support student health needs.
14. Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification, and other air cleaning, fans, control systems, and window and door repair and replacement.
15. Other activities that are necessary to maintain operations and continuity of services and continuing to employ existing staff.

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: Future Agenda Items

DATE: April 22, 2021

PERSON(S) RESPONSIBLE: Ralph Gómez Porras, Superintendent

RECOMMENDATION:

The Administration recommends that the Board review the list of future agenda items and direct Administration to add items to the list and/or schedule items for a particular agenda.

BACKGROUND:

Board Bylaw 9322 states in part that “Any member of the public or any Board member may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request [from a member of the public] must be submitted to the Superintendent or designee with supporting documents and information ...”

INFORMATION:

Board members have the opportunity at the end of Open Session in a Regular Board meeting to request that items be added to the list for a future meeting. Depending upon the timeliness of the item, it may also be assigned a particular meeting date.

The following is a list of future agenda items as of the April 22, 2021 Regular Board Meeting:

- Added April 1, 2021: Resolution No. 1068 Supporting People of Asian Ancestry and Condemning Harassment, Violence and Hatred Toward People of Asian Descent (May 6, 2021)
- Added February 18, 2021: Board requested final review of Governance Handbook (Spring 2021)
- Added February 18, 2021: Board requested a review of grading policies (Spring 2021)
- Added February 18, 2021: A member of the public requested a discussion to explore realignment of 6th graders to the elementary level (Spring 2021)
- Board requested a renewed discussion about District solar panels (May 20, 2021)
- Added April 1, 2021: Board requested a review of the nondiscrimination policy (June 2021)
- Added February 4, 2021: Return of affordable housing at a later date when more information becomes available (Fall 2021)
- Added March 4, 2021: A Board member requested a study about making ethnic studies a graduation requirement
- Added March 18, 2021: Return of Foreign Language Program (Fall 2021)